eLearning Program 2020
Although school as we know it has changed, Boys & Girls Clubs of St. Joseph County is here to do whatever it takes to ensure all kids have equal access to the resources and opportunities that will help them have a great future.

Our eLearning Program has been created in partnership with the South Bend Community School Corporation, the Empowerment Zone, and South Bend Venues Parks & Arts to support children while their parents return to work.

In addition to assisting with technology and supervising online learning, we will do science experiments, read stories, and fold paper airplanes. We will share breakfast, lunch, and a late afternoon snack together. And best of all, we will offer opportunities for just being a kid — for playing outside, learning to paint, and laughing with friends.

Thank you for your trust and confidence in us. Even though these are uncertain times, we look forward to a positive and successful program!
eLearning Program Times

Monday – Friday  8:30am – 5:30pm
All sites will be closed on Monday, September 7 for Labor Day.

Drop-off time: 8:30 – 9am
Pick-up time: 5 – 5:30pm

All children should be dropped off and picked up according to this schedule. Attendance will be recorded daily and monitored by your child’s school and the South Bend Community School Corporation or Empowerment Zone.

Program Sites/Contact Information

Main Office

502 East Sample Street
South Bend, Indiana 46601
574-232-2048
CEO: Jacqueline Kronk
jkronk@bgcsjc.org

OC Carmichael, Jr. Youth Center

502 East Sample Street
South Bend
Drop off from Fellows Street at main entrance.

Unit Director: Constance Giles
574.232.2048
cgiles@bgcsjc.org
**Harrison Primary Center (SB Empowerment Zone)**

3302 West Western Avenue  
South Bend  
*Drop off from Kentucky Avenue at Door 22.*

Unit Director: Ashley Murray  
574.261.5567  
asalyer@bgcsjc.org

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**Madison STEAM Academy**

832 North Lafayette Boulevard  
South Bend  
*Drop off on Lafayette Boulevard across from the tennis courts.*

Unit Director: Malisa White  
574.208.1101  
mwhite@bgcsjc.org

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**Muessel Primary Center**

1021 Blaine Avenue  
South Bend  
*Drop off on Cleveland Avenue at the bus location.*

Unit Director: Tonja Winfield  
574.400.5532  
twinfield@bgcsjc.org
Martin Luther King, Jr. Recreation Center

51522 Linden Avenue
South Bend

*Drop off from College Street at main entrance.*

Unit Director: Maurice Walker
574.213.8326
mwalker@bgcsjc.org

Charles Black Community Center

3419 West Washington Street
South Bend

*Drop off from West Washington Street in parking lot.*

Unit Director: Maurice Walker
574.213.8326
mwalker@bgcsjc.org

Pinhook Park Pavilion

2801 Riverside Drive
South Bend

*Drop off from Riverside Drive just south of Cleveland Avenue.*

Contact: Duane Wilson
574.850.7321
dwilson@bgcsjc.org
Based on the guidance of local health organizations, we have developed the following procedures to keep everyone safe and healthy.

Drop-Off Procedures
Please drop off your child every morning between 8:30 and 9am.
Please note that parents will not be permitted to enter the eLearning Program sites to avoid additional exposure for both parents and students/staff.

Daily Symptom Screening
Each morning during drop-off, parents will be asked to answer these questions before children get out of their vehicle:

- In the last five days, has your child had a fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash?
- Has your child recently been exposed to someone who has been diagnosed with COVID-19? If yes, when?
- Have you or your child traveled internationally in the last two weeks?

If the parent answers yes to any of these questions, the child will not be admitted into the program and will be asked to return when they are able to answer no.

Temperature Checks
- Upon arriving in the building each day, the body temperature of students and staff will be checked using a touchless infrared thermometer.
- Temperatures will be taken again at noon each day.

If the temperature is 99.5F or higher, the person must be sent home until fever-free without fever reducing medication for at least five days.

Masks
Students and staff will be required to wear masks at all times while indoors. Students should wear a mask upon arrival. If needed, disposable masks will be available.
What are the symptoms of COVID-19?

COVID-19 affects different people in different ways, from mild symptoms to severe illness. Symptoms typically appear 2–14 days after exposure to the virus.

Symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Pick-up Procedures

- Please pick up your child every afternoon between 5 and 5:30pm.
- Parents should drive up to the car line and students will be called by staff to meet parents outside.
- Parents will not be permitted to go inside of eLearning Program sites. This will help to limit additional exposure.
- Only adults who have been authorized by parents may pick up students. **Photo ID will be required to ensure safety of all children.**
- If staff feels that an adult picking up a student is under the influence of drugs and/or alcohol, we will not release the student into their care and may contact the local police department.
- Students who walk home must have permission from parents.
Illness: COVID-19 or any other illness

During daily activities, if a student exhibits signs of COVID-19 or any illness, a staff member will take their temperature and administer First Aid as needed. The Site Director will call the parent and ask that the child be picked up as soon as possible. Please remember that your child must be fever-free for five days before they may return to eLearning sites.

Social Distancing/Small Group Sizes

Small groups facilitate a positive and constructive environment while promoting everyone’s health and safety. Students will stay in one group throughout the duration of the day. They will be spaced at tables that are positioned to accommodate six feet of separation between every person. There will be no field trips or large group events.

Frequent Hand Washing

To keep everyone safe, hands will be washed:
- upon entering the building
- after using the restroom
- before/after eating
- after playing outside
- before/after any health assessment or screening

Disinfecting and Cleaning

When students rotate from one space to another, the room and equipment will be sanitized. Only items that can be sanitized/cleaned daily are authorized to be used as part of the program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility will be prohibited, such as stuffed animals, plush toys, etc.
Chromebooks + Personal Items

On the first day, students should bring their school-issued Chromebook and plan to leave it at the site each evening. Headphones will be provided.

On the first day, students may bring a backpack and/or school supplies that will remain at their eLearning Program site. In an effort to prevent transmission of the coronavirus between home and school, students should leave personal items at home.

Dress Code

We ask that children dress appropriately and ready for an active day. Please pay attention to weather conditions when choosing clothing, as well as these requirements:

• Shirts must be worn at all times and should cover the belly and be at least two inches thick on shoulder.
• Shoes must be worn at all times.
• Please no flip flops or dress shoes as we will be playing outside as much as possible.
• Hats are not permitted inside the buildings.
• Sunscreen will be needed on sunny days. Please apply sunscreen to your child at home before coming to eLearning Program sites.

Behavior

Boys & Girls Clubs foster a positive environment of mutual respect and kindness. Any intentional harm to others — from physical to emotional — will be subject to our behavior policy. These actions include physical violence, theft, threats, unkind language, and more.

Our behavior policy is a three-step process:

• Verbal warning
• Timeout with reflection
• Written documentation of incident

Depending on the severity or pattern of the offense, the discipline process may not follow these steps. Offenses such as fighting, blatant disrespect to staff or other students, destruction of property, and leaving a group without permission can result in an automatic suspension from the program. After a pattern of suspensions and/or write-ups, we will request a parent conference to discuss possible options. In addition, inappropriate behavior from a parent on the grounds may result in the removal of their child from the program.
# How We’ll Spend the Day

## Daily Schedule Overview: SBCSC Students

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30–9 AM</td>
<td>Student arrival&lt;br&gt;Breakfast, preparation for the day</td>
</tr>
<tr>
<td>9 AM</td>
<td>Responsive Classroom: PULSE Check &amp; Circle Time</td>
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<tr>
<td></td>
<td><strong>INSTRUCTION BLOCK 1: Math</strong></td>
</tr>
<tr>
<td>10 AM</td>
<td>Mindfulness break/outdoor time (BGC)</td>
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<tr>
<td>10:30 AM</td>
<td><strong>INSTRUCTION BLOCK 2: Reading/Writing</strong></td>
</tr>
<tr>
<td>12 PM</td>
<td>Lunch (temp check)</td>
</tr>
<tr>
<td>12:45 PM</td>
<td>Mindfulness Break/1:1&lt;br&gt;Independent/small group instruction</td>
</tr>
<tr>
<td>1:30 PM</td>
<td><strong>INSTRUCTION BLOCK 3</strong></td>
</tr>
<tr>
<td>2:30 PM</td>
<td>Mindfulness break/outdoor time (BGC)</td>
</tr>
<tr>
<td>2:45 PM</td>
<td>Character Traits + Literacy Development (BGC)</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>Snack, Visual/Performing Arts, STEM, Sports &amp; Recreation (BGC)</td>
</tr>
<tr>
<td>4:15 PM</td>
<td>Power Hour: homework support&lt;br&gt;free choice, PULSE Check</td>
</tr>
<tr>
<td>5–5:30 PM</td>
<td>Student departure</td>
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</tbody>
</table>
### Daily Schedule Overview: SB Empowerment Zone Students
(HARRISON PRIMARY CENTER)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 8:30 – 9 AM | Student arrival  
Breakfast, school welcome meeting (optional),  
Independent online practice games or reading |
| 9 AM      | MATH CORE INSTRUCTION (Synchronous)                                       |
| 10 AM     | Mindfulness break/outdoor time (BGC)                                      |
| 11 AM     | READING/WRITING CORE INSTRUCTION (Synchronous)                            |
| 12:30 PM  | Lunch (temp check)                                                        |
| 1:30 PM   | Monday/Wednesday/Friday: Science/Social Studies Core Instruction  
Tuesday/Thursday: Art/Music/PE                                           |
| 2:30 PM   | Student Personalized Learning & Small Group Interventions & Supports       |
| 3:30 PM   | Character Traits + Literacy Development (BGC)                             |
| 4 PM      | Snack, Visual/Performing Arts, STEM, Sports & Recreation (BGC)            |
| 5–5:30 PM | Student departure                                                         |

