

# Parent/Guardian Policies & Procedures

As a leading child care provider we feel it is our duty to provide this emergency service to the critical and essential healthcare/emergency personnel in our community. In servicing this population there are some inherent risk factors that you should be aware of. Please understand that, while in our care, your child will be interacting [although under precaution] with the children of other healthcare providers who may be working closely in the fight against COVID-19. In an effort to help prevent the spread of COVID-19, we have been working closely with medical professionals and our local health department, in addition to following CDC guidelines as we prepared and trained staff to care for your child(ren). The CDC identifies Healthcare Professionals as a group at greatest risk for infection, thus we hope you understand our cautious approach to providing care!

## Drop Off Procedures (Precautionary for COVID-19)

Parents/guardians upon arrival to the club parking lot will call the front desk staff to announce that they are with their child(ren) on the sidewalk awaiting permission for the child to enter the Club. (If possible, parents should wait in their car if they see another family at the door for entry, then approach once entry is clear)

- Next, child(ren) enter the club vestibule and are screened by BGC staff. If symptom free, they are allowed to enter the club. (Temperature is less than 100.4; respiratory infection symptoms are absent, such as cough and shortness of breath.)
- BGC staff will record the child's temperature and mark a checklist for respiratory symptoms, including time, date, and the parent/guardian who transported the child to the Club.
- Child(ren) are then directed to where they wash their hands following the CDC protocol and sent to their designated program area.
- Children will be rescreened for temperature and symptoms one hour after entrance, and again mid-afternoon each day that they are in care.

## Pick Up Procedures

Parents/guardians should park near the front entrance to help with verification and safety for the release of your child. Call the front desk upon arriving in the Club parking lot. You will be asked to identify yourself with a code number. (to be assigned at registration). You must be visible to staff through front entry doors, but should not come inside. Once staff have a clear view of you, they will walk your child(ren) to the vestibule to be released into your care. Staff will monitor your child until they arrive in your vehicle. It is important for anyone who is listed as an emergency contact to know your code number. Children will not be released to an individual who does not know the code number.

**If there is a positive case of COVID-19 among children or staff at the Club**

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If there is a case of COVID-19 among a child or staff member, the facility will close immediately and the BGC will await direction for reopening from the Green Lake County Health Department. The facility will be thoroughly cleaned and disinfected.

- Parents/guardians will be notified of the positive test for COVID-19 and the need for closure of the facility and what symptoms to watch for in their children.
- The child or staff member that has a positive test will be directed about home isolation from their provider. The Green Lake Public Health Department be notified and will investigate all contacts.

## **If children or staff become sick with flu-like symptoms while at the Club**

If children/staff develop a fever greater than 100.4 and respiratory infection symptoms, they need to be sent home immediately. The child will be separated from other children in a designated room and allowed to rest until they are picked up. Staff who are assigned to supervise them while they wait will practice social distancing and use PPE (personal protective equipment, ie. mask, gloves).

- Parents/guardians will be called to pick up the child ASAP.
- Parents/guardians will be directed to call their health care provider to discuss the child's symptoms and possible need for evaluation.
- The symptomatic child or staff member will be directed to self isolate if they are tested for COVID-19 and awaiting results.
- Children or staff who have had contact with or reside with a family member with a pending COVID-19 test and do not have symptoms, no action is necessary. If they are showing signs of illness, the child or staff member should self isolate.
- If a child or staff member has had contact with someone with a confirmed case of COVID-19, they must go home immediately and self quarantine for 14 days and call their health care provider.

## **Expectations for children and families during out-of-care time**

Parents/guardians should let Club staff know immediately if anyone at home is showing respiratory infection symptoms, such as fever, persistent cough, shortness of breath, or chills; if anyone in the household has traveled to areas where COVID 19 has been present in high numbers; if anyone in the household is pending test results for COVID 19, or has tested positive. Please do NOT send your child(ren) if they have a persistent cough or symptoms of potential illness.

The Club will let families know if staff or children are symptomatic at the club and if the Green Lake Public Health Department issues any further directions to us as a result of pending tests.

