

LAING YOUTH CLUB

COVID-19 POLICY & PROCEDURES (UPDATE: JUNE 5, 2020)

THE FOLLOWING CHANGES ARE TO TAKE EFFECT IMMEDIATELY AT THE REQUEST AND GUIDANCE OF CDC, PADHS, & WHO IN RESPONSE TO THE COVID-19 GLOBAL PANDEMIC. DUE TO THE FLUID EVER-CHANGING NATURE OF RECENT EVENTS, THE FOLLOWING IS SUBJECT TO CHANGE, EXPAND, OR CEASE. PLEASE NOTE, FAILURE TO COMPLY WILL RESULT IN TERMINATION OF SERVICES.

Sign-In Procedure

Masks

Children and parents are to wear mask when entering 2330 building and approaching facility door. While waiting at door, please keep 6 feet from any other family awaiting service.

Club Entry Restrictions

Only children and staff will be permitted in Laing Youth Club. Parents or siblings not enrolled will not be granted access. Drop off and pick up procedures will be performed outside of keypad door.

Schedule Drop-offs & Pick-ups

Drop off times in 20 min intervals from 7:00 a.m. to 9:00 a.m. will be provided. Prior to entry, all children will receive a contactless temperature reading.

Pick up times in 20 min intervals from 3:00 p.m. to 6:00 p.m. will be provided; special exceptions can be made with advanced notices for early pick up. For safety please adhere to consistent pick up times, however when in need of an emergency pick up, we ask for call ahead to allow us to accommodate your request.

Pick up and drop off times will be predetermined with parents; however a 9 hour max will be enforced (ex: 7-4; 8-5; 9-6)

Contactless Sign-in/Sign-out

Staff will electronically enter sign in info on behalf of parent or guardian as well as signing children out. Confirmation of data entry will be made available at parent's request.

Limited Adult Traffic

Pick up procedure will include the encouragement of two assigned adults per family; notification will need to be provided for an adult other than the designated two when picking up children, in such cases standard procedure of ID check will be followed.

Potential Disruptions of Service

Fever Prior to Entry

A temperature of 100 degrees or more of a child will result in refusal of services. In addition, child will be ineligible for services for a minimum two week period, where at end of period no signs or symptoms are present indicating illness.

Illness During Times of Service

Children already in care showing signs of illness, including but not limited to fever will be safely separated from other children in attendance. During such times, a parent will be contacted and asked to pick up child immediately. Failure to comply will result in permanent loss of services.

Peaks of Community Illness

Staff will also be required to undergo all preventive measures that are in place for children. Keeping this in mind, however unlikely, services may be interrupted due to staff shortages.

Whether amongst staff and or children, if multiple cases of illness occur, summer camp services may be suspended or ended prior to predetermined date.

If federal or state government deems it necessary to enforce mandatory closure of child care facilities, interruption of services may result.

Lastly, Laing Youth Club reserves the right to end its summer camp services when circumstantial changes, mentioned or otherwise, affects the safety of children, staff, or public in accordance with CDC, WHO, DHS guidelines.

Children's Interactions

Mask

All children will be required to wear a mask or cloth face covering throughout the day. Breaks will be provided at children's request, within reason, for masks to be removed while child is safely away from others.

Physical Contact

All physical interactions between children and or staff will not be permitted.

Personal Items

Belongings from home will be permitted but only under the following guidelines:

- All items can and remain in child's bag when not in use.
- Items are not shared.
- Blankets, pillows, and other large fabric items are not brought in.
- Food and drink from home will not be stored in facility refrigerator - pack lunches must be kept within child's bag or on hook in an insulated lunch container when child is packing.

Center Items

Facility and all used items will be thoroughly cleaned in an increased fashion. This will include the cleaning of games, toys, and other objects cleaned between each use.

Changes to Standard Activities

Lunch

Lunch will be served in two sessions (red group lunch & blue group lunch). Reasonable seating separation will be provided while children are eating. Rather than large group entry, children will singly wash hands, enter cafeteria, receive lunch and begin eating. This staggered procedure will continue until all children belonging to scheduled group has been provided lunch.

Water Breaks

Water bottles will not be provided nor collected. Water fountain use will not be permitted. Water will be routinely provided utilizing individual disposal cups via our facility's cooler. Children who would like to bring in a personal pre-filled bottle can do so, but like all belongings, must keep bottle in personal bag when not in use (**note:** Laing Youth Club will NOT fill or refill any bottles brought from outside of the facility).

Ice Cream

Outside ice cream services will be canceled for this summer. However, ice cream will be provided weekly within the club.

Field Trips

Bus transported field trips will be canceled for this summer. In place of field trips, we are currently considering private weekend/evening events available to all enrolled children. When remaining concerns can be addressed, this decision will be finalized and further details will be released.

Outdoor Play

Outside activities such as OGA will include sports and games absent of prolonged touch or hand-to-hand contact.

Roof Bucks

Our roof buck reward system will continue with paperless online accounts for kids. As always, children we be able to utilize their remaining roof bucks from previous summer or school year sessions. This will be done by bringing in past roof bucks to be collected by staff and applied to online account. From there, all further transactions and earnings will be electronic.

Administrative interactions

Contact

General routine questions and concerns can be provided via phone or email. (General email: hello@laingyouthclub.com Direct email: Jamaal - mj@laingyouthclub.com, Tiffany - tiff@laingyouthclub.com)

Meetings/Tours

Meetings and tours will be made only when deemed necessary whereas other forms of communication will not suffice. In such cases, meeting or tour will be scheduled during off hours.

Forms

If not already provided or in need of update, forms such as Emergency Contact, Health Assessment, Credit Card form must be provided when dropping child off. Parents have the option of going online and printing out required form and presenting when dropping child off. Otherwise, a staff member will present the form to you. This form then must be taken with you to fill out and return during your next drop off or pick up time.