

Emergency/Healthcare Daycare 2020 Handbook UPDATE

These additions are to our normal Handbooks used during the school year and our summer.

The Department of Children and Families (DCF) understands the need for continued child care during the COVID-19 pandemic. These DCF site guidelines and as well as direction from the SDRF will limit the number of children enrolled during the extended school closure through August 14, 2020.

We will not be having our normal summer Kids Club program at this time.

The Emergency/Healthcare Daycare will provide child care for children whose parents are in the 3 tiers of essential employees. The tiers of acceptance at this time are as follows:

Tier One: employees, contractors, and other support staff working in health care

Tier Two: employees, contractors, and other staff in vital areas including but not limited to military; long term care; residential care; pharmacies; child care; child welfare; government operations; public safety and critical infrastructure such as sanitation, transportation, utilities, telecommunications; grocery and food services; supply chain operations; and other sectors as determined by the department.

Tier Three: an expanded definition of "minimum basic operations employees" which allows additional workforce sectors to work in a limited, safe fashion during this time.

We as providers are asked to prioritize slots for families who fall under the essential worker definitions - **specifically Tier One**. If providers receive additional inquiries on availability from essential worker families, and if the DCF cannot find a different placement for that family, providers will be asked to accommodate essential worker families, which may mean displacing existing families.

Dates

May 18, 2020 through August 14, 2020

Important Dates To Note

Registration is ongoing or until capacity is reached

Daycare will begin on **Monday, May 18th**

Daycare is **closed Monday, May 25th**

Daycare will be **closed Friday, July 3rd**

The last day of daycare will be on **Friday, August 14th**

Hours

We are providing care Monday-Friday from 6:00 AM - 6:00 PM.

Site Location

June 15th through 26th

Due to construction at the High School the daycare will operate out of Greenwood Elementary until a date to be determined

June 29th - August 14th

Due to summer school being held at Greenwood Elementary, our program will move to the Montessori Elementary and we will start on the 29th at this site

Greenwood Elementary: Enter door #302. This is the door facing MMS of the new addition.

Montessori Elementary: Door #303. The number may not be up due to it being a new building. You will need to park in the angled parking spots along the back on the building on W. Pine Street. Staff will meet you at the door to sign in/out your child.

Registration

We have closed out our school year Eleyo season. We will be extending our summer contract dates to include dates from May 18th through August 14th. **Our 2020 Summer Kids Club Season will now be known as the Emergency/Healthcare Daycare season.**

Registration for the new **Emergency/Healthcare Daycare season will be** open registration until capacity has been reached.

- To register for Emergency/Healthcare Daycare season, you will have to go to [Emergency/Healthcare Daycare Registration](#) or rfsd.ce.eleyo.com to register a new contract. You will be charged the registration
- If you have questions about whether you qualify for care, please call or email angela.bohnert@rfsd.k12.wi.us or deb.sorenson@rfsd.k12.wi.us or call 715-425-0799.
- **Once a contract has been submitted, it must be accepted before your child can attend daycare. The contract may take up to 3 days to be accepted.**

Costs

Fee: \$30.00 a day.

Drop In fee: \$50 a day (if less that 24 hour notice is given).

Parents who have on call jobs will still be able to register for care. Please schedule on the Pick your Day contract, the days that you know of in the Eleyo system, but notify Deb Sorenson if you have a change in schedule or are called into work with less than a week's notice of if you know you will be occasional, you can do the drop in schedule. Please send Deb a schedule as soon as you know your shift schedule so she can put you on the calendar. Email deb.soreson@rfsd.k12.wi.us or call 715-307-1381.

Registration Fee: \$25. **We are providing care for school age for children registered for kindergarten through entering 6th grade.**

Kindergarten Registrations

- Students must be 5 years old on September 1, 2020
- Be enrolled in Jr. K or Kindergarten for 2020- 2021 school year

Schedule

We ask that you register for the days you would like in your Eleyo account. If you are an on call worker, please indicate that as well.

- You will be able to change your schedule one week in advance to avoid being charged for a day not attended or potentially being charged a drop in fee.

Please let us know if you are experiencing economic hardship at this time.

We take families that qualify for assistance. Please let us know if you need help connecting with county assistance.

What to bring

Please only send essential items with your student. I.e. Change of clothes if needed, **tennis shoes (to play in the gym per Greenwood Rules)**, water bottle, swimsuit for possible water days. Please **NO** toys or other items from home unless permission from teachers.

