



In partnership with  
*Guardian Christian Academy*

# **VIRTUAL LEARNING OASIS**

# **PARENT**

# **HANDBOOK**

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# Introduction

Xzone Virtual Learning Oasis has been established to provide a safe option for care for families in need during Chesterfield County Public School's (CCPS) virtual learning. Staff will work to create a clean learning and mentoring environment for students while assisting them with their virtual learning.

Though mentoring is one of our main goals, your child's safety is our top priority! During these uncertain times, we understand that families are facing difficult challenges, especially when it comes to adapting to a new virtual learning environment. We want to come alongside you and support your children as they begin to navigate virtual learning.

Our program offers:

- A safe, socially-distanced learning environment
- Dedicated staff who are background checked, passionate about mentoring, and have a desire to make a positive influence on students
- A robust internet network to ensure your student stays connected to their classroom virtual environment and successfully submits all assignments

## Learning Oasis Program Mission:

Our mission is to provide a safe, secure, and clean learning environment for your student during CCPS' virtual learning structure. Our background-checked staff will assist with virtual learning and provide mentoring, encouragement, and guidance through learning and recreational activities that will benefit your student emotionally, physically, socially, and spiritually as they develop relationships with staff and peers.

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## GENERAL INFORMATION

We are developing this program and all policies with your children and students in mind. Adapting to a new virtual learning environment is new to everybody, so we will continue to adapt this program to make sure that we are best meeting the needs of your children and students. We appreciate and encourage you to give us feedback, in regards to ideas, comments, and even issues, so that we can bring this up in leadership to make our program even better! Our world is changing every day and we want to make sure that we are meeting the needs of our community through this exciting program!

**AGES:** 6-10th grade

**PROGRAM DATES & TIMES:** Monday - Friday, 7:00am-4:00pm

**STARTING:** Sept. 8, 2020

This program will continue as long as Chesterfield County continues with socially-distanced virtual learning.

**LOCATION:** Southside Church, 6851 Courthouse Road,  
Chesterfield, VA 23832

**MAIN OFFICE PHONE:** 804 - 778 - 7800

**EMAIL:** [oasis@xzoneva.org](mailto:oasis@xzoneva.org)

## PROGRAM ELIGIBILITY

1. Students must be enrolled in 6th – 10th Grade for the 2020-21 school year.
2. Students must be willing to follow instructions and have a desire to learn.

In an effort to partner with parents, all students who meet the conditions above will be eligible for the XZone Virtual Learning Lab, regardless of the work (essential or non-essential) status of parents or guardians. If space becomes an issues, arrangements will be made to assist families with essential workers who are unable to work from home. Our goal is to offer your family a safe, secure, and distraction-free learning environment for your middle and high school students.

*\*Families with adult essential workers who are unable to work from home will be given priority.*

*Applications will be reviewed in the order in which they are received.*

You will be notified within five business days regarding the status of your application. If your application has been accepted, further information on the enrollment process will be provided at that time.

## FEES

Our goal is to ensure children will be able to have virtual learning assistance, regardless of financial means, in an environment that is safe, sanitized, and in a small group setting. There is a one-time, non-refundable registration fee of \$50 due at sign-up. A fixed weekly payment of \$125 will be drafted one week prior to the state date. The weekly fee is charged, regardless of the number of days your student attends each week. Once accepted into the program, a staff member will assist in setting up the family's payment plan. A valid credit card must be held on file to charge the fees.

## REFUNDS

Program fees are billed on a weekly basis, indeterminate of days actually attended. Therefore, no refunds will be given for absences. If you are no longer in need of the program, a two-week notice is required and all payments, including tuition and fees, are due through the remainder of the notice. We will allow anyone to leave the program, but doing so will forfeit your place in the program if there is a waitlist.

## STAFFING *RATIO: 1 staff : 8 children*

We take tremendous pride in our well trained and experienced staff, as we feel this is the most important aspect to making our program the best. Your child's safety is our number one goal and we hire the most qualified staff who are interviewed, reference and background checked, and thoroughly trained. Each classroom of 8-10 children will have one Lead and one Aide. In order to provide the best care for your student, all staff is required to attend trainings on subjects such as child development, diversity, positive disciplining, games, and leadership. They are also trained on proper cleaning procedures, COVID prevention and health and wellness checks.

