



## COVID-19 Parent's Handbook

The Boys & Girls Club of Hawthorne is excited & looking forward to once again serve the youth of our community. The Governor's office has given the "green light" for Child Care Centers and Youth Summer Camps to reopen. Our Club will re-open on Monday June 29, 2020 for our Positive Place Preschool (Infants to Pre-K age) and Monday, July 6, 2020 for our Summer Program (K-8<sup>th</sup> grade).

This handbook was organized to inform our families of all the new and strict guidelines required by the Department of Children and Families (DCF). The policies, procedures and regulations outlined in this handbook were formulated by our team relying on information provided by the Center for Disease Control, Department of Health and the Division of Children and Families.

Please take the time to read through all of our new guidelines carefully and thoroughly. It is imperative that the policies and procedures outlined in this handbook are adhered to from our parents, staff and children to insure a safe and healthy experience this summer at the Club!

### **DROP OFF/PICK UP PROCEDURES**

#### ***HOURS OF OPERATION***

8:00 AM – 5:30 PM

#### ***DROP OFF TIME***

8:00 AM – 9:30 AM \*

#### ***PICK UP TIME***

4:00 PM – 5:30 PM \*

\*If you are unable to meet the given drop off/pick up time, you must call the Club at 973-427-7777 and confirm with a Club staff member what time you will be arriving, NO EXCEPTIONS\*

#### ***Staggered Drop off/Pick Up Scheduled Times***

- The Department of Children and Families, (DCF), guidelines requires us to stagger drop off and pick up times to ensure social distancing. We will offer (3) drop off and pick up times slots at registration. You can select your times in choice order. However, to ensure social distancing your first choice may not be available.
- Drop Off Time Slots
  - 8 a.m. – 8:30 a.m., 8:30 a.m. – 9 a.m., or 9 a.m.- 9:30 a.m.
- Pick up Time Slots
  - 4 p.m.- 4:30 p.m., 4:30 p.m.- 5 p.m., or 5 p.m. – 5:30 p.m.



## **SCREENING AND ADMITTANCE**

- Our Club is required to screen staff and children for fever and other COVID-19 symptoms prior to entry to the program facility each day. Children and staff with a fever in excess of 100.4 degrees Fahrenheit, or exhibiting other symptoms of COVID-19, will not be allowed to enter our facility each day, nor will persons that have exposure to persons known to have COVID-19 during the preceding 14 days.
- Only (1) parent/guardian is permitted to escort the child at the drop off and pick up checkpoint.
- SCREEN TIME FOR CHILDREN BEGINS AT 8:00 AM
- LOCATION – Screening will be held directly in front of our main building. There will be a dedicated space provided, six feet apart, for those who are waiting to be screened.
- Department of Children and Families, (DCF), requires that all licensed centers submit daily screening information to the Office of Licensing.

## **SCREENING PROCEDURE UPON DROP OFF**

Follow the steps below to have a successful and quick screening process done

- Fill out the Daily Entrance Screening Form BEFORE you arrive. This will be required on a daily basis for entry to the Club.
  - A blank form will be emailed to you at the time of registration. Copies will be distributed to families on their first day back to the program.
  - Please be sure to bring your own writing implement.
- Only ONE (1) parent/guardian may enter the screening area with their child/ren.
- All children 2 years and older must have masks on upon entering the drop off and pick up checkpoint area.
- The parent/guardian must have a mask on upon entering the drop off and pick up checkpoint area.
- Child/ren will walk through the designated temperature scanner.
- Hand your entry slip to the Staff Screener and receive the stamp of approval for entrance.
- Walk your child to the designated area assigned for your child's group/class.
- Give your child's approved entry slip to the teacher or counselor in that assigned area.
- Your child will then be brought to the correct room by the assigned Club staff member.
- **NO PARENTS ARE PERMITTED INSIDE THE BUILDING**



## **PICK UP PROCEDURE**

- Pick up must be between the hours of 4:00 PM and 5:30 PM
  - If you are unable to meet the given drop off/pick up time, you must call the Club at 973-427-7777 and confirm with a Club staff member what time you will be arriving, NO EXCEPTIONS.
- Upon arrival, enter the screening area line.
- Only ONE (1) parent/guardian may enter the screening area with their child/ren.
- The parent/guardian must have a mask on upon entering the drop off and pick up checkpoint area.
- Once at the screening area, inform the Club staff member with the name of the child/ren you are picking up. Please be sure to know the name of your child's teacher or their group number.
- A Club staff member will communicate to the appropriate classroom/group that your child is being picked up.
- Parent/Guardian will be required to wait in the designated pick-up area.
- Your child will be brought to the designated checkpoint area by a Club staff member.

