

Downers Grove Park District
THE LINK
HYBRID LEARNING PROGRAM



FOR STUDENTS GRADES 1 TO 6 IN
DOWNERS GROVE GRADE SCHOOL DISTRICT 58



The LINK HYBRID LEARNING PROGRAM

LINCOLN CENTER

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About the Program

Tuesday, Oct. 20 to Friday, Dec. 18 (39 school days) • 7:45am to 5:00pm
No LINK on Oct. 23, Nov. 3, Nov. 25, Nov. 26 and Nov. 27

Ages: District 58 students in grades 1 to 6

Ratio: One staff member for every 4 to 6 students for remote learning and one staff member for every 10 students for after school LINK

This program is designed for children attending school onsite from 12:20-2:50pm during School District 58's Hybrid Learning Model. Participants in grades 1-6 will complete AM remote learning at the LINK. After lunch, children will be bussed to their schools for their onsite learning. After onsite learning is complete, children will be bussed back to the Lincoln Center for the after school portion of the day.

This program will take place at the Lincoln Center where staff will supervise the learning environment and assist with logging into remote learning, basic computer questions and oversee the participant's daily school schedules. This program is best for independent learners as the LINK Program Staff are not educators or tutors, but rather facilitators for remote learning and are not responsible for any learning outcomes. Breaks for morning and afternoon snack and lunch will be given based on the school schedule. During the after school portion of the day participants will enjoy a variety of activities, games, crafts, and explore the outdoors. Children will utilize the secured LINK WiFi for remote learning. This program is scheduled to operate during School District 58's Hybrid Learning Phase Oct. 20 to Dec. 18.

Note: The student to staff ratio may be 1:10 once remote learning is complete for the day.

Program Fee

- \$1,875 for the full 39 school days
- We offer a pay in full or payment plan option
- Payment Plan Option:
 - \$300 is due upon registration with a registration deadline of Oct. 13
 - The remaining fee will be divided up into three equal payments of \$525 billed on the 15th of October, November, and December through automatic withdrawal process

How to Register

- Currently enrolled LINK Remote Learning Program participants will have priority registration for the LINK Remote Learning Program. Priority registration will end at 12:00pm on Tuesday, Oct. 6. Registration is on a first-come, first-served basis and limited spots are available.
- Beginning at 12:00pm on Tuesday, Oct. 6, any remaining spots will be available to any 3rd to 6th grade student in District 58. The final registration deadline is Oct. 13.
- If spots are not available, we strongly encourage families to enroll on the waitlist because as more staff is secured, additional students will be enrolled from the waitlist. We will do our best to accommodate as many students from the waitlist as we can allow based on our indoor capacity limits and staffing ratios.
- Please register online using the registration code: 4170M05-01.
- Students of employees of District 58 and 99 are eligible to enroll at the resident rate.



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Health & Safety Procedures

Face Coverings

- All Park District and LINK staff are required to wear a face covering at all times.
- LINK participants will be required to wear a cloth face covering when indoors at all times.
- LINK participants are not required to wear a face covering when outdoors while social distancing. Staff will inform the children of when face coverings can be removed.

Cleaning and Sanitization

- All tables, chairs, coat hooks and door knobs will be cleaned before and after the LINK program each day.
- Any shared activity equipment will be cleaned before and after each use.
- Restrooms and common touch points will be cleaned frequently based on IDPH guidelines.
- Water fountains will be turned off with the exception of the bottle filling station in the Lincoln Center lobby.

Handwashing

- Upon arrival at the LINK, each participant will be required to wash his/her hands in the classroom. Hand sanitizer will also be available.
- Before and after snack/lunch time, participants and staff will be required to wash their hands.

Social Distancing

- During remote learning, students will sit at individual tables with 6 feet of social distance.
- Staff will do their best to plan games and activities that allow for 6 feet of social distance. However, this may not always be possible, which is why face coverings are required for all staff and participants. These activities will occur after remote learning has been completed for the day and during breaks.

Health and Temperature Checks

- Anyone entering the facility will be required to have their temperature checked by a trained staff person prior to entering the facility (including parents and siblings). Per CDC guidelines, anyone with a temperature of 100.4 degrees Fahrenheit or higher will not be permitted into the facility. We will not record or store any information regarding the temperature checks and "contactless" thermometers will be used.
- If your child is sick or is showing any signs of COVID-19 symptoms, please stay home.
- If a LINK participant or staff member becomes ill or shows any COVID-19 like symptoms while at the LINK or fails an on-site temperature check, the individual will be isolated at the Lincoln Center with a staff person until a designated adult can arrive to pick up. We then ask that the individual remain home until they have been fever free without fever-reducing medication for at least 24 hours and at least 10 days have passed since the symptoms first appeared. All siblings will also need to remain home for 10 days.
- If a parent or sibling fails an onsite temperature check, anyone residing in that same household must remain home from the LINK for at least 10 days have passed since symptoms first appeared.
- Staff or any participant households who have had close contact with someone who is diagnosed with COVID-19 should quarantine for 14 days after the most recent contact with the infectious individual.
- If the Park District is informed that your child has come into close contact with an individual with COVID-19, you will be notified as quickly as possible.
- We ask that families keep the LINK supervisor informed of any possible COVID-19 like symptoms or illnesses or if someone in their household tests positive for COVID-19 so that we can take precautions and inform anyone that may need to be contacted.
- A doctor's note may be required before returning to the LINK.



