



It's here! The Fall 2020 school year is upon us!

We are excited that you have chosen the JUNIOR EXPLORER CLUB as your daily headquarters for this new E-Learning Adventure. As EXPLORERS, we embrace all opportunities as an adventure and plan to tackle this one with the same spirit and enthusiasm. As we embark on this new journey, it is important that we embrace these changes as a team. As a member of the JUNIOR EXPLORER CLUB, we see our EXPLORERS and families as TEAM JEC!!

We will provide a safe and quiet learning space for all our E-Learners and do our best to address any issues. While we remain dedicated to the success of EXPLORERS, it is important to remember that JEC staff are not certified educators but certified care takers. We will, however, do our best to help EXPLORERS and as the parent/guardian, we encourage you to share teacher schedules, ZOOM call times, check your child's work daily, etc. so that we can all ensure a successful TEAM JEC victory.

As a small business owner, I am humbled that we have been able to overcome the difficult challenges. This crisis—its scale and its severity—has taken all of us and the world by surprise. With that said, and in the spirit of transparency, we feel strongly that informing TEAM JEC about the changes is just as important as informing why these changes are needed. Therefore, please be sure to familiarize yourself with the following information and new policy changes including pick-up and drop-offs locations, rules, and our most frequently asked questions.

Thank you for everything you are doing to continue this ongoing effort to maintain a safe and healthy environment. If you have any questions or concerns, please don't hesitate to contact us. Please note our new Clubhouse business line 614-869-0053.

We look forward to an ADVENTUROUS Fall! Let's go TEAM JEC!!

Yours in adventures,

Michele Rapp, Chief Exploration Officer

Frequently Asked Questions*

JEC=JUNIOR EXPLORER CLUB

ASC= After School Care

KW=Kindergarten Wrap



Question	Answer
<p>Are masks required?</p>	<p>Yes. All persons (except Preschool age children) MUST wear a mask inside the center.</p>
<p>What if a child or staff member tests positive for COVID19?</p>	<p>If any of our staff or EXPLORERS test positive for COVID19, we will reach out to all families with children who may have been exposed, following any and all Government required procedures.</p> <p>Every staff and EXPLORER in that classroom will need to quarantine for 14 days OR present a negative test result before returning.</p> <p>Please see the Covid19 Center guidelines</p>
<p>What if the Government declares another “Stay at Home” order?</p>	<p>If the Government makes any changes to how we are able to conduct business, we will take all steps necessary to reassess and reevaluate our care plan. No refunds will be provided, as is industry standard but your tuition will hold your spot. If you need a babysitter or nanny referral during this time, please let us know.</p> <p>Please be advised, if there is a decrease in ratios there could be an increase in tuition.</p>
<p>If a child gets sick during the day, what is the policy?</p>	<p>If a child presents with symptoms during the day, they will be isolated from other children and parents will be asked to pick up their child immediately. They may return when they are symptom free or after a COVID19 negative test.</p> <p>No refunds will be provided, as is industry standard. If you need a babysitter or nanny referral during this time, please let us know. For more details regarding this subject, please refer to the Covid19 Center guidelines.</p>

<p>How will you group EXPLORERS in the Clubhouse?</p>	<p>Each room at the clubhouse has it's own occupancy. The maximum number of children we will have in each room is 24. Each staff member will oversee an assigned group of children, with an assigned support staff member. Our goal is to keep everyone in the same group, with their assigned grade as much as possible. Please see the E-Learning process below for additional details.</p>
<p>If we do not need your services at this time, will the \$250 registration fee be refunded?</p>	<p>All of our registration fees are non-refundable.</p>
<p>If we decide to wait until school re-opens to use your services, is our spot secure?</p>	<p>If/when schools open back up, we will be moving into new programming and new pricing. Since we do not know what to expect during this pandemic, and the News changes daily, we are unable to hold spots at this time. If we do move into Hybrid or Normal programming care, we will be contacting families who originally registered for normal fall programming, and assist them with getting enrolled, provided there are spots available.</p>
<p>Tuition breakdowns for full time vs. part time for E-Learning.</p>	<p>Full time = 31-50 hours of care per week Part time = 30 or less hours of care per week *Part timers must have a SET schedule each week (exceptions may be made by Cici at cici@jrexplorerclub.com)</p>
<p>What does the Inclusive package offer for the Hybrid Learning model?</p>	<p>Inclusive packages are broken down by ASC or KW. The Hybrid Learning model covers pickup and drop off (for ASC & KW programs) and full-day care for the 2 days per week (plus alternating Wednesdays) that children are in school, as well as FULL TIME care for the two days of E-Learning. Each package is based on whether they are KW only, ASC only, or KW PLUS ASC.</p>

