

TALLMADGE PARKS & RECREATION
DEPARTMENT
BEFORE & AFTER SCHOOL CARE



2020-2021
INFORMATION PACKET

City of Tallmadge Recreation Center
46 N. Munroe Road, Tallmadge, Ohio 44278
Phone: 330-634-2349
Fax: 330-633-7727

Mike Rorar
Public Service Director

Jessica Simons
Superintendent of Parks & Recreation

Adam Bozic
Assistant Parks & Recreation Superintendent

Joanne Boyd
Interim Program Coordinator

TABLE OF CONTENTS

Center Program Information.....	3
Contact Information	3
Program Descriptions.....	3
Mission Statement.....	3
Our Philosophy.....	3
Children with Disabilities.....	3
Non-Discriminatory Policy	3
Staff/Child Ratios and Group Sizes Maintained for Each Age Group	3
Center Days and Hours of Operation	4
Fees	4
Fee Schedule	4
Payments	4
Late Pick-up	5
Withdrawal	5
Supervision, Guidance and Management	5
Morning Extended Care Arrival Policy.....	5
Morning Extended Care Departure	5
Afternoon Extended Care Arrival Policy	5
Afternoon Extended Care Departure	5
Non-custodial Parent	5
Discipline Policy	5
Termination of Care	6
Proper Attire and Supplies	6
Staffing.....	6
What Food Will Be Served	6
Illnesses, Emergencies and Incidents.....	7
General Emergency Medical Plan	7
Serious Incident, Injury, or Illness	8
Supervision in Event of Emergency	8
Management of Illness	8
Symptoms for Discharge.....	8
Health Rules and Symptoms that Require Absence from School.....	9
Universal Precautions.....	9
Medication.....	10
School Closings.....	10
Transportation of Children	10
Alternative Bus Request Form	10
Emergency Transportation	10
Field Trips.....	10
Parent/Guardian Participation Policy.....	10
Questions or Concerns.....	10
Opportunities to Participate.....	10
License Exemption.....	10

CENTER PROGRAM INFORMATION

Tallmadge Recreation Center Contact Information

Before & After School Care Program

Tallmadge Recreation Center
46 N. Munroe Road, Tallmadge, Ohio 44278
Phone: 330-634-2349
Fax: 330-633-7727

Program Description

Before and after school care at the Tallmadge Recreation Center provides care for children attending Tallmadge City Schools. While the program normally serves children in Kindergarten through 8th grade, the 2020-2021 school year will serve children in 1st through 5th grade due to limited pandemic numbers. Before and after school care follows the Tallmadge City School system calendar. If the child attends before school care, he or she must leave the facility via a Tallmadge City School bus. If the child attends the after school care, he or she must arrive at the facility via a Tallmadge City School bus.

Mission Statement

Our mission is to promote the health and well-being of children in the community by providing quality, affordable childcare in a fun, friendly, active and safe environment.

Our Philosophy

Our philosophy is based on meeting the childcare needs for busy working households. The Tallmadge Recreation Center provides an environment designed to safely supervise children while allowing them to participate in areas that include fitness, active play, creative activities, dramatic play, art, and music. Children will utilize the playground, soccer field, and basketball courts to stimulate physical well-being and encourage social interaction. Before and after school care is committed to serving a diverse population of children and families in the community.

Children with Disabilities

Children with mental or physical disabilities have the opportunity to participate in all activities at the center. All children benefit when children with and without disabilities are served in the same setting. Children who do not have disabilities experience growth in social skills, increased tolerance of others, and decreased fear of human differences.

The City of Tallmadge will make any reasonable modification in policies, practices, and procedures in order to accommodate individuals with disabilities. Our facility meets current ADA architectural requirements. Individualized Plans are used to meet the specific needs of children with disabilities while under our care and supervision. Please speak with the Recreation Program Coordinator, or designee, for more details.

Non-Discriminatory Policy

The City of Tallmadge does not discriminate for reason of race, creed, color, gender, religion, disability, national and ethnic origin in its admissions, scholarship or educational programs and activities.

Staff/Child Ratios and Group Sizes Maintained for Each Age Group

Program	Ratio	Group Size
All groups (three total)	1 Adult to 9 Children	48 Children

Adult to children ratios and group size will not be exceeded. Tallmadge Recreation Center may choose to limit the group size to a smaller number of children.

Center Days and Hours of Operation

The program will operate Monday through Friday during the school year. The program follows the Tallmadge City School District holiday calendar. PARTICIPANTS MUST PRE-REGISTER. ENROLLMENT IS LIMITED. FIRST COME/FIRST SERVED.

