



**BOYS & GIRLS CLUBS  
OF DUNDEE TOWNSHIP**

Parent/Guardian

# Policy Manual

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**COVID-19 Distance Learning Childcare Clubs**

2020 -2021

Updated August 24, 2020

## Parent/Guardian Policies & Procedures

### We Are Here to Help



The Boys & Girls Clubs of Dundee Township has 23 years of experience operating successful after-school and summer Club childcare programs for 2,000 children annually with School District 300 Algonquin and School District 220 Barrington. In response to school becoming a remote learning structure, we will be opening Clubs as a Distance Learning Clubs which are License-Exempt Childcare Facility under IDHS guidelines for children of working parents in our communities. Please understand that, while in our care, your child will be in contact with the children of other children of different ages in their school.

In an effort to help prevent the spread of COVID-19, we have been working closely with medical professionals and our local health department, in addition to following CDC and IDHS guidelines to prepare and train our staff to care for your child(ren). We need your help and want to define your role and responsibility as a parent, to help us provide the safest environment possible for your child and other children in their cohort.

## Club Member Drop-off Procedures

Parents & Guardians, please follow the “Kiss and Go” procedure for dropping your child off, as demonstrated below:

1. Pull up
2. Discuss/report any flu-like symptoms, suspected or positive COVID 19 with your child or other family members with Site Director.
3. Say goodbye
4. Have a safe day at work!

Parents/guardians, upon arrival to the club parking lot, must call the Site Director to inform them that they are with their child(ren) and **required to inform** them of any potential respiratory illness symptoms that are present prior entering the building. Director will then give permission for members to enter. Parents will be given a dashboard placard with their room color, room name, and child’s name written on it. This placard must be displayed whenever dropping off or picking up your child.

## Club Member Arrival Procedure

Director will ask a series of questions from the “Arrival Checklist”. If all cleared, meaning: Temperature is less than 100; respiratory infection symptoms are absent, no cough or shortness of breath; no positive COVID cases in your home, your child may enter the Club.

- BGC staff will record the child’s symptoms and mark a checklist for respiratory symptoms, including time, date, and the parent/guardian who transported the child to the Club.
- Child(ren) are then directed to where they wash their hands following the CDC protocol and sent to their designated program area.
- Children will be checked for symptoms again mid-afternoon (after lunch) each day that they are in our care.

## Pick-Up Policy/Procedures

In order to ensure smooth verification and safety for the release of your child, parents must call the Director upon arriving in the Club parking lot. You will be asked to identify yourself with your Child(ren)’s name, remaining in your vehicle curbside. You must be

visible to staff through front entry doors but should not come inside. Once staff have a clear view of you, they will walk your child(ren) to be released into your care.

Staff will monitor your child until they arrive in your vehicle.

**Note:** *Parents must notify if Pick-up arrangements have changed. Children will not be released to an individual who has not been verified by parent.*

## **Late Pick-Up Policy**

There is a late fee for those children who are not picked up on time, at closing. That fee is \$10.00 for the first 15 minutes a child is picked up late and \$1.00 for each minute thereafter. Given the limited capacity of the staff and the undue burden late pickups will cause, this policy will be strictly enforced. We sincerely appreciate your understanding.

If an emergency situation arises preventing the parent/guardian from picking up the child(ren) prior to closing time, it is the responsibility of the parent/guardian to coordinate alternate arrangements for pick up and to contact Club staff to let them know who will be picking up the child(ren).

## **Personal Belongings Policy**

Your child must have their chromebooks when entering the building. All members will be asked during the check-in/screening process if they have their chromebook, charger, and headphones. If the member does not have their chromebooks they will not be permitted in attendance that day. All personal belongings, including cell phones, tablets, Chromebooks, personal electronics and other property brought into the Club are the responsibility of the child. The Club does not have a secure location to store these items and cannot be held responsible for any damaged, lost, or stolen items. Personal electronics usage is limited to remote learning, and homework purposes only.

To minimize possible transmission through drinking fountains, your child is required to bring his/her own water bottle. Please mark it with their name in permanent marker. The Club discourages bringing other personal items from home, exclusive of the water bottle, unless absolutely necessary. Necessary items should be clearly marked with the child's name and will be sanitized upon entry, depending on the item. Club staff reserve the right to search any personal property if there is a safety concern.



## **Behavior and Club Expectations**

The Club follows the PBIS (Positive Behaviors & Supports) framework. Our three core behavior expectations include: safety, respect, and responsibility. The Club reserves the right to refuse, suspend, or terminate membership of any youth due to disrespectful or unsafe behavior to staff, volunteers or other members, or if their behavior does not allow them to function with others appropriately in our programs.

**Talk to students about behavior expectations. Children will be required to be in a learning mindset. The purpose of the Distance Learning Club is to create a calm and most importantly, safe environment where students can concentrate and focus on their lessons. Distractions need to be at a minimum and misbehavior or inability to follow directions cannot be tolerated. Unfortunately, if a student cannot be successful in our Distance Learning Club environment we reserve the right to release the child from the program immediately.**

## **Meals Procedures**

Members will be provided a breakfast, lunch, snack, and a grab and go supper by the Aramark. Parents must provide a water bottle for their child daily; take the place of using water fountains to prevent spreading of germs. If there are any food allergies; parents must provide meals for their children.

