

# The June Bug Center Programming Handbook



## *Welcome to the June Bug Family!*

This handbook will familiarize you with our policies, procedures, and schedules. If you find that you have a specific question that is not answered in this handbook please feel free to contact our Main Office at:

**Phone: (540) 745-6550**

**Email: [shannon@thejunebugcenter.com](mailto:shannon@thejunebugcenter.com)  
[resa@thejunebugcenter.com](mailto:resa@thejunebugcenter.com)**

*\*Revisions made December 29th, 2021*

### **Our Mission Statement:**

The June Bug Center for Arts and Education (JBC) is a 501(c)(3) non-profit dedicated to providing music, performing arts, and STEAM (Science, Technology, Engineering, Art, Mathematics) through ongoing afterschool programs, classes, and community theater productions that are affordable to the New River Valley community.

The June Bug Center is committed to providing a safe and healthy workplace for all staff, contracted instructors, families, renters, students, and visitors. To ensure we have a safe and healthy workplace, the JBC has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces. The JBC has the full support of the Board of Directors in enforcing the provisions of this plan.

*The June Bug Center's COVID-19 Guidelines follows the industry guidance developed by the state of Virginia, available at the Virginia Department of Health's website (<https://www.vdh.virginia.gov/coronavirus/>), which is based upon Centers for Disease Control and Prevention (CDC) guidelines for COVID-19 and Virginia's relevant and current executive orders. For more information on our COVID-19 plan, please see COVID-19 Guidelines.*

Equal Education Opportunity Statement:

The June Bug Center does not discriminate on the basis of race, color, national origin, religion, political affiliation, disability, sexual orientation, or gender in its educational programs or activities.

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**OFFICE HOURS**

Our hours vary depending on our programs and events. Please call 540-745-6550 or email [shannon@thejunebugcenter.com](mailto:shannon@thejunebugcenter.com) or [resa@thejunebugcenter.com](mailto:resa@thejunebugcenter.com) to schedule a meeting or visit.

Site Location: 251 Parkway Lane S. Floyd, VA 24091

[www.Junebugcenter.com](http://www.Junebugcenter.com)

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\*The JBC reserves the right to make changes to any policy, procedure, tuition rates, fees, or other processes and information disclosed in this handbook, our rate sheets, or our enrollment forms without prior notice. We reserve the right to maintain the safety and security of the children & families enrolled in our programs and instructors hired by the JBC.

**Cancellation Policy**

Registration fees are fully refundable if cancellation is made before the program registration is closed. If cancellation is made after registration is closed, only 50% of the registration fee will be refunded unless otherwise noted by the program description.

- If students have a loaned instrument and have canceled their registration, there will be a fee of \$20 weekly until the instrument is returned. (Please see Instrument Loan Agreement)
- Due to the rapid changes in research and guidelines for COVID-19 in our region, programs may be adjusted throughout the semester to help keep our community safe.

**Our Programming Instructors:**

The JBC afterschool program is extremely careful when considering who will be instructing your child. All of our instructors are professionals in their field and are required to go through our safety procedures before hired. This includes:

- A background check and investigation
- Meeting minimum educational requirements for all site managers/directors to include a high school diploma, associate's degree, endorsements, BA in childcare and/or related field, or at least 48 semester hours from accredited college or university.
- Certified in First Aid & CPR (cardiopulmonary resuscitation).
- Mandatory semester staff meetings that include program training, policy updates, and COVID-19 preparedness training
- Qualified to teach advanced curriculum activities that are fun for the children while offering educational value

\*The JBC has an open door policy; we want families to know that they can always call or come to our main office with concerns at any time. We are here to serve you!

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### **COVID-19 GUIDELINES:**

#### **SOCIAL DISTANCING GUIDELINES FOR EACH CLASS SPACE:**

According to the CDC guidelines for schools, social distancing for children is 3 feet apart. We have separate stations for our students and require that 3 feet distance at all times.

#### **FACE COVERINGS:**

All staff members, instructors, and students are required to wear masks during programming. Please notify a JBC staff member before programming starts if you do not have a mask and the JBC will provide you with some. Face coverings should cover nose and mouth and be worn indoors at all times.

#### **SNACK BREAK / “MASK BREAK”**

We require that each class takes a 15-30 minute “mask break” where students go outside, distance themselves, take their masks off, and have their snack. Snacks are provided by the JBC but you are more than welcome to have your student pack a snack, especially if they have allergies. We recommend this because our snacks are sponsored by Feeding Southwest Virginia and oftentimes do not adhere to allergies. We recommend students bring their own water bottle but we will have water available.

