



Distance Learning Policies and Procedures

- Camp hours are 8:00 am to 5:30 pm.
- Staff will sign children in and out each day after confirming ID with parent/guardian. Children can only be removed from the program by a parent/guardian and adults (18 years or older) whose name has been given in writing, in advance, to the program staff. All people picking up children will be asked to show identification unless they are known by the staff member.
- Please be advised that any person picking up a child that appears to be under the influence of drugs or alcohol will not be permitted to remove the child and will be asked to contact another adult to remove the child. If another adult is not available a taxi will be called.
- The YMCA staff are mandated reporters and obligated by law to report suspected abuse and neglect of children to the Department of Children and Families hotline.
- Children who need to take medication while in our program must have a completed medication form signed by a physician. Medication must be in the original container and the written order and the directions on the bottle must be consistent. It is the parent's responsibility to provide this or a child will not be accepted into the program. (Forms can be found on our website at www.midymca.org/summer-enrichment). This includes epi-pens and inhalers.
- A child must be able to fully participate in the activities of the day.
- Maximum group size will be 16 children, as per OEC regulations.
- Groups will remain separated from each other and will not intermingle with other groups
- **All children MUST pack a cold lunch each day that will be kept in their backpacks and two snacks. We are not able to refrigerate any lunches or heat them in the microwave.**

Parent Drop Off & Pickup

- Parents will sign their child in at the side entrance to the YMCA located on Crescent Street. Parents will not be allowed into the building and staff will escort children to the childcare area.
- Only one parent at a time will be permitted to come down the stairs and children and parents must practice social distancing while waiting on the sidewalk.
- It is recommended that the same person picks up and drops off each day, and are asked to wear a face covering.
- Before any child is signed into the program, staff will take the child's temperature and look for any obvious signs of sickness. Children must have a temperature of under 100°F to enter the program space. Parents should be prepared to answer the following questions before being allowed to sign your child in as well:
 - Has your child or anyone in the household been tested for COVID 19 within the last 14 days?
 - Has your child had any symptoms of a respiratory infection (e.g. cough, sore throat, fever or shortness of breath), within the last 72 hours (3 days)?
 - Has the child taken any fever reducing medication within the last 72 hours?
- Immediately after entering the program space, children will sanitize their hands and then will be brought to the sink to wash their hands for 20 seconds before entering their classrooms.



Medical Emergency

- In case of medical emergency a CPR/First Aid certified staff person will attend to the injured child while another staff person calls 911 and then contacts the parent/guardian. If the injury is not life threatening and the child is not in great pain, the parents will be contacted prior to calling for an ambulance. Children will be transported to Middlesex Hospital.
- In the case of a medical emergency, youth will be transported to Middlesex Hospital via ambulance. If the situation is not a life or death emergency a parent or guardian will be notified prior to transporting the child. In a life or death situation, 911 will be called and as soon as possible a parent or guardian will be contacted by phone. In a non-emergency, the parent or guardian can choose to transport the child him/herself.
- The YMCA does not cover the cost of emergency medical care; it is expected that such cost will be covered by the parent/guardian.
- All minor injuries will be reported to the parent/guardian upon arrival in the program and an accident form will be completed for parent/guardians to read and sign.
- If a child has an illness, accident, injury, or procedure that requires them to be treated in an emergency department or to be admitted into a hospital the YMCA requires a doctor's note and clearance before the child can return to our program. The doctor's note should include the date the child is allowed to return to our care and any limitations the child has due to their illness/injury (if applicable).

Health Reports

- This camp is licensed by the State of Connecticut Office of Early Childhood. All children who attend must have a Youth Camp Health Form on file that has been completed within the past three years. Children cannot be accepted into the program without a valid health form on or before the date they arrive at the program.
- You may find a blank copy of the health report on our website at www.midymca.org/summer-enrichment or your doctor may fill out the form that is used by the schools as well.

Illness / Exclusion Policy

Children should be excluded from childcare if they exhibit one or more of the following symptoms:

- **Fever greater than 100 degrees or has had one during the previous 24 hours**
- **Chills**
- **Shortness of breath or difficulty breathing**
- **Uncontrolled cough**
- **Loss of taste or smells**
- Undiagnosed rash
- Vomiting
- Diarrhea
- Serious pain
- Green or yellow discharge from eyes
- Severe nasal congestion and a cough that interferes with daily activities
- Other obvious signs of communicable illness such as head lice, chicken pox, conjunctivitis (pink eye) etc.