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Behavior Management

- A parent manual with the LINK code of conduct will be sent to all parents prior to the start of the Hybrid Learning Program.

Groups and Ratios

- Students will be grouped with children from other District 58 schools. Due to enrollment numbers, we cannot divide students into groups based on each individual school.
- To the best of our ability, groups will be formed based on grade level.
- During remote learning time, group ratios will be one staff member for every 4 to 6 students depending on grade level.
- Once remote learning has been completed for the day, groups may be combined into pods of 8 to 10 students for activities. At that time, the staff to student ratio may become 1:10.

Activities Following Remote Learning & During Breaks

Once students have completed their remote learning for the day or onsite learning for the day or during breaks, groups will participate in a variety of activities and rotations including:

- Outdoor play time
- Gym games
- Arts & crafts
- Reading time

Lunch/Snack Procedures

- Lunch and snack must be provided by the family. The Park District will not provide a lunch or snack.
- Students will eat outside at Constitution Park when weather allows.
- If weather does not allow for outdoor eating, students will eat at their individual remote learning table, which will be at least 6 feet away from other students' tables.
- All tables and chairs in the lunch areas will be sanitized before and after each use.
- All students and staff will be required to wash hands prior to and after eating lunch.

Transportation

- Transportation routes will be determined based on the number of students enrolled in the LINK Hybrid Learning Program for each school. It is not guaranteed. If LINK enrollment is low at a particular school, the District may be unable to provide transportation.
- Transportation is provided through a combination of First Student Busses, in partnership with School District 58, and park district owned and operated 15 passenger vehicles.
- Students will be bussed from the Lincoln Center to their schools for onsite learning 12:20-2:50pm. Once the onsite school day is complete students will be bussed back to the Lincoln Center where the after school day will take place from school dismissal until 5pm.
- **Important!** When parents fill out their commitment form for the schools, they must indicate that their student needs transportation to ensure they are placed in PM school.



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LINK Day Off Adventures

The LINK Remote Learning Program will not take place on any scheduled days off from school. Please see the Fall Recreation Guide for info about our LINK Day Off Adventures.

Drop-off Procedures

- Drop off time begins at 7:45am to allow students time to use the restroom and get settled before remote learning begins. Please arrive no later than 8:00am.
- Parents will come to the LINK entrance door on the west side of the Lincoln Center and ring the LINK doorbell. A staff member will come to the door and conduct a temperature check of anyone entering the Lincoln Center facility.
- A LINK staff member will sign your child in to the LINK in the morning. Parent sign in is not required to limit sharing of paper and pens.
- Everyone entering the facility must wear a face covering including participants, adults and siblings.
- We ask that each family maintain social distancing while waiting to drop off your child. Staff will work as quickly as possible to make the check in process go smoothly and quickly.

Pick Up Procedures

- Pick up time is 5:00pm, however, parents are welcome to pick up any time between 3:00 and 5:00pm.
- Parents will come to the LINK entrance door on the west side of the Lincoln Center and ring the LINK doorbell. A staff member will come to the door and conduct a temperature check of anyone entering the Lincoln Center facility.
- A LINK staff member will sign your child out of the LINK in the afternoon. Parent sign out is not required to limit sharing of paper and pens.
- Everyone entering the facility must wear a face covering including participants, adults and siblings.
- We ask that each family maintain social distancing while waiting to drop off your child. Staff will work as quickly as possible to make the check in process go smoothly and quickly.
- Until staff get to know you or your designated pick up person, photo ID verification will be required.
- After your child has been checked out, a staff member will bring your child to the LINK check out desk.
- Parents are not allowed in the LINK classrooms.

What to Bring

Please clearly label all belongings with your child's name

- Fitted, cloth face coverings – recommend bringing several due to sweating
- Water bottle – there will be opportunities to fill water bottles on arrival at Lincoln Center
- Two snacks (one for the morning and one for the afternoon). A snack will not be provided.
- Lunch (lunch is not provided)
- Remote learning device (iPad, laptop, tablet, etc.)
- Headphones (recommended with microphone)
- Daily schedule for remote learning

School Supplies

In efforts to reduce the amount of shared supplies, we are asking that every student bring the following items to the LINK in their backpack. These school supplies will be used by your child ONLY. All other art supplies will be sanitized before and after each use. In addition to the items below, students should bring any other supplies required for remote learning.

- Pencils
- Paper and/or notebooks as needed
- 1 box of crayons – box of 24 or less
- 1 box of washable markers
- 1 box of colored pencils
- 1 bottle of glue
- 2 glue sticks
- 3 pencils with erasers
- Blunt-tipped scissors