#### **NEW DROP-OFF & PICK-UP POLICY:**

*Public school transportation has returned. Buses from each of the elementary schools will pick up students and drop them off at the JBC for programs.*

*Bus #10 will pick up at Indian Valley Elementary around 2:15 and Willis at 2:30 and drop off at June Bug Center around 2:50-2:55.*

*Bus #58 will pick up at Check Elem around 2:35 and drop off at June Bug Center around 2:50-2:55.*

*#10 and #58 sometimes have to run earlier depending if and when middle school sports have earlier games scheduled. If sports activities are canceled for some reason, then we would not run buses to June Bug Center that day.*

*Bus #35 will drop off students from Floyd Elementary and High School around 3:25-3:30.*

- 1) Drop-off and pick-up will take place in front of the building. Please pull up to an available parking space closest to the front entrance.
- 2) Drop-off: Parents are asked to wait in their car with their student. Upon arrival, one of the JBC staff members will come to each car to walk your student in.
- 3) Pick-up: Parents are asked to wait in their car. Upon arrival, one of the JBC staff members will bring each student to their car. All students must be signed out by a parent/guardian.
- 4) If you need to contact your student at any time throughout the day, or drop something off to them, please call the JBC office at 540-745-6550.

\*Please make sure that all individuals that have permission to pick your child up are listed under “*allowed pick-up*” on your registration form. **We will not allow your child to leave until we have parent/guardian approval.** If there is anyone who is not allowed to pick up your student, please notify us so we have that information.

### **CLEANING OF FACILITIES:**

Each area will be cleaned properly after every use. Door handles and high contact areas such as sink handles will be cleaned after every program. For programs such as Robotics, Computer Camp and LEGOS, students will receive their own kit that will not be shared during the whole program. Kits will also be sanitized after each use. For Musical theater programs, singing will be done outside as much as possible. If singing is indoors, masks stay on.

### **COVID-19 GENERAL STATEMENT:**

If your child is sick or has been in contact with someone who has tested positive for COVID-19, please keep them home from programming. We kindly ask you to take your students' temperature before programming and if a student has a fever, they will not be allowed on site, and we ask that you keep them home for a minimum of 24 to 48 hours after the fever has subsided. If you have been exposed to COVID-19, it is essential that you notify us immediately, and we ask that you please do not attend JBC programming.

### **NOTIFYING FAMILIES AND WORKPLACE:**

If a student or staff member was to test positive for COVID-19, all families and instructors that may have been exposed will be notified by the JBC board or Executive Director within 24 hours through email. Families in that program will be notified of where and when the individual was last in that area. The identity of the individual will be kept confidential in accordance with the requirements of the Americans with Disabilities Act (ADA) and other applicable federal and Virginia laws and regulations.

### **RESPONSE TO COVID-19 IF IN WORKPLACE:**

If an instructor tests positive for COVID-19, programs will be postponed for 14 days if an adequate substitute cannot be found, or until an instructor tests negative for COVID-19.

### **REPORTING SYMPTOMS:**

Students experiencing symptoms of COVID-19, and no alternate diagnosis has been provided by a medical professional, will be asked to stay home from June Bug Programming for 14 days, or until a negative test can be provided. Symptoms of COVID-19 that fall under this policy are, but not limited to, the ones listed below:

- 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
- Others as noted by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If a student notifies an instructor that they are not feeling well, the parent will be notified and the student will be isolated with a staff member until their parent/guardian arrives to pick-up early.

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### **The JBC's Expectations for Programming**

1. Treat others the way you would like to be treated-we are a Bully Free Zone!
2. Respect the Instructors, your friends, and the space.
3. Respect everyone's personal space. Please explain to your child the importance of not hugging, high fiving, shaking hands, etc.
4. Use "walking" feet inside.
5. Always do your best!

Please be sure to go over these expectations with your child prior to the start date of the programs. We want every student to have a fun and safe experience!

### **JBC Behavior Policy**

If the student was to interrupt the program due to bad behavior (screaming, name calling, not following instructions, not respecting the space, etc.) the following steps will be taken:

1. a staff member will speak to the parent/guardian about the situation day of occurrence. This will be considered the first verbal warning.
2. If the inappropriate behavior continues following the first warning, the Program Coordinator will speak to the parent/guardian during pick-up. A follow up email will also be sent.
3. If inappropriate behavior is still an issue, the Executive Director will speak to the parent/guardian at pickup about the removal of their student from the program.

If a student is removed from a program, the program fee will NOT be refunded.

\*The June Bug Center reserves the right to remove a student from a program if we feel it is in the best interest of other students, families, and staff, bypassing a warning. A few examples include if a student brings a weapon on the premises, physically/verbally assaults, or will not adhere to our behavior policies\*

### **Injury or Emergency Procedures**

If the student's parent/guardian cannot be reached and the program staff have followed the emergency procedures below, the parent/guardian agrees to assume all expenses for moving and medically treating this student.

1. In a life threatening emergency ONLY, 911 will be called first.
2. In a non-life threatening emergency, the program coordinator will call home. If there is no answer the parent or guardians employment will be called or the emergency contact given. The director will administer First Aid as needed.
3. If none of the above answers, the program coordinator will call an ambulance if necessary to transport the child to a local medical facility.
4. Based upon the medical judgment of the attending physician, the child may be admitted to a medical facility.
5. The program coordinator will continue to call the parents, guardians or physician until someone is reached. Please make sure you provide correct emergency contact information.

### **Closures and Inclement Weather**

The June Bug Center follows the public school schedule in regards to holiday and weather closings. If there is inclement weather and public schools are closed then the JBC programs will be canceled. Notification that classes are canceled will be posted/emailed. A makeup day will be scheduled after that.