Per CDC guidelines, children that exhibit any of the symptoms above that are **bolded COVID-19 symptoms** would need to follow the protocols listed below:

| Event | Testing Result | Isolation/Quarantine |
|---|----------------------------------|--|
| If a child has COVID-19 symptoms but has NOT had close contact to a person diagnosed with COVID-19 | Tests Negative | Return to school once there are no symptoms for 24 hours. |
| | Individual Tests Positive | Remain home, monitor symptoms, notify Kids' Korner Director immediately, notify personal close contacts, and assist the school in contact tracing efforts. Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other COVID-19 symptoms. |
| | Individual is not tested | Stay in self-isolation for at least 14 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms. <i>Can return to school earlier if obtains note from healthcare provider with alternate diagnosis.</i> |
| If a child has COVID-19 symptoms AND had close contact to a person diagnosed with COVID-19 | Tests Negative | Child must quarantine for 10 days from the point of contact. Child may return to school after 14 days as long they have not had any symptoms of COVID-19. |
| | Individual Tests Positive | Remain home, monitor symptoms, notify Kids' Korner Director immediately, notify personal close contacts, and assist the school in contact tracing efforts. Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other COVID-19 symptoms. |
| | Individual is not tested | Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever-reducing medications) and with improvement in other symptoms. |
| If a child <i>does not have COVID-19 symptoms</i> BUT had close contact to someone diagnosed with COVID-19 . | Tests Negative | Remain home in self-quarantine for 10 days from last exposure to the person diagnosed with COVID-19. |
| | Individual Tests Positive | Remain home, monitor symptoms, notify Kids' Korner Director immediately, notify personal close contacts, and assist the school in contact tracing efforts. Stay home until 10 days have passed since last exposure with individual who tested positive. |
| | Individual is not tested | Remain home in self-quarantine for 10 days from last exposure to the person diagnosed with COVID-19. |



MIDDLESEX YMCA

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

If a child becomes ill while at the YMCA, he or she will be provided with a comfortable place to rest. In the event that the child becomes too ill to participate in center activities the child's parent will be called to pick the child up within one hour. If the parent cannot be reached emergency contacts will be called to pick up the child.

The YMCA reserves the right to request and require a doctor's clearance for children who show signs and symptoms of illness or injury that require a doctor's attention to participate in child care programs (this is also mandated by the Office of Early Childhood). If a child has an illness, accident, injury, or procedure that requires them to be treated in an emergency department or to be admitted into a hospital the YMCA requires a doctor's note and clearance before the child can return to our program. The doctor's note should include the date the child is allowed to return to our care and any limitations the child has due to their illness/injury (if applicable).

Lunches:

- **All children will be required to bring a cold lunch from home.** We will **NOT** be able to heat up ANY food for children. Lunches will be kept in your child's backpack during the day. All lunches should have an icepack to keep foods cold. We will NOT have access to refrigerators to store lunches. Please make sure you pack any utensils that your child may need to use to eat their lunch.

Late Pick-Ups:

- The program closes at 5:30 pm. If a child is picked up after 5:30 pm, a late fee will be charged. The late fee for the first offense is \$5.00 for every fifteen minutes past 5:30 pm. The fee doubles to \$10.00 for every fifteen minutes for the second offense and any late pick up there on after. Repeated late pick-ups will result in termination from the program.
- If a child is not picked up within fifteen minutes of closing and a parent/guardian has been contacted the YMCA staff, the emergency numbers will be called and asked to pick up the child. If by 6:30pm the child has not been picked up and the parent/guardian has not contacted the YMCA staff, the police and DCF hotline will be notified.

Discipline Policy

- The YMCA staff use a 123 procedure that provides children with two warnings prior to a consequence.
- The YMCA staff use positive discipline that includes language that is constructive and fosters respect, logical consequences, and problem solving.
- Children who have difficulty making choices that keep them safe, keep others safe, and promote positive group experiences will be provided a behavior plan that outlines clear expectations and consequences.
- Children who exhibit unsafe behavior will not be allowed to attend the program on days of field trips. Parents will be expected to make other arrangements.
- Parents/Guardians will be required to remove a child from the program if the child's behaviors are unsafe, jeopardize the positive experience of the other children in the group, and/or cannot be maintained in a 1 to 10 ratio.