Limited Enrollment

- We will have our enrollment capped this year due to operating at Greenwood and having a limited amount of classroom spaces.
- We will not be having our normal summer daycare program at this time.
- The daycare will maintain the child to adult ratios, and reduce group sizes.
- Starting June 15th, we will move to grade level groups. When possible, the grade groups will stay separate and will not use the same spaces at the same time. (For example: they will play in different areas when outside or in different spaces in the gym.)

Drop Off and Pick Up - Entering the Building

Parents will drop off and pick up at door #302 at Greenwood and door #303 at the Montessori Elementary starting Monday, June 29th. All exterior doors are to remain locked at all times.

Parents/caregivers will not need to enter the building when dropping off and/or picking up.

IMPORTANT: It is important that one person at a time comes up to the door to drop your child off and/or pick up your child. You may send a different person to pick up/drop off, but it is important that it is only 1 person at a time. We ask that you practice “social distancing” (6 feet) at all times. Please note that you may be asked to stagger your arrival/departure times if social distancing is not being followed.

- Staff will sign children in/out each day.
- When parents are dropping off or picking up their child(ren), they will call their site’s phone number and staff will meet them at the door:
- **Main Site Phone: 715-307-0582**
- **Phone 2: 715-821-2947**
- If someone other than a parent/guardian is picking up, please make sure to notify the daycare and have the person bring identification.
- Main Office: Phone:715-425-0799
- Email: angela.bohnert@rfsd.k12.wi.us and deb.sorenson@rfsd.k12.wi.us

At this time, the taking of temperature and/or wearing masks is not required by DCF, but RFSD exercises the right to add this step if needed to help further ensure the health of our students.

Food Service

NEW CHANGE

We are providing breakfast, lunch and an afternoon snack through June 30th. A new contract with the USDA starts on July 1. UPDATE:

- **After June 30th**, Breakfast and a snack will be provided by the daycare, but lunch will only be provided to students who have free and reduced lunch during the school year. If you think your circumstances have changed and you may now qualify for free and reduced lunch please email: bobmiles@rfsd.wi.us for more information.

- The menu consists of nutri grain bars/bagels/cereal, yogurt and milk for breakfast. Snacks will be the same as snacks during the typical school year.
- Food Service has menu options to accommodate most dietary restrictions such as gluten free buns and dairy free options. Please contact Angela Bohnert if you have specific dietary concerns and I will discuss options with Bob Miles, the Food Service Director.
- If your child is bringing a lunch it must be in a disposable bag and marked with their name as we will throw it away after lunch.
- Please only send what you think your child will eat at that time.
- We do have a milk cooler that we will put lunches in to keep them cold.

Schedule Changes

In an effort to be more accomodating we have changed our 21 day revolving window to change your child's schedule to a 7 day window. We are hoping this will make our daily attendance numbers more accurate.

- All schedule changes/requests need to be made in your account on rfsd.ce.eleyo.com
- You will have a rolling 7 day window prior to the day you would like to add or delete from your child's schedule to make that change and avoid being charged a drop-in rate or being charged for the day.
- Less than 7 day notice, you must contact Deb at deb.sorenson@rfsd.k12.wi.us to have the days added approved. Days added will be charged at the drop-in rate unless approved as an on call employee.
- With less than 7 day notice, you will not be allowed to drop days and will be charged for the day whether your child attends or not.
- Once your child has been approved to attend. You will be billed for the days selected whether your child attends or not after the 7 day schedule change window has passed.

Billing, Fees and Account Information

- There is a \$25.00 **non-refundable** registration fee per student per household.
- When you register your child, you are agreeing to a contract for childcare with the daycare. You will be billed according to the enrollment option and dates you have selected for each summer week.
- If your child has a dual household, you will be billed as two households. You will be billed the daily rate for days selected.
- Statements will be processed on Tuesdays and are due the following Monday, however, you can go online and check your balance at any time.
- Payment for tuition is due weekly and must be paid in full by the due date.
- A **\$5.00 late fee** will be assessed if your bill is not paid in full by the due date. Pre-payment is always acceptable.
- Fees will apply for late pick up. The fees are the same as during the school year.
- Unpaid balances are subject to suspended attendance.
- Payments can be made online or at the program
- Absences: If your child is absent, please notify daycare by email or phone and Deb Sorenson. Each family is given a 50% discount on one sick day per child per summer.

