



## NEWPORT NEWS PARKS, RECREATION AND TOURISM

### YOUTH PROGRAMS CHILDCARE INFORMATION at Our Lady of Mount Carmel School

Please note: Once your registration has been filled out, you will receive a call from our administrative team to complete your registration. Registering does not guarantee child care until a member of our team has confirmed your placement.

#### **Program Location(s)**

Childcare services will have limited availability at the following facilities:

Our Lady of Mount Carmel School (52 Harpersville Road NN, VA 23601): 3 years of age through 8<sup>th</sup> grade

#### **Program Days/Times**

Program Hours are from the end of the school day -6:30pm. Parents/Guardians must bring their photo I.D. with them to pick up the child.

#### **Cost**

After school: \$65/week

Payment would be made through our online registration site prior to bringing a child(ren) to the program.

#### **Program Registration**

To register for childcare, please visit [www.ezchildtrack.com/nnprt/ParentLogin](http://www.ezchildtrack.com/nnprt/ParentLogin), and select the "Register" button for the "2020-2021 OLMC After School Program". You will be navigated to the online registration form for you to complete. The parent or legal guardian of the child should be the account holder. You will also need to provide two different emergency contacts other than the legal guardians, and they must live within 50 miles of the center that your child will attend.

In addition to completing the online form, you will need to provide (upload in the registration system or fax a copy to our Administrative Office at 757-926-1460):

- A copy of your child's latest physical examination and immunization records
- The original birth certificate (The original birth certificate is the preferred method of verifying the child's identity, however in lieu of the birth certificate; we will also accept your child's passport, a notarized letter from a local school district, a court document that verifies the child's name, sex, date of birth and legal guardian)
- Custodial documentation (if applicable)
- Medication Consent Form (if applicable)
- Allergy Action Plan (if applicable)

### **Ages Accommodated/Healthcare Check**

Program participants must be between 3 years of age through 8<sup>th</sup> grade. Children must be toilet trained. Children must also not be exhibiting any signs of illness (a health check will be performed each day to include taking temperature of child and confirming that other family in the same household are not ill).

### **Health Screening and Precautions**

#### **Health Screening and Temperature Check**

Staff will wear eye protection, gloves and face coverings to check symptoms and take temperatures for staff and children before they enter into the program each day. The children will be greeted by a staff that will complete the health screening and temperature check at the door. Staff will ask if there are any household members with the virus prior to entering the facility.

Staff or children with fever (100.4 F or higher), cough, or shortness of breath will be excluded from child care services and must stay away from others. Children with household members who are known to have the virus will also be excluded from child care services.

- Once the health screening is complete the child will be shown to their assigned group.
- Children will wash hands prior to joining their group at the beginning of each day.
- We will enforce increased hand-washing and sanitizing throughout the day.
- Children will be in the same group during the day or for after school.
- We will avoid large group gatherings or joined outside play
- Equipment and touch points will be wiped down on a regular basis throughout the day.

#### **Drop-off and pick-up**

- Parents will drop off and pick up children at the door only- this will minimize the chance of exposure to the facility
- Children will be escorted by staff to the parent/guardian
- Groups will not be combined in the afternoon

### **Potty Training**

Each child must be potty trained and able to use the restroom independently. Staff may not assist a child in the toileting process beyond escorting the child to the restroom.

### **Naptime for Early Childhood**

Participant naptime cots and cot bedding (top and bottom) will be provided and are assigned to individual children, are sanitized before and after use, and spaced out as much as possible, ideally at least 6 feet apart. Participants will be placed head-to-toe to ensure distance between their faces. Each participant's bedding will be kept separate, storing in individually labeled bins, cubbies, or bags. Bedding that touches a child's skin will be cleaned weekly.

## Medication

To make sure we administer medication in a safe and healthy manner and in accordance with licensing standards, written permission from the parent is required. Medication MUST be in the original prescription bottle with written instruction. ALL of the required information needs to appear in writing on the Medication Consent Form for our staff to administer medication to your children.

## Meals and Snack Time

Youth Programs will provide an afternoon snack for our participants. All surfaces of tables and chairs will be cleaned and sanitized before and after meal time.

## Social Distancing

Youth Programs will reduce group sizes to no larger than fifteen (17) people total, including children and adults (e.g., two adults and fifteen children, etc). We will keep groups together throughout the program and will not combine groups. To the degree possible, we will maintain the same groups from day to day. This will help reduce potential exposures and may prevent an entire program from shutting down if exposure does occur.

Youth Programs will incorporate social distancing within groups to the degree possible, aiming for at least six feet between children and minimizing the amount of time children are in close contact with each other.

- Eliminate large group activities.
- Limit the number of children in each program space.
- Increase the distance between children during table activities.
- Plan activities that do not require close physical contact between multiple children.
- Limit item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Minimize time standing in lines.
- Incorporate additional outside time and open windows frequently.
- Avoid gathering in larger groups for any reason.

Staff and children will be expected to wear **face coverings** during indoor activities.

## Communication with Children

- Counselors will discuss with their group precautions and how to prevent the spread of the virus.
  - How to effectively wash and sanitize hands
  - How to practice social distancing in various settings
  - When to stay home
  - Coughing etiquette
  - Additional care guidelines
  - Speak with children in age appropriate language on ways to stay healthy, steps to stop germs, ways to prevent the spread of the virus and for older children- provide factual information on the current status of the virus

### **In Case of a Confirmed or Suspected Case**

If a child or staff member develops symptoms of the virus (fever of 100.4 or higher, cough or shortness of breath) while at the facility, Youth Programs will immediately separate the person from the well people in the “quarantine room” until the ill person can leave the facility with their parent/guardian. If symptoms persist or worsen, we will call a health care provider for further guidance. Youth Programs will advise the employee or child’s parent or caregiver to inform the facility immediately if the person is diagnosed with the virus.

If a child or employee tests positive for the virus, Youth Programs will contact the local health department to identify the close contacts who will need to quarantine. It is likely that all members of the infected child’s or adult’s group will be considered close contacts.

If any of the centers experience a confirmed case of the virus among our population, we will suspend services of that group, at least temporarily for 14 days, or possibly longer if advised by local health officials. The duration and services suspended may be dependent on staffing levels, outbreak levels in the community and severity of illness in infected individual. Symptom-free children and staff should not attend or work at another facility, which would potentially expose others. The center will complete a deep clean to disinfect all areas of care.