MIDDLESEX YMCA
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Parent Communication

- A staff member will serve as the sign in and out person and will be available to answer any of your questions. Due to current COVID-19 restrictions, we ask that parents contact the Director via phone or email to avoid close contact.
- The staff team uses a communication log book to share information with each other from day to day. If you have information for a staff member please give it to the sign out staff member and they will place it in the communication log book.
- Please inform staff if your child has any concerns, medical issues, special needs, or special interests. A special needs form will be sent to you to help us plan for your child's needs while in our care.

Dismissal of a Child

The YMCA will request the removal of a child from the program when:

1. The child threatens the physical or emotional well-being of other children or staff members
2. Threatens the overall quality of the program such as repeated misconduct, running from program grounds, demanding one to one attention and care.
3. The staff within the limits of the program cannot meet the needs of the child.
4. Repeated conduct reports for behaviors as stated above.
5. A parent refuses to follow program policies, threatens or harasses program staff or other children, repeatedly disrespects staff with inappropriate and intimidating language and/or actions.
6. If a special request for care is made that cannot be met with available resources or is not consistent with the policy and program philosophy of the YMCA. (For example, Program staff will not permit punishment of children during the program that is not consistent with our discipline plan. Children cannot be isolated from peers in our programs. Children cannot be forced to only attend to homework while in our care; they must be permitted equal access to the full range of program activity.)
7. When possible, a parent or guardian will be provided with a two-week notice to find alternative care arrangements. The YMCA, however, reserves the right to terminate without notice when the safety of children or staff is threatened by the behavior of a child. A child will be suspended immediately if the child is considered dangerous and unmanageable, or if the child threatens another child or staff with a weapon.

Payment of Damages

Parents will be held responsible for paying for the replacement of, or repairs to, property that has been damaged by his/her child as a result of misconduct.

Supervision and Prevention Policy

Many accidents can be avoided with good supervision and by following some simple safety steps. To avoid possible injuries staff must be familiar with the environment. Each day staff should check the condition of all spaces being used. Glass, broken playground equipment, paper on the ground, sharp items, and things that children can trip over must be taken care of. When equipment is damaged it should be removed.



Payments

- A deposit is due at time of registration for each week of the program you wish to register your child for. This deposit is applied to the last week of Distance Learning.
- Payment is due on Monday of the week starting. We encourage families to set up weekly automatic draft on their account. However, payments can be made over the phone or at the Welcome Center at the YMCA.
- The YMCA reserves the right to cancel enrollment when payment is not made. Families will be responsible for full payment of all fees regardless of attendance including collection of delinquent fees.
- Families are billed based on the registration for your child and not on the child's actual attendance in the program.
- The Y accepts Care4Kids Certificates. Families must apply for YMCA Open Doors Assistance and pay according to our sliding fee scale until Care4Kids payment is received.

Refunds

- All cancellations must be given in writing by the Thursday prior to the child attending. require a two week written notice. A full refund including the deposit will be given ***only*** if the Y receives a two week written notice. Payment in full is required when a camper is registered but does not attend. No refunds are given for vacations or absences from the program.
- Refunds will be given if a child is required to quarantine from the program.
- It is the parent's responsibility to notify the YMCA if their child is in quarantine and will not be attending the program.

ENHANCED COVID-10 POLICIES:

Informed Consent Form

If you have any reason to believe that your child has a greater health risk due to a medical condition or underlying health concern you should seek medical advice before considering sending your child to camp. Parents/Guardians of campers that are at higher risks should consult their child's medical provider to assess their risk and determine if attendance is acceptable. People who need to take extra precautions include:

- People at higher risk for severe illness
- Please who are immunocompromised
- People with asthma, HIV, liver disease, serious heart conditions, lung disease, severe obesity, diabetes

You need to make the right choice for your family. If you have someone in your home that is in an 'at risk' category, you should carefully consider whether sending your child to camp is the best choice at this time.

The Office of Early Childhood has required Youth Camps to have all campers and staff sign an Informed Consent Form. This form is located on the Summer enrichment website at www.midymca.org/summer-enrichment or on the last page of this confirmation packet.