Questions regarding bills may be directed to Deb Sorenson at the main office, (715-425-0799) or deb.sorenson@rfsd.k12.wi.us

Field Trips

- There are no scheduled field trips at this time. If field trips, pools or presentations are allowed, parents will be given the choice to have their child attend the field trip or have their child stay back if they do not want their child to attend.
- We can not give more definitive information on field trips or presentors as decisions are still being made.
- Even though the business may be open, we must still adhere to guidance from the district. I will make you aware as soon as any guidelines allow us to resume our “normal” programming.
- We will be doing virtual field trips as well as other fun ideas in their place.
- **We will be having an ice cream truck coming every Tuesday at 2:00 starting June 16th. Students will be able to pick from a choice of \$1 and \$2 treats. The cost will be picked up by the program. I will have classroom teachers give you a list of treats when possible.**

T shirts and swim shirts

Due to either not taking and/or delaying field trips this summer, we will not be providing the free t-shirt/swim shirt. If we are allowed to go on trips during the summer, we will supply more information at that time

Sunscreen

- **Daycare provides sunscreen lotion.**
- If your child requires special sunscreen, please label with their name and grade and give it to your child’s teacher.
- It is important to talk to your student about the necessity of sunscreen as a preventative to burns.
- We are excited for fun in the sun and would like to keep all students from getting sunburnt.

Sunscreen Tips if supplying your own or your child burns easily

- Provide a waterproof lotion sunscreen vs. spray sunscreen.
- Provide a sunscreen face stick.
- Apply sunscreen before your student is dropped off at daycare to allow sunscreen to soak in.
- Provide a hat for trip days.

Medication & Health

- If your student needs any daily or emergency medical instructions, please let a staff or the coordinator know immediately.
- If your student has any other health concerns, please let us know so we can make a summer plan together.

Behavior

If you have any concerns regarding your child’s behavior or your child has a behavioral IEP, please communicate them at the time of registration. Behavioral concerns that should be communicated are:

- Kicking, hitting, biting, scratching, or other potentially harmful behaviors
- Inability to recognize the need to use the bathroom/frequent accidents
- Frequent and/or violent tantrums
- Inability to control strong emotions
- Excessive Blurting
- Fight or Flight instinct

- o Any other behavior that may affect the student during Kids Club hours or require medication
- If your child displays any of the above behaviors, he or she may be asked to “take a break” and/or refrain from participating in the next activity.
- Our staff will always make an effort to privately communicate with you regarding behavioral concerns while at daycare. Our goal is to work as a team to help each student be able to advocate for themselves, ask for help in a situation if needed and to learn the tools to self regulate and problem solve.
- If the behavior continues and/or escalates, or for repeated behaviors, you will be notified by staff that a behavior plan is being considered for your child and a meeting will be arranged with the daycare coordinator to discuss further actions and to consider your input and discuss implementation.
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Daycare Behavior Report Plan

*****At Kids Club we will be kind, respectful, responsible, safe and a problem solver*****

Students Name: _____ **Grade:** _____

Today’s Date and Time: _____ **Staff Reporting:** _____

Major Behaviors	Minor Behaviors
<ul style="list-style-type: none"> o Inappropriate or Abusive Language o Physical Aggression towards students o Physical Aggression towards staff o Direct Defiance o Inappropriate Behavior o Harassment/Bullying o Property Damage or Vandalism o Theft o Leaving the area without permission o Other _____ 	<ul style="list-style-type: none"> o Name Calling o Pushing o Not following rules o Inappropriate Language o Unsafe choices o Hurtful gossiping o Lying o Other _____

Three related Minor Behaviors may become a major behavior.

A Major Behavior or repeated behaviors may result in parent conferences or removal from daycare

Consequences	Consequences
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- o Suspension from the program
- o Removal from the program
- o Other

- o Take a Break from the activity
- o Problem Solve with Student
- o Time in with Site Supervisor
- o Loss of privileges
- o Parent Contact

Parent Signature: _____ Date: _____

Comments or further explanation of behavior: _____

Daily Schedule

Here is a **sample** of our Daily Summer Schedule: Schedules will vary due to age and to allow teacher flexibility.

- 6:00-7:45am Free Play
- 7:45-8:15 - Breakfast
- 8:15-8:45 - Morning meeting
- 8:45-9:15 - Outside
- 9:15 -10:15 -Teacher Chapter a day - writing/journaling
- 10:15-10:45 - Virtual Field Trip
- 10:45-11:15 - Activity Time (Staff directed projects, events or games)
- 11:30-12:00pm - Lunch
- 12:00-12:30 - Reading
- 12:30-1:30 - Outside
- 1:30-2:00 - Craft/Activity/STEM
- 2:00-2:15 - Afternoon Snack
- 2:15-3:30 - Activity Time (Staff directed projects, event, games etc)
- 3:30-6:00 Free Play

Summer School

When: July 13th - August 7th
Time: 8:30am - 11:30am
Where: Greenwood Elementary School

A bus will pick up daycare students at 8:00 am and return students at 12:00pm. Students will eat lunch at the daycare when they return at 12:00pm

You In The Middle

Date(s) is/are dependent on the construction schedule. This section will be updated as soon as we know the date(s). You may also contact Meyer Middle School.

