

## Guidelines for Reopening Pelham School Age Child Care

### Phase One

Updated September 8, 2020

New/updated policies and procedures are reflected in bold.

Our policies have been drafted with the guidance/recommendation of Pelham School Age Child Care Employees, Board of Directors, NH CCLU, CDC, Pelham School District & Pelham Health Officer.

#### Operations

- PSACC will only provide before-school care and after-school care during Phase One,
- We will not provide care during an early release, teacher workshop, or vacation day.
- Before-school and after-school hours of operation will remain the same;

##### Before-School

6:30 AM - 8:40 AM

##### After-School

2:20 - 6:00 Pelham Memorial Students

3:10 -6:00 Pelham Elementary students

- If the Pelham School District shifts to 100% remote learning, the program will not operate.
- **The program will only enroll students participating in, in-school learning.**
- **Flex schedules in the before-school program will not be allowed in the morning program under Phase One.**

#### Personal Protective Equipment & Hand Washing

- All staff members and children will be required to wear a mask while indoors at the program. We will take frequent mask breaks outdoors, see more under "ACTIVITIES".
- Children will need to wash/sanitize their hands during all transitions, when they arrive, depart or when a staff member feels hand washing/sanitizing should be done.
- We will have several sanitize stations throughout program locations.
- Children will be responsible for their own mask and storage of their mask.
- Parents are encouraged to send their child with a mask, we will have surgical masks available if one cannot be provided.
- **Make sure your child has a pocket, small bag or method to store their mask while they are outdoors. Masks can only be removed once outside of the building. Staff will not be responsible to store anyone's mask.**

## **Morning Health Screening & Drop Off Procedures**

- **Morning health screenings will be done for all children entering the program daily.**
- **Families will have to answer a series of questions and a temp check will be done for each child prior to entering the program daily.**
- **Morning check-in will be done at the After-Hours Entrance.**
- **Morning check-in will be done outside of the building, a cone will be set up for check in. If a family is at the cone, we ask that you wait until we have completed check-in for that family.**
- **A mask will need to be worn by any individual dropping off their child.**
- **Please allow for 15 minutes to drop off in the morning, check-in will not begin prior to 6:30 AM.**
- **Any sign of illness, regardless of mild symptoms, will not be allowed in the building and sent home.**
- **Parents are not allowed in the building.**
- **If a child displays signs of illness or has a fever at or above 100 F. while at the program, the child will wait to be picked up in a secure location away from other children and staff.**

## **Afternoon Pick Up Procedure**

- **For afternoon pickup, you may call 635-9733 when you arrive at the school. To minimize children congregating in the pick area, we will not allow parents to call prior to arrival at the school.**
- **Parents are asked to remain outside the building and stand next to their vehicle. Parking may be done in the bus loop or on the other side of the bus loop, in the marked spaces next to island. If school buses are still present, please park in the parking lot.**
- **Please allow for 15 minutes for afternoon pick up.**
- **Dismissal from school is expected to take additional time, afternoon pick up from PSACC cannot be done until 3:30 PM.**
- **Parents are not be allowed in the building.**

## **Food Service**

- **There will be no food served in the before-school and after-school program during Phase One.**
- **Families may send in a snack or breakfast in with their child.**
- **Children in morning care may purchase school breakfast prior to the start of the school day. For more information, please contact Pelham Nutrition Services.**
- **If a child brings food into the before-school program, there will be a designated place for them to eat, prior to joining their group.**

- If a child brings a snack to aftercare, they may eat it once they join their assigned group for the day, in a designated area.

### **Groups & Activities**

- **At this time, group size will be targeted to no more than 10 children.**
- **Our goal is to have one staff member assigned to each grade, depending on daily staff availability, staff may be responsible for two grades, grades will still remain spatially separated.**
- We will allow children to bring in items from home. Items should fit in backpacks and will only be used by the owner. **Sharing personal toys and games will not be allowed.** We are making a determination on the use of Chromebooks while at the program.
- Please make sure all items your child brings to the program are stored within their backpack or bag; loose items will not be allowed.
- **While playing in the gym, children will need to wear mask.**
- While inside, groups will have their own areas, children will have assigned seats within those areas, areas will not be shared.

### **Outdoor Play**

- **While playing outside, children may remove their mask.**
- **We will allow children to engage in groups games, unmasked, outdoors, such as baseball, basketball, football, playing on playground equipment, etc. This play will be done in groups no larger than 10. During this time, children may be in closer proximity than the recommended guidelines. These guidelines were put in place based on the guidance of the Pelham Health Officer. If you are uncomfortable with your child engaging in this type of play, please speak with us.**
- **Outside play will be encouraged whenever possible, use of fields, playground, trails, outdoor classroom and track. Please make sure your child has the appropriate apparel.**

### **Indoor**

- **Each group will have a designated area.**
- **While indoors, children will be seated at tables and will be within 2-3 feet proximity to other children.**
- **Belongings will be kept in a designated area.**
- **Children will have an assigned seat within their group area.**
- **Each child enrolled will have an activity bag provided to them. We will replenish the bags as needed. The bags and their contents will be kept on program premises.**

## **Cleaning Procedures**

- Cleaning will be done in accordance with DHHS guidelines, CDC recommendations and Pelham School District policy.
- Surfaces and equipment will be washed before opening each day, in each session.
- Surfaces will be cleaned after each use.
- Shared equipment will be sanitized after use.

## **District Guidelines for a Suspected or Positive COVID Case**

- For a “Possible COVID Case,” someone is exhibiting COVID-like symptoms. That one person will be notified and told to self-quarantine.
- For a “Confirmed COVID Case,” someone has a positive test result for COVID. That person and those in close contact will be notified and told to self-quarantine.
- Federal, state and local guidance agree that people outside that close contact circle do not need to. These situations can certainly cause anxiety, and I ask each of you to help us with patience and kindness to each other if we need to work through this. This guide, [5 steps to expect if a student or staff member tests positive for COVID-19](#) provides a helpful explanation.
- These guidelines will be followed by Pelham School Age Child Care. Due to the nature of the program and the proximity of our groups, a suspected/positive COVID case may result in a temporary closure of the program.

**If you have any questions about the information in our guidelines please reach out to us at 635-9733. Thank you for your support and patience.**