

# **YWCA of ALTON**

## **Child Enrichment Parent Handbook**

2020- 2021 School Year

YWCA of Alton  
304 E. 3<sup>rd</sup> Street  
Alton, IL 62002  
618-465-7774

[www.altonywca.com](http://www.altonywca.com)

**eliminating racism  
empowering women**  
**ywca**

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Dear Parent or Guardian,

YWCA of Alton would like to extend a warm welcome to families participating in our Child Enrichment Program. YWCA of Alton is affiliated with YWCA USA, one of the oldest and largest women's organization in the world. More important than the numbers, is our mission to eliminate racism empower women and promote peace, justice, freedom, and dignity for all.

As parents, you are an essential part of our Child Enrichment program as we strive to provide children with activities and experiences that promote optimal growth and positive development. This is achieved through the following:

STEAM & mission based enrichment activities  
Age appropriate activities  
Nurturing secure environment

High quality and engaged staff  
Daily homework help  
Community awareness

**Please review the special addendum relating to the COVID 19 procedures at the end of this handbook. We insist on 100% compliance with our COVID related directives. In addition, we are working closely with school districts to deliver high quality child enrichment services this year and are working diligently to serve you should local school districts return to 100% remote learning environments.**

We were forced to raise prices this year due to increases in staffing, utilities and COVID related directives. The handbook and the enrollment package reflect School Year 20-21 pricing.

We will do our best to communicate with you through emails, phone calls, newsletters, forms, reports, memos and FB pages (<https://www.facebook.com/altonywcaCE/?ref=bookmarks>).

If you are interested in learning more about YWCA of Alton, check us out at [www.altonywca.com](http://www.altonywca.com) or on FB (<https://www.facebook.com/altonywca/?ref=bookmarks>)

Please feel free to contact me to discuss questions you may have about your children or the program's policies and procedures.

We are truly looking forward to the upcoming school year and serving your family in the YWCA Child Enrichment Program.

Sincerely,

Kathy Holder  
Child Enrichment Director

## Program Overview

### Purpose

The YWCA of Alton provides quality Child Enrichment programs that help children achieve and maintain a positive sense of self through cognitive, social, physical, and creative developmental opportunities in a safe, nurturing, and educational environment.

### Goals

- Provide a safe and secure environment for all children.
- Promote learning with structured activities in the areas of Service Learning, Cultural Diversity, Arts, Science, Group Games, and Dramatic Play.
- Supplement and support the school district's core curriculum through creative tutorial activities.
- Provide children the opportunity to develop physically through indoor and outdoor active play.
- Develop social skills through group interaction.
- Promote the YWCA mission of "Eliminating Racism and Empowering Women" by using a culturally diverse curriculum.

Three-Day and Five-Day Programs are available for children ages 5 (in Kindergarten) through 12 years old. When enrolling a child in the program, parents or guardians **must** designate either the Three-Day or Five-Day Program option.

The YWCA Child Enrichment School Year program is offered at the following sites:

Alton YWCA, 304 E. Third St., Alton, IL

Alton School District Location To Be Determined

Lewis & Clark Elementary School, 501 E Lorena Ave. Wood River, IL

Ivy Heights Church of God, 1901 Old Alton Edwardsville Rd. Wood River, IL

Additional sites may be added in the Alton School District for before care options. We will provide updates to Alton School District families as details are finalized.

### Hours of Operation

Before School: 6:30am- 8:45 am – Available for Wood River-Hartford, Roxana and Alton school districts. Times vary per school district.

After School Regular School Days: 1:00-6:00pm \*Start times vary according to school\*

Early Dismissal School Days: start time varies dependent on school district

Full Day Camps: 6:30am- 6:00pm

### Holidays

The YWCA Child Enrichment program will be closed on the following days.

