Cumberland/North Yarmouth Community Recreation Care 2020
We have developed the current care format based on the best information we have currently from the governor's office. With this in mind, care will have a significantly different look for 2020.

**Maine's Recreation Programs Guidelines**

care will be small group ratios with no more than 25 assigned to a specific double sized classroom space.

In the big picture, we are going back to the basics. Each group will rotate through multiple activity sessions including games, crafts, nature, special events, non-contact sports/field games and much more.

We will be taking each session on a week to week basis and will be communicating with an electronic newsletter to outline the specific week’s schedule of activities.
The plan is to have no more than 70 children per caresite to allow for staff, cleaning, delivery, and other people who need to access a facility.

<table>
<thead>
<tr>
<th>Locations &amp; Numbers</th>
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<tbody>
<tr>
<td><strong>Mabel I Wilson School</strong></td>
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<tr>
<td>K to 3rd Grade</td>
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<tr>
<td><strong>Care Leadership:</strong> Heather Brown</td>
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<tr>
<td>Phone: (207) 310-4692</td>
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<tr>
<td><strong>Greely Middle School</strong></td>
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<td>4th to 6th Grade</td>
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<tr>
<td><strong>Care Leadership:</strong> Nicole Pollard</td>
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<td>Phone: (207) 310-4717</td>
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<td><strong>NYCC</strong></td>
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<tr>
<td>K to 6th Grade</td>
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<tr>
<td><strong>Care Leadership:</strong> Jennifer Gifford</td>
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<td>Phone: (207) 317-0576</td>
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Emails will go out with any important information.
Care Routine

7:30–9:00: Morning Care
9:00–4:00: Scheduled Care Day
4:00–5:30: After Care

- Children MUST be picked up by 5:30. You will be billed a late fee if your child is picked up after that time.

- If someone other than a parent/guardian will be picking up your child from care, please send a note, call, or text the directors with the person’s name and contact information. Please let them know that they will need a face covering for pick-up.

Quiet spaces for schoolwork will be available.
To keep in accordance with COVID-19 restrictions, **ONLY** children and staff members will be allowed into the school buildings.

If you arrive/drop-off late or need to pick up your child early, you will need to contact the director. Phone numbers will be posted at the entrances of each location.
Arrival and Departure Procedures

A parent/guardian MUST check-in and check-out their child each day.

Parents/guardians AND children are required to wear a face covering for check-in and check-out each day.
Health Checks

Drop-off/Check-in and Pick-up will be located outdoors of the entrance at each respective location.

At all locations, staff and kids will follow a checklist of healthy hygiene practices for disease prevention.
Parent Drop-off/Check-in

Parents will check their child in/out wearing a mask.

All drop-off locations will be outdoors when possible.

- Staff member covering check in area will be wearing a mask.
- Please put sunscreen on your child before coming to care.
- Your child will then proceed to their designated area.
- If your child registers a temperature during the day, please be prepared to be able to arrange pick up within 30 minutes of being contacted.

- Touchless temperature check will be taken and recorded upon arrival.
- Child will be asked to sanitize their hands.
- You will be asked to confirm that the child does not have a fever, shortness of breath, cough, vomiting, or diarrhea.
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing, difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
Due to the new procedures, drop-off/check-in and pick-up may take a bit longer than in the past.

Please give yourself plenty of time. We have to follow all protocols to ensure everyone’s safety.
× Staff will be required to follow the same protocols as the children for monitoring symptoms, temperatures, and cleaning of hands.

× Any child or staff member with temperatures over 100.0 °F will not be allowed at care and sent home.

× Anyone who is showing symptoms of non COVID-19 related illness will be asked to stay home until symptoms have subsided for at least 24-48 hours.
  × Similar to school policies.
If a child (or household member) has tested positive for COVID-19, a physician’s note must be obtained saying that it is safe for the child to attend care.
Departure Procedure

From 4:00-5:30 the door will be staffed for dismissal.

When you arrive at the end of the day, you will be met by a staff member at the door. They will then alert the other staff members that you have arrived.

Your child will then gather their items and meet you at the door for dismissal.

If you need to pick up your child earlier than 4:00, please let the staff know at drop off or contact the care phone during the day (via phone/text) and we can arrange pick up.
Promoting Personal Hygiene

- Staff will teach and model how to properly wash hands and cover coughs/sneezes.
- Signs will be posted on how to properly wash hands, promote everyday protective measures, and how to properly wear a face covering.
Hand Washing

Hand washing will be the preferred method of sanitizing hands; however, hand sanitizers will be available and used multiple times throughout the day.

Mandatory Hand Washing Times:

- Before and after AM Snack
- Before and after Lunch
- Before and after PM Snack
- After using the restroom.
Personal Belongings
It is important that ANY item that a child brings to care is labeled with the child’s initials and/or name.

This is an important step towards limiting the number of items brought to care and limiting the number of items brought between care and home.
What to Bring...

