



# Berrien RESA Staff

## RE: Emergency School Care

### What:

Berrien RESA has developed an Emergency School Care program for the fall semester to assist our staff with COVID-related school care emergencies. The emergency school care is **only to be used for COVID related issues** stemming from the closure or postponement of face-to-face instruction in students' K-6 buildings. Due to each district's differing instructional requirements, it is expected that parents provide individualized activities to keep their children occupied once they have completed their work for the day.

### Location:

Berrien RESA Administrative Center, Lower-level. Check-in is required along with a symptom check for all students, please enter the building at the back entrance for the conference center.

\*If circumstances change (a return to Phase 3 within our geographic area) there are plans established to utilize both BLC and LEC facilities (as long as they are in a remote instruction setting).

### Times:

Drop-Off: 7:45 - 8:00 a.m.

Pick-Up: 3:00 - 3:15 p.m.

Staff utilizing K-6 School Care will need to alert their supervisor prior to using the service. Supervisors will provide flexibility to allow for student pick-up/drop-off to accommodate individual work schedules.

### Meals:

Lunches and other snacks are to be provided by parents/guardians. Water will be available throughout the day.

**Please note**, if your child has been ordered to quarantine or isolate by the Berrien County Health Department due to a COVID-related incident this service is **NOT** an option during that time-frame.

### Application:

[K-6 Emergency School Care Application](#)

Upon submission of the above form, a 24-hour (1 business day) notice is expected to ensure proper staffing. Once your application is processed, you will receive a confirmation email authorizing participation in this service.

If you have questions, please contact Carla in the Human Resource office at ext. 3113.

### Nondiscrimination Clause/Title IX

It is the policy of the Berrien Regional Education Service Agency not to discriminate in its policies and practices with respect to compensation, terms, or conditions of employment because of an individual's race, color, religion, sex, national origin, height, weight, marital status, political belief, genetic information, disability or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity. Title IX Coordinator/Compliance Officer and for all other concerns: Lynda Hurlow, Executive Director of Human Resources Title IX Investigators: Kevin Clark, Technology Services Director and Lynda Hurlow, Executive Director of Human Resources Title IX Decision Maker: Chris Machiniak, Assistant Superintendent Title IX Appeals: Eric Hoppstock, Superintendent. Berrien RESA 711 St. Joseph Avenue Berrien Springs, MI 49103. For procedural information, please review NEOLA Board Policy No. 2260