Labor Day Monday, September 7, 2020	Thanksgiving Day Thursday, Nov. 26, 2020	Day After Thanksgiving Day Friday, Nov. 27, 2020
Christmas Eve Thurs., December 24, 2020	Christmas Fri., Dec. 25, 2020	Day After Christmas Monday, December 28, 2020
New Year's Day Friday, January 1, 2021	Memorial Day Monday, May 31, 2021	Fourth of July Monday, July 5, 2021

We will be open for business all days not listed directly above unless school is canceled due to inclement weather. When school is not in session for the entire day (i.e., Columbus Day, Presidents' day . . .), YWCA will hold "Holiday Camps" from 630 am to 6 pm. Staff will send information out to parents regarding Holiday Camps in advance. Parents will be required to sign their children up for Holiday Camps. Dependent on the number of sign ups, we may offer Holiday Camp at only one location (YWCA of Alton). The fee for Holiday Camp is \$30 per day.

**Inclement Weather Days** We will be closed for inclement weather days as we are concerned about the safety of both our children and our staff. Dependent on the number of inclement weather days within one week, the Finance Manager may issue credits to parents and guardians for the days.

**Daily Schedule**

When children arrive at the site, staff shall sign them in, then wash hands as a group. Snack will be served. After snack, there will be a scheduled homework time of 30 minutes with quiet activities for those children who do not have homework. Afterwards, staff will lead the children in activities in accordance with the curriculum, this time is scheduled for 45 minutes to an hour. Enrichment activities, group games, and free play are all parts of the program. Parents are required to pick up their children by 6:00 p.m.

Below you will find an outline of a typical Camp Day.

**Holiday/Day Camp Schedule**

- 6:30-7:50 am: Arrival/Table Toys/Down Time
- 7:50-8:00 am: Prepare for and wash hands for breakfast
- 8:00-8:30 am: Breakfast
- 8:30-9:00am: Clean-Up from Breakfast/Reading Time
- 9:00-10:00am: Morning Activity
- 10:00-11:00 am: Fit Kids (Outdoors if weather permits)
- 11:00-11:50 am: Activity/ Project

11:50-12:00 am: Prepare for and wash hands for lunch  
12:00-12:30 pm: Lunch Time  
12:30-1:00 pm: Clean-Up from Lunch/Prepare for Rest Time  
1:00-1:30 pm: Rest Time/Quiet Activity /Reading  
1:30- 2:45 pm- Recreational Time/ Outdoor Active  
3:00-3:30 pm: Snack Time  
3:45-4:15 pm: Afternoon Activity  
4:15- 5:00 pm: Afternoon Activity  
5:00-6:00: Free Play in Day Room/Departure

Please note the schedule is tentative and subject to change according to activities planned.

## **Enrollment Procedures**

All parents must complete the registration package found at [www.altonywca.com](http://www.altonywca.com) or available at the YWCA of Alton, 304 E. Third St. Alton, IL. Packages can be emailed to you upon request by calling the YWCA at 618.465.7774. Registration fees must be paid at time of application. Incomplete applications will not be accepted. Children will not be allowed to begin the program until we have received all required documents and approved the completed application. All registration is on a first come, first serve basis.

To enroll a child into the Child Enrichment Program, parents/guardians are required to complete and return all forms, pay the non-refundable registration fee, and submit copies of birth certificate(s) and most current physical(s) to the Child Enrichment Director.

YWCA CE Staff will provide assistance with CHASI paperwork, including instructions if needed.

All families utilizing CHASI or DCFS Community Collaborations are responsible for 100% of YWCA fees, tuition, holiday camps . . . until CHASI or DCFS Community Collaborations approval is received.

A child may be enrolled part-time or full time and can start the program once confirmation is given from the Child Enrichment Director that all required forms and fees have been received. Once in the program, regular attendance is required. If the child will not be attending the program for the day, please notify the Site Coordinator or YWCA as soon as possible.

The YWCA would like to remind parents that it is very important to maintain emergency contact numbers. For this reason, we encourage you to check your child's records periodically and make sure all contacts are current and updated at least once a year.

