



Highlands Recreation District

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www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

March 19, 2020

This letter is to keep you apprised of the rapidly changing situation and decisions made by the Highlands Recreation District Board of Directors during the Special Meeting held on March 17, 2020. Due to the San Mateo County Shelter in place order, we are extending our closure through April 7, 2020. Please be advised, it is likely this closure may be extended, depending on public health orders. We will continue to monitor the situation and provide updates through email, our website, and social media.

We are thankful to our community for expressing their concern about the financial impact of this closure on our staff. Recognizing this financial impact on staff, HRD has taken steps to financially assist staff at this time. We have an incredible staff and are committed to making decisions that will support them while also keeping the District financially sound and being a good steward of public funds.

Due to the cancellation of programs through April 7, Highlands Recreation District is offering two options to our participants. The first option is to notify HRD that you would like a credit issued for the canceled classes (please see attached form). Credits can be used for any HRD program and must be used within one year of the date issued. The second option will be to forgo your credit to help support the payment of staff during the closure. Please complete the attached fillable PDF to request or forgo your credit by 4/30/20. Spring Camp has been canceled and we will automatically refund the payment for those who have registered. You do not need to complete a cancellation form for Spring Camp, unless you would like to forgo your refund.

Additionally, HRD will suspend all ARB and ACH payments until further notice (no automatic monthly payments will be processed). Spring and Summer registration is open through our website <https://registration.highlandsrec.ca.gov/>. We understand that an extended closure would cancel more programs and we would provide refunds for any registrations for programs that have not started.

The HRD operations are closed, however the tennis courts are open to Highlands Residents who have a key (we are unable to issue new keys due to HRD closure) and the sport court, and field are available to the public for use consistent with the County Shelter In Place Order. Due to possible COVID-19 contamination of playground equipment, HRD discourages use of the playground. Our Maintenance Manager will monitor and maintain the HRD facility on a reduced schedule.

Canceled Programs

- EEC Closed through April 7, 2020
- ASP Closed through April 3, 2020
- Spring Camp Cancelled April 6-17
- Eggstravaganza April 11
- Pool closed through April 12, 2020
- Enrichment classes are cancelled for remainder of the winter session
- Dolphins Swim Team cancelled until April 12, 2020

Postponed Programs

- Leadership Advantage Course postponed until April 27
- AARP Smart Driver Course postponed until June 28-29

Planned Re-openings (Subject to Change, depending on further Department of Health Orders)

- EEC scheduled to open April 8
- ASP will resume after Highlands Elementary Spring Break Concludes: April 20
- Pool will reopen on April 13- the start of Spring Swim Lessons
- Swim Team will resume practice on April 13
- Enrichment classes will begin on April 20

If you register for a spring class, we will update you on the status as we gain more information and make a more informed decision.

Please contact me with any questions or concerns. I will be in and out of the office and checking voicemail and emails during the closure. I am available to the community though email cathyh@highlandsrec.ca.gov throughout the closure.

Cathy Haas
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