Enhanced Health Checks



The program will follow OEC licensing regulations. Children with medication (prescription/over the counter) must be brought in by the parent in the original bottle and given to staff accompanied by a medication order. Staff cannot give the first dose of any medication. Staff will monitor children for signs of illness and children that become ill will be placed in a designated space away from other children. In addition, the following practices will be in place:

Handwashing Procedures

- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds as follows:
 - Before coming in contact with any child;
 - Before and after eating;
 - After sneezing, coughing or nose blowing;
 - After using the rest room;
 - Before handling food;
 - After touching or cleaning surfaces that may be contaminated; and
 - After using any shared equipment like toys, computer keyboards, mouse.

If soap and water are not available, we will use an alcohol based sanitizer. Adults should always supervise use of alcohol-based sanitizers. Likewise, **all handwashing activities will be supervised by adults to verify that children are properly washing their hands for twenty seconds.**

All staff and children must cover coughs and sneezes with tissues or the corner of the elbow. All soiled tissues must be dispensed immediately after use. After coughing or sneezing, staff and children must immediately wash hands for 20 seconds.

Requirement that all sick children and staff are to stay home:

We are required to communicate to parents the importance of keeping children home when they are sick.

We are required to communicate to staff the importance of being vigilant for symptoms and staying in touch with the Program Director if or when they start to feel sick.

Symptoms and Understanding the Spread:

All staff will be trained to understand the symptoms and understand the spread of COVID-19. People with COVID-19 have had a wide variety of symptoms – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of these symptoms:
- Fever
- Chills



- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Person to Person Spread:

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Maintaining good social distance (at least 6 feet) is very important in preventing the spread of COVID-19.

Spread from Contact with Contaminated Surfaces or Objects:

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about the virus.

Campers will sanitize their hands immediately upon arrival at camp and will wash their hands for 20 seconds. If soap and water are not available, they will use an alcohol-based hand sanitizer.

Face Masks & Cloth Face Coverings:

Staff will adhere to the most recent orders from the Governor - that means staff will wear cloth face coverings at all times while indoors, but may remove the covering while outside with the children as long as they can maintain social distancing.

Campers are not required to wear face coverings but may if they wish

COVID-19 Precautions

If a child presents with symptoms of COVID-19 while at the program (e.g. cough, sore throat, fever, or shortness of breath), the parent will need to pick their child up from the program. The child can return to the program after **72 hours as long as they have been fever-free without the use of fever-reducing medication.**

If a child or family member is diagnosed with COVID-19, this MUST be reported to staff immediately.

Cleaning & Disinfection Protocols

All protocols for routine cleaning and disinfection of the child care center including the sanitization and disinfection of tables and equipment are in accordance with the Center for Disease Control (CDC) and the State Department of Public Health guidelines as well as guidelines of Best Practice set forth by the Office of Early Childhood (OEC).



All surfaces including tables, benches, chairs, and countertops will be sprayed or wiped down with disinfectant throughout the day.

Reporting:

In February 2020, COVID-19 was added to the List of Reportable Diseases. Those required to Report such diseases must report cases of COVID-19 infection immediately to the Connecticut Department of Public Health and to the local department of health in the town of residence of the case-patient by telephone on the day of recognition or strong suspicion of the disease. The COVID- 19 report form is available on the DPH website at <https://dphsubmissions.ct.gov/Covid/InitiateCovidReport>

- Additional practices to those below may be recommended to the provider in consultation with the local health department or the CT Department of Public Health.
- We will contact our local health department or the CT Department of Public Health.
- We will determine the date of symptom onset for the child/staff member.
- We will determine if the child/staff member attended/worked at the program while symptomatic or during the two days before symptoms began.
- We will identify what days the child/staff member attended/worked during that time.
- We will determine who had close contact with the child/staff member at the program during those days (staff and other children)
- We will exclude the children and staff members who are determined to have had close contact with the affected child/staff member for 14 days after the last day they had contact with the affected child/staff members
- We will conduct appropriate cleaning and disinfection:
 - o Close off areas used by the person who is sick.
 - o Open outside doors and windows to increase air circulation in the areas.
 - o Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
 - o Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - o If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - o Continue routine cleaning and disinfection.

Face Masks & Cloth Face Coverings:

All staff and children will adhere to the Governor's Executive Order requiring face masks/coverings that cover the nose and mouth when in the building.