Please sanitize child’s personal belongings daily, which will be limited to:

- Change of clothes (weather appropriate)
- Backpack
- Face Mask with Labeled Ziplock Bag
- Water bottle
- Lunch box
- Sunscreen Bottles (*Spray & Face Stick Please*)
- Any medication (that isn’t kept onsite for the duration of care)
- Book for reading
- Labeled supply box including pencils, markers, paint brushes, scissors, and glue sticks.
Water Bottles

Children will be required to have a labeled water bottle every day.

Water fountain use will be limited to filling a bottle.

Water bottles will not be provided and should be cleaned daily.
Supply Kit

In order to reduce the amount of items shared between children, we are asking families to send their children in with a supply box for their own personal use. This would be similar to school kit. Some items to include:

- Pencils
- Markers
- Glue Stick
- Safety Scissors
- Paint brushes
- Crayons/Colored Pencils
Sneakers

Children should wear sneakers for most activities at care for their safety!
We will be spending A LOT of time outside, so sunscreen and weather appropriate clothing will be EXTRA important.

Please remember to put sunscreen on your child BEFORE coming to care EVERYDAY. Also, please pack labeled sunscreen in the backpack so we can apply again later in the day.

Spray sunscreen and a face stick is strongly recommended to limit person-to-person contact.
Books

Please bring a book daily.
Personal Belongings

Children and staff member’s belongings will be kept separate from others’ in an individually labeled space.

- All personal items must be labeled with owner’s name.
  - This is important because we cannot have a “lost & found” this year. Items will be discarded after 24 hours.
- Children and staff should avoid sharing electronic devices, toys, books, and other games.
Personal Protective Equipment
All staff will be required to follow State guidelines of wearing a face covering while at care when social distancing cannot be guaranteed.

- When traveling in groups
- When interacting with others and a 6ft distance between people isn’t guaranteed.
- When in large groups.
- When in common areas of the building.
Care PPE

All children will be required to have a face covering which will be worn at care at specified times based on rules and circumstances such as when physical distancing isn’t possible.

- **Cloth masks should be washed daily.**
- Children will be required to follow the Health Checklist for cleaning of hands and will be encouraged to use hand sanitizer as much as possible throughout the day.
Acceptable Face Coverings for Care

Please make sure that the face covering that your child will wear at care is something that they can safely put on and remove by themselves.

Fabric/Cloth Face Mask 2 or more layers

Plastic Face Shield or disposable mask.
Helpful Tips for Keeping Track of Your children’s Face Covering

*Not mandatory but suggested*

It would be helpful for your child to have some way to keep track of their face covering. Some examples include:

- Having a carabiner that they can use to attach their mask to their water bottle or their belt loop.
- Using a lanyard that they can attach their mask to and wear around.
- Using a bandana as a face covering so they can wear it around the neck when not in use.
Cleaning
A cleaning service will be used once a week (if not more) for all locations with bathrooms.

Staff will perform daily cleaning with approved chemicals/wipes on all major touch points in addition to normal daily cleaning routines (trash, re-stocking paper goods, sweeping/cleaning of the floors, etc.) Staff will be required to use gloves while cleaning.

All efforts will be made to eliminate shared equipment such as basketballs, hula hoops, etc. with the whole care.
Grouping
Having a care routine, specific daily schedule, designated individual space, designated group areas, personal & group equipment, and planning for potential interactions will be extremely helpful to trace the path of the potential spreads.
The care will adhere to gathering size limits established by the Governor’s executive order. When gathering size limits are raised, the smallest practical group size will still be utilized.

Care will be small group ratios with no more than 21 assigned to a specific double sized classroom space or 11 in a single sized classroom space.

Mixing between groups will be discouraged, when larger groups gather as a collection of smaller groups, physical distancing will be used between groups. If physical distancing is not possible, face coverings will be used.
Cross Contamination

Each group will be assigned their own location/area for everyday storage, play, and lunch.

The hope is that if a case is confirmed the contact can be limited to one group and there will be an already identified path of potential travel for the virus.

Normal activities have been adjusted to eliminate the amount of interaction and physical contact within groups.
Activities & Equipment
**EQUIPMENT:** Each care will be broken down into smaller groups following child to counselor ratios (around 1:10). These small groups will each be given their own activity equipment bag such as basketballs, hula hoops, etc.

When possible, each child will have their own supply kit. These will be the same items to avoid cross contamination whenever possible.

All items within each group’s activity kit will be sanitized. A cleaning checklist will be kept in each activity book to ensure this step is being followed.
LUNCH/SNACKS: Food will be eaten outside as much as possible with designated group areas and each child maintaining 6 feet from anyone. This will allow for their masks to be removed while practicing social distancing. If inside for eating snacks/lunch, groups will be in separate areas and children will be assigned an area that is 6 feet from each other.
*School lunches may be provided if you choose for a fee.