The YWCA of Alton Child Enrichment Program will telecommunicate using the Illinois Relay Center for the hearing impaired. Please call VOICE at 1-800-526-0857 or TTY at 1-800-526-0844 to arrange for these services.

**Fees**

- Registration fee - \$35, \$25 for a second child and \$20 for each additional child. Please note that registration fees are required even if other program fees are subsidized through the state or other assistance programs.
- Program Rates:
  - Holiday & Day Camps – \$30 per day

	Before School	After School	Before & After School
Full Time	\$51	\$76	\$113
Part Time	\$33	\$47	\$ 72

- A child will be allotted one weeks’ vacation throughout the calendar year (5 days for full time children and 3 days for part time children). Parents and guardians will not be required to pay for the one week. Please fill out a vacation request and turn in to the Child Enrichment Director two weeks in advance of the vacation.
- A reduction in fees due to absence because of extended illness or extenuating family circumstances may be considered at the discretion of the Executive Director.

A \$25 fee will be charged for all refused EFT or debit card payments (NSF). Three NSF returns will result in your child being dropped from the program.

**Invoicing**

Invoices are created weekly for the previous week and will be sent to responsible parties by email. Payment is required within 7 days. ACH or credit card payments are accepted.

**Payments**

Registration fees are due at enrollment. The YWCA **only** accepts electronic funds transfer (EFT), or weekly scheduled credit card drafts. Accounts are charged on Fridays. However, depending on differing banks and or bank holidays, your account may be charged on the following Monday or Tuesday periodically. Your account must be current for your child to continue attending the program. Questions regarding payments should be directed to the YWCA Bookkeeper Barb Paisley at 618.465.7774 or via email at [finance@altonywca.com](mailto:finance@altonywca.com). Payments may **not** be made at CE Sites.

**Delinquent Accounts**

Staff will make every effort to collect receivables on a timely basis. Staff will notify all responsible parties of delinquent balance. Delinquent accounts are defined as 14 calendar days late or more.

YWCA of Alton will report all delinquent accounts over 90 days delinquent or if child no longer attends and seek payment through a collection agency.

YWCA of Alton will give Child Enrichment families with delinquent balances the option of executing a payment plan.

YWCA of Alton will suspend participation in the Child Enrichment program when a family has a delinquent account balance for fourteen calendar days (balance amount is greater than \$100) and the family has not entered into Payment Agreement.

YWCA of Alton will contact responsible parties immediately in cases of refused EFT or debit card payments. Responsible parties will be given an opportunity to provide us with an alternate payment method. Should responsible parties not provide us with an alternate means of payment after contact was made, YWCA will charge responsible parties a fee of \$25 for all refused EFT or debit card payments (NSF).

Child Enrichment Director will immediately notify responsible parties regarding termination by telephone and in writing. The Director is to give responsible parties 3 business days' notice of termination (4<sup>th</sup> day the child is removed).

### **Holiday or Inclement Weather Credits**

Credits will be issued to parents of children attending full-time for Thanksgiving and Christmas weeks. For parents with children attending part-time during Thanksgiving and Christmas weeks, credits may be given depending on the child's attendance patterns. No credits will be issued for other holidays throughout the year identified on page 5.

Inclement weather day credits may also be issued depending on the frequency within a week. Full time parents will receive credits for 2 inclement weather days during one week. Parents with children attending part time may receive a credit for inclement weather days during one week depending on a child's attendance pattern.

### **Attendance**

Regular attendance is required. If your child will not attend programming for the day, please notify the YWCA as soon as possible. If a child will not be attending the program due to vacation, parents must notify the YWCA.

No "drop in" option is allowed. Preference will be given to part time clients with set days.