PROGRAM	START TIME	END TIME
Before School Care	6:30 am	Bus departs to school
After School Care	Bus arrives from school	6:30 pm

FEES

Fee Schedule

Tallmadge Residents:

Before & After School Care	\$75.00 per week per child
Before School Care	\$30.00 per week per child
After School Care	\$50.00 per week per child

****FOR 2020-2021 SCHOOL YEAR, WE ARE ONLY OFFERING ENROLLMENT IN BOTH BEFORE AND AFTER SCHOOL CARE****

If a family has three children or more enrolled in before and/or after school care, there is a \$10 discount off the weekly fee.

PRE-REGISTRATION is required and enrollment is limited. Enrollment is on a FIRST COME/FIRST SERVED BASIS. The Tallmadge Recreation Center must receive an enrollment form for each child and fees must be paid before the child may attend before or after school care.

AN ALTERNATE BUS REQUEST FORM MUST BE SUBMITTED ONLINE TO THE TALLMADGE BUS GARAGE BEFORE August 5, 2020. www.tallmadgeschools.org/Transportation.aspx

If necessary, please complete a Medical Plan, which will be discussed with staff.

Payments

Fees must be paid before a child may attend before or after school care.

New for 2020-2021 – payment may either be made by semester or through installment billing.

We understand that financial difficulties and unexpected expenses happen and we want to do everything in our power to work out payment plans so that your child may continue to attend the program during these times. Please do not hesitate to contact us if special payment considerations need to be made.

Please give the payment and registration form to our front desk staff to register. Any payments returned for insufficient funds (NSF) will result in an additional \$13.00 fee per transaction.

Fees WILL NOT BE REFUNDED for days missed by a child due to:

- Cancellations required by the City of Tallmadge
- Family vacations taken outside of the established days off
- Illness and inability to attend at before & after school care
- Discipline issues and/or suspension

Late Pick-up

Out of respect for the staff, the pick-up time is strictly enforced. A late fee of \$5.00 for every 10 minutes after the pick-up time will be assessed.

Withdrawal

Parents/guardians must provide the Tallmadge Parks and Recreation Department 14-day WRITTEN NOTICE of withdrawal from the program.

SUPERVISION, GUIDANCE AND MANGEMENT

PLEASE SEE SPECIFIC COVID-19 GUIDELINES IN APPENDIX A FOR UP-TO-DATE INFORMATION FOR THE 2020-2021 SCHOOL YEAR.

Before School Care Arrival Policy

Each time parents/guardians enter the building; they must stop at the front desk and identify themselves to the staff. Children must be escorted to the before school care area by the parent/guardian. As each child enters the before school care area, the parent/guardian is required to sign the child in. Staff will take attendance and compare it to the sign-in sheet.

Staff will verify that each child is accounted for appropriately and are responsible for forwarding the record to the Recreation Program Coordinator. The attendance records will be maintained in a file in the Recreation Center office.

Before School Care Departure

Children will depart the Recreation Center on the appropriate Tallmadge City School bus. The Tallmadge Recreation Center must be designated as an alternate pick-up location for each child on the Tallmadge City School District "Alternate Bus Request Form." **PLEASE SUBMIT THIS FORM ONLINE.**

After School Care Arrival

Children will arrive at the facility via the Tallmadge City School bus. The Tallmadge Recreation Center must be designated as an alternate drop-off location for each child on the Tallmadge City School District "Alternate Bus Request Form." **PLEASE SUBMIT THIS FORM ONLINE.**

Staff will meet the bus at the front of the facility and take attendance of every child scheduled to attend that day. **PLEASE CALL THE RECREATION CENTER IN THE MORNING IF YOUR CHILD IS NOT ATTENDING SCHOOL SO STAFF WILL NOT EXPECT TO SEE THE CHILD.** If a parent has not called to report that a child is not attending school, staff will contact the Tallmadge School District Bus Garage and ask the managerial staff to verify whether a child was on the bus and/or in attendance at school. If the child was not on the bus, staff will send a notice home to the parent/guardian reminding them that they must notify staff of an absence. If parents/guardians fail to notify staff of an absence three times, the child's enrollment may be terminated.

After School Care Departure

When picking up children for the day, parents/guardians must follow the same procedure for before school care arrival and meet the child at the designated area to sign out the child. Parents/guardians may designate another adult to pick up children **IN WRITING** with the Recreation Program Coordinator. That person will be required to show identification before they are permitted to leave with the child.