<p>What does “locked-in rate” mean?</p>	<p>Our locked-in rates cover ASC and KW programs during the NORMAL Learning model. The locked-in rate will require a contract signed by families, locking in the lower rate and agreeing to stay with us at that rate until the end of the Dec. 2020 school year.</p> <p>Month to month packages would not require a contract. Month to month would still require a notice of withdrawal as stated in the Enrollment Contract Agreement.</p>
<p>What are your hours of operation for these programs?</p>	<p><u>E-Learning</u>: 7:45am-6pm</p> <p>Normal or Hybrid Models <u>AM Wrap</u> 8am-12:05pm drop off <u>PM Wrap</u> 11:05am pick up until 3pm. <u>ASC</u>: 2:50pm pick up until 6pm <u>Early drop off</u>: 7-7:45am for additional \$10 per day (applies too all learning models)</p>
<p>What should we expect with E-Learning? How will rooms be set up? Will your staff be making sure work is completed?</p>	<p>PLEASE see the full breakdown of our E-Learning process below.</p>
<p>What if our child has to attend Zoom meetings?</p>	<p>We will be provide a quiet space for children to participate in Zoom Meetings. For additional details, please see the full breakdown of our E-Learning process below.</p>
<p>What is the location for E-learning?</p>	<p>The JUNIOR EXPLORER CLUBHOUSE 1033 Old Henderson Road Columbus, Ohio 43220</p>
<p>Will the JEC be using the Saint Marks Church location?</p>	<p>At this time, we will remain at the Clubhouse. Due to the large senior citizen population at the church it is for the safety of all involved to refrain from using the church.</p>
<p>Will parents be allowed in the lobby?</p>	<p>At this time, no parents will be allowed to enter the building. Preschool families are permitted in the lobby area only. We have designed a pick-up and drop-off procedure with designated entry points based on grades. Please refer to the Pick-up and Drop-off procedures for more details.</p>
<p>What is the waitlist process?</p>	<p>Once a spot opens up,the JEC will contact the families on the waitlist based on the first come, first served compiled list. Families will be given a week to respond until JEC moves down the list to the next family.</p>

<p>Are you offering same day drop-in care?</p>	<p>No. Our schedules and groups will be planned in advance prior to each week. This is to keep the same children in the same group with the same teacher as much as possible. We can not make adjustments like before since our groups are smaller and we have limited spots available.</p>
<p>Will you be taking temperature checks? What is considered a fever?</p>	<p>In addition to taking temps upon arrival, EXPLORERS will have temp checks taken after lunch and after the second snack of the day. If a child is above 99.5, they will be considered fevered by our standards. If your child runs a high temp normally, please discuss this with the JEC.</p>
<p>What do EXPLORERS need to bring for E-learning?</p>	<p>Please refer to the Parents will provide list below.</p>

PARENTS WILL PROVIDE*

- Electronic devices that EXPLORERS will use for E-Learning. Must be clearly labeled and accessible to JEC staff to set up our WIFI password
- Headphones clearly labeled to use daily
- Assigned schedule from teacher. Families can also opt in a JEC member to the teacher communication weekly emails. Send to Cici@jexplorerclub.com
- Backpacks clearly labeled with EXPLORERS name
- DAILY Packed healthy lunch and water bottle labeled with the EXPLORERS name
- EXPLORERS school materials list
- Any "extras" the teachers have requested to your JEC team member
- A mask clearly labeled (required by EXPLORERS Kindergarten and up)
- Please follow up with your child **everyday** following the school day with JEC to ensure all assignments were properly followed and submitted. We will do our best to ensure this is all done during our E-Learning times but double checking and reviewing with your child is a must for success.

E-LEARNING PROCESS AND DAILY SCHEDULE*

Each room will have fun planned activities, as well as an appropriate space and time for E-Learning. We have been working with various teachers in the district to help us navigate this E-Learning process in order to support our EXPLORERS in the best way possible. We are also collaborating with Independent Teachers who offer professional tutoring services. They will provide the additional educational support for those explorers who need it. There will be a small nominal fee for their service. Please let us know if you are interested in this service.

