



Island Roots Camp Group  
Family Handbook 2020-2021

## Mission

The mission of Island Roots Camp Group, LLC (Island Roots), is to provide high-quality childcare for elementary-aged children and necessary learning support for families in our community. The foundation of our care is a lifelong skill-set, which includes: social-emotional learning, community involvement, and the enjoyment and care of our environment, both inside and out. We strive to build and maintain strong relationships with our families even beyond their involvement in our programs, to embed sustainable practices in all elements of our business and programs, and to provide a positive, enjoyable, and supportive culture for our stakeholders.

2020: This academic year, we will additionally provide remote-learning support for local elementary-aged students during the time when children would typically be in school. We additionally offer after school programming. This plan aligns with Gov. Baker's order, allowing programs to support remote and hybrid learning during the school day.

## Purpose

The purpose of Island Roots is to provide an independent, locally-owned option for school-aged, after school child care and enrichment programs throughout the 12-month year in our community.

## Values

Island Roots provides sustainable, responsible, high-quality childcare, teaching children to be independent, caring, life-long learners who understand themselves and their place in their community and the world.

### A. Program Philosophy

Island Roots's philosophy is rooted in the understanding that each person has unique characteristics, abilities, needs, and experiences. Our caring, kind, and understanding leadership and staff model and teach awareness and understanding of self, others, and our environments.

The foundation of our childcare is a lifelong skill-set, which we believe empowers children to develop into independent, yet community-minded, individuals who understand themselves and the role they play in making our local community and world a better place for all of us to be.

### B. Goals and objectives

- 1. Provide high-quality childcare for elementary-aged children, which includes support of learning and development.**
  - a. Infuse social-emotional learning, community involvement, and the enjoyment and care of our environment (both inside and outdoors) into our programming and business decisions.
  - b. Allow children and families to engage in the ways they feel most comfortable, recognizing that each has their own needs, abilities, and desires - which may be dynamic as children and families age and grow.
- 2. Build and maintain strong relationships with our families, even beyond their involvement in our programs.**
  - a. Provide a positive, enjoyable, and supportive culture for our stakeholders.
  - b. Communicate clearly and openly, with the ultimate goal of providing transparency when and where possible.

**3. Remain fiscally and socially responsible in business decisions.**

- a. Embed sustainable practices in all elements of our business and programs.
- b. Develop financial practices that support the longevity of the Island Roots business, while allowing us to contribute positively to the local economy.

C. Ages of Participants

*Learning Support & After School Programs:* Kindergarten through 6th grades.

*Events and Activities:* Children in elementary school and up, and their families.

*Summer Programming:* Children entering 1st through 9th grades.

D. Services

Island Roots provides childcare/learning support during after school hours, summer day camps, and limited weekend and/or evening activities for children and their families. During the 2020-2021 School Year, we will additionally provide learning support for local families during the time when children would typically be in school. This plan aligns with Gov. Baker’s order allowing programs to support remote and hybrid learning during the school day.

E. Nondiscrimination

Island Roots provides services without discrimination on the basis of sex, race, color, creed, ability or disability, toileting ability, national origin, language ability, citizenship, or immigration status.

F. Organizational Structure

**1. The management of Island Roots Camp Group (Island Roots) ultimately falls to the Leadership Team:**

Name	Title	Email	Phone
Jessie Stephens	Partner   Chief Executive Officer (CEO)	jessie@islandrootscampgroup.com	(781) 990-8095
Thomas Phillips McEnaney	Partner   Chief Operations Officer (COO)	thomas@islandrootscampgroup.com	(617) 982-3084
Alex Regan	Partner   Program Director	alexander@islandrootscampgroup.com	TBD

**2. Responsibility for administrative supervision**

The day-to-day childcare operations are overseen and managed by the Program Director.

