



## GENEVA FAMILY YMCA SCHOOL AGE CHILDCARE PROGRAM PARENT HANDBOOK COVID ADDENDUM

The safety of our children, families and staff is always our number one priority. As we reopen our School Age Childcare Program, we wanted to share our updated procedures to continue to ensure safety and to support a smooth transition to welcome you back. This document is subject to change based on the latest public health data as well as guidance from the NYS Office of Child and Family Services, NYS Department of Health and the Center for Disease Control.

Please contact our Childcare Director Donna Wandell if you have any questions or concerns.

Here is the link to the NYS Guidance for Child Care and Day Camp Programs:

### Signs and Symptoms of COVID-19

- Fever of 100.4 F or above
- Cough
- Sore throat
- Difficulty breathing
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)
- Headache
- Loss of smell/taste
- Muscle aches
- When to seek medical attention
  - Seek medical attention if any of these symptoms are severe.
  - Call 911 if experiencing extreme difficulty breathing, bluish lips or face, persistent pain or pressure in chest, severe or persistent dizziness, lightheadedness, confusion, seizure or inability to rouse someone.

## Welcome

### Contact Information

- During the re-enrollment process you have been asked to provide us with updated registration forms so we will have the most up to date contact information for each child. During this pandemic it is imperative the center is able to reach you or another authorized contact quickly in an emergency. Make sure you have contacts documented, (other than yourselves), in case of emergency.

### Arrival Screening

- An intake/departure station will be set up near the building entrance including Sign In/Out book, Health Check Form (copy attached), Hand Sanitizer, Disinfectant Wipes, gloves, clock, and writing utensils.
- Each day 1 staff person will be designated as 'intake staff'
- Intake staff will meet children at the door, outside the facility to check children into the program
- Intake staff will wear masks and gloves (if they choose)
- Intake staff will greet children, make a visual inspection of the child for signs of illness, fill out health check form and take child's temperature. Temperature must be below 100.4 degrees (38.0 Celsius)
- If no sickness is evident child will be welcomed into the program.
- Pens & thermometer will be disinfected between each use

- Upon arrival into the program children's belongings will be stored in an individual cubby and they will be instructed to wash their hands with soap and water for at least 20 seconds before engaging in program activities
- Face masks must be worn by staff and are encouraged for children to wear when entering the building.

### **Pick Up Procedures**

- The YMCA School Age Child Care program will utilize curbside drop off and pick up of all children to limit traffic in and out of our childcare spaces. Each day when you arrive at the Y to pick your child up, a staff member will gather your child's belongings and escort your child to you at the YMCA entrance.

### **Transition**

Everyone has been through several changes over the past few months and we all want to resume our normal routines and schedules. As we work through what our new normal will look like, we are here to support you and your family to smoothly transition back to school. Here are a few tips to help you.

- Social stories are designed to show children what the unknown may look like. Here are links to our favorites:
  - Going Back to School After COVID-19
  - Seeing Other People Wear Masks
  - Hand washing Social Story

### **Toys from home**

- OCFS and the NYS DOH discourage use of soft items such as pillows, stuffed animals etc. in child care settings. The Y has removed these items from our program during the COVID crisis. Please do not send soft items to the Y with your child.

### **PPE**

- The NYS Department of Health is requiring staff to wear face coverings/masks at all times in child care settings.
- Children in the program are encouraged but not required to wear face coverings while in the School Age Child Care program at the YMCA facility.
- Children and staff are both required to wear face coverings in the event they leave the YMCA campus for any reason. Ex. Walking to Washington Street Park. Face coverings/masks from home should be clearly marked with your child's name.
- The YMCA will provide masks to any child or staff person who needs them
- Masks must be worn by the parent/guardian dropping off and picking up.

### **Classroom Environments/Schedules**

- Children will be separated into groups of no more than 15 as regulated by the NYS Department of Health Guidelines for Child Care and Day Camps
- Groups or Cohorts will be comprised of the same children each day whenever possible
- Groups will be led by the same staff members each day whenever possible
- If staff must be switched out, it will only be done after a thorough cleaning/sanitizing of the group area
- Staff will wear masks at all times
- Each group will occupy the same designated space within the facility each day. Spaces will be appropriately distanced from each other with at least 10 feet of space between group areas when using a common room such as the gymnasium.
- Groups will not co-mingle or interact with each other
- Schedules for each group will be outlined giving them separate time in play spaces, outdoor play areas, pool etc.