### **Arrival and Departure**

Due to the COVID Pandemic, Staff will assist Parents in signing each child in or out on site each day the child attends. (Should the COVID pandemic subside, parents will be required to sign their child in and out at each site. Failure to sign in will result in dismissal from the program.) Only a custodial parent or an adult aged 18 or older designated by the custodial parent may pick up the child. A child shall only be released to custodial parents or other authorized persons listed on the enrollment form at the time

of registration. The child will not be allowed to be released to anyone not listed as an authorized person. Anyone picking up a child will be asked to provide identification.

### **Late Departure**

If you know that you will be later than 6:00 p.m., please call and notify the Site Coordinator (number to be obtained from the staff) or the YWCA of Alton at 618-465-7774 before 6 pm. This will help relieve any concerns your child and our staff may have as to why you are running late.

**If your child is picked up after 6:00 p.m., a late fee charge will be assessed at the rate of \$1.00 per minute per child for every minute after 6:00 p.m.**

When a child is left at the program after 6:00 p.m., these steps will be followed:

**6:05 p.m.** – we will attempt to contact a parent or legal guardian

**6:10 p.m.** – we will begin contacting people on the emergency contact list if a parent has not been reached

**6:40 p.m.** – we will contact the local police department to report a possible child abandonment issue if parent or emergency contacts have not been reached.

The YWCA Child Enrichment Staff would like to assure all parents that no child will ever be left alone. The staff will remain with the child until pick up occurs. We will never hold the child responsible and discussion of this issue will only be with the parent or guardian, not the child.

### **Medication Administration**

Site Coordinators will dispense prescription and over the counter medications and maintain a log. A medical authorization form, signed by a parent or guardian, **must** accompany the medication. Medication must be in the original container with the full label intact.

### **Medical Incidents and Accidents**

If there is an accident or medical incident involving a child, parents will be contacted immediately and staff will complete a written report with a copy forwarded to the parent or guardian within 24 hours.

Parents must complete a medical care authorization form (*Consents to Day Care Providers – CFS 593*) at the time of enrollment, allowing or denying staff to seek emergency medical assistance for their child.

Staff will call 911, then a parent (or emergency contact if parent or guardian cannot be reached) if the medical incident or accident is deemed an emergency. If transportation to a hospital or medical facility is necessary, a staff member will accompany the child and remain until a parent or guardian arrives.

If a child becomes ill, staff will call a parent or guardian to make arrangements to pick up the child from the program. **Children must be picked up within one hour from the time the call is received.**

Children should not attend the program if they display any of the following symptoms:

- Temperature of 100 degrees or more. Children may not return to the program until they are fever free for 24 hours.

- Conjunctivitis (pink eye). Children may return to the program 24 hours after treatment has begun.
- Rash. A doctor's release is required before the child can return to the program.
- Impetigo. A doctor's release is required before the child can return to the program.
- Diarrhea and/or vomiting. Children may return to the program 24 hours after symptoms have abated.
- Severe cold, viral infection, or influenza. Children may return to the program 24 hours after symptoms have abated.
- Contagious diseases including, but not limited to, chicken pox, mumps, measles, fifth disease, or whooping cough. Children may return to the program with a doctor's release.
- Lice. Children may return to the program 24 hours after treatment has begun.
- Unexplained appetite loss, listlessness, irritability, or unusual fatigue. Children may return to the program 24 hours after symptoms have abated. A doctor's release may be required.

Parents will be notified if their child has been exposed to a communicable disease. Parents are asked to notify YWCA staff if their child contracts *or is exposed to a communicable disease. Any known or suspected case or carrier of communicable disease* will be reported to local health authorities and shall comply with the Illinois Department of Public Health rules and regulations for the Control of Communicable Diseases.

### **Field Trips**

On occasion, children may participate in neighborhood walks or field trips during holiday camps. Children must have a permission slip signed by a parent or guardian before being allowed to participate.

### **Transportation**

When transportation is provided, it will be in a YWCA vehicle or rented through a local licensed and insured vehicle rental company driven by a licensed individual at least 21 years of age.