Island Roots will employ standard roles with the following responsibilities:

- Junior Counselor (aka: Assistant Group Leader): Responsible for the care and supervision of an assigned group of children, reports to Site Coordinator.
- Counselor (aka: Group Leader): Responsible for the care and supervision of an assigned group of children, reports to Site Coordinator.
- (When applicable) Site Coordinator: Manages individual site operations, reports to Program Director.

### G. Compliance

Following state regulations for youth programs amid the COVID19 public health crisis, Island Roots is following reopening guidelines set by The Massachusetts Department of Elementary and Secondary Education (DESE) in line with the Marblehead Public School system. When those guidelines are no longer applicable for elementary-aged programs, we will obtain licensure by The Massachusetts Department of Early Education and Care (EEC).

2020-2021: Given the unique regulations for new programs that support remote learning during the current public health crisis, parents and guardians of Island Roots programs may contact [support@islandrootscampgroup.com](mailto:support@islandrootscampgroup.com) regarding information about regulations and compliance.

### H. Calendar

For our calendar days, please see [www.islandrootscampgroup.com/calendar](http://www.islandrootscampgroup.com/calendar) for the most up-to-date information. For a detailed list of this year's closures, please also refer to [Important Dates](#).

#### **General hours of operation:**

2020-2021 School Year

7:45am-5:30pm, by enrollment.

- Learning Support: Monday through Friday, 7:45am-3:00pm
- After School: 3:00pm-5:00pm
- Extended Hours: 5:00pm-5:30pm

\*Note: changes to hours of operation may occur in line with local school schedules.

2021 Summer Program

8:30am-5:30pm, by enrollment.

- Day Camp: Monday through Friday, 8:30am-3:00pm
- After Camp: 3:00pm-5:00pm
- Extended Hours: 5:00pm-5:30pm

I. Fees & Discounts: See: *Handbook Addendum - Fees*

### K. Family Involvement and communication

#### **1. Guardian Visits**

During any time that Island Roots programs are in session, guardians of participants who are in attendance are welcome to visit and observe<sup>1</sup>.

#### **2. Guardian input and Communication between Guardians and Island Roots**

Guardian contact information will be collected upon enrollment in Island Roots programs, and should be updated by the guardian if any change is necessary throughout the course of a child's enrollment in the program (and at least annually). Guardians will be contacted periodically as follows:

- a. *Via Phone Call:* For emergencies, and when immediate communication is necessary, as in the event of an injury or late pick up.
- b. *Via Text Message and Remind 101:*
  - i. for non-emergency communication; updates while program is in session,
  - ii. and/or for large group emergency communication (such as evacuation or closure of program).

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<sup>1</sup> Public Health regulations may limit this option during the COVID19 pandemic; however, we will do everything in our power to enable visits/observations by following local Board of Health guidelines.

1. Information about opting-in to our Remind group will be provided upon enrollment.
- c. *Via Email:* All other communication, including major program updates, billing, enrollment, and feedback for or from guardians. Email may also be used to send newsletters or surveys to guardians. Please note that email responses may take 24 business hours - timely information is best shared via text, phone, or hand-written note.
  - i. Please use the following emails for questions and information about these topics:

Enrollment	<a href="mailto:enrollment@islandrootscampgroup.com">enrollment@islandrootscampgroup.com</a>
Billing	<a href="mailto:billing@islandrootscampgroup.com">billing@islandrootscampgroup.com</a>
Feedback*	<a href="mailto:support@islandrootscampgroup.com">support@islandrootscampgroup.com</a>

\*Feedback received at this address will be reviewed by the leadership team, and next steps will be determined in line with our goals and objectives.

- d. *In Person:* Quick information exchanges may occur during drop off or pick up; however, for conversations related to our programs or specific to your child(ren), please schedule an appointment to meet with an Island Roots staff member. Meetings are best scheduled in writing (email, text) or phone, rather than in person.
  - e. *Hand-written notes:* to share information with Island Roots staff that relates to your child on a given day (change to pick up person or time, health information, etc.), please hand an Island Roots staff member a note. This allows us to get needed information quickly and also care for the children in our programs, without delay.
3. **Plan to communicate with those whose primary language is not English:**  
Island Roots will obtain primary language information upon enrollment. We will utilize translation software and apps and/or translators, as needed, to communicate effectively with guardians whose primary language is not English.

