



## KinderStop and Before/After Care Guidelines

The Prospect Heights Park District is excited to have your child join us for another school year!

Under the guidelines of the Illinois Department of Commerce, we will be following these strict protocols to ensure the safety and welfare of every patron that enters our facility. We realize this is a temporary action that needs to be taken.

KinderStop and Before/After Care will have a new look but the safety of our staff and participants is of the utmost importance. These are the new program protocols that follow the Restore Illinois restrictions and social distancing requirements.

### Registration

The Gary Morava Recreation Center is currently closed to the public until Monday August 17. To register for KinderStop or Before/After Care, please call the front desk to make an appointment 847-394-2848.

### Facial Coverings

- Staff and participants should wear face coverings over their nose and mouth at all times except when eating or outside and able to maintain a safe social distance (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering).

### KinderStop AM & PM Ratio

- 1 staff per 10 children
- Program sizes 15 or greater will be split up into two rooms with the room divider in Meeting Room 2. There will be 1 teacher and 1 aide in each room. There will be no interaction between each class and classes will stay with the same teacher, aide, and kids throughout Phase 4 of COVID-19.

### Before/After Care Ratio

- 1 staff per 15 children
- These programs will split up into groups of 15 kids with 2 staff. Each group will have their own room and there will be no interaction between groups or staff throughout the programs. Rooms may rotate each day however groups will stay the same with the same staff throughout Phase 4 of COVID-19.

### KinderStop & Before/After Care Activities

- Activities will be programmed to allow for 6ft of social distancing between participants.
- There will be no sharing of toys. All program toys have been removed from the room and participants will not have access to them.
- No toys will be allowed to be brought into the program from home.
- No contact activities will be permitted.
- There will be no sharing of books. Teachers will read books to participants in KinderStop daily.
- One assigned group of 15 children will be allowed at the playground or gym per day.

### Supplies

- Families will need to supply for their child pencils, crayons, markers, scissors, and glue sticks for KinderStop and Before/After Care. All supplies will need to be put in a supply pouch or a zip lock bag, with the child's name on it, and kept in the child's backpack. There will be no sharing of each child's personal supplies.
- If certain objects in the program need to be shared, they will be sanitized immediately after.

### Staffing

- There will be two staff assigned to a group of 15 children. Those two staff will remain with the same group of children throughout Phase 4 of COVID-19. One group of 15 children and 2 staff will have their own room assigned. Rooms may rotate each day.
- A list of subs will be provided to all staff in the event a staff member should get sick. Subs will only be used on a full shift basis.
- KinderStop Lead Teachers and the Before/After Care Coordinator will be responsible for ensuring that each daily activity is conducted in a manner that allows for 6ft of social distancing and that face coverings are properly worn by staff and participants.

### Environment

- Participants will be placed in a group maximum of 15 children and 2 staff.
- KinderStop AM/PM and Before Care will be held in Meeting Room 2 (room to the right when you walk in). The room will be split up into 2 rooms with the room divider.
- After Care will be held in Meeting Room 2 (room to the right when you walk in) with the room split into 2 rooms. After Care will also have 1 group of 15 children in the gym. Groups in After Care will rotate rooms every day.
- Participants will be spaced 6ft apart while in the room.
- There will be NO snacks provided to any participants in KinderStop or Before/After Care. If necessary, parents will need to provide a snack to their child in a disposable container or bag.

- All participants and staff will need to stay 6ft apart from each other when possible with no contact during the duration of the programs.

#### Designated Isolation Room

- The lifeguard office will be the designated isolation room.
- If a child develops symptoms of COVID-19, a staff member will contact the supervisor and take them straight to the isolation room. Their parent or guardian will be contacted immediately to pick them up.
- A staff member will supervise the child until a parent or guardian picks the child up. 6ft of social distancing must be maintained. If staff cannot maintain 6ft apart, then proper PPE must be worn.
- A parent or guardian will need to pick their child up within 30 minutes of being called if their child shows symptoms of COVID-19.

#### Visual Markers

- All program rooms will have designated markings, 6ft apart for participants and staff to place their belongings, and for meeting points.

#### Common Touch Points

- Program room doors will remain open to avoid open/closing.

#### Cleaning procedures/Hand Sanitizer

- Each program room will have a hand sanitizer station. Children will be asked to sanitize their hands at the beginning of the day, before lunch, after lunch, when returning from outdoors and before the end of the day.
- If items in the programs need to be shared, they will be sanitized immediately after use.
- High Traffic areas such as bathrooms, doorknobs, doors will be sanitized every 2 hours.

#### External Visitors (Entertainers or presenters, not parents)

- All external visitors will be asked if they are exhibiting COVID-19 symptoms.
- Visitors will need to wear facial coverings over their mouth and nose.
- The program Supervisor Jeanette Garrity will log all external visitors. The log will indicate time of arrival and time of departure.

#### Lunches for KinderStop AM/PM

- All participants in KinderStop AM/PM will be required to bring a non-perishable lunch in a disposable bag with their name on it. Lunches will remain in the child's backpack until lunch time.

### Sign in/Sign Out Procedures

- **Before Care Sign in:** Parents will need to walk their child to their designated room assigned to them each morning. They will then check in with one of the staff members in the room to have the staff sign the child in. Staff will ask the parent or guardian what their child's temperature is and if their child is experiencing any signs or symptoms of COVID-19. Parents can sign their child in any time after 7:00am.
- **KinderStop Sign in:** Parents will need to walk their child to their designated room assigned to them. They will then check in with one of the staff members in the room to have the staff sign the child in. Staff will ask the parent or guardian what their child's temperature is and if their child is experiencing any signs or symptoms of COVID-19. Parents can sign their child in at 9:00am for KinderStop AM.
- **KinderStop Sign out:** Parents will need to go to the assigned room that their child is in. Once there they will need to wait outside the door entrance until a staff member brings their child to them. The staff member will sign out the child. Parents who do not have their child in After Care, will need to pick their child up the latest at 2:30pm for KinderStop PM to allow proper cleaning time for staff before After Care participants arrive.
- **After Care Sign out:** There will be one staff assigned to the sign out table. Parents will need to tell the staff member at the sign out table who their child is, that staff will then radio to the other staff to bring their child to the sign out table. The sign out table staff will then sign the child out with the parent standing there before they leave. Parents can sign their child out anytime between 2:30pm – 6:00pm.

### Temperature/List of Symptoms

Parents will be asked to take their child's temperature prior to coming to KinderStop and Before/After Care. If their temperature is 100.4 or higher, please have them stay home.

If your child(ren) can respond "Yes" to any of the questions below OR show symptoms, please keep your child at home if they are sick or do not feel well.

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors?
- Do you have any gastrointestinal concerns (e.g., abdominal pain, vomiting, and diarrhea)?
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?

If a participant does develop symptoms while at KinderStop or Before/After Care, they will be sent home until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms have first appeared. If a child does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well ( without a fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

If participant does contract COVID-19, we will contact the proper authorities and follow the appropriate protocol.

### Travel Restrictions

If a child has traveled to a state that has a surge in COVID-19 cases, staff will have a heightened awareness of possible symptoms.