

The Hub Policies 2020-2021

Drop Off:

Drop Off will be from 8:15am to 8:45am.

Families will be guided through a drop off car line and to the drop off area by a Hub Leader. Students will be met at the car and led to the building by a Hub Leader.

Entrance A, for Middle School and High School students & Entrance B, for Elementary students.

Students will be met at the door by a program leader to lead your students to their first program room. Upon entering the building, students will be asked to put their face mask on. They will then have their temperature be taken, be directed to wash their hands, and drop off their items in their personal cubby.

If you have a late Drop-Off, please go to Entrance A (for ALL students arriving late, including afternoon partial-day students). Ring the doorbell, and a Hub Leader will meet you and your student at the door.

Pick Up:

Pick Up will be from 3:30pm to 4pm, or time provided on the student's application.

When parents arrive at the building for pick up NOT between 3:30pm & 4pm, they will ring the doorbell, and a program leader will bring their student to the door.

For pick up from 3:30pm to 4pm, parents will receive a family code to use. Parents will park in spaces designated for The Hub and a Hub Leader will walk the student to the car. Parents of Middle School and High School students will be asked to text their student upon their arrival, and a Hub Leader will bring the student to the car. If a MS/HS student does not have a device to receive texts, please contact the program directors, and we will give out a code to use.

If you have an early Pick-Up (for ALL students leaving early, including the morning partial-day students), please use Entrance A. Ring the doorbell, and a Hub Leader will meet you at the door with your student.

If you need to have your student picked up early (or later for a partial day student) for a day, please contact the program director (724-799-0151 or thehub@ingomarchurch.org) or provide that information in the communication log (see below). If a parent is not picking up, please provide the name of the person picking up your student. That person will need to bring a picture ID with him/her.

Families that pick up consistently later than 4pm, or later than their pick up time, will receive a notice from the program directors and may result in the removal from the program.

Absences:

Please notify a program director (text 724-799-0151 or email thehub@ingomarchurch.org) if your student will be absent or late. If program directors are not notified before 8:45am on the day of your student's absence, you may be

charged for that day. Consistent failure to give notice may result in removal from the program.

Withdrawing:

Applying for The Hub is a 2020/2021 year commitment unless previously discussed with program directors. However, parents can withdraw students at any time with no cancellation charge, but spots will not be held, and will go to students on the waiting list. If you would like to rejoin the program at a later time, after you withdraw, your name will be moved to the bottom of the waiting list for an open spot.

Items Your Student Will Need:

- A face mask
- A device (laptop, tablet) for your student to do his/her school work on
- A charger for that device
- Headphones
- Any supplies that he/she will need to complete school work
- A communication log (see below)
- A packed snack & lunch
- A filled water bottle (water fountains will not be available)
- A book / coloring book / apps on device (something to help him/her stay occupy during school work time if there is not have school work for the day)

Communication Log:

We ask that you please send a notebook labeled “Communication Log” each day to be in communication with our leaders. This is to ensure that we are prepared to help your student each with his/her school work, if needed. Your communication log should include usernames and passwords for your student to access his/her school work, times of any zoom calls, or any other needs that leaders will need to know for the day. If you have multiple students attending, each student will need his/her own Communication Log.

Student Expectations:

Students and leaders are required to wear a face mask at all times in the building.

Each student will be expected to use the bathroom and eat on their own. Leaders will be available to help open items and if there are unique situations; however, each student will need to be independent in these areas. If your student has a special need that was not addressed in your application, please contact the program director at 724-799-0151 or thehub [@ingomarchurch.org](mailto:thehub@ingomarchurch.org).

It will be expected that your student know what school work needs to get done each day and how to access it. We understand that forgetfulness happens, and we will have leaders available to help in those times (along with your student’s communication log).

Leaders will also be available to help with some minor technological issues, should any arise.

Our Student Leaders will be working in the same rooms as our younger participants to help with any questions they may have while doing their school work. *NOTE: Although our Student Leaders can help answer questions about school work, they are NOT tutors and will not be providing one-on-one tutoring to students participating in the program.*

Should our program directors find that a student is not able to meet the above expectations, they contact the student's parents regarding action steps. The program directors reserve the right to cancel a student's registration if the student is consistently unable to meet student expectations listed above.

Please Keep Your Student Home If:

Please call our program directors to notify them that your student will not be attending for the day (724-799-0151 or thehub@ingomarchurch.org). If your student begins showing signs of being ill while at The Hub, you may be called to pick him/her up early.