## DAILY SCHEDULE *Subject to change*

### Middle School Students:

7-7:30 am	Drop off / sign-in with wellness checks
7:30-7:50 am	Middle school virtual learning school begins
7:55-9:05 am	First block (odd / even)
9:10-10:20 am	Second block (odd / even)
10:25-11:35 am	Third block (odd / even)
11:35-12:10 pm	*Lunch
12:10-12:40 pm	**Advisory block
12:45-1:55 pm	Fourth block (odd / even)
1:55-2:30 pm	Teacher office hours
2:30-4:00 pm	Parent pick-up

### High School Students:

8:00-8:30 am	Drop off / sign-in with wellness checks
8:30 am	High school virtual learning school begins
8:30-9:10 am	First block (daily)
9:20-10:35 am	Second block (odd / even)
10:45-11:25 am	**AEP/Flex
11:25-11:55 am	*Lunch
11:55-1:10 pm	Third block (odd / even)
1:20-2:35 pm	Fourth block (odd / even)
2:45-3:30 pm	Teacher office hours
3:30-4:00 pm	Parent pick-up

During drop off and pick up, staff will have activities and mentoring opportunities for student(s).

**\*We asks that all students bring their lunch each day.**

**\*\*Students will be encouraged to interact with teachers during advisory block. Staff will also provide mentoring during this time.**

## VIRTUAL LEARNING ASSISTANCE & TECHNOLOGY

Staff will assist children with their virtual learning during all scheduled times. All students are required to bring their school-issued Chromebooks, headphones with a microphone for interacting with their classes and teachers, and any other notebooks, paper, pencils, pens, planners, etc. that will be necessary to complete their classroom responsibilities.

Chromebooks will only be used for virtual learning only. Staff will monitor student's activities on their Chromebook to ensure attention is focused on schoolwork. When the students are not doing their virtual learning, they will not be permitted to use their Chromebooks and will be given other recreational activities to do individually or in their small classroom groups. Staff reserve the right to have access to the information on the child's Chromebooks and confiscate and report anything that is deemed inappropriate.

Parents will be responsible for any damage incurred by their student to any property of Southside Church, XZone, or Guardian Christian Academy.

Staff will monitor virtual learning but parents continue to play a role in ensuring their children are engaged in the learning process. Parents will be encouraged to contact the student's teachers with any questions or concerns about classroom lessons. Staff will assist and support students but students needing more focused support will be directed to the school for assistance beyond our center's ability.

## FORMS

All forms must be completed, including registration, FACTS online billing setup, the online health profile, and, if needed, medication forms, in order for your student(s) to attend the program. For your child's safety, the staff must review the information prior to each student attending the program. Please let us know if you have any questions concerning each form.

Students will not be allowed to attend Virtual Learning Oasis until all forms are received by the XZone Oasis Staff. All children must fill out the following:

Required:

- Participant Registration
- FACTS Billing Account

If needed:

- Medication Administration Form, Inhaler Authorization, EpiPen Authorization
- Special Needs Request Forms

## MEDICATION

We request that parents administer necessary medications to their children before or after program hours. However, we understand that some medications must occasionally be given while children are with us. If your student(s) needs to take medication during Virtual Learning Oasis hours, please follow these guidelines:

- Medication must be in the original, labeled container supplied by pharmacist. A separate letter from the physician may be required for EpiPens, inhalers and other medications including prescriptions.
- Include written instructions concerning the administration times and dosages.
- Leftover medication must be picked up by the end of each week.

Parents must fill out the MEDICATION ADMINISTRATION FORM located in your online portal or request one from the XZone. A separate form must be used for EpiPens and inhalers. Please speak with staff about medication and any special concerns.

## MANDATED REPORTING

As required by Virginia state law, all Xzone staff are considered Mandated Reporters. Mandated Reporting laws require that professionals who deal with children report suspicious circumstances suggestive of child maltreatment to child protective services.

