

Kid~Space Afterschool
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Dear Parents,

Welcome to Summer Camp 2020! If your children have participated with Kid Space in the past, you know one of our goals is to send kids home “Tired and Happy”. This has not changed amid the Covid-19 Pandemic. We believe this goal is still important to obtain while keeping shared concern for safety in mind for health and general well-being. As a licensed childcare facility, we are working closely to follow DCF, CDC recommendations/guidelines as they are issued, and will continue to adjust as needed.

Currently, we are encouraging and modeling good hygiene throughout our facility. Making accommodations to group size, social distancing whenever possible while maintaining staff/camper consistency. We are conducting visual health checks upon arrival and have added drop off/pickup procedures to make health a priority while still supporting the joy of Kid Space summer camp.

Since we are working in unity for a common goal we ask for your cooperation, assuring only healthy children are at camp each day. If your child has had any illness symptoms within the past 24 hours, please do not bring them to camp. Each camper will be visually health screened prior to entry, body temperature (forehead scan) will be taken, followed by a visit to one of our handwashing stations. Anyone displaying a forehead temperature over 100.0 will not be admitted to camp and may not return until they are fever free (without fever reducing medications) for 24 hours. This is super important... Additionally, we urge you to consider keeping your child home, if he/she has had any illness symptoms including (but not limited to) fever, coughing, runny nose, sore throat, vomiting, diarrhea, or general feelings of being unwell such as unexplained fatigue or headache. If your child is at a high risk of complications of respiratory infection, please encourage those children to utilize hand washing often. We have 3 hand washing stations available which the children can utilize whenever needed, but we will be washing hands upon entering/leaving the building, before and after eating, before and after toileting as well as using hand sanitizer when moving from one room to another.

Please review the following Policies and Procedures set in place for Summer Camp 2020, they will be updated as needed.

- **Arrival and Departure**

Whenever possible, call ahead to utilize pick up and drop off services at our side door (hours will be announced) by calling the main office phone number at 772-340-2140. IF there is a reason you MUST park and enter the front lobby, please maintain a social distance from the staff members/other families. IF you need to enter past the red door, you must be escorted by a staff

member AND you should bring a face mask with you. Each person entering shall be asked to use hand sanitizer/wash hands in our handwashing station located in the staff kitchen area.

- **Tuition Payments**

To minimize possible exposure to our building, please consider contacting the front office to request your credit card on file to be charged for tuition. Just as always, payments for tuition are due on Monday for that week. Payments made after 6pm on Monday are considered late and you should include a \$20.00 late payment fee with your payment. The most convenient way to pay your tuition is to sign up for Autopay, at the front desk or call and leave a request for Ms. Julie to add it to your completed contract for services. Methods of payment accepted: Visa, Mastercard, Personal Check (with driver's license), Cash and Money Order. Receipts will be emailed from our payment system to the email on file for your child. Any tuition account more than 1 week in arrears, is subject to cancellation. Please communicate with the billing manager, should you have any concerns arise.

- **Face Masks/Gloves**

While there are instances when a face mask/gloves are appropriate for adults and children over the age of 12, children under the age of 12 may have decreased effectiveness, and display trouble handling (not handling) their face masks appropriately; for this reason we ask anyone under the age of 12 years that wears a facemask inside the building to demonstrate the ability to maintain appropriate care/handling of their mask. If young children are not demonstrating appropriate use, they may be asked to put their face mask in their backpack to be taken home at the end of the day for laundering/disposal. Some children will have the urge to touch their face/mask excessively when wearing a mask. This decreases the effectiveness of the facemask. Staff will wear a face mask when appropriate.

- **Meals/Snacks/Beverages**

Every child must bring a refillable water bottle daily. We will be happy to refill as needed.

Hot lunches are currently unavailable due to Covid-19. Campers will need to bring ready to eat meals/snacks/bottled water while they are at camp in an insulated lunch box with ice packs/thermos, as we do not have the ability to refrigerate or warm food items. We ask that you limit the amount of sugar consumed at meals/snacks. Soda is prohibited, candy /treats should be minimal. We will, as usual have allergy-safe designated tables for students with allergies. Sharing of food is greatly discouraged, and we always verbally ask the kids to make sure they ate at least part of their lunch. It's the "parent" in us, we cannot help it however, busy kids usually work up an appetite.