Non-custodial Parents

A parent of a child enrolled at the center who is not the child's residential parent will be permitted the same access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and contact by the nonresidential parent. This documentation must be a **CERTIFIED** copy of the custody agreement or judge's order. This documentation will be kept on file. Upon entering the facility, the non-custodial parent must report to the Recreation Program Coordinator, or designee, in the Tallmadge Recreation Center office.

Discipline Policy

It is the staff's responsibility to ensure the safety of each child. Preventative actions and positive guidance will be used as the primary disciplinary tactics. In situations where those tactics are ineffective, staff will try to redirect the child's attention. If that fails, staff will remove the child from the play area by placing the child in a time-out until the child can appropriately return without negative behavior. If the child's behavior continues to be a problem, the child may be suspended from the program. The goals of discipline are to help the child develop inner controls, help the child verbalize instead of using physical actions, bring the child in touch with his/her feelings, and establish appropriate and constructive behavior. Parents will be notified of disciplinary issues via an incident report sent home with the child.

In order to assure a positive experience for all of the children, there are some common courtesy rules by which they must abide:

- No violence – it is unacceptable to hit, slap, kick, bite, or engage in any physical contact during our programs.
- No profanity – children are expected to be respectful with their language.
- No stealing or damaging of TRC property
- Children are expected to take care of supplies and equipment, share with other children, and help clean up when finished playing.
- Children are expected to display appropriate inter-personal conduct.

Termination of Care

Before & after school care may and will terminate care for a child if any, but not limited to, the following occur:

- Nonpayment of fees
- The center's policies as stated in this handbook or attached COVID-19 guidelines are not followed
- Extreme/persistent behavioral problem
- Any harassment of staff, children, or other parents

Proper Attire and Supplies

Children should bring tennis shoes and socks each day. During the winter please bring a change of shoes so that they can change out of their snowy/wet shoes into clean/dry shoes.

Staffing

CHILDREN WILL BE SUPERVISED AT ALL TIMES. Children shall not be left alone or unsupervised. An adult will accompany all children when using the restroom facilities. No child is to leave the designated area unless accompanied by a staff member or given permission by a staff member. No child is to ever exit the facility unaccompanied by staff or parent/guardian.

Caring individuals with varying degrees of education and experience staff before and after school care. Our Recreation Program Coordinator and other staff members have extensive experience and training working with the children.

Staff are required by state law to report any suspicions of child abuse or child neglect.

What Food Will be Served

Morning

Children should always start their day with a healthy breakfast. Children will be provided with a combination of one beverage and one breakfast food as follows:

Beverage	Snack
Water	Pop Tart or Nutragrain Bar
Orange Juice	Bagel w/Cream Cheese, Butter or Jelly
Apple Juice	Dry Cereal & Go-gurt
Grape Juice	Cinnamon Rolls once a month

Afternoon

After school care will be provided a snack. The snacks provided will be a combination of one beverage and one snack as follows:

Beverage	Snack
Water	Fruit Snacks
Fruit Punch	String Cheese or Yogurt
Lemonade	Cheddar Crackers or Goldfish Crackers
Apple Juice	Pretzels or Combos
Orange Drink	Rice Krispy Treats
	Ritz Crackers or Chex Mix
	Apple Sauce or Fruit Cup

ILLNESSES, EMERGENCIES AND INCIDENTS

General Emergency Medical Plan

Phones are available for the center's use in case of emergency. Telephones are in the playground area and front desk. A fire drill will be conducted at varying times each month.

Staff are trained in First Aid and CPR. The first aid kits are located in the front office and in the childcare closet. Universal precautions (i.e. rubber gloves) will be worn when adults handle injuries or illness that involve body fluids.

A staff member witnessing an incident/injury shall complete the appropriate report. Staff will fill out an accident report for any illness, accident, or injury that requires first aid treatment. An incident report will be filled out in cases of behavior incidents or an unusual, unexpected event, which jeopardizes the safety of children or staff, such as a child leaving the center unattended.

The staff member will be required to complete the form before leaving for the day. The Program Coordinator, or designee, will sign the report. A copy of the report will be available to the parent/guardian by the next business day and one copy will be placed in the Accident Report File found in the front office.

Current emergency contact numbers are as follows:

- | | |
|---------------------------------|---------------------|
| • Recreation Center | 330-634-2349 |
| • Emergency Squad | 911 OR 330-633-2181 |
| • Fire | 911 OR 330-633-2181 |
| • Police | 911 OR 330-633-2181 |
| • Children's Hospital Emergency | 330-543-3000 |
| • Poison Control Center | 1-800-222-1222 |
| • Children's Protective Agency | 330-379-1880 |

The children's health and emergency transportation forms can be accessed by staff only from a secure online database called ePact. The children's enrollment, attendance and incident/accident forms are in folders in the front office.