- Masks/face coverings may only be removed within the building when eating/drinking and outside with appropriate social distancing.
- It is the parent's responsibility to provide a clean and appropriate fitting face mask for your child to wear while at school each day. Parents should also provide spare masks to keep in your child's backpack in the event that their mask becomes contaminated or soiled.
- Extra face masks should be clearly labeled with your child's name in a plastic baggie.



- Cloth face masks must be brought home and washed each day.
- If a child's masks becomes soiled, staff will provide children with an additional disposable mask when no other masks are available in the child's backpack.
- Mask breaks will be provided at least twice per day in addition to snack time. When applicable, mask breaks will occur outdoors. If weather does not permit this, children will be socially distanced throughout the program area for mask breaks, maintaining at least 6 feet of distance during the break.
- It is a requirement that all children in our programs wear a mask/face covering. Exceptions to this policy are:
 - A child with a documented medical condition, special health care need, or developmental need (such as sensory integration) for whom wearing a mask or face covering would be contrary to their health or safety.
 - A child with a documented disability or special education need for whom wearing a mask or face covering would be contrary to their needs. In addition, children involved with certain special education and related services such as speech and language therapy or where lip reading is required may remove a face-covering intermittently.
- If a child is not properly wearing his or her mask a staff member will remind them to put his or her mask on or wear it correctly. If a child refuses to comply:
 - They will be given gentle reminders about the importance of wearing masks and the consequences of not wearing a mask.
 - Staff will remind them to put their masks on correctly covering their mouth and nose.
 - Staff will give positive reinforcement for compliance
 - If the child still refuses to wear their masks, staff will try to maintain physical distance and ask the child to go to an alternative learning location that is physically distant from the rest of the group.
 - In the event that the child still does not comply with the mask-wearing requirement, the child's parent will be contacted to discuss the necessity for wearing a mask.
 - If the child still refuses to wear a mask, the child will be sent home for the day.
 - In the event that the above interventions are not effective, the parent will be contacted and the child will be removed from the program.

A child/staff will be unable to attend camp until:

If you have not had a test to determine if you are still contagious, you can leave home after these three things have happened:

You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

AND

Other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

At least 10 days have passed since your symptoms first appeared



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If you have had a test to determine if you are still contagious, you can leave home after these three things have happened:

You no longer have a fever (without the use of medicine that reduces fevers)

AND

Other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

You received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

YMCA Travel Policy

As per the State's guidelines, families who decide to travel to any state that's on the Connecticut Travel Advisory List are required to **self-quarantine for 10 days**.

Alternatively, you are exempt from self-quarantine if you have had a test for COVID-19 following your return to Connecticut, and the result of the test is negative. Please send negative test results to the program director at cladue@midymca.org. If a negative test result is not received, then your child or children will not be allowed to attend Kids' Korner until it has been received. Please note, the nucleic acid test (PCR) and Antigen tests are now acceptable testing options.

In addition to providing written proof of a negative test to the program director, you must also provide written proof of such negative test result to the Commissioner of Public Health via email to DPH.COVID-Travel@ct.gov or via facsimile to (860) 326-0529.

Please visit the State's website for more travel here: <https://portal.ct.gov/coronavirus/travel>

Contact Tracing:

Assessing and informing those with potential exposure is a fundamental control strategy for minimizing spread within a group or camp population.

CDC defines this as *"Based on our current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. They should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure."*



INFORMED CONSENT

(this form may be used for staff and parents of children enrolled at a youth camp during the COVID-19 declared emergency)

I hereby attest that I have been informed of the following pertaining to the coronavirus:

- People who are 65 years and older and people of any age who have serious underlying medical conditions or are at higher risk for severe illness from COVID-19 are recommended to stay at home. A list of medical conditions associated with a higher risk for severe illness from COVID-19 can be found in [CDC's guidance](#).¹ Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.
- Staff and children living in households with individuals who are 65 years and older OR have higher risk for severe illness from COVID-19 are recommended to stay home.

Signature of Staff or Parent/Guardian

Printed Name

Child's Name (if a parent/guardian)

Date

¹ Includes chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised (cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis and liver disease. Individuals should consult their healthcare provide to determine whether they have medical conditions that place them at increased risk for severe illness from COVID-19.