#### L. Children's Records

Guardians will be required to provide complete participant information upon enrollment or annually via Island Roots's Enrollment Packet. Participant files will include:

- Enrollment Packet (including family and household information, emergency contacts, preferences, developmental information, etc.),
  - associated forms (health records, etc.),
  - progress reports,
  - injury reports (if applicable),
  - academic/behavioral/health information (such as 504, IEP, or Individual Health Care plans) if provided by guardians or developed in partnership with guardians, and
  - all other records pertaining to a child's participation in the program.
1. **Electronic Storage:** Island Roots will maintain children's records in electronic format via Island Roots's Google Drive. These will be maintained securely following G-Suite's terms of service. Additionally, Island Roots leadership will provide staff training on how and when to access certain files. We will also further secure files by limited access only to the staff who need information in order to serve individual program participants.
  2. **Physical Storage:** Files may be printed at any time, as needed. Specific participant records will also be maintained in an emergency binder in order to ease communication, and allow access

in case of emergency or when the program is offsite. Hard copies of confidential information will be stored in a locked office when not in use during program hours.

3. **Maintenance of Records:** Staff and participant files will be maintained and stored for a period of at least seven (7) years after each academic year, either electronically or physically in a locked storage area.

#### M. Progress Reports

1. Families will receive a progress report for each enrolled child at least once per program length (mid-year/annually for school year programs, weekly-to-monthly for summer camp, based on enrollment). A copy of each progress report will also be maintained in the participant file.
2. Guardians are welcome to request a conference with the Site Coordinator in order to discuss the participant's progress.

*Guardians may also request a conference with your child(ren)'s instructor at any time. Meeting requests are best in writing (text, email, or hand-written note).*

#### N. Classroom and Behavior Management

Island Roots implements positive classroom and behavior management techniques, based on individual participant abilities, needs, and developmental levels. Positive techniques include, but are not limited to, direct instruction of appropriate behaviors, modeling of appropriate behaviors, group dynamics development through team-building and awareness activities, rewards and recognitions, and providing options, where possible.

1. **Development of classroom rules:** Island Roots staff will determine a set of core rules and expectations. At the beginning of their program, children will be explicitly taught these rules and expectations. Staff will also guide the children in discussion to find meanings they can connect with. These rules and expectations will be posted in program areas and reviewed periodically with participants.
2. **Ensuring Consistency of Techniques:** Consistent behavior management techniques will be implemented and staff will regularly be trained on best practices and Island Roots policies and procedures.
3. **Prohibited by the Program:** Under no circumstances will physical or corporal punishment be used in Island Roots programs. Additionally, food, water, and bathroom access will never be withheld as punishment.
4. **Responding to physical aggression:** Physical aggression will not be permitted in Island Roots programs. Techniques to respond include:
  - a. De-escalation techniques,
  - b. Separation of individuals from aggressor,
  - c. Removal of nearby hazards, as needed,
  - d. Contacting guardians and/or emergency personnel, if needed.
5. **Termination and Suspension:** Steps to avoid termination: participants whose behavior repeatedly falls outside of our community rules and expectations may be asked to take time off from our programs. Prior to this, we will make every attempt to redirect and reteach appropriate behaviors, which may include:
  - a. Guardian contact and/or conferences,
  - b. Behavior Plan development and implementation (including observations and Functional Behavior Assessment, as appropriate), including follow up in the home setting,

- c. Discussing outside resources with guardians and assist in their obtaining or pursuing said options,