If a general emergency, such as loss of power or heat, requires that children be moved to an alternative location, the children will be transferred to the Tallmadge Community Center, 80 Community Drive, Tallmadge OH 44278. All children will be transported according to all appropriate transportation procedures. Parents will be notified by phone or ePact message as soon as possible. Children will remain at the Tallmadge Community Center until such time that a parent/guardian is available to pick up the child.

Serious Incident, Injury, or Illness

The following procedures will be followed in the event of a serious medical incident, injury, or illness:

- Staff will provide emergency first aid and contact parents/guardians.
- The EMS squad will be called.
- Staff will remain with the child until the parent/guardian arrives and will accompany the child to an emergency care source if necessary.
- The child's medical records will be sent with the child.

In the event of a serious incident staff will immediately address the safety and security of the child and notify a supervisor for any additional follow up action that may be deemed appropriate.

Supervision in Event of Emergency

In the event of an emergency, one staff member must immediately notify the supervisor on duty of an emergency. The Program Coordinator, supervisor on duty, or designee, will substitute staff to maintain ratios.

Management of Illness

**Please see appendix A for the most up to date COVID-19 illness guidelines.*

In the event of an illness occurring while the child is at before or after school care, the following procedures will be implemented:

- If a child becomes ill at before or after school care, we will care for their immediate needs and isolate him/her in the front office. After use, the room will be cleaned and disinfected with an appropriate germicidal agent. The isolated child will remain within sight and hearing of an adult at all times as she or he is cared for in a room away from other children.
- The Program Coordinator, or designee, will contact the parent/guardian so the child can be taken home.
- In the event staff is unable to contact the parent/guardian, we will call the emergency numbers the parent/guardian has provided.
- If the child needs emergency medical attention and staff is unable to contact the parent/guardian, staff will contact the child's physician or the EMS squad and follow their instruction.
- Children will be readmitted to the program when they are free of communicable disease symptoms or have a written permission form from a physician. The communicable disease chart and listing of symptoms that require absence from school will be used as a guide for exclusions. If a child has a communicable disease, a notice will be posted.
- If a child is recovering from a concussion or other injury, he/she may attend before or after school care once he/she is cleared by his/her doctor to attend school. The staff will ensure the child adheres to the guidelines of participation set forth by the physician. If any signs of concussion are noticed by the staff, EMS and the parent/guardian will be called.

Symptoms for Discharge

Signs of Illness That May Be Life Threatening

If the illness may be life threatening, the supervisor on duty will be notified immediately. EMS will be called and a parent/guardian will be contacted.

- Severe coughing, high pitched whistling (barky) sound, redness or blueness in face, rapid or difficult breathing
- Vomiting with other signs such as fever, headache
- Temperature of 100 degrees Fahrenheit or more (axillary) when combined with any other sign of illness such as lethargy, abnormal activity, vomiting, extreme tiredness, difficult to wake, stiff neck
- Difficulty in breathing or swallowing
- Signs of concussion/head injury

Signs of Probable Illness

If signs of a probable illness are identified the supervisor on duty will be notified. A parent will be called and advised to take the child to the doctor.

- Fever of 100 degrees or more
- Sore throat
- Eye redness, swelling, drainage
- Unusual spots/rash with fever or itching
- Crusty, bright yellow, gummy skin sores
- Diarrhea and/or vomiting two or more times in a day
- Yellowing of skin and white part of eyes
- Clay-colored stools and/or tea-colored urine

Signs of Possible Illness

If signs of a possible illness are identified, the supervisor on duty will be notified. The child will be closely monitored, and the parent will be notified.

- Earache; check for fever, discharge from ear
- Headache
- Itching of scalp; if nits are found the child is isolated and parents are notified and advised to seek treatment
- Evidence of other parasitic infestation (scabies, intestinal worms).

- Fever, but less than 100 degrees Fahrenheit
- Fussiness
- Runny nose
- Mild cough

When Fever is Present

When a fever is present, the Program Coordinator or supervisor on duty will be notified. A parent will be called to take a child home when a fever of 100 degrees is present. A parent will be called and advised to take the child to a doctor promptly if the child is acting sick and if the temperature is over 102 degrees. The Program Coordinator will be notified, and an emergency squad and parents will be called if any child has a temperature over 105 degrees Fahrenheit.