### **Personal Items**

The YWCA of Alton is not responsible for lost or stolen articles. Please do not allow your child to bring toys or personal items from home unless otherwise instructed. Please label all clothing and personal items with your child's name. Students are not allowed to bring cell phones or electronic devices, unless otherwise authorized, to the CE program.

### **Food and Nutrition**

Students will be served an afternoon snack on regular school days. For Holiday Camps students will be served breakfast, lunch and afternoon snack. For any child who requires a special diet, the child's parent/guardian must provide written instructions on dietary restrictions/requirements and must be signed by the parent, guardian or physician requesting the specific diet. This instruction list will be maintained on file at the YWCA. YWCA will follow State of Illinois food and nutrition guidelines and make every effort to serve healthy and nutritious food to your children. Menus will be posted in accordance with state law.

## **Confidentiality/Mandated Reporter**

The YWCA Child Enrichment Program respects the confidential nature of information obtained through the enrollment procedure. Parents or guardians must sign an authorization if they wish information shared with another party.

YWCA of Alton Child Enrichment Program staff are mandated reporters of suspected child abuse and/or neglect.

## **Required Items**

### **Health Examination Requirement**

Parents or guardians must submit a completed certificate of health examination (*Certificate of Health Examination – IL 444-4737*) prior to the child’s attendance at any YWCA Child Enrichment Program. The certificate must be signed by a parent or guardian, and an eligible medical provider.

### **Birth Certificate Requirement**

State mandates require the YWCA of Alton to have a certified copy of each participant child’s birth certificate. The copy you provide must be a certified copy, with an official state seal. Hospital certificates will not be accepted.

## **YWCA and Parent Communication**

YWCA staff attempt to communicate using emails, newsletters, Facebook and through our webpage. It is essential that you keep your emergency contact information and email addresses current. We urge all parents to “like” the YWCA of Alton and the Child Enrichment Facebook pages. In addition, please check out our webpage, [www.altonywca.com](http://www.altonywca.com).

## **Insurance**

The YWCA of Alton carries the amount of liability insurance required by the State of Illinois Division of Child and Family Services.

## **Responsible Persons for the Child Enrichment Program**

Kathy Holder, Director	Dorothy Hummel, Executive Director
Child Enrichment Program, YWCA	YWCA of Alton
304 E. Third St. Alton IL 62002	304 E. Third St. Alton IL 62002
618.465.7774	618.465.7774

## **YWCA Pest Management Policy**

Products Used:

- Non-commercial strength pest control products selected for the center:
- Raid Home Insect Control Liquid

- Sevin Liquid

Application:

Pest control products will only be applied on non-business days so that children are not in the building for at least 24 hours after pest treatments. The controls used will be mixed and applied according to manufacturer's directions by a certified extermination company.

Risk Management:

Children will not return to the building for at least 24 hours after pesticides are applied. All items handled by children will be covered or removed from the application areas. Any items that may be exposed to a pesticide application shall be thoroughly washed and sanitized prior to use by children.

Storage: Pesticides will be stored in a locked, isolated area to prevent any contact by children.

## **Guidance and Discipline Policy**

The YWCA Child Enrichment Program strives to provide our families with a safe, fun, and quality child care experience. To achieve this, we work together as a team to promote positive behavior in every area of our program. It is an important aspect of a child's development to practice self-control and learn positive problem-solving skills. We believe it is our responsibility to create a safe and consistent environment that will allow children to gain self-confidence, self-control, and an understanding of their feelings. This is the perfect age for children to learn that their behavior is their choice!

We use the following as behavior guidelines:

- Be responsible & accountable for your own behavior
- Respect yourself
- Respect others – keep your hands and feet to yourself, use kind words and G-rated language.
- Respect Property – Do your part to keep our spaces clean and tidy!