Termination and suspension of participation may also occur as a result of failure for guardians to follow Island Roots rules and expectations, repeated late pick ups after program closure, repeated late payments or non-payment of fees.
6. **Referral Services:** Staff should notify the site supervisor or another leadership team member of any concerns related to children's emotions, behaviors, development, or any other concerns.
  - a. In the event of repeated concerns, staff may be directed to document concerns on a daily basis, and leadership team members may conduct observation, as necessary.
  - b. Observations and notes will be communicated with guardians, as they are an integral part of the child's program.
  - c. Once a member of the leadership team is notified of a pattern of concern, guardians will be notified of concerns in writing (often via email), and a call or in person check in to let them know of Island Roots's concerns.
  - d. Referral Resources
    - i. School Principal and Educators (social, educational)
    - ii. Child's Pediatrician (social, mental health, educational, medical)
    - iii. Additional Resources will be provided, as needed and applicable.
7. **Informing Island Roots of need status:** Guardians will inform Island Roots of their child's special needs and educational services at time of enrollment, by:
  - a. Completing educational information about their child in the Enrollment Packet and selecting "yes" to the question about needs or services. Further information, including copies of IEPs, 504s, etc. may be required as part of Participants Files, if their needs require support in Island Roots programs.
  - b. Island Roots will use this information to determine what supports children may need to fully participate in Island Roots's programs.
  - c. As partners in their child's care and development, Island Roots asks that guardians inform Island Roots if their child is referred for services or begins receiving services after they have begun programming at Island Roots. This ensures continuity of care and enables Island Roots to respond appropriately to any needs in alignment with their other intervention and support services.
  - e. **Mandated reporting of abuse and neglect:** Educators are mandated reporters and must by law (M.G.L. c119, 51A) report suspected abuse or neglect to the Department of Children and Families (DCF). 7.08(6)(1) and the program's licensing body (in the event that the allegation(s) involve a child while in the care of the program).
    - i. Parents will be notified if there is an allegation of abuse and neglect involving their child while in the care of the program.

#### O. Medication Policies and Procedures

1. **Medication Administration.** Island Roots will only administer prescription and non-prescription emergency medication when the following criteria have been met.
  - a. Island Roots has a doctor's order for medication, including medication name, dosage, timing, and reason for giving,
  - b. Island Roots has an Individual Health Care Plan (IHCP) developed by the child's physician (and/or with the child's physician and parents/school),
  - c. Island Roots has a Medication Consent Form signed by guardian,
  - d. Medication is given to Island Roots in its original packaging with prescription information included and is not expired,

- e. The necessary reasons for medication administration occur.
  - f. Prescription and non-prescription medication may only be administered by Island Roots if the above criteria have been met, as well as:
    - i. Medical provider clears the child for attendance while taking medication.
- Island Roots will not administer the first dose of any medication, except under extraordinary circumstances and only with parental permission.
2. **Documentation:** When administering medication, Island Roots will follow instructions set by the participant's guardian and/or healthcare provider, as approved in the participant's Individual Health Care Plan. Additionally, Island Roots employees will keep a Medication Administration Log including:
- a. Participant name,
  - b. Name of the medication,
  - c. Dosage,
  - d. Time and method for administration, and
  - e. Name of the person who administered the medication.
3. **Medication Storage**
- a. Emergency medication will be kept by Island Roots staff in the Emergency Bag and will remain near the child at all times.
  - b. Non-emergency medication will be stored in the Island Roots Office, in a locked filing cabinet.
  - c. Unused, outdated, and discontinued medications will be returned to the guardians by Island Roots. At the guardian's request, Island Roots will dispose of the medication at an FDA approved Drug Take-Back Site (i.e., Walgreens in Swampscott).
4. **Expiration Tracking/Proper Dosage Availability:** Island Roots will avoid issues of medication being past expiration date or not having complete dosage in the following ways:
- a. Upon entry into the program, medication will be logged and expiration dates noted.
  - b. Expiration dates will also be added to our Medication Calendar, an internal document, which includes reminders 30 days and 2 weeks prior to medication expiration.
    - i. As reminders are received by Island Roots leadership, notifications will be sent to guardians until medication has been replaced.
    - ii. In the event that medication has not been replaced prior to its expiration, and with appropriate notification to guardians sent, including reminders, then participants will not be able to return to the program until medication has been provided.
  - c. Any medication given will be logged and dosages checked so that participants do not return until adequate available dosages, labeled with original prescription, are available for program use.
  - d. In the event that medication cannot be administered for any unforeseen reason, Island Roots will contact guardians and emergency contacts in the order they are listed on participant forms.