Health Rules and Symptoms That Require Absence from School

Although we encourage children to attend school on a regular basis, there may be times when it would be best for them to stay at home. If a child is absent from school, he/she must also stay home from before and after school care. The following list of symptoms is suggested as a basis for staying home:

- Fever of 100 degrees or more
- Nausea, vomiting or diarrhea
- Sore throat
- Rash
- Severe cough or difficulty swallowing
- Headache or earache
- Parasitic infection
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Untreated infected skin patches
- Any injury/illness for which a doctor has ordered the child to stay home

A child's temperature should be normal for 24 hours preceding his or her return to school following an illness. Please contact the Tallmadge Recreation Center at 330-634-2349 if the child will be out of before or after school care for the day.

Universal Precautions

Universal precautions (i.e. rubber gloves) will be worn when adults handle injuries or illness that involve body fluids. Proper and frequent hand washing/sanitizing is the most effective way to prevent the spread of infection and must be done at the following times:

Staff

- Upon arrival at work
- Before and after handling food
- After using the restroom or accompanying child to restroom
- After removing disposable gloves used for any purpose
- After performing cleaning tasks or handling garbage
- After play in the playground

Children

- Upon arrival to the facility
- Before and after eating
- After using the restroom
- After play in the playground
- Upon leaving the facility

Medication

The program staff will not administer medication, food supplements, or modified diets unless it is a life-threatening emergency. Required forms necessary to administer a prescribed medication would need to be completed prior to usage. We DO NOT allow children to self-medicate.

School Closings

Before and after school care follows the Tallmadge City School System holiday calendar. All school closings due to bad weather will be announced over WAKR 1590 between 7:00 a.m. and 8:30 a.m. If Tallmadge Schools close, before & after school care will also be closed. Snow days will not be made up.

TRANSPORTATION OF CHILDREN

Alternative Bus Request Form

Please Submit an Alternate Bus Request online to the Tallmadge Bus Garage.

If this form is not submitted by July 1 the bus garage will not process or honor the request.

Emergency Transportation

In the event of an emergency, the Tallmadge Recreation Center will immediately call 911 and the EMS may transport the child. The Program Coordinator will contact parents/guardians after 911 is called. Staff will remain with the child until a parent/guardian arrives. Staff will accompany the child to an emergency care source, if necessary. All staff/child ratios will be maintained at all times during an emergency.

Field Trips

The before and after school care program does not offer any field trips.

PARENT/GUARDIAN PARTICIPATION POLICY

Questions or Concerns

Please direct any questions or concerns to the Program Coordinator. If parents/guardians feel their questions and/or concerns are not being addressed, please contact the Assistant Parks & Recreation Superintendent or Superintendent of Parks and Recreation. If you continue to feel that your questions or concerns are going unanswered, please contact the Director of Public Service Office at 330-633-0854.

Opportunities to Participate

Parents are welcome to observe and visit the program at any time during our hours of operation. Parents/guardians have unlimited access to the childcare portion of the Recreation Center, but must follow all appropriate sign-in requirements. Parents/guardians are not permitted to use the recreational portion of the facility without purchasing the appropriate day pass or membership.

License Exemption

Pursuant to Ohio Revised Code §5104.20, child care licensing requirements do not apply to any county, township, municipal corporation, township park district created under section 511.18 of the Revised Code, park district created under section 1545.04 of the Revised Code, or joint recreation district established under section 755.14 of the Revised Code that provides programs for children who are five years of age or older. Therefore, Tallmadge before and after school care is not eligible for and does not hold a child care license issued by the Ohio Department of Job and Family Services. The camp has completed report forms from the Building Department, Fire Department and Health Department. It is unlawful for the City of Tallmadge to discriminate in the enrollment process on the basis of race, color, sex, religion, or national origin.

2020-2021 Before & After School Care COVID-19 Guidelines

Operations:

- Due to the ½ day kindergarten, this program will only be available for students in grades 1-5.
- The program will operate every school day. If schools move to virtual classes, the program will be canceled, and any amount paid will be refunded.
- Each student will be grouped into a 'pod' of 16 children and 2 counselors. Students will be organized by drop-off/pickup time and pods will remain consistent throughout the semester.
 - Counselors will remain with the same pod all semester (to the best of our staffing ability).
 - Counselors will remain with their pod until the last child has been picked up. Pods will not be combined.
 - Each pod will be assigned to a room (Fitness studio 1, Fitness Studio 2 or Multipurpose Room). They will have scheduled time on the soccer field and basketball courts, but pods will not come together.
- At the conclusion of before care in the morning and after care at night, counselors will sanitize all equipment used.
- Children will be required to wear masks when moving throughout the facility. They may remove their masks in their assigned rooms if social distancing is possible.
- Staff must wear masks at all times.
- Snack will still be served, but one employee per pod will prepare, serve, and clean up snack. All proper precautions for safe food handling will be followed.
- Children and staff will wash and/or sanitize their hands at the following times:
 - Upon arrival to the facility
 - Prior to and after having snack
 - When changing rooms/activities
 - After using the bathroom
 - Prior to leaving the facility

In case of illness at the program:

- A child who develops a fever or becomes ill while at the program will be separated from the group and parents will be called to pick the child up immediately. The child will not be permitted to return until he/she is symptom free for at least 24 hours without the use of medication.

