



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA

LEARNING ACADEMY

**POLICIES, PROCEDURES, AND PROGRAM
DETAILS**

HARRISON FAMILY YMCA



DEAR Y FAMILIES,

We are excited and expectant for all this school year has to offer. We believe that although this year undoubtedly has many challenges, there are an equal number of opportunities. I look forward to serving you and your family this year through quality program, in order to see the youth of today become the leaders of tomorrow.

This packet will outline many of our enhanced policies and procedures due to COVID-19. However, please make sure to engage with our Parent Handbook for more general information on our childcare programs.

As always, we are committed to putting Christian principles into practice to improve the quality of life in our communities with programs and services that strengthen the spirit, mind, and body for all.

Ivy Averette

Youth & Family Director

(p) 252.972.9622 ext.239

(f) 252.972.3580

iaverette@rmymca.org

www.harrisonfamilyy.org

“The Y is for Youth Development, Healthy Living, and Social Responsibility”

Program Details

PROGRAM OFFERINGS/HOURS

OFFERINGS	HALF DAY PROGRAM	FULL DAY PROGRAM
HOURS	6:30 AM - 1:00 PM Late fees will be applied after this time.	6:30 AM - 6:00 PM Late fees will be applied after this time.
PROVIDED FOOD	Breakfast and lunch provided.	Breakfast, lunch, and a snack provided.
TENTATIVE SCHEDULE FOR EACH PROGRAM IS BELOW:		
*Schedule is flexible to permit Zoom calls and other school requirements.		

HALF DAY PROGRAM

6:30-8:00 AM	DROP-OFF
8:00-8:30 AM	BREAKFAST
8:30-9:00 AM	STEM/CRAFTS
9:00-11:00 AM	TUTORING/HW SUPPORT
11:00-12:00 PM	ACTIVE PLAY
12:00-1:00 PM	LUNCH/PICKUP

FULL DAY PROGRAM

6:30-8:00 AM	DROP-OFF
8:00-9:00 AM	BREAKFAST
9:00-11:00 AM	TUTORING/HW SUPPORT
11:00-12:00 PM	ACTIVE PLAY
12:00-1:00 PM	LUNCH
1:00-2:00	TUTORING/HW SUPPORT
2:00-3:00	CHOICES/MASTERY ACTIVITIES
3:00-5:00	STEM/CRAFT/FREE TIME
5:00-6:00	PICKUP

RATES

- **Half day program**
 - \$300/month

- **Full Day Program**
 - \$585/month

**Payments to be made in 2 separate installments each month, see below for additional details.

- **Accounting Policies:**
 - A \$25 non-refundable registration fee is due at the time of registration, if payment is not made your registration will be withdrawn.
 - Payments for the month are due in 2 separate installments of half of the program fee on the 1st and 15th of the month.
 - If payment is not made by the 5th and the 19th, your child will be removed from the program and future registrations will be cancelled until payment is received.

Financial Assistance

Financial assistance is available for both programs. If you applied and were approved for Financial Assistance for Childcare for 2019-2020 (After School or Summer Camp) you will need to reapply.

To apply please see our financial assistance registrations online at www.harrisonfamilyy.org/about-us/financial-assistance or you can email our Membership Director, Shanna Etheridge at setheridge@rmymca.org.

Commitment to Education

YMCA Learning Academy will provide relevant academic support for students, supervised by YMCA staff. Our staff are highly trained and equipped to assist with homework help and classroom assignments. We are committed to furthering your child's educational success while nurturing their mind, body, and spirit.

THINGS TO NOT BRING TO LEARNING ACADEMY

In consideration with the health and safety of our staff and participants we are asking that you leave the following at home:

- Any personal toys including but not limited to stuffed animals, action figures, playing cards, tablets or electronics, etc.
- If you bring the following make sure there is a clear, visible name tag with your child's first and last name.
 - Water Bottles

RIDES IN PROCEDURES

- Between the hours of **6:30-8:30 am** all children should be dropped off at our check in station, located on the side of the building.
- *Severe weather may affect the pickup process. In cases of driving rain and/or lightning, staff will keep children sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of YMCA children and staff is our first priority.*
- No need to exit your car, simply pull into the drop off line and our staff will help your child out of the car.
- Parents/Guardians should only park and walk up if they need to speak with the Director.
- **After 8:30 am please call in to the YMCA to be checked in at 252-972-9622 ext. 239.**
- **Reminder the latest check in time is 9:30 am.**

➤ **DAILY HEALTH CHECK AT CHECK IN**

At check-in our staff (who will be required to wear mask if they are conducting check in/out) will be completing the following as a Daily Health Check as recommended by the CDC and State partners:

1. **Temperature will be taken.** (Thermometers cleaned between each use)
2. **The following questions will be asked each day:**

- Have you been in close contact (defined by the CDC as being within 6 feet of someone for 10 minutes or more) with anyone diagnosed with COVID-19?
- Has anyone in your household had symptoms of respiratory illness (fever, cough, shortness of breath)?
- Have you experienced a fever, cough, or shortness of breath in the past week?
- Below is the standard exclusion criteria for our program during COVID-19:
 - Children with a temperature greater than 100.4 will be sent home until they have had no fever for 24 hours without the use of fever-reducing medications.
 - Anyone who has been in close contact with someone diagnosed with COVID-19 will be asked to remain home for 14 days after their last contact with a COVID-19 patient.
 - If someone in your household has symptoms of respiratory illness, they will be asked to remain home until at least 14 days after symptom onset and 72 hours after symptom resolution.