LINING UP: Spots will be placed on the ground/floor 6 feet away for when lining up to go outside, inside head count, etc. If in a situation where already established spots are not available, staff will be provided with cones/markers to quickly establish line spots.
BATHROOMS:

Knowing kids can be very unpredictable with bathroom use, staff will attempt to clean major touch points as much as possible throughout the day.
DEVICE:

Electronic devices will be allowed as necessary for school work only. Please send fully charged.
PLAYGROUNDS:

At the moment, school playgrounds are still closed. Care will not be utilizing them until we have been given permission to do so. NYCC has 6 acres of open space and a ball field.
TRIPS AND BUSING:

If possible, our field trips will be limited to places that are in the local area (for example: Twin Brooks, Broad Cove, Knight’s Pond, West Cumberland Hall). We will use a recreation bus for our transportation.

To adhere to social distancing, children will be required to wear a mask while waiting for, riding, and exiting the bus.

Children should obey all bus rules and regulations.
Rules & Policies

In order to provide a safe, positive environment for all children and staff, we have the following behavior guidelines:

- children should take responsibility for their actions and use honesty at all times.
- children should show respect and caring towards themselves, each other, staff members, and their environment.
Inappropriate Care Behavior

× Refusing to follow behavior guidelines or rules.
× Using profanity, vulgarity, or obscenity.
× Stealing or damaging property (personal, care, or school.)
× Refusal to participate in activities or cooperate with staff.
× Leaving the assigned care areas without permission.
× Endangering the health/safety of other children and/or staff members.
× Teasing, making fun, or bullying of other children or staff.
× Fighting or physical violence of any kind.
Children are expected to be on their best behavior at care. Physical violence, bullying, disrespect for staff and facilities, and picking on others will not be allowed.

Care has a three strike policy.
1.) Reminder to change the inappropriate behavior.
2.) Time-out from activities.
3.) Strike.

For extreme behaviors, the career will be removed from the group and brought to the director, bypassing steps one and two. If a career is written up, it is considered a strike.

STRIKE 1: One day suspension from care.
STRIKE 2: One week suspension from care.
STRIKE 3: Child is suspended for the remainder of the year.
In Case of Illness

The following slides go over procedures for illness.
If any staff member is sick, they are required to stay home.

Parents are required to keep sick children home.

Anyone who is exposed to a person with COVID-19 should stay home and self-monitor for symptoms, and follow CDC guidelines if symptoms develop.
Plan for when staff/child/visitor becomes sick.

- The care spaces will have an isolated area to separate anyone who exhibits COVID-like symptoms. Standard precautions will be used when caring for sick people.
- Steps will be made to transport anyone sick home or to a healthcare facility (if necessary).
- Any areas that have been used by someone who has been tested positive for COVID-19 will be closed off and will not be used until it has been cleaned and disinfected.
- Any sick staff members and child families may not return until they have met the CDC criteria to discontinue home isolation. Children and staff should be evaluated by a medical provider and prior to returning, obtain a physician’s note saying they are safe to return to care.
- Local and state health officials will be notified immediately of a possible case and we will be working with them to appropriately communicate with families while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
COVID-19 Exposure Plan
SCENARIO A

CNYCR receives a participant who arrives with a temperature of 100.0 degrees or higher.

- If the participant does not already have a mask or face covering, provide them with one.
- Immediately send participant home with their parent/guardian.
- Log the screening results and the action taken.
- Immediately notify the Community Recreation Director-Peter Bingham or his designee.
SCENARIO B

CNYCR is notified in advance by a participant of the program who developed symptoms or tested positive for COVID-19, but not while at a Recreation based program.

- When appropriate, immediately notify other participants of the Rec program to remain home until further notice.
- Immediately notify Director Bingham or his designee.
- Provide Peter Bingham with a list of all persons who may have been exposed within the last 14 days.
- Wait for further instruction, which may include up to a 14-day or more closure.
- Program or segment of program may remain closed until next steps are explained.
SCENARIO C

CNYCR is notified while a program is in session by an absent participant who developed symptoms or tested positive for COVID-19.

- Ensure separation of participants in the program to the recommended social distancing (6 ft or more.)
- Immediately notify Director Bingham or his designee.
- Provide Peter Bingham with a list of all persons who may have been exposed within the last 14 days.
- Wait for further instruction, which may include up to a 14-day or more closure.
- Program may remain closed until next steps are explained.
SCENARIO D

CNYCR is in session and staff are notified by a participant who is no longer feeling well or may have developed symptoms related to COVID-19.

- Immediately isolate the individual to a designate quarantine location and provide them with a mask or face covering.
- Ensure separation of participants in the program to the recommended social distancing (6 ft or more.)
- Immediately notify Director Bingham or his designee.
- Provide Peter Bingham with a list of all persons who may have been exposed within the last 14 days.
- Wait for further instruction, which may include up to a 14-day or more closure.
- Program may remain closed until next steps are explained.
Thanks!

Any questions?

You can find me at

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