Arrival and Departure:

- Drop off/pickup will be in the Recreation Center lobby near the stairs. Parents must wear masks when dropping off and picking up children
- Upon arrival in the morning, parents will escort the child to the check-in table in the lobby.
 - Parent will sign the child in and confirm the child is symptom-free
 - Staff will take and record the child's temperature. A child with a temperature above 100 degrees F will not be permitted to attend and may not return until he/she has been symptom free for at least 24 hours without the use of medication.

- Child will sanitize hands and then be escorted to their assigned pod
- Upon arrival from school, staff will meet the children in the vestibule.
 - Children will meet their designated pod leader who will take attendance and temperatures.
 - Each pod will sanitize their hands at the check-in table before reporting to their designated room.
- Before departing in the mornings, students and counselors will wait for the bus in the vestibule together.
 - Everyone must wait until 5-7 minutes prior to the scheduled arrival of the bus to report to the vestibule.
 - Students and counselors must sanitize their hands before exiting their room.
 - Students and counselors must properly wear their masks while waiting for the bus in the vestibule.
- When parents arrive to pick up their child, they must stop at the check-out table to sign out.
 - Staff at the checkout table will radio to the counselors the names of the children being picked up. One counselor will escort the child to the front.
 - Children will sanitize their hands prior to leaving the room.

Fees:

- Fees will be charged for the entire week, regardless of number of school days.
- Fee will be \$75/week and will cover both before and after care.
- There will be two payment options:
 - Upfront payment: payment for the semester due at time of registration (\$1425/child).
 - Automatic EFT from a checking or savings account: the first week's payment will be due at time of registration. EFT payments of \$150/child will be deducted on the 1st and the 15th of each month beginning September 1, 2020 through the end of the semester.
- Refunds/discounts will not be given for weeks missed due to vacations, etc. Refunds for illness will be considered on a case-by-case basis with documentation by a physician.

In the event of a confirmed case:

- If a child or counselor tests positive for COVID-19, that pod will be notified and will not be permitted to attend for 14-days.
- The room and all equipment used by pod and all other spaces they might have occupied will be deep cleaned.

Failure to Comply:

Failure to comply with any Recreation Center Before and After Care policy will result in the child/children's removal from the program.

Parent/Head of Household Name: _____

Child/Children Name(s): _____

Parent Signature: _____

Date: _____



Responsible RestartOhio

Child Care



Guiding Principles

Since the beginning of the pandemic the goal and focus for the child care industry was to:

1. Ensure parents that provide essential functions and services to restart Ohio's economy have a safe and healthy place for their children to go while working.
2. Protect the safety and well-being of the children and families we serve and the professionals we depend on.

Health & Safety Guidance for Ohio Child Care Programs

- Practice Social Distancing – Ratio & Class Size
- Wash and Sanitize Hands and Equipment
- Vigilantly Assess for Symptoms
- Physician Referral at First Sign of Symptoms
- Notification & Coordination with the Local Health Department
- Facial Coverings for Staff and Children

Background

Transitional pandemic rules and best practice guidance has been updated to assist with ensuring every effort is being made to mitigate and prevent the spread of COVID-19.

Transitional pandemic rules are licensing requirements established as Ohio transitions to normal class sizes when/if appropriate. Child Care programs must follow all guidelines set by the Governor of Ohio or the Director of the Ohio Department of Health.

This document summarizes the rules, best practices, and any associated tips.

Note: "employee" includes all administrators, employees and child care staff members (CCSM). These requirements and all new procedures established by the program should be reviewed with all employees.

Mandatory

Practice Social Distancing - Ratio/Class Size

Effective Sunday, August 9, 2020 Ohio will return to regular ratio and class sizes with the strong recommendation that the class size not exceed the number of children that can safely socially distance in the classroom. Each provider's setting is different and will allow for a different number of children to safely be served never to exceed the below.