The YWCA Child Enrichment Program has zero tolerance for the following:

- Physical Aggression/ Fighting/ or Physical harm to self or others
- Disobedience & Disrespect
- Sexual or verbal harassment
- Bullying in any form
- Threats to staff or other students
- Inappropriate language / profanity/ obscene gestures
- Non- compliance

All children are expected to follow program rules.

- Children must remain in the program area. Children must notify a staff member if they need to leave the program area for any reason.

- No running inside the building.
- No standing or jumping on furniture.
- Replace all materials and toys when done using them and before getting out something else.
- Respect others and their property.
- Listen when spoken to; obey staff directions.
- Report any incidents with other children to staff.
- Toys, games, or other items must remain home – unless otherwise noted
- Outside food with permission only

The Child Enrichment staff will:

- Interact with children in a safe and respectful manner. We believe it is important for us to model the behavior we expect the children to learn and show themselves.
- Use strategies that promote positive self-esteem, and self- respect.
- Use positive ongoing communication and consistent guidance practices.
- Work with children and families to resolve problems and issues as they occur.

For all day camps, if a student is exhibiting extreme unsafe behavior (behavior that can cause harm to the child, other children present or staff) the Site Coordinator may remove student from the program for the day with the approval of the Child Enrichment Director. Parents will be notified as soon as possible and given time to arrange pick up.

**The YWCA Child Enrichment Program reserves the right to remove a child from the program for excessive unsafe or inappropriate behavior.**

**Disciplinary Action Process**

Mild misbehavior	<b>Verbal Warning – Redirection</b> When unwanted behavior occurs, staff will student first try to redirect child. If the redirection is not successful, staff will verbally inform the child of their misbehavior and remind child of appropriate behavior. This is best done by pulling the child to the side and speaking to them one on one.
Behavior Warning 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	<b>Redirection – Time Spent away from Group- Written Behavior Warning</b> Staff will verbally remind child of first warning and why they must now be separated from the group or receive a Behavior Warning slip. Staff will notify parents upon arrival, discuss the behavior, and have them sign warning slip if applicable. After three Behavior Warnings, staff will issue a Behavior Incident Report to parents and have parents sign form.
Behavior Incident Report	<b>Time spent away from group- Loss of Privilege- Behavior Incident Report</b> Student is removed from the group. Behavior incident report is written by staff. Parents are notified upon arrival; behavior is discussed. Parents sign the Behavior Incident Report. There will be a conference with the CE Director and Parents. Child may face suspension for 1 to 5 days.

	<b>Please understand that some actions warrant immediate suspension, such as excessive unsafe or inappropriate behavior.</b>
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## **Behavior Warning**

- This is the child's      1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      Behavior Warning. (circle one)

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Site-Coordinator/Site-Assistant filling out report: \_\_\_\_\_

Other witness: \_\_\_\_\_

Today your child had a difficult time:

- Following/listening to directions
- Keeping self to self
- Being respectful to peers, teacher, property.
- Using inappropriate language/gestures
- Other: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CE Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Behavior Warning:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Discharge Policies and Procedures**

A two-week notice, in writing, is requested to withdraw a child from the program. The notice must include the child's last date of attendance.

Children may be withdrawn from the program at the discretion of the Child Enrichment Director for, but not limited to:

- Failure to provide required information, including updated contact information or changes in address or telephone numbers,
- Unresolved behavior issues
- Non-payment on consistent late payment of fees
- Failure to pick up an ill child
- Prolonged absence
- Consistent tardiness
- The CE Program staff determine your child's needs cannot be met by the type of care provided by the YWCA of Alton, and
- Failure to comply with policies and procedures of the CE Program.

## COVID 19 Pandemic Addendum

The YWCA of Alton Child Enrichment Center take seriously the responsibility of providing care for your children during a global pandemic. This letter is to communicate to you the changes that we ask of you, and that we will be making to minimize risk.