We are committed to maintaining the safest environment possible while providing virtual learning assistance and recreational activities. Our program environment, policies and procedures are set to ensure the safety and well-being of our staff, community, your family and, most importantly, the children we share. The following details those changes and is based upon guidance from:

- The Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- Commonwealth of Virginia Department of Social Services: <https://www.dss.virginia.gov/cc/covid-19.html>
- Chesterfield County Department of Health: <https://www.chesterfield.gov/coronavirus>

We will review their recommendations as they are updated and communicate any changes.

## DROP OFF AND PICK UP PROCEDURES

### Drop-off Procedures (7:00-8:30am)

To limit the number of people entering the building, drop off will be handled in the front entrance of Southside Church.

- Please drive all the way to the portico entryway
- Enter through the main entrance and use the doors immediately to the left
- Sanitizer will be provided for your student to sanitize their hands.
- Staff will administer the daily Wellness Check.
- Your student(s) will be escorted to their class by staff.



## Pick-up Procedures (2:30-4:00pm)

- Students will wash hands before leaving the classroom.
- Upon arrival, staff will request identification outside the building. A staff member will escort your student(s) outside.

NOTE: The staff will request identification for everyone who picks up a student, INCLUDING PARENTS/GUARDIANS. Please fill out the Pick-up Authorization Form portion on the Health Profile with all the people who are allowed to pick up your student. Your student will not be allowed to leave the program with anyone other than a parent or guardian, unless they are on the pick-up authorization list. REMEMBER, this is for your child's safety and your peace of mind.

For your child's protection, we ask that you provide us with advance written notice for the following reasons:

- If you are planning to pick up your student early, or
- Authorizing someone to pick-up or drop off your student, other than yourself, and anyone listed on the pick-up authorization form, or
- Notice of your student being absent
- If you arrive early to pick your student(s) up from the program, please call or text the main office at 804-778-7800 and a staff member will bring your student(s) out to you in the parking lot.

## Late Pick-Up

Parents must pick up their student(s) at the designated time frames, between 2:30-4:00pm, for Middle School students, and 3:30-4:00pm for High School students. All students must be picked up no later than 4:00pm. XZone incurs additional expenses for all children that are picked up late. Therefore:

- If for whatever reason, a parent/guardian is unable to pick up the student at the established end of the day on time, the parent should call the designated emergency contact to arrange pick up. If the person picking up your student is not on the authorized list on the Participant Information Card, please call the program to add this person.
- For each student that is picked up late, the parents will be automatically charged immediately. The fee structure is as follows;
  - o Late Pick-up Fee:
  - 1-15 minutes late =\$20.00
  - 16-30 minutes late =\$40.00
  - 31-45 minutes late =\$60.00
  - 46-60 minutes late =\$80.00

The staff will attempt to contact the Parent/Guardian and in cases where parents or alternates cannot be reached, the police will be contacted for assistance and advice in locating parents. We will not leave any students unattended at the site. By state law, we are required to contact the police department if a student has not been picked up and the parents cannot be reached after one hour.

## WELLNESS CHECKS

Students and staff will complete a wellness check upon arrival at Oasis, to include a temperature reading and a health questionnaire. Any individual who does not pass this wellness check (temperature at or above 100.4 degrees Fahrenheit or showing any symptoms of COVID-19) will be sent home and asked to stay home until symptoms have cleared. Please keep your student home if they are sick.

## CLASS GROUPS / CLASSROOM SETUP

Students will be placed in a class of 8-10 students of similar age/grade. Students will remain exclusively with their group throughout the day and will be separated from other classroom groups, even when outdoors. Social distancing will be maintained as much as possible within each class, and schedules will be staggered among classes to avoid groups mixing. The only shared space will include restrooms, gym, and outside space/playground which each group will use at separate times. Lunch will take place within classrooms.

Within each classroom, each student will have their own work space. Chairs will be placed six feet apart from each other with open space in the middle of the classroom for activities. Desks and chairs are provided by XZone. All areas in the classroom will be cleaned on a regular basis and children will be asked to regularly clean their own desk and computer with the assistance of staff.

We recognize that social distancing is not an easy or natural thing for people. While staff will do their best to keep children distant, there will be times this is not realistic. Masks, handwashing, cleaning procedures and small group setting will all be enforced to help with these safety measures.

## **MASKS**

All staff are required to wear a mask to Oasis every day. Students will be strongly encouraged to wear their masks during the day.