RIDES OUT PROCEDURES

- **Between the hours of 4:30-6:00 PM** we will conduct check out outside, same location as check in. When you arrive, we will bring your child to your car. Staff will not be responsible for buckling children into car seats or the car, if your child needs assistance you can pull around to a parking spot.
 - Please make sure that you have your Photo ID or "Pick Up Tag" provided by the YMCA in order for us to release your child to you we will need to see those items.
 - If you need to add someone to your pick up list please call the Youth and Family Director before 4:00 PM.
- **If you need to pick up before 4:30 PM please call our Youth and Family Office at 252-972-9622 ext. 239.**

- *Severe weather may affect the pickup process. In cases of driving rain and/or lightning, staff will keep children sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of YMCA children and staff is our first priority.*

UPDATED STAFF PROCEDURES

Our staff are highly trained in a variety of areas and work hard to provide the best experience for your child. In light of COVID-19 here are some additional steps we will be taking in regards to staffing:

- Staff will participate in training prior to camp that outlines: health and safety guidance, cleaning procedures, sick child procedures, and general social distancing expectations.
- All staff will be screened before clocking in each day. The screening will consist of the same 3 questions used in our child Daily Health Check (as seen above) as well as a temperature check.
 - The same exclusion criteria as seen above will be upheld.
- Staff will use gloves and mask when appropriate to prevent the spread of contaminants. (i.e. any staff administering Check IN/Check OUT.

UPDATED STAFF TO CHILD RATIOS

We will follow a maximum staff to child ratio of 1:10 at all times.

ACTIVITY UPDATES

- Groups will be separated throughout the day and will not engage with other groups through large group games.
 - Assemblies will take place if adequate separation can be maintained
- **At this time we will not be utilizing the rockwall or gymnastics amenities.** Staff and Parents will be notified if these areas become available for use in the future.

- All supplies will be sanitized between each use and children will be given their own materials whenever possible.

PREVENTATIVE MEASURES TO AVOID SPREAD OF GERMS

Social Distancing

- Adhere to a maximum staff to child ratio of 1:10 and use separate space during all program times to ensure no more than 10 children are in one space at a given time.
- Operate activities in spaces large enough to allow for 6 feet of space between children.
- Plan games and activities that allow for social distancing. When doing a paint activity, for instance, children will be given their own materials, rather than sharing.

Handwashing

- Wash hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing "Happy Birthday" twice).
- In addition to usual handwashing, we will wash hands at beginning of shift/at arrival, before and after eating meals and snacks, after blowing noses, coughing, or sneezing, or when in contact with body fluids.
- Except for eating, preparing, or serving food, hand sanitizing products with 60% alcohol may be used in lieu of handwashing when outdoors if hands are washed upon returning indoors. Hand sanitizer must be stored out of reach of children when not in use.

Limiting Extra Adults

- Only staff needed to maintain ratio compliance should be inside classrooms.
- Facilities will restrict teachers to one classroom with one group of children and will not use "floater" teachers. This is in order to reduce the number of people coming in and out of classrooms.
- No volunteers will be utilized in childcare at this time.

ENHANCED CLEANING AND SANITIZING PROCEDURES

At the YMCA we maintain a strict cleaning schedule throughout the year to ensure we have the safest environment for your children. In response to COVID-19 our staff are maintaining the following cleaning checklist to continue and enhance that work.

Our staff will wear personal protective equipment at all times to ensure their safety while handling products that are confirmed to be effective against COVID-19

- Before the Children Arrive:
 - Wipe down all tables, chairs, light switches, and all door handles.
 - Clean off the most used toys.
 - Sanitize all tablets
- Throughout the day:
 - Items/toys that are used by children will be wiped down and disinfected between each use.
- Before/After Meal Time:
 - Wipe down all tables and hard surfaces.
 - Wash hands of course!
- After Children Leave:
 - Wipe down all tables, chairs, light switches, and door handles.
 - Clean off the toys used from the day.
 - Wipe down Faucets, Paper towel holders, soap canisters.

In addition, our cleaning staff will continue our normal cleaning procedures thoroughly each day. Our staff will be continue hand-washing as normal between each activity/transition.

RESPONSE TO ILLNESS

- If fever is suspected, we will check temperature again. If fever is present (100.4 or higher), parents/emergency contacts will be notified to pick up the child.
 - Similar procedures will be upheld for staff.

- In the event of a fever or other symptoms of illness, the child will be allowed to rest in a designated “isolation area” determined by the Youth and Family Director.
 - The Director or Coordinator will provide supervision in this space. Social distancing will continue to be practiced while the child is in isolation.
- Staff will call parents to pick up if any of the following conditions exist:
 - The illness prevents the child from participating comfortably in childcare activities.
 - The illness results in greater need than the YMCA staff can provide without compromising the health and safety of other children.
 - The child has any of the following conditions:
 - A fever of 100.4 or higher. Children must be fever-free for at least 48 hours without fever-reducing medication before they can return to childcare programs. If fever is a result of COVID-19, children cannot return to the program for 14 days.
 - Continuous and/or colored nasal drainage. A current note from a physician can be provided if drainage is caused by an allergy.
 - Diarrhea.
 - Vomiting within a 24 hour period
 - Communicable diseases.
- If a child or staff member develops any of the following symptoms, they will be sent home as soon as possible: fever, cough, shortness of breath.
- If a child or staff, tests positive for COVID-19, they cannot return to programming for 14 days.
- All policies regarding illness also apply to staff with the exception of isolation as the staff member will leave the premise immediately.

In the case of possible or confirmed COVID-19 exposure, an action plan will be developed with guidance from our local health officials and communicated out through the Youth and Family Director.