- He or she has a fever above 100.4°F
- He or she has has a fever above 100.4°F in the past 24 hours
- He or she is has vomited in the past 24 hours
- He or she is exhibiting symptoms of Covid-19 (coughing, vomiting, diarrhea, sore throat...)
- If someone in your student's family is exhibiting symptoms of Covid-19

Covid-19 Policy

Our goal at The Hub is to maintain a safe, clean, and healthy environment for your students and family. In order to provide this, our building will be cleaned each day after the program. Everyone in the building will wear masks (with the exception of snack and lunch time), students will maintain physical distance from each other, and temperatures of the students and leaders will be taken at the door. Also, students will be separated into smaller groups to take snack and lunch times at separate times. Students will keep a larger physical distance during these scheduled times. We will also need the help of all participating families to be honest in keeping your student home if the above information is true and in reporting if your student or someone in your family tests positive for Covid-19.

If your student or someone in your family tests positive for Covid-19, please contact the program directors. All participating families will be notified of the possible encounter with Covid-19, and the program will close for the following 48 hours. During this time, the building will be aired out and further cleaning of the building and program supplies will take place. Names of students and families will remain anonymous.

Should a Hub student test positive for Covid-19, that student will be required to quarantine from the program until all of the following are true:

- It has been 10 days since symptoms first appeared

- Fever free for 24hrs (without the use of fever-reducing medication)
- Symptoms have improved
- His/Her doctor has cleared him/her to return to typical activities (we will ask for a copy of this note)

If Allegheny county goes into a YELLOW PHASE, The Hub will continue to meet as it is now.

If Allegheny county goes into a RED PHASE, The Hub will be forced to close until restrictions open back up. No one will be charged for reserved dates in the red phase.

Building Safety Policy

The interest of the students participating in The Hub is a priority of Ingomar Church. All exterior doors will be locked throughout the day, and any visitors entering the building who are not Ingomar Church staff or office volunteers, Ingomar Child Enrichment Center staff members, or The Hub leaders will be required to have visible visitor passes.

Clearances

Adults working with children participating in The Hub program (including Ingomar Church staff in the building) will all have current clearances including FBI Criminal History Background Check, PA Child Abuse History Check, Pennsylvania State Police Criminal Records Check, and PA Sex Offender Clearance.

Safe Sanctuary

We will be following our church's Safe Sanctuary Policy. This policy will be followed by all Ingomar staff and leaders associated with The Hub, and the Church. This policy ensures safety of all students and adults by keeping students and adults in group settings with open doors, instead of one-on-one.

Evacuations and Lockdowns

Our church has multiple lock-down spaces available and escape routes for emergency situations. Each room has a fire escape map, and emergency exits are available throughout the building. Evacuation and lockdown drills will be practiced with students throughout the year as a precautionary measure.

In the case of an emergency, students' emergency contacts will be contacted by program leaders and notified of a pick-up plan. Pick-up plans will vary depending on the specifics of the emergency situation.

Snow Days/Cancellations/Delays

The Hub will follow the North Allegheny school delay, cancellation, and holiday schedule. You may sign up for our text alerts by texting "thehub1501" to the number "81010" to receive notifications when the need arises to close or delay.

Should The Hub be cancelled due to Snow cancellations, you will not be charged for that day.

The Hub Program Schedule 2020/2021

Aug. 31st: First Day
Sept. 7th: Closed
Nov. 2nd & 3rd: Closed
Nov. 26th, 27th, 30th: Closed
Dec. 21st - Jan. 1st: Closed
Jan. 4th: First Day of 2021
Jan. 18th: Closed
Jan. 29th: Closed
Feb. 15th: Closed
April 1st, 2nd & 5th: Closed
May 18th: Closed
May 31st: Closed
June 11th: Last Day

Payments and Billing

The Hub will bill families monthly for services used and will be charged in half day increments. If a student(s) needs to cancel their spot for the day, and the program director is notified, you will not be charged. For late arrivals or early pickups without advanced notification, you will still be charged for the full day. We appreciate advanced notice to allow someone on the waitlist to join us and adjust our staffing as needed. If we receive notice, we will not charge families for a cancellation. The cost is \$20/day for each student. For information about scholarships, you can talk to the program directors.

Families will be billed through the email address listed on the student's application. If families would like to change the email they receive their bill at, please contact the program directors. Monthly payments can be sent in by mail (in the form of a check or cash) to Ingomar Church (address below), handed to a Hub Leader directly in an envelope with your student(s) full name and "The Hub Payment" written on the envelope, or online by way of a link provided on the emailed bill.

Ingomar Church
The Hub
1501 West Ingomar Road
Pittsburgh, PA 15237