## **GROUP SIZES & SOCIAL DISTANCING/ DAILY REQUIREMENTS & ACTIVITIES**

- Children will be in groups of no more than 10. Classes/groups shall include the same group of children each day, to the greatest extent possible, and, also to the greatest extent possible, the same staff shall be assigned to care for each group, each day.
- Combining or mixing groups will not be permitted. There will only be 10 children per classroom/group. As a result of these restrictions your child may not be assigned to the same Club staff members they had during the school year.
- Children will follow a daily routine as in the past. They will be with the same Club staff members and group of children for the entire day.
- Club staff shall be required to wear cloth masks while working unless doing so would inhibit the individual's health.
- When feasible, children shall be encouraged to wear cloth face coverings within the center.
- Cloth face coverings should NOT be put on children under age two because of the danger of suffocation and will never be placed on a child during nap or sleep periods.
- Sharing of supplies, food, toys and other high touch items (art supplies, school supplies, equipment etc.) must be strictly limited.
- We will provide each child with their own art supplies that will be labeled and stored separately.
- Children's belongings will be kept in separate cubbies and sent home each day.



- Summer Program members are required to bring a backpack for their belongings. Backpacks will be kept on them or in their designated room at all times.
- If items are shared, they will be used by one group at a time, cleaned and disinfected between uses.
- External entertainers and visitors will not be permitted access to the Club at this time.
- Visitors are not be permitted to enter the Club during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, Department of Children and Families personnel for child protection or child care licensing purposes, and persons providing emergency repair services within the center that cannot be reasonably delayed until the Club is closed.
- All others, including persons providing non-emergency maintenance, repair services, or service providers will be required to visit the facility after operating hours.

## **SPECIFIC PROGRAM REQUIREMENTS**

### ***Positive Place Requirements:***

- Fill out the Daily Entrance Screening Form BEFORE you arrive. This will be required on a daily basis for entry to the Club.
  - A blank form will be emailed to you at the time of registration. Copies will be distributed to families on their first day back to the program.
  - Please be sure to bring your own writing implement.
- (1) child sized face mask per child
- Lunch/snacks/drinks
  - Weekly pizza will NOT be ordered or provided.
- Bedding must be in a zipped bag and must be washed weekly
- 3 extra outfits must be supplied
- Personal toys, stuffed animals, or plush items from home will NOT BE PERMITTED.
- Sunblock in the form of a spray and face stick should both be supplied for outdoor play.
- Please be sure to clearly label all of your child's belongings.

### ***Summer Program Requirements:***

- Fill out the Daily Entrance Screening Form BEFORE you arrive. This will be required on a daily basis for entry to the Club.
  - A blank form will be emailed to you at the time of registration. Copies will be distributed to families on their first day back to the program.
  - Please be sure to bring your own writing implement.
- (1) child sized face mask per child
- Lunch/snacks/drinks
  - The Summer Program's Kitchen, all vending machines, and weekly pizza will not be provided.
- Extra outfits are recommended for younger members in case of an accident
- Personal toys, stuffed animals, or plush items from home will NOT BE PERMITTED.
- Sunblock in the form of a spray and face stick should both be supplied for outdoor play.
- Please be sure to clearly label all of your child's belongings.



## **REGISTRATION**

- Due to social distancing guidelines our Club staff is required to limit in person registrations and interactions.
  - If you are interested in registering for programs at this time the following methods are required:
  - ***Positive Place Preschool:***
    - Parents must contact the Preschool Directors, Nicole Kenworthy or Jaimie Williams at [positiveplace@bgchawthorne.org](mailto:positiveplace@bgchawthorne.org).
  - ***2020 Summer Program (K-8<sup>th</sup> grade):***
    - Due to state guidelines and restrictions our summer program will be subject to limited enrollment for 2020. Registration will be accepted on a first come, first serve basis. Once we reach our limit your child will be placed on a waiting list.
    - If you are interested in registering for the Summer Program, please follow the instructions below:

### ***2020 Summer Program Registration Procedure & Requirements:***

- Complete Summer Program registration packet (fillable PDF, printable PDF or Word doc) and email completed packet to [summercamp@bgchawthorne.org](mailto:summercamp@bgchawthorne.org)
- Registration MUST include a copy of your child/ren's immunization record. You can attach the document to the email. **YOUR CHILD CANNOT START THE SUMMER PROGRAM WITHOUT IMMUNIZATION RECORDS. NO EXCEPTIONS.**
  - ***If your child needs specific medication, please be sure to complete the Medical Authorization Form in the registration packet and be sure to have your child/ren's doctor complete Care Plan Form. You can attach the document to the email. YOUR CHILD CANNOT START THE SUMMER PROGRAM WITHOUT THEIR CARE PLAN FORM OR THEIR REQUIRED MEDICINE.***
- After you submit your registration packet for your child/ren, you will get an email from Jamie Gruppo or Irina Conte confirming availability.
- If there is availability for your child/ren, this confirmation email will include a **total balance** for what is due to secure your child/ren's spot. (please see payment section below)
  - **The total balance must be paid in full within 24 hours to guarantee enrollment.**
  - After payment is submitted, you will receive another email with a receipt of payment and confirmation of enrollment.