- Each child enrolled in the SACC program will be assigned a personal, labeled supply packet of frequently used items such as crayons, markers, glue, scissors etc. to limit sharing of high touch items
- Items that cannot be easily washed (stuffed animals, pillows, dress up clothes) as well as items that encourage children to put the toy in their mouths (play food, pretend utensils) have been removed.
- Shared items and sensory tables that cannot be disinfected (playdough, sand etc.) have been removed and will be replaced with individual sensory experiences.
- Children will be instructed regarding social distancing procedures on their first day at program to ensure they are fully understood and followed.

### **Outdoor play**

- Each group will have a scheduled time outside. High touch playground equipment will be sanitized between groups.

### **Handwashing**

Handwashing is the most effective way to stop the spread of germs. Children and staff will wash their hands with soap and water for at least 20 seconds and dry with a paper towel with the following activities:

- Upon entry into the program space
- When coming into the classroom from outside
- Before and after eating
- After sneezing, coughing or nose blowing
- Before handling food
- After touching or cleaning surfaces that may be contaminated
- After using any shared equipment
- After assisting children with handwashing

### **Cleaning procedures**

Staff shall ensure all equipment is properly sanitized or disinfected to prevent the spread of infection. The goal of safe cleaning is effective germ control using the safest amount of cleaning, sanitizing or disinfecting product.

- The sanitizing and disinfecting solutions used in our Child Care Programs is either a bleach solution prepared by the program daily or a commercial product registered by the Environmental Protection Agency (EPA).
- Manufacturer's instructions are followed
- We will intensify our routine cleaning, sanitizing/disinfecting practices, paying extra attention to frequently touched objects and surfaces, including doorknobs, bathrooms and sinks, keyboards, and bannisters.
- The Programs will clean and disinfect toys and activity items used by children more frequently than usual and take extra care to ensure that all objects that children put in their mouths are removed from circulation, cleaned, and sanitized before another child is allowed to use it.

### **Illness Policies and Isolation Procedures**

- Staff will actively monitor children throughout the day for symptoms including fever, cough, shortness of breath, diarrhea, nausea, vomiting, etc. Children who appear ill or are exhibiting signs of illness must be separated from the group and isolated until able to leave the center. A staff will use a non-contact thermometer if a child is suspected of having a fever of 100.0 F or above.
- If a child appears to have severe symptoms, we will call 911 immediately then call a parent/guardian
- The isolated child will be made comfortable and properly supervised by staff wearing PPE until pick up.
- Children are required to remain home from school fever free for 72 hours, not 24 as previously required without the aid of fever reducing medications.

**COVID-19 Exposure of staff or children**

- If a child or staff is exposed to COVID-19 regardless of symptoms, the child or staff must remain home for 14 days. The center will consult the local board of health for guidance on quarantine for other children and staff as well as additional precautions needed to ensure the program space is safe to continue child care services.
- If a child or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.
- In the event a program experiences an exposure, programs must notify the following parties:
  - The Childcare Director will notify employees and families while maintaining confidentiality as well as the Executive Director of the YMCA .
  - The Executive Director of Child Care Director will notify the Local Department of Health if a staff or child is COVID-19 positive for further guidance.

**Tuition**

- Current tuition policies including policies on vacation and absences will remain in effect.

**Travel**

- If a child, travels outside NY to a state on the current list of designated states with significant community spread they must quarantine upon return to NY for 14 days from the last travel within such designated state and refrain from coming to the School Age Childcare Program.
- If a staff member travels outside NY to a state on the current list of designated states with significant community spread they must quarantine upon return to NY for 14 days from the last travel within such designated state and refrain from coming to the School Age Childcare Program.

**Acknowledgement Page**

The undersigned fully understands and appreciates both the known and potential dangers of utilizing the facilities, services, and programs of the YMCA and acknowledges that use thereof by the undersigned and/or such participating children may, despite the YMCA's reasonable efforts to mitigate such dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death.

I understand the policies and protocols may change based on the public health data, information from OCFS, NYSDOH, and/or CDC. I will adhere to the Geneva Family YMCA Child Care Program COVID Addendum added to the Parent Handbook.

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Hand Sanitize:**

I give permission for my child to use hand sanitizer (at least 60% alcohol based) in the program.

Parent Signature: \_\_\_\_\_