## **Late Pick up policy**

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There is a late fee for those children who are not picked up on time, at closing. That fee is \$10.00 for the first 15 minutes a child is picked up late and \$1.00 for each minute thereafter. Given the limited capacity of the staff and the undue burden late pickups will cause, this policy will be strictly enforced. We sincerely appreciate your understanding.

If an emergency situation arises preventing the parent/guardian from picking up the child(ren) prior to closing time, it is the responsibility of the parent/guardian to coordinate alternate arrangements for pick up and to contact Club staff to let them know who will be picking up the child(ren).

## **Fee Structure & Scheduling Care**

Fees: \$30/day for 1st child, \$25/day each additional child

Payment is due at time of care. It is suggested that parents/guardians send payment with child the Friday before the following week to secure their child(ren)'s spots for the following week. Priority will be given to families who will utilize 4-5 days of care. For families wishing to utilize care 1-3 days a week, you must call at least one day in advance to be sure there are openings available for your child(ren).

Scholarships are available to any family who cannot afford the fees associated with this care. An application and verification of income will be required to determine eligibility directly related to household income and number of dependents. No child will be denied services for inability to pay.

## **Meals**

All meals will be provided. Breakfast and lunch are delivered daily by the Berlin Area School District. Dinner is prepared on site by our lead cook. If your child has a food allergy, please bring it to the attention of staff immediately, so that we can work together to accommodate and safely serve your child.

## **Child Abuse & Neglect Reporting**

All Boys & Girls Club of the Tri-County Area employees serve as Mandated Reporters, and are required to participate in child abuse training upon hire, and annually thereafter.

## **Phones & Personal Property**

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The Club discourages bringing personal items from home, unless absolutely necessary. Necessary items should be clearly marked with the child's name and will be sanitized upon entry, depending on the item. All personal belongings, including cell phones, tablets, Chromebooks, personal electronics and other property brought into the Club are the responsibility of the child. The Club does not have a secure location to store these items and cannot be held responsible for any damaged, lost, or stolen items. Personal electronics usage is limited to homework purposes only. Club staff reserve the right to search any personal property if there is a safety concern.

## **PBIS Behavior & Club Expectations**

The Club follows the PBIS (Positive Behaviors & Supports) framework. Our three core behavior expectations include: safety, respect, and responsibility. The Club reserves the right to refuse, suspend, or terminate membership of any youth due to disrespectful or unsafe behavior to staff, volunteers or other members, or if their behavior does not allow them to function with others appropriately in our programs.

## **Medication Policy**

The Boys & Girls Club (BGC) will not administer prescription medication without authorization of a parent/legal guardian and physician. With proper approval by the appropriate parent/guardian and physician, the BGC will facilitate the administration of approved medication but will not determine the specific dosage to be administered nor will staff directly administer it to the child. BGC staff are not trained medical professionals and will not make any judgments or discretionary decisions outside the approved limits and approved dosages of the parent and acting physician. The BGC will, however, make an effort to assist members in remembering to take medication and to review the appropriate dose before consuming.

## **Holding & Storing Medication**

All medication must be registered with the front desk. Proper documents must be completed and signed by the parent or legal guardian and must be accompanied by proper doctor authorization. The BGC center director must inventory quantities and authorize the storage of all new medications and any changes to a member's medication needs. Medication must be labeled with the child's first and last name, name of medication, dosage, route, doctor's name, and expiration date and be in original containers. Medication will be kept in a locked cabinet, unless requiring refrigeration, with access limited to authorized personnel only. All medication will be checked in/out each time it is accessed and the authorized on-duty staff member will initial, date and sign each time medication is provided to members.

## **Emergency Medication**

In the event that a child needs life saving medication or treatment, BGC staff will act in the child's best interest and attempt any life-saving efforts, including the administration of prescribed emergency medication. Examples of such medications include, but are not limited to: Glucagon

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injections, rescue inhalers (such as Albuterol), Epi Pens, and emergency seizure medication. We will ALWAYS call 911 after administering Glucagon, Epi-pens, or emergency seizure medications. Per state law, members with proper authorization are allowed to carry rescue inhalers on their person.

***Wisconsin's Good Samaritan*** statute for emergency medical care states the following: "Any person who renders emergency care at the scene of any emergency or accident in good faith shall be immune from civil liability for his or her acts or omissions in rendering such emergency care."