Recommended Best Practices

- Review back-up staffing plan that ensures background check requirements are followed.
- Maintain stable grouping:
 - Same group of children each day.
 - Same staff with same children each day.
 - Keep siblings together, when possible.
 - Keep children whose parents/guardians have the same employer together, when possible.
 - Groups should not be combined at times when fewer children are present, even if appropriate staff/child ratios are maintained.

Tip: Revise the daily schedules to ensure outdoor play/indoor large motor play at staggered times.

Practice Social Distancing - Ratio/Class Size (*cont.*)

Mandatory

AGE GROUP	RATIO	MAXIMUM GROUP SIZE
Infants	1:5 or 2:12 in same room (birth to less than 12 months)	12
	1:6 (at least 12 months and less than 18 months)	12
Toddlers	1:7 (at least 18 months and less than 2 1/2 years)	14
	1:8 (at least 2 1/2 years and less than 3 years)	16
Preschool	1:12 (at least 3 years and less than 4 years)	24
	1:14 (at least 4 years and not enrolled in or eligible to be in Kindergarten)	28
School-Age	1:18 (enrolled in or eligible to be enrolled in Kindergarten or above and less than 11 years)	36
School-Age	1:20 (at least 11 years and less than 15 years)	40

Type A Family Child Care maintains a ratio of 1:6 (no more than 3 children under the age of 2) with a maximum group size of 12.

Recommended Best Practices

In the event a county reaches a Level 4 (PURPLE) Public Emergency on the Ohio Public Health Advisory System, the Ohio Department of Job and Family Services STRONGLY encourages all providers to return to serving ONLY essential service families at the below ratio and class sizes:

Age Group	Ratio/Class Size
Infants	1:4 or 2:6
Toddlers	1:6
Preschool	1:9
School-Age	1:9

Mandatory

Handwashing

- Follow all handwashing procedures pursuant to rule, with the following additions:
 - All employees shall wash their hands upon entering a classroom and prior to leaving for the day.
 - All children shall wash their hands upon arrival and prior to leaving for the day.
- Centers and family child care homes may use non-permanent sinks to meet the handwashing requirements.

Recommended Best Practices

- Employees and children should frequently wash their hands.
- Teach children and employees appropriate handwashing practices.
- Require anyone entering the program to wash and/or sanitize their hands.
- Wash hands carefully with soap and water for at least 20 seconds.
- Wash hands after coughing, sneezing, or using a tissue.
- Provide a hand washing/sanitizing station at the program's entrance.

Tips:

- Create a sanitation backpack that includes items such as cleaner, sanitizer, gloves, paper towels, and/or a small trash bag to take when you are caring for the children outside.
- Teach children a 20-second song to sing as they wash their hands.
- Please see "Portable Sinks in Child Care" for additional information at: <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>.
- Communicate with families about the new hand washing practices in place in the program so they can reinforce with their children as well.
- Display handwashing posters to encourage proper washing, available on the provider pandemic page: <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>.
- Watch YouTube videos with the children about proper handwashing: <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>.
- Require employees to watch a video on proper handwashing: <https://www.youtube.com/watch?v=LWmok9avzr4&feature=youtu.be>.

Symptom Screening & Physician Referral

- Assess all administrators, employees, child care staff and children for the COVID-19 related symptoms listed below prior to or as soon as they arrive each day.
 - A temperature of at least 100 degrees Fahrenheit
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Anyone with a fever of at least 100 degrees Fahrenheit must stay home or be sent home.
- Individuals who potentially have been exposed should follow quarantine and other recommendations from local public health officials.

- Refer those displaying symptoms of COVID-19 to an appropriate health care professional (i.e. primary care physician or pediatrician). Local health professionals can help to identify potentially infected or exposed individuals and assist with appropriate notifications.
- Incorporate social distancing while screening or use physical barriers to minimize exposure.
- Provide appropriate personal protective equipment (PPE) for employees who conduct screenings.
- Conduct health screening of any visitors to your program.
- Request parents/guardians and/or visitors wear a mask at arrival and screening.
- Request that children not eat, drink, or have physical activity immediately prior to screening.
- Teach employees how to:
 - Take a temperature.
 - Read a thermometer.
 - Sanitize a thermometer.
 - Properly put on and take off PPE.
- Modify drop off and pick up to ensure social distancing. Examples:
 - Stagger times.
 - Curbside drop-off and pick up.
 - Request same parent/guardian drop off and pick up child.
 - Provide physical guides (6 ft apart), such as tape on ground, for waiting in line.