COVID-19 is a serious illness that can potentially result in hospitalization and even death. The elderly, and people who are immunocompromised are particularly at risk. This letter references 'COVID-19 symptoms' multiple times. We define this as follows:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

In addition, staff will be watchful for symptoms of Pediatric Multi-System Inflammatory Syndrome, an extremely rare illness that emerging medical reports are linking with COVID-19. These additional symptoms include:

- Rash
- Swollen glands in the neck
- Swollen hands and feet
- Red eyes

**In order to continue to offer this service to families we ask that parents and staff work together in implementing the following procedures:**

### **For Parents:**

- Parents are required to keep children home if they exhibit symptoms of COVID-19. We strongly urge parents to consult with their medical care provider.
- Children who have exhibited symptoms of COVID-19 **and have not been tested** may return to camp when the following requirements have been met:
  - Child has not had a fever for at least 72 hours, without the use of medicine that reduces fevers
  - Other symptoms have improved
  - At least 10 days have passed since the child's symptoms first appeared.
- Children who have exhibited symptoms of COVID-19 **and have been tested** may return to camp when the following requirements have been met:
  - Child no longer has a fever, without the use of medicine that reduces fevers
  - Other symptoms have improved
  - Child has had two negative tests in a row, at least 24 hours apart.

- Children will be placed in cohort groups of 15 people or less, with the same children and staff daily. Children who come from the same household will be placed together in the same cohort group. These groups will each gather in their own assigned areas of the site or building.
- Parents are required to wear a mask, as well as their child as they enter the building and room(s) at the Wood River-Hartford location(s). Wood River parents shall ring the buzzer to access entry to school and teacher will meet you at classroom door.
- Parents will not be able to enter the building or the room at the following sites: YWCA of Alton, Ivy Heights Church in Wood River, and the Alton School District Location TBD. In the event of inclement weather, parents are advised to utilize raincoats and umbrellas to keep you dry while you wait for your child
- YWCA of Alton parents are directed to ring the bell at CE entrance. (corner of Third St. and Alton)
- Ivy Heights Church parents are directed to ring the bell at Church front door.
- Parents are required to wait until their child has been given clearance to enter the classroom (based on the result of the temperature check administered by staff) and until their child has been signed in by staff.
- After school pick up, parents are again required to wear a mask as they go to assigned doors (entrances).
- Staff will get the student(s) prepared to leave, ensuring that they have all their belongings, and meet parents at the door for pick up of child/children.
- Child will be signed out by staff.
- Parents are required to ensure that they, or another responsible adult, will be available throughout the day for prompt pick up of their child/children should they develop COVID-19 symptoms.
- Wherever possible, parents are encouraged to limit their presence to one adult per family, and to avoid bringing minor siblings to drop off and pick up interactions.
- Parents are required to send their child/children with their own face mask, labeled with their name. Parents should plan to wash reusable facemasks daily after use.
- Parents are asked to encourage their child/children to remember to keep their hands to themselves.

#### **What we are requiring of staff, to minimize the spread of COVID-19:**

- **General Procedures**
  - Signs will be posted outside of the entrance(s) restricting entry to anyone with symptoms of illness/respiratory infection.
  - All staff will take their temperature **before** entering the facility. Staff with temperatures above 100, or who exhibit any other COVID-19 symptoms before entering the building, will immediately communicate with the CE Director and request a substitute. Staff temperatures will be noted daily in the Employee Temperature Log.