We will work with the EXPLORERS to make sure they are doing what they should be. Since we are not "teachers", our responsibility will be to make sure children are safe, happy, productive, and engaged in their virtual learning. Each child should be getting a syllabus from their schools with their assignments on it. Please make sure we have copies of your EXPLORERS syllabus. **However, it will be the parents' sole responsibility to make sure work is being completed and submitted to teachers.**

E Learning Schedule 1st through 5th Grade Schedule

7:45 am- 8:30 am Arrival, Setup for the day
8:30 am- 9:00 am Whole Class Zoom Meeting
9:00 am- 11:00 am English/Language Arts or Math Workshop/Scheduled Brain Break
11:00 am- 12:00 pm Lunch/Outdoor Play
12:00 pm- 2:20 pm English/Language Arts or Math Workshop/Scheduled Brain Break
2:20 pm- 2:50 pm Related Arts or Counseling Lessons
2:50-3:30 pm Outdoor Play/Gross Motor Skills
3:30 pm- 4:30 pm JEC Programming
4:30-6:00 pm Outdoor Play/ Scheduled Trips

Wickliffe E Learning Schedule 1-5th Grade Schedule

7:45 am- 9:30 am Arrival, JEC Enrichment Centers
9:30 am- 10:00 am- Whole Class Zoom Meeting
10:00 am- 12:00 pm- Language Arts or Math Workshop/15 minute Brain Break
12:00 pm- 1:00 pm- Lunch/Outdoor Play
1:00 pm- 3:20 pm- Language Arts or Math Workshops/Related Arts- Art, Gym, & Music
3:30 pm-4:30 pm Outdoor Play/Gross Motor Activities
4:30- 6:00 pm JEC Programming

PICK UP AND DROP OFF PROCEDURES*

The health and safety of our EXPLORERS is our #1 priority. In light of the COVID19 pandemic, we think it is important that you understand the JEC efforts to manage their health and safety. We are focused on taking all reasonable measures to prevent the spread of COVID19 in our program while ensuring they receive plenty of time for E-Learning. Opening our doors, however, requires major adjustments. Due to the revised safety guidelines, things will look different when it comes to the day to day flow. While our processes & procedures may be changing, we pride ourselves on delivering the same quality of care to EXPLORERS and families.

- We will be doing drive-up drop off/pick up with a temperature checks from your car
- Toddlers, Preschool, and PreK will be the only group permitted in the lobby only
- Preschool will drop off/pick up at the Main **PINK DOOR**
- 1st - Kindergarten will be at the far left middle door, the **GREEN DOOR**
- 2nd - 5th grade drop off/pick up will be the last door on the left of the building the **RED DOOR**
- If you have siblings you can drop off/pick up together at the same drive up location and we will take the children to their assigned rooms but it must be the same door daily.

COVID19 CENTER GUIDELINES*

As you are aware, the situation continues to change daily, and as such, we will adapt and adjust our protocols and procedures as we follow the guidance per the CDC, The Ohio Department of Job and Family Services and The Ohio Department of Health. Thus, listed below is a snapshot of the practices we will implement including but not limited to:

COVID19 Illness

If a staff or EXPLORER tests positive, entire classroom (not entire clubhouse) will need to quarantine for 14 days **OR** provide the JEC with a negative COVID19 test in order to return. No refunds will be provided, as is industry standard. If you need a babysitter or nanny referral during this time, please let us know.

General Sickness

We understand, kids will get colds. As we do our best to keep everyone safe and cared for, we will work with families to determine if this is allergies or the common cold. As a general rule, if they present a second symptom then they must remain home until symptoms are gone **OR** provide the JEC with a negative COVID19 test in order to return. No refunds will be provided, as is industry standard. If you need a babysitter or nanny referral during this time, please let us know.

General Classroom Practices

All staff and EXPLORERS (Kindergarten and up) will wear a mask

Only staff necessary to maintain ratio compliance will be inside of classrooms

Classrooms will stay with their same group with the same teacher(s) on a daily basis

Focus on outdoor activities when possible, with no more than one group of children in one outside area at a time

Ensure activities are small group or individual activities, rather than whole group, whenever possible

Spaces for EXPLORERS will be structured in a way that allows the JEC to implement specific social distancing guidelines

Limit the total number of EXPLORERS in the Clubhouse as much as possible so social distancing can be followed.

General Cleaning Practices

Rigorous cleaning protocols and use of an EPA-registered disinfectant that is active against the coronavirus

Clean and disinfect frequently touched surfaces throughout the day and at night

Clean toys throughout the day. Deep sanitize all toys at the end of the day

Hand-sanitizing products with 60% alcohol will be made available and will be stored out of reach of children when not in use

Wash hands frequently (e.g., before and after meals, after coming inside, after restroom breaks, after sneezing, blowing your nose, or coughing) with soap and water for at least 20 seconds

General Overall Guidance

Always wear a mask (except for outdoor play if social distancing playing)

Avoid touching your face

Social distance as much as possible

Frequent hand washing

Temperature checks throughout the day

Minimize contact during drop-off/pick-up, allow parents to remain outside of the building for sign-in and -out of their children

**Information is Subject to Change*

We (I) have received, read and understand the terms and rules defined by the JUNIOR EXPLORER CLUB. We (I) agree to abide by it:

PARENT SIGNATURE: _____ DATE SIGNED: _____