#### P. Management of infectious diseases

This section provides information about ways we can all minimize illness and infection for ourselves and others at Island Roots and in our community. We will continue to follow the same guidelines as outlined for everyone:

1. Mask use and social distancing (including limiting interactions between groups if people),
2. Frequent hand washing and cleaning protocols, and
3. Staying home when sick/when advised and returning to school/work when appropriate.

Specific policies and procedures for Island Roots are:



1. **a. Mask Use:** all persons over the age of 5 must wear face masks while at Island Roots. Participants should wear a clean mask to Island Roots and should have at least 1 extra clean mask with them at all times. Island Roots has disposable adult and children's masks for use in the event that one is needed. The only times when masks are not required are:
  - a. When one individual (or more than one, only if members of the same household) is in the mask break room.
  - b. When spaced at least 6' apart from others (more than one member of the same household may be closer than 6' to one another), sitting or standing in a designated area, while eating and/or drinking.
- b. Social Distancing:** student seating will be arranged such that students will face the same direction and are at least 6' apart. The only exceptions to this rule are:
  - c. siblings/members of the same household may be seated closer than 6' apart from one another
  - d. Participants in the same cohort may complete activities within 6' of one another, but not for an extended period of time. Touching will not be allowed. Sharing of common materials will be minimized (or eliminated, where possible).
- c. Minimizing interactions of different groups of individuals:** at all times Island Roots will be mindful of group interactions, individual schedules, etc. and will implement protocols accordingly in line with current state and local orders/regulations.
2. **a. Frequent Handwashing:** Island Roots participants will wash their hands with soap and water or use hand sanitizer at least at the following times:
  - a. When entering Island Roots,
  - b. After touching their face, mask, or trash,
  - c. After eating, blowing one's nose, and using the restroom,
- b. Cleaning Protocols:** At the beginning and end of each program day, Island Roots staff will clean and disinfect the premises as follows:
  - a. Hard surfaces (including: tabletops/desktops, chair seats and backs, doorknobs, light switches, shelves, etc.): will be cleaned using mild cleansers and paper towels/wipes. They will be disinfected using an EPA approved disinfectant on the List N (disinfectants that kill COVID19) following appropriate instructions for disinfecting. We will also sanitize with a UVC light wand, following use instructions.
  - b. Soft items (including chairs, rugs, carpets, etc.): these items will be limited to reduce the need for cleaning. When in use, soft items will be spot cleaned, as needed. Rugs/carpets will be cleaned via vacuum at least daily. Island Roots will sanitize soft items with a UVC light wand, following use instructions.
  - c. Indoor Air: in addition to a functioning HVAC system, Island Roots uses air purifiers rated for the square footage of our space. They are on and running at all times during the program.
3. **a. Staying home when sick**
  - a. **Daily Student Checklist:** Prior to attending Island Roots, guardians must be sure they and their child can attest to all statements on the Marblehead Public Schools Daily Student Checklist. This list is posted on the outside of our door and in our sign in/out binder visibly as guardians arrive. As noted in the daily checklist, participants must adhere to current guidelines and the advise of their healthcare professionals, especially in regards to:
    - i. Close contact: if a participant has been in close contact with someone who has tested positive for COVID19 or who is suspected of having COVID19, the participant must follow current guidelines and protocols. They must notify

Island Roots of their status and any updates, so that we can assist the local board of health in any necessary contact tracing efforts.