## **If Children or Staff Become Sick with Flu-like Symptoms While at the Club**

If one of our children develops a fever and/or respiratory infection symptoms, which include coughing or shortness of breath, the following protocol will be followed:

1. Parent or guardian is to be contacted immediately, advised that their child is sick, and to pick them up as soon as possible.
2. Working with the school nurse, Staff will promptly isolate the member, separated from other children in the designated isolation room until they are picked up. Staff who are assigned to supervise them while they wait will practice social distancing (6 feet apart), use PPE (personal protective equipment, i.e. mask, gloves). The child will remain wearing their mask.



3. The school nurse will care for children who have been isolated.
4. Director will educate parent/guardian on contacting their family physician.

If testing is not performed due to the clinical judgment of the healthcare provider, a medical note is needed to return to school/day care documenting that there is no clinical suspicion for COVID-19 infection and indicate an alternative diagnosis with exclusion consistent with this diagnosis, e.g., 24 hours afebrile.

If testing is not performed for other reasons, the child should remain out of school/day care for 10 calendar days after symptom onset and 24 hours afebrile (fever-free) without fever-reducing medication and symptoms improved.

5. Director and school custodian will clean/disinfect the area after the child leaves.

If staff develop symptoms, they also self-isolate, notify the Site Director immediately, and will be directed to call their health care provider. The symptomatic child or staff member will be directed to self-isolate if they are tested for COVID-19 and awaiting results.

If a Staff member has had contact with someone with a confirmed case of COVID-19, they must remain at home, or if staff learns of the confirmed case while at the Club, go home immediately, self-quarantine for 14 days, and follow instruction given by their health care provider.

### **If There is a Positive Case of COVID-19 Among Children or Staff at the Club**

The Distance Learning Site will implement short-term closure procedures if an infected person has been in the facility as follows:

1. Upon learning of a COVID-19 case in someone who has been in the facility, the Site Director will immediately notify the local health department, and work with them to determine a course of action for the facility. The Site Director will then immediately notify the School District, and parents of all children in the Club site. Children and most staff will be immediately dismissed, for a minimum of 2-5 days.
2. This initial short-term dismissal allows time for the local health department to assess the current COVID-19 situation and to work with the Site Director to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.



3. The Site Director will coordinate a thorough cleaning and disinfection of the facility by the School District. Close off areas used by the individual(s) with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfection. Open outside doors and windows to increase air circulation in the area.
4. The Site Director will advise the School District to use a cleaning and disinfection product that is effective against SARS-Co-V-2, the virus that causes COVID-19, and use according to the product label instructions.
5. The Site Director will work with their BGCDT supervisor and the local health department to assist in the development of messaging to communicate with parents/guardians and staff about the temporary closure of the facility and potential COVID-19 exposures.
6. Local health department recommendations for the duration of childcare facility dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community. Members' parents will be informed immediately. The Site Directors will complete Incident forms immediately for documentation and follow up with the Health Department to determine the duration of closure of the facility.

The child and/or staff member that has a positive test, will be directed on home isolation protocol from their healthcare provider.

### **Expectations for Children and Families During Out-of-Care Time**

Parents/guardians are encouraged to enforce the CDC guidelines regarding social distancing, hygiene (including hand washing), and symptom monitoring; **must** inform Club Director know immediately if anyone at home is showing respiratory infection symptoms, such as fever, persistent cough, shortness of breath, or chills; if anyone in the household has traveled to areas where COVID 19 has been present in high numbers; if anyone in the household is pending test results for COVID 19, or has tested positive. Please do NOT send your child(ren) if they have a persistent cough or symptoms of potential illness.

### **Child Abuse/ Neglect Policy**



All BGCDT employees serve as Mandated Reporters and are required to participate in child abuse training upon hire, and annually thereafter.

## **Distribution of Medication**

BGCDT will not administer prescription medication, without authorization of a parent/legal guardian and physician. With proper approval by the appropriate parent/guardian and physician, the BGC will facilitate the administration of approved medication but will not determine the specific dosage to be administered nor will staff directly administer it to the child. BGCDT staff are not trained medical professionals and will not make any judgments or discretionary decisions outside the approved limits and approved dosages of the parent and acting physician. The BGCDT staff will, however, make an effort to assist members in remembering to take medication and to review the appropriate dose before consuming.

## **Storage for Medication Policy**

All medication must be registered with the Site Director. Proper documents must be completed and signed by the parent or legal guardian and must be accompanied by proper doctor authorization. The Site Director must inventory quantities and authorize the storage of all new medications and any changes to a member's medication needs. Medication must be labeled with the child's first and last name, name of medication, dosage, route, doctor's name, and expiration date and be in original containers. Medication will be kept in a locked cabinet, unless requiring refrigeration, with access limited to authorized personnel only. All medication will be checked in/out each time it is accessed, and the authorized on-duty staff member will initial, date, and sign each time medication is provided to members.

In the event that a child needs life-saving medication or treatment, BGC staff will act in the child's best interest and attempt any life-saving efforts, including the administration of prescribed emergency medication.

## **Food Allergies & Sensitivities**

All food allergies and sensitivities must be reported on the Membership Application for your child(ren) and communicated to the Site Director. If your child(s)' allergy or



sensitivities is severe and/or potentially life-threatening, you will need to prepare and provide meals and snacks for your child to bring to eat while at the Club.

## **Attendance Policy**

Distance Learning Centers are limited in the number of members accepted in the building, therefore, it is imperative that the members attend during the Distance Learning time- Monday-Friday at 730am-2:15pm. If your child does not follow this attendance requirement; the Director has the right to remove membership.

I, \_\_\_\_\_ Parent of \_\_\_\_\_ understand that the policies in place is for the best interest and safety of my child, and others in the Distance Learning Center, this includes, other members, staff, and volunteers, therefore will follow these procedures.

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

Date \_\_\_\_\_