These schedules are samples and will change each day/week. We will communicate with students’ home schools and teachers to accommodate varying schedules and instructional requirements.
Boys & Girls Clubs will complement students’ virtual learning. Here are the Five Pillars of BGC programming:

**Education/Cognitive Development**
The return to an organized educational setting after months away will be a new challenge for everyone. In addition to supporting each student’s eLearning sessions, we will have developmentally appropriate themed activities that investigate questions about ourselves and our world. This will complement instructional time and will include a wide variety of hands-on activities to promote a love for learning — including literacy development, science experiments, and much more.

**Health & Wellness**
Because our staff is dedicated to our children’s safety, a number of protocols will be implemented to ensure the health of students and slow any spread of illness.

Aside from physical health and safety, our programming will have a special emphasis on emotional wellness, especially after this extended period of decreased social interactions. Students will enjoy yoga and mindfulness sessions with stretching and relaxation.

In addition, breakfast and lunch will be served each day, along with a snack in the afternoon.
Sports & Recreation
Physical activity is essential for children, and students will engage in physical activities both indoors and outdoors (weather permitting) as much as possible each day.

Character & Leadership
Our children’s ability to identify, communicate, and self-regulate emotions helps them to feel safe and secure. Our programming will promote strong small-group relationships, constructive environments, and positive experiences with others.

The Arts
Our goal is for every child to learn new ways to express their voice through the arts. Daily projects and activities will be designed to foster creativity and give our children outlets for self-expression through both visual and performing arts.
Boys & Girls Clubs’ programming aims to enhance the holistic wellness of all children. While physical activity and academic assistance are visible parts of our vision, we similarly wish to promote the emotional wellness of every child.

The first half of 2020 has been extremely turbulent, and now more than ever it is essential to attend to the wellbeing of our children. BGC strives to create a nurturing and positive environment that preserves a sense of hope and empowerment — and we want families to feel supported at home as well.

**Life Changes Due to Coronavirus**

Children have faced school closures, restricted social interactions, food shortages, and more. Stress the importance of physical health by encouraging physical activity, washing hands, and wearing a mask, but at the same time emphasize emotional health by creating a positive environment.

**Addressing Racism**

Recent events have highlighted systemic racism and injustice in our country. Children may be experiencing anxiety about these issues, and we encourage parents to be positive advocates for racial equality. Talk to your children about their feelings, be aware of your own biases, and instill confidence and pride towards ethnicity and race.
Managing Stress and Anxiety

All of these difficult topics and situations can be overwhelming for families. Our national organization, Boys & Girls Clubs of America, offers the following suggestions for managing anxiety and stress with children:

- **Be open to answering questions.** Kids may ask why something happened and seek to understand how this will impact their life. You do not have to have all the answers, but you can encourage kids to express their feelings. Being open and honest will help them feel a sense of trust.

- **Don’t project your own fears.** It is natural to feel vulnerable and scared, but it’s important not to overwhelm kids with emotions and to remain calm and in control. Kids often take emotional cues from adults. If trusted adults appear to be nervous or scared, they will feel that way, too.

- **Manage the flow of information.** Try to avoid having televisions and radios on with continuous news reports. Monitor your child’s intake of information on social media. Don’t minimize the event but try to avoid overexposure to media reports.

- **Remind kids that they have trustworthy and supportive adults in their lives who are working to keep them safe.** Accepting children’s feelings and communicating with them will demonstrate that you are there to help, love, and support them.

- **Restore hope in the future.** Plan a small activity that will take place in the future, so your child has something to look forward to doing. Talk about what you will do and how it will feel.

Remember, working to find ways to cope with stress will make you, the young people you love, and our community stronger.

Children are naturally full of positivity, energy, and hope. We all want them to be their full selves!