In addition to testing available through healthcare providers, the state has implemented an initiative to provide testing with no out-of-pocket costs to any individuals of any age at pop-up sites in local communities. Updated testing information and availability can be found at <https://coronavirus.ohio.gov>.

Mandatory

Symptom Screening & Physician Referral (cont.)

Exclusion

- Immediately send home any child or employee who has any of the symptoms listed in rule.
- Individuals sent home shall not return until they have been symptom free for 24 hours without the use of medication.
 - If the individual who had the symptoms has had known contact with someone confirmed or probable to have COVID-19, they must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to returning to the program.
- The above requirements also apply to anyone whose symptoms are taken to be observed after arrival.
- If an employee or a child tests positive for COVID-19, they must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to returning to the program.

Dividers

Face Coverings

Face coverings are required for employees and for all children in 3rd grade or above. Face coverings should cover both the mouth and nose to maximize effectiveness. Face shields that wrap around the face and extend below the chin can be considered as an alternative where cloth face coverings would hinder the learning process.

Recommended Best Practices

Child care providers are encouraged to refer symptomatic staff or children to an appropriate healthcare provider or testing site.

Tips:

- Remind parents/guardians to keep their child home when they are sick
- Communicate with families about the new symptom screening process you have in place. Have them talk with their child prior to arrival about this new process.
- Talk with the children during the day about the new symptom screening process that will happen every day when they arrive.

- When a child meets the COVID-19 exclusion criteria:
 - Isolate the child in a separate room or space until they are taken home.
 - Put a mask on the child, if possible and if appropriate.
- CCSM supervising the child should wear protective clothing and should wash hands often.

Tips:

- Review and test emergency contact numbers.
- Communicate with families about the program's isolation and discharge process.

For the most up-to-date information on when a teacher or child can be with others safely after a diagnosis of COVID-19, visit the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.

- If a program wishes to use dividers to divide a room into smaller spaces to serve multiple groups of children, it is recommended that the dividers meet the following requirements:
 - At least 6 ft high.
 - Made from nonporous material or material which may be sanitized.
 - Meet requirements set by:
 - Department of Commerce.
 - Local building department.
 - State Fire Marshal.
 - Local fire safety inspector.
- Please see "Using Dividers to Create Separate Spaces in Child Care Settings" at: <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>.

Some situations where face shields would be useful include:

- When interacting with students, such as those with disabilities, where communication could be impacted.
- When interacting with English-language learners or when teaching a foreign language.
- Settings where cloth masks might present a safety hazard.
- For individuals who have difficulty wearing a cloth face covering.
- Consider requiring children to wear masks while being transported.

Face Coverings (cont.)

Mandatory

All employees, staff, administrators and in-home aides are required to wear a face mask, unless not medically appropriate, while indoors.

- Employees who care for individuals with symptoms must use appropriate PPE, provided by the program, in accordance with OSHA standards.

Recommended Best Practices

- Programs can consider establishing a facial covering policy for younger children.
- Programs should work to reduce any social stigma for a child who, for medical or developmental reasons, cannot and should not wear a face covering.
- Face covering should not be worn on:
 - Children younger than 2 years of age.
 - Anyone who has trouble breathing or is unconscious.
 - Anyone who is unable to remove the face covering without assistance.

Additional Best Practice Recommendations to align with COVID-19 Health and Prevention Guidance for Ohio K-12 Schools.

Increased Sanitation and Social Distancing

- Thoroughly clean and sanitize program environment to limit spread on shared surfaces.
- Supplement handwashing by providing hand sanitizer (60% to 95% alcohol based) in high traffic areas including entrances to buildings and classrooms instructing staff and children to use the sanitizer.
- Employees, children, and volunteers should avoid touching their mouths, noses, and eyes since the virus easily enters the body through these membranes.
- Employees should try when possible to maintain 6-foot social distance among children, employees, and volunteers in all program environments, including classrooms, hallways, restrooms, cafeteria, playground, drop-off and pick-up locations, and buses.
- Limit the number of visitors to a program and consider eliminating field trips or large group events where intermingling often occurs.

Additional Assessing Symptoms, Risk Assessment and Mitigation

- Consider monitoring daily absences of students and employees for trends.
- It is recommended that sick leave and absence policies should not penalize employees or children for staying home when symptomatic or in quarantine or isolation.
- Consider requiring that employees, volunteers, and children who have suspected to have COVID-19 cannot return to the program until they meet the CDC criteria for return. Be prepared with appropriate plans for absences.

Please note: Additional information regarding COVID-19 Health and Prevention Guidance for Ohio K-12 Schools may be found at:

<http://education.ohio.gov/Topics/Reset-and-Restart>