- **Late Pickup Fees/Hours of Operation**

Kid Space hours of operation are Monday-Friday 6:30am-6:30pm. There is a \$1.00 per minute late pickup charge for any child not dismissed prior to 6:30pm. Please call and notify the front

desk if you suspect you may be late. This fee is payable and due immediately, (the following business day is sufficient) if outstanding balance is not paid within 3 business days, it will be charged to the credit/debit card on file, late pickup fees/balances MAY be combined with weekly tuition payments by cash, personal check (with Driver's License), money order, Visa or Mastercard at the front desk.

- **Preparing for Camp, What to Bring, Put Your Child's Name on Everything.**

This is a very important aspect of summer, being prepared.

Your child should bring/wear daily;

-A sunscreen STICK, marked with their name.

-A small backpack or drawstring bag to hold all of their belongings.

-A refillable / leakproof water bottle, disposable OR reusable.

-Lunch and snacks for the day, lunches must be ready to eat as we cannot warm foods.

-Closed toed shoes.

-Change of clothes, even for big kids because things happen.

-KIDSPACE SHIRT. Every day they attend.

If your child has a sunscreen allergy, they may bring one that is appropriate for their use (marked with their name) and we will apply that IF we will be outdoors. (dependent on safety protocol and guidance from authorities)

***Hand Sanitizer**, we will allow your child to use their own small personal size bottle of hand sanitizer, please write their name on the bottle and remind them they are responsible for it. We have wall mounted hand sanitizer dispensers throughout the facility; however, we will always encourage them to use soap and water to wash their hands while in the building as it is more thorough.

***Sunscreen**, if/when we are permitted to leave the building (to Kid Space Horse Camp, or other locations) we are asking that parents consider donating 70+spf sunscreen spray, we will spray arms, neck and legs with these. Each camper needs to bring a personal sunscreen FACE STICK, for their own use on their face, marked with their name. This sunscreen stick should stay in your child's backpack when not being used.

- **Electronics/Items from Home**

Children may bring electronics from home, however most of their day will consist of planned activities to minimize the use of electronics. Kid Space is NOT liable for any devices that are lost,

stolen, broken or otherwise damaged. Please label your electronics, charging cords etc with your child's name and store them in the child's backpack when not in use. Toys and miscellaneous items should be kept at a minimum whenever possible.

- **Our Cleaning Routine**

Kid Space has been a licensed facility for quite some time, and part of that licensing is proper standards of cleaning/disinfecting. We have always taken this duty seriously. Routine cleaning has been increased to minimize any possible spread of germs from one student to another. High touch areas of play spaces/equipment will be wiped frequently with a disinfectant and repeated prior to groups moving from one room to another. Hand washing/sanitizer will be used by staff and students as these times as well.

- **Discipline Policy**

We want every student to have the opportunity to experience what a fun summer camp is like. While we understand our children have been through events of change recently, and most have been experiencing more online activities than ever (virtual schooling) we want to remind parents and students, each person at Kid Space has the right to have a pleasant, fun day. With that in mind we utilize a positive reinforcement system for encouraged behaviors. Staff will use verbal reminders when needed, followed by a clearly spoken warning and redirection. If redirection and reminders are not successful, the student may lose activity privileges and be asked to sit to the side with a quiet activity (relax) until he/she is ready to return to the group activity. Finally, a phone call to parents and/or incident reports will be completed to update them of the situation. Physical aggression will not be tolerated, students may be dismissed at any time, without regard to financial obligation. In such cases, refunds will not be given.

- **Medication Policy**

As a licensed afterschool facility, we require a medication authorization form to be completed for any medication to be administered during our normal business hours. The dose and child's name **MUST** be provided on **ORIGINAL CONTAINER AND PARENTS MUST COMPLETE FORM**. If it is a prescription medication, a prescription label **IS** required. If the child has an allergy, specifics must be noted on their file.

ALL medication not checked out of our building will be properly disposed of 60 days after the child's contract for services expires. IF the medication is not vital for life, it will **NOT** be administered during field trips, (if we are permitted to go on field trips) but we will administer it upon returning to the building, if you wish. Please notify the front desk of your preference.

We appreciate the trust you are showing by placing your child with us.