## **HANDWASHING**

Students and staff will be frequently required to wash their hands with soap and water for at least 20 seconds, including: upon arrival at the program, when entering the classroom, before meals or snacks, after sharing items, if they come in contact with another student or adult, after outside time, after going to the bathroom, and prior to leaving for home. If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol will be used. Parents are asked to help reinforce this practice with children at home.

## **CLEANING & SANTIZING**

Staff will ensure regular cleaning protocols follow current CDC and State regulation requirements, which remain in place during the pandemic but the frequency of cleaning and level of detail will be increased to multiple times per day, while being careful of students in the near vicinity. Staff will be provided with cleaning supplies and are expected to routinely clean throughout the day.

## **IN THE EVENT OF POTENTIAL EXPOSURE TO COVID**

Parents will be notified on the same day about any potential contact their children may have had with suspected or confirmed cases. Director will work closely with the Department of Health and Human Services to respond to the event in a timely and appropriate manner. Please inform Oasis immediately if you or anyone you are in contact with is exposed or tested positive for COVID-19.

## IF ILLNESS OR INJURY OCCUR

If a student becomes ill or injured while at Oasis, we will separate the student and first attempt to contact the Parent/Guardian(s). If we cannot reach the Parent/Guardian, Emergency Contact #1 will be called immediately. If we are unable to reach Contact #1, then Contact #2 will be notified and so on until we are able to reach someone.

If a staff or student is sick, they are required to stay home. Students or staff may not be allowed to attend Oasis if the following symptoms or illness occur:

- fevers of 100.4 degrees Fahrenheit or higher
- Reoccurring vomiting or diarrhea
- Lice
- Contagious rashes
- Other illness on the Virginia Health and Department List of Current Communicable Diseases.

Please report exposure to COVID-19 or any communicable diseases promptly, i.e. Chicken Pox, Head Lice, Pink Eye, etc., to the Program Director. Refunds or credits are not given for missed days.

## SECURITY AND BUILDING ACCESS

The safety and security of our students is our highest priority. Building doors will be locked at all times. Security cameras are installed in entry, hallway and egress locations. Selected monitors in the office allow us to view activity on our private, secured server.

We communicate and coordinate continuously with Chesterfield County Officials, including the Police Department, Fire Marshall and Office of Emergency Management to ensure that the building is as secure and safe as possible for all. All visitors must check-in at the front entrance, and nobody is allowed to enter the learning areas without approval.

## BEHAVIOR

All students are expected to behave in a proper and respectful manner. We will not tolerate any hitting, name calling, foul language, destruction of property or any other behavior deemed inappropriate by the staff. In accordance with the severity and frequency of the behavior, the Xzone Virtual Learning Oasis reserves the right to dismiss any student from the program.

### Program Rules

Students will be responsible to abide by ALL rules and must:

- Remain in designated areas at all times
- Stay with their specified leaders at all times
- Not run in school halls, rooms, or building
- Use appropriate language at all times
- Be respectful to other students, staff, and facilities at all times
- Refrain from any horseplay and/or engaging in any dangerous activities
- Use Chromebooks and all electronics appropriately, focusing on schoolwork

### Discipline Policy

Staff will focus on the prevention of negative behavior. We will praise the positive and attempt to discourage the negative, in an effort to bring out the best in every student. We believe discipline takes many forms and should vary according to age, individuality and the developmental level of each student. Concern is focused on the action/behavior rather than the student. (example: We do not use statements such as “you are a bad person.” Rather, “I do not like what you chose to do”). Our staff will use positive guidance, redirection, continuous supervision, and set clear limits during disciplinary action.

### Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, physically harm, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, posting, and other less direct methods. This type of bullying can be especially hurtful when persons are targeted with “meanness” and exclusion. Bullying is inexcusable, and we have a firm policy against all types of bullying. We work as a team to ensure that students gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their program experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with the students so everyone will be comfortable alerting us to any problems. If your student comes home and tells you that he or she either is being bullied or has witnessed bullying, please communicate this to the staff. Every person has the right to expect to have the best possible experience at the program. By working together as a team to identify and manage bullying, we can help ensure that all children and staff are comfortable and happy.