- Any staff person who develops COVID-19 symptoms during the course of their workday will be removed from the site immediately and a substitute will take over for the remainder of the day.
  - No outside visitors will be allowed in the Child Enrichment classrooms for activities, regardless of their security clearance.
  - YWCA staff will take the temperature of each child before admitting them to the Child Enrichment facility. No child will be admitted who has a fever or exhibits COVID-19 symptoms.
  - To avoid cross contamination from multiple users of pens and paperwork, staff will sign in and sign out all children. **This differs from our usual policy of requiring that parents sign in/sign out their own child.**
  - YWCA will isolate any child who exhibits COVID-19 symptoms immediately and contact the parent immediately for pick-up.
  - YWCA staff will maintain records of monitoring signs/symptoms of COVID-19 throughout the day.
  - YWCA will communicate immediately with parents in the event that COVID-19 symptoms occur in a staff person or child at the site.
  - YWCA will also coordinate with Madison County Health Department regarding any COVID-19 symptoms/cases in our center and stay informed of local developments.
  - In the event that a member of staff or child tests positive with COVID-19, YWCA will communicate with families regarding any related needs for closure or self-isolation.
- **Procedures Specific to Hygiene**
    - Children will be placed in cohort groups of 15 people or less, with the same children and staff daily. Children who come from the same household will be placed together in the same cohort group.
    - These groups will each gather in their own assigned areas of the building.
    - Bathrooms will be treated as unisex rooms. Each cohort group will be assigned their own bathroom at each site.
    - School bathrooms will be used at all public schools including Lewis and Clark Elementary, Wood River and the Alton School District Location TBD.
    - Staff will stagger their times of outside play to ensure that cohort groups have separate opportunities for play. Outdoor toys will be assigned to each group and may not be shared between groups.
    - Staff at YWCA, Alton, will ensure that their cohort group enters and exits the gym using their assigned door, and keeps to their assigned half of the gym. No person or item will be permitted to pass by the dividing curtain that is used to partition the gym. To remove the temptation of children to interact with the other cohort group, staff will stagger their gym times so that both groups are not using the gym at the same time.

Balls, and other gym toys, will be assigned to each group and may not be shared between groups.

- Children within cohort groups will be assigned lockers/baskets, spaced apart at an appropriate distance, for their personal belongings.
  - YWCA will monitor and enforce hand hygiene among staff and children. YWCA staff will teach and reinforce healthy hygiene as is age appropriate.
  - All sinks will be well-stocked with soap and paper towels for hand washing.
  - Trash cans will be positioned to ensure easy disposal of tissues and paper towels.
  - All touch surfaces will be cleaned and sanitized throughout the day following guidelines and according to the posted schedule. This includes, but is not limited to, doorknobs, toys, phones, keyboards, and other items identified as frequently handled. Staff will note the sanitation details (location cleaned, time, and initials of responsible staff member) in the cleaning log.
  - Tables will be cleaned with a two-step sanitation process after each activity.
    - Step 1: clean with disinfectant (1 quart water with 1 Tablespoon Fabuloso)
    - Step 2: clean with a bleach and water solution (1 quart water with 1 Tablespoon of bleach).
  - Any toy or equipment that is contaminated by bodily secretions or excretions will be set aside for the remainder of the day; and sanitized at the end of the day.
  - Computer keyboards will be wiped down between each child's use.
  - Stuffed animals, soft toys, and all play items belonging to YWCA that cannot be readily sanitized will be placed into storage.
  - Alcohol-based hand sanitizer will be provided, when available, and its frequent use by children and staff will be encouraged.
- **Procedures Specific to Food**
    - Hard surfaces will be treated with a two-step sanitation process directly before and after snack.
      - Step 1: clean with disinfectant (1 quart water with 1 Tablespoon Fabuloso)
      - Step 2: clean with a bleach and water solution (1 quart water with 1 Tablespoon of bleach).
    - Children will be directed to leave spaces at the table between themselves and others during meals and snacks.
    - All snacks will be served on disposable, single-use flatware and using disposable, single-use utensils.
    - Children will not be permitted to share food between plates. Any portion of food that a child is unable to eat from their plate will be disposed of.
    - Floors will be swept after each meal and mopped after any spills.

Thank you for your willingness to join us in this team effort to provide care for your child while you continue to do the essential jobs that keep this nation running smoothly.

**Thank you for choosing the YWCA of Alton Child Enrichment Program. We will do our best to care and nurture your child in a safe, clean, and respectful environment.**