## **PAYMENTS**

- Due to social distancing guidelines we have updated our payment methods.
- Payments can be made via the following options:
  - Credit/Debit card authorization form (preferred)
    - Form will be provided in registration packet or via email
  - Credit/Debit card payment over the phone with Jamie Gruppo or Irina Conte.
  - PayPal via website ([www.bgchawthorne.org](http://www.bgchawthorne.org))
  - Personal checks can be mailed to the Club (1 Downes Way, Hawthorne, NJ 07506)

### ***Positive Place Preschool Fees and Payments Requirements:***

- You are required to pay for your child/ren's month's tuition by the 1<sup>st</sup> of the month.

### ***2020 Summer Program Fees and Payment Requirements:***

- Cost for each session is \$240 for the first child and \$220 for each additional child.
- Due to the limited enrollment, and to ensure that we can serve as many children as possible, we are requiring a non-refundable deposit in order for families to maintain their spot in the Summer Program.
- Payment for weeks 1 & 2 are due in full at the time of registration. A \$100 non – refundable deposit per child, per week will also be required for weeks 3-8 at that time in order to secure your child's spot.
- ***Payment Schedule:***
  - **Weeks 1 & 2** – AT TIME OF REGISTRATION
  - **Weeks 3 & 4** – Balances are due on or before Monday, July 6<sup>th</sup>, 2020.
  - **Weeks 5 & 6** – Balances are due on or before Monday, July 20<sup>th</sup>, 2020.
  - **Weeks 7 & 8** – Balances are due on or before Monday, August 3<sup>rd</sup>, 2020.

## **CHILD CARE SUBSIDY RECIPIENTS- 4C'S OF PASSAIC COUNTY OR BERGEN COUNTY OFFICE FOR CHILDREN**

- Current contract with 4C's or BCOFC must be up to date with agency and the Club. If we do not have an active contract at the time you are registering, you will be responsible for following the payment schedule as listed above based on the full rates of \$240 per week for the first child and \$220 per week for each additional child.
- Complete all required paperwork as mentioned in the Registration information above.
  - Copayments for weeks 1 & 2 will be due at the time of registration IN FULL. A deposit of 50% of your weekly copayment will be required per child, per week for weeks 3-8. (i.e. if your child's weekly copayment is \$100, you will be required to pay \$50 per week for weeks 3-8 to ensure your child's spot). A non –refundable deposit per child, per week will also be required for weeks 3-8 at that time in order to secure your child's spot.



#### ***4C's Card Swiping/Vouchers***

- According to 4C's guidelines, parents are not required to swipe for the month of July.
- A decision has not been made regarding swiping resuming as of August 1<sup>st</sup>. As soon as we receive this information, Jamie Gruppo will be contacting you with the new, mandatory requirements.

#### **RESPONSE PROCEDURES FOR COVID-19 SYMPTOMS OR EXPOSURE**

- Any confirmed or suspected exposure to COVID-19 occurring in our Club center will immediately be reported to both the local department of health and the DCF Office of Licensing.

#### ***Children or staff members who develop symptoms of COVID-19 while at the facility***

- If a child or Club staff member develops symptoms of COVID-19 while at the Club (e.g. fever of 100.4 or higher, cough, shortness of breath), we will immediately separate the person from the well people until the ill person can leave the facility. If the child has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the Club staff member waiting with the child will remain as far away as safely possible from the child (preferably, 6 feet).
- The parent/guardian/emergency contact will be notified immediately.
- It is imperative that the parent/guardian/emergency contact picks up the child within 30 minutes, if not sooner.

#### ***Children or staff members who test positive for COVID-19***

- Parents/guardians and Club staff members are required to notify our Head Preschool Director, Jaimie Williams and Program Director, Kyle Graham at the Boys & Girls Club of Hawthorne that they have tested positive for COVID-19.
- If the Club becomes aware of a COVID-19 positive case in our facility, we will contact our local health department for guidance.
- Health officials will provide direction on whether our Club should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another daycare or summer program facility during the closure.
- All rooms and equipment used by the infected person, and persons potentially exposed to that person, will be cleaned and disinfected in accordance with CDC guidance.

#### ***Returning to Child Care After COVID-19 Diagnosis or Exposure***

- If a Club staff member or child contracts or is exposed to COVID-19, they cannot be admitted to our Club again until the criteria for lifting transmission based precautions and home isolation have been met.
- This criteria will be determined by our local health department.



If you have questions or concerns pertaining to the follow programs, please contact the designated Club Staff member:

**Positive Place Preschool:** Jaimie Williams at [jwilliams@bgchawthorne.org](mailto:jwilliams@bgchawthorne.org)

**Summer Program:** Kyle Graham at [kgraham@bgchawthorne.org](mailto:kgraham@bgchawthorne.org)

**Any other concerns or issues:** John Bertollo at [jbertollo@bgchawthorne.org](mailto:jbertollo@bgchawthorne.org) or via phone 973-427-7777.