- ii. Symptoms of illness: if a participant displays symptoms of illness, they must remain out of Island Roots until they produce a negative PCR test result or have quarantined for 10 days after the onset of symptoms.
- iii. Positive COVID test result: if a participant receives a positive result, they must remain out of Island Roots for as long as advised per the local Board of Health (usually 10 days after the positive result AND at least 72 hours after symptoms have stopped, if symptomatic).
  1. It is essential for families to notify Island Roots of their COVID positive or close contact status. This enables us to effectively assist the local board of health in contact tracing efforts, as well as follow best practices in regards to cleaning and sanitizing at Island Roots post exposure.
- iv. Travel: participants and family members are required to follow all state guidelines regarding travel. As of 12/8/20, the *only* state without travel restrictions upon re-entry to MA is Hawaii.
  1. We strongly encourage families not to travel until it is safer to do so, but we understand that may not be possible for all families. Therefore, we ask that you are mindful of current travel orders and restrictions.
  2. Participants who travel out of state must produce their own or a parent's negative PCR test or self-quarantine for the required timeline prior to returning to Island Roots.

b. **Visual Checks**: upon arrival and throughout the day, Island Roots staff will monitor and observe students for signs of illness. If a child shows signs of illness, Island Roots staff will:

- i. Have the child move to the isolation room with their belongings.
- ii. Don protective gear and take the child's temperature,
- iii. Note symptoms, time and date of onset, temperature and any other relevant notes,
- iv. Call guardians (and emergency contacts if guardians cannot be reached) for immediate pick up.

During this time, other staff will clean and disinfect the spaces used by the child that day. As needed, other children will be moved to a different room while cleaning takes place and will return when done (following guidelines and instructions of cleaning agents and best practices in the school setting).

b. **Returning to Island Roots after illness or quarantine**:

- a. Staff and/or participants who are away from Island ROots as a result of illness or quarantine must return only if/when ALL of the following conditions have been met:
  - i. A negative PCR test result is submitted to Island Roots, and
  - ii. They are asymptomatic for at least 72 hours prior to returning, and
  - iii. They have been cleared by their medical professional to resume normal activity, and
  - iv. They have not been in close contact with a positive case after having met the above criteria.

4. **Capacities**: following DESE guidelines, our capacity is limited to the number of desks we can have in the classroom while maintaining proper distance between them. We have chosen to further limit the number of participants for indoor programs. This may change with updated

guidelines. We will also limit the number of participants at outdoor activities following current state guidelines.

### Q. Transportation

1. Due to the COVID19 Pandemic, transportation will not be provided during the 2020-2021 academic year.
  - a. During the 2020-2021 program year, transportation to and from Island Roots programs will be provided by guardians or individuals authorized by guardians.
  - b. Guardians may also authorize children over the age of 9 to walk to or from the program facility.
  - c. Arrival and departure of every participant will be recorded by the authorized pick up person and/or Island Roots staff including:
    - i. Arrival time
    - ii. Departure time and Guardian or staff initials,
    - iii. If applicable, pick-up person, after a positive ID check. Participants will only be released to guardians or individuals authorized by guardians.
  - b. In the event that a child has not arrived within fifteen minutes of their arranged arrival time, guardians will be notified via text and/or phone call.

Island Roots program participants may walk to a nearby public park for recreational activities and each participant will have permission granted by a guardian. Participants will be supervised and accompanied by Island Roots staff at all times while outside of Island Roots facilities. Staff will have access to children's records in case of emergency.

### 2. Pick Up Protocol

- a. **When pick up person arrives** (*but not before*) please **call or text Alex and Jessie (numbers will be shared with current participants)**. We will begin getting your child ready to leave.
- b. **Enter** Suite 260, **sign out** your child (write time and initial) and **let us know** you're here.
- c. Then **stay** by the desk or **wait** in the hall. We will have your child finish packing up, get their coat, etc., and they will meet you at the desk or in the hall.
- d. Please *do not call or text before you arrive*, as that creates unique challenges.

