

## ADDENDUM TO PARENT HANDBOOK FOR SCHOOL YEAR 2020-2021

### LOCATIONS

#### **Pine Bush Central School District**

**The Clubhouse at Circleville Park** – Full Day Child Care

Serving Grades K-8

*\*This Site serves the entire Pine Bush Central School District*

**The Clubhouse at Circleville Park** – After School Program

Serving Grades K-8

*\*This Site serves Circleville Elementary/Middle & Pakanasink Elementary Schools*

*This program will be available when in-person instruction resumes.*

**Pine Bush Elementary School** – Before & After School Program

Serving Grades K-8

*\*This Site serves Pine Bush Elementary, EJR Elementary & Crispell Middle Schools*

*This program will be available when in-person instruction resumes.*

#### **Liberty Central School District**

*No programs available at this time.*

#### **Monticello Central School District**

*No programs available at this time.*

#### **Town of Fallsburg Teen Center**

*No programs available at this time.*

### TRANSPORTATION – The Clubhouse at Circleville Park

The Before School program at the Clubhouse at Circleville Park is suspended for the school year 2020-2021.

Our Full Day Child Care program will be open to parents in the Pine Bush Central School District. No transportation will be provided.

Once in-person instruction resume, after school programming will resume at the Clubhouse for students on the Circleville side of the district. The school district will provide bus transportation from Pakanasink Elementary and Circleville Elementary and Middle Schools, to the Clubhouse, for students who are enrolled in our After School Program. This bussing will only be available to them on days when they attend in-person instruction.



## PROGRAM HOURS

The Clubhouse at Circleville Park will operate a Full Day Child Care Program for students in the Pine Bush Central School District. This program will run from 7:00 am to 6:00 pm. Once in-person instruction resumes in the district, the After School Program will be available from the end of the school day until 6:00 pm.

The Pine Bush Elementary Before & After School Program (serving Pine Bush Elementary, E. J. Russell Elementary, and Crispell Middle School) will resume their regular hours once in-person instruction resumes in the district.

Locations in Liberty Central School District, Monticello Central School District and the Fallsburg Teen Center will not resume programming for the school year 2020-2021 at this time.

## DROP OFF PROCEDURES

In addition to the current drop off procedures in the Parent Handbook, we will follow CDC guidelines for all children including:

**Member Wellness Screening** – Performed by Unit Director, Program Director, and Program Leaders  
Pre-screening for members will take place **prior to member exiting the vehicle.**

**Verbal Questionnaire** - Parents are required to answer these questions daily prior to member leaving the car:

- Has your child had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 24 hours?
- Has your child been exposed to someone who has been diagnosed with COVID-19?
- Have you or your child traveled internationally in the last 14 days?

If the parent answers yes to any of these questions, the child will not be admitted into the program. Child(ren) must have 14 days without fevers and improvement in respiratory symptoms in order to return. Once a child passes the verbal screening, the child may exit their vehicle for the temperature check.

**Temperature Check** - Support staff will wear gloves and take forehead temperature of member twice. Staff will note that this check was performed, though they will not record actual temperatures.

- If temperature is lower than 100 F – Child may enter building and proceed to handwashing station.
- If temperature is 100 F or higher - Child must be sent home until fever-free without fever reducing medication for at least 14 days.



## DAILY ROUTINE

### General Hygiene

The Club will require all **MEMBERS AND STAFF** to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

1. Wash Hands:
  - a. Upon entry into building
  - b. After using the restroom
  - c. Before Eating
  - d. Before/After any health assessment or screening of any staff or member
2. Not be within six feet of or make any contact with another person
3. Wear a mask at all times while indoors
4. Not touch their face
5. Cough & sneeze into a tissue or inside of elbow
6. Stay home if they are sick or know they will not pass wellness screening

### Safe Learning Space

- A. Children shall not change from one group to another
- B. Each group shall be in a separate programming space. Groups shall not mix with each other.
- C. Youth Development Professionals shall remain solely with one group of children throughout the course of the day.
- D. If children rotate from one space to another, the room & equipment will need to be sanitized prior to having another group enter/utilize the space.
- E. Tables will be positioned to accommodate six feet of separation between every person whenever possible.
- F. Only items that can be sanitized/cleaned daily are authorized to be used as part of program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility will be prohibited (stuffed animals, plush toys, etc.).
- G. Children must be responsible for bringing their own Chromebooks, chargers, headphones, and any other learning materials provided by the school to facilitate their virtual classes.