A separate copy of this Protocol shall be given to all parents/guardians. **You will be asked to sign a sick child agreement confirming that you understand the COVID symptoms and exposure and you are agreeing to not bring a sick/exposed child to daycare.** The daycare will adjust its procedures to be in compliance with the state's Badger Bounce Back plan. To ensure the safety of families and staff, the daycare will follow the protocol outlined below as well as any other direction given by the Department of Children and Families who are working closely with the CDC to help reduce the spread of COVID-19.

Handwashing

Staff and children will wash their hands with soap & water for 20 seconds frequently throughout the day (this includes the following times, but is not limited to just these times): If warm water is not accessible, then hand sanitizer will be used.

- Upon arrival
- Before and after all meals and snacks
- After using the bathroom
- After going out and coming in from outside
- Before and after playing in the gym
- After projects

Cleaning: Washing, Disinfecting

Tables and chairs will be washed several times a day with soapy water followed by disinfectant spray. Large toys will be sprayed with a disinfectant spray or wiped down with a disinfecting wipe between uses. Small toys (like Legos) will be sanitized.

Social Distancing

Daycare Staff will follow these guidelines:

- Each classroom or designated area will have a limited amount of students and every effort will be made to follow the 6 foot rule of separation.
 - Two children will be allowed to play a game at a time. They will sit across the table from each other. No other students may stand or sit near them to watch.
- Have kids spread out when in the room, gym, or outside.
- Have kids sit on the X's or dots that are on chairs/ rug or floor areas to assure students are spread out in classrooms or assigned areas.
- When lining up, have kids stand on X's or dots or make sure they keep space between them. Minimize the time kids are waiting in line.
- Staff and children may wear a mask, but at this time it is not required.

Child Assignments

To reduce the spread of germs, each child will be assigned the following:

- A group & staff person
- A designated space for a backpack
- Pencil case with crayons, markers, glue stick, pen and pencil

Illnesses

Sick children CAN NOT attend the daycare.

Parents are to keep children home for the following:

- A fever of **100** or higher
- Potential symptoms of COVID-19, such as shortness of breath or persistent dry cough
- Came in contact with someone who has COVID-19*
- Vomiting
- Diarrhea
- Symptoms indicating any other communicable disease

***Exposure to COVID-19 MUST BE REPORTED to staff immediately.**

If a child becomes sick while at daycare, the child will be isolated with supervision and a parent will be contacted. The child will need to be picked up within one hour.

Return to the program will be determined on a case by case basis after the child has been symptom free for 72 hours.

You must inform the facility immediately if someone in the family is diagnosed with COVID-19 or if someone in your family has been in contact with a person who is diagnosed with COVID-19.

If an individual is diagnosed with COVID-19, they must remain out of the facility for a minimum of 7 days after the onset of first symptoms. They may return after meeting the following conditions:

- If the individual is not using a COVID-19 test, and they had a fever: 3 days after the fever ends AND there is an improvement in their initial symptoms (e.g. cough, shortness of breath)
- If the individual is not using a COVID-19 test and they did not have a fever: 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath)
- If the individual is using a COVID-19 test, they must no longer have a fever (without the use of medicine that reduces fevers) AND have improvement of other symptoms (for example, when your cough or shortness of breath have improved) AND receive two negative tests in a row, 24 hours apart.

If an individual believes they had close contact with someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person. They should not go to work or school and should avoid public places for 14 days.

Program closure

If there is a case of COVID-19 among children or staff, the program will follow the instructions received from our local public health authority, and would impose a short-term (less than 1 week) or long-term (two weeks or more) closure to allow for sufficient cleaning and disinfection. (Per DCF order #19)

- Parents are encouraged to be prepared to arrange alternate care for their children in case a long or short term closure from the local authorities is issued.

Staffing

- For safety reasons, the daycare will have no less than 2 staff on the premises at all times.
- Staff will be required to take a health assessment each day to determine that they are cleared to work. They are required to follow the same COVID guidelines as families

Questions and concerns regarding programming can be addressed to program coordinator, Angela Bohnert.

We wish for all students to have a safe, supervised and fun time in our program.

We appreciate parent input and communication to ensure a positive experience for your children.

***Thank you! Angela Bohnert-Kids Club Coordinator
Deb Sorenson - Billing, Accounts Receivable, Scheduling
Clover Stevens - Site Manager
Amy Shaver - Site Manager***