### 3. Drop Off and Pick Up Information

- a. When possible, please *limit the number* of non-participants who enter 260.
- b. Non-participants (parents, siblings, etc.) may assist participants at cubbies, etc., but *must remain* in the front part of the Big Room (this will be marked with orange tape across the floor after cubbies).
- c. With winter gear in mind, please *instruct your child to store mittens/gloves in their cubby, then use hand sanitizer.*
- d. At busy times of day, we *may ask you to wait outside* of Suite 260 until other non-participants have left the suite.

### R. Emergency Plan

Emergency procedures including evacuation routes to 46 Tioga Way , emergency phone numbers, and emergency medication information, will be posted in all program areas regularly used by Island Roots. Upon becoming aware of any emergency requiring the support of first responders, the Island Roots employee who identifies the emergency will be responsible for contacting and initiating emergency services.

1. **Evacuations (such as fire):** the Island Roots staff member leading emergency response in each occupied area will follow the evacuation plan posted in the areas folder. Upon congregation at the evacuation meeting point, the site coordinator or other designated leader will evaluate attendance and coordinate re-entry or dismissal.
2. **Missing Child:** the Island Roots employee who becomes aware of the absence will notify the Site Coordinator, who will immediately coordinate to confirm attendance with all other scheduled employees. In the event that the child is not accounted for, the site coordinator will contact the guardian's of the child, and give direction to Island Roots employees regarding next steps. Additionally, the Site Coordinator will contact and initiate emergency services to locate the child if necessary.
3. **Loss of Power, Heat, or Hot Water:** which is not resolved within a reasonable amount of time, guardians of attending participants will be contacted to arrange for pick up or program cancellation. Island Roots leadership will coordinate with property management to resolve the issue as soon as possible.
4. **Loss of Communication:** in the event of a widespread loss of communication (similar to AT&T's mobile and internet outage of 12/25/2020 in the SouthEastern US), Island Roots will follow these protocols based on each scenario below:
  - a. **Staff will immediately report any known loss of communication** to the most superior manager possible/on site.
    - i. When attempts to deliver messages via phone, walkie talkie, etc. fail, a written message should be sent with a minimum of 2 individuals (runners) to the supervisor.
    - ii. Using best judgement, and only when it is deemed safe, one *runner* should be directed to stay and one should return to the group with a written message and directive.
  - b. During Operating Hours: When guardians of participants learn of widespread loss of communication, they should report to Island Roots for pick up ASAP.
    - i. If staff/participants have left the location, every attempt will be made to leave a written communication in an obvious location informing families and emergency personnel of Island Roots's plans.Until given other directives, the Island Roots staff will:
    - ii. Continue the program as usual and remain in their program location.
    - iii. Remember that protocols are in place and have been practiced, this will be okay!
    - iv. Island Roots Leadership will make every effort to notify emergency personnel, evaluate safety of current locations, and determine the source of interruption & work with any outside organizations to resolve Loss of Communication, etc.
  - c. Continued into After Program Hours: the Island Roots Leadership will direct staff and participants to do one of the following (given all known conditions and variables):
    - i. Shelter in Place, or move to a central location on property to Shelter in Place.
      1. Shelter in place will remain in effect if safe to do so.
    - ii. Dismiss to Guardians or Approved Pick Up individuals.
    - iii. Dismiss to emergency personnel (if receiving directive from emergency personnel with higher ranking authority,, such as Police and Fire Depts).
    - iv. Transport children to their home address to meet guardians or Approved Pick Up individuals.
  - d. After Hours or After All Staff/Participants are home/safe and out of the care of Island Roots: Island Roots will remain closed until further notice. All attempts to resume

normal operations and post written updates on site will be made. When possible, Island Roots will communicate with all families ASAP of further steps.

5. **Other emergencies:** emergency response will be determined by Site Coordinator and/or Island Roots Leadership Team based on the best interests of the participants and the governing regulations.

Additional Policies and Information May be Found in our Handbook Addendum and on our website.