### Program Delivery

All children will receive a **Club Safety Briefing** at the start of their day and after lunch to remind them of the importance of social distancing and maintaining good hygiene practices. Staff will receive additional training around fostering a safe learning environment and are encouraged to clarify expectations and institute best practices for behavior management in the event an issue arises.





### **Restrooms**

Anyone who uses the restrooms must wash their hands for at least 20 seconds with soap and water prior to exiting the restroom. A Youth Development Professional must communicate when sending a member to the restroom during program. The Youth Development Professional should set their restroom timer to ensure proper tracking. Designated support staff should ensure that no more than two children are in the restroom at a given time. Staff will ensure 1 person enters at a time and that children are washing their hands for 20 seconds using a timer or a song.

Members participating in the program are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC. This will include, but is not limited to, regular handwashing, wearing a mask at all times, and social distancing whenever possible. Members must be able to participate in program at their designated workspace and follow instructions of Youth Development Professionals and site staff in order to ensure their safety.

Members who show disregard for Club policies or exhibit intentional disruptive behavior may be asked to leave the program.

### **FOOD POLICY**

The Boys & Girls Clubs will provide each member with a healthy snack each day. Please make sure you have properly filled out the medical section of the registration form with any food allergies your child(ren) may have. Boys & Girls Clubs are not able to provide breakfasts or lunches at this time in our Full Day Child Care Program. Please send your child with these items on the days that they attend.

### **FEES & PAYMENTS**

Please refer to the updated Program Fees Sheet (attached) for current rates. Once in-person instruction resumes, families may change their registration groups to include a combination of Full Day Child Care and After School programming by calling the office at (845) 342-8833 and speaking to Valerie or Liz.





**Program Fees for School Year 2020-2021 as of 9/1/20**

Clubhouse at Circleville Park Full Day Programming Serves Pine Bush School District students After School Programming for Pakanasink, CES & CMS students <i>After School &amp; Combined Rates available when in-person instruction resumes.</i>		
Annual Non-Refundable Registration Fee \$75		
Program Fees First Child	Monthly Rate (1-3 days/week)	Monthly Rate (4-5 days/week)
All-Day – Full	\$700	\$1150
All-Day – Reduced/Free*	\$550	\$925
After School – Full	\$150	\$250
After School – Reduced/Free*	\$65	\$105
Combined Rate – Full	\$850	N/A
Combined Rate – Reduced/Free*	\$615	N/A
Program Fees Additional Children	Monthly Rate (1-3 days/week)	Monthly Rate (4-5 days/week)
All-Day – Full	\$475	\$825
All-Day – Reduced/Free*	\$375	\$650
After School – Full	\$100	\$170
After School – Reduced/Free*	\$45	\$70
Combined Rate – Full	\$575	N/A
Combined Rate – Reduced/Free*	\$420	N/A

Pine Bush Elementary School Before School Programming Serves EJR & PBE students After School Programming Serves EJR, PBE & Crispell students <i>Before &amp; After School Programming available when in-person instruction resumes.</i>		
Annual Non-Refundable Registration Fee \$75		
Program Fees First Child	Monthly Rate (1-3 days/week)	Monthly Rate (4-5 days/week)
Before School – Full	\$125	\$210
Before School – Reduced/Free*	\$50	\$85
After School – Full	\$150	\$250
After School – Reduced/Free*	\$65	\$105
Combined Rate – Full	\$240	\$400
Combined Rate – Reduced/Free*	\$100	\$160
Program Fees Additional Children	Monthly Rate (1-3 days/week)	Monthly Rate (4-5 days/week)
Before School – Full	\$85	\$140
Before School – Reduced/Free*	\$35	\$55
After School – Full	\$100	\$170
After School – Reduced/Free*	\$45	\$70
Combined Rate – Full	\$160	\$265
Combined Rate – Reduced/Free*	\$65	\$105

\*Reduced/Free Rate is based on Reduced/Free Lunch eligibility

Fallsburg Teen Center	No Program at this time.
Liberty Central School District	No Program at this time.
Monticello Central School District	No Program at this time.
School Break Club	Will not be held for school year 2020-2021.