BUFFALO GROVE PARK DISTRICT

POD SQUAD

2020-2021

PARENT HANDBOOK

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In order for Pod Squad to be successful, all families and staff involved need to take the necessary precautions in their daily lives outside of Pod Squad hours. It is mandatory that all families and staff complete the Wellness Screening Self-Assessment (please see page 9) prior to arriving to Pod Squad and throughout the day. It takes all of us to be committed to the health and well being of ourselves and others.

Program Description

The Buffalo Grove Park District has partnered with local school districts 21, 96 & 102 to provide an in-person program for remote learning. The purpose of this program is to provide working families an opportunity to enroll their children in a safe, supervised, and quiet environment where they can complete remote learning. The Park District is committed to following the COVID-19 guidelines recommended by Illinois Department of Public Health and the Center for Disease Control.

Program Details

Due to the limited space in the program, participants of Pod Squad are required to register full-time (i.e. 5 days, Monday - Friday). Participants and are required to wear a face covering secured over mouth and nose while indoors. Whenever possible, the program staff will provide opportunities for participants to go outdoors to eat lunch and take mask breaks. When weather does not permit breaks outdoors, each location will have a designated room for mask breaks and lunch will be eaten in their designated pod.

Pods will consist of small groups. Pod sizes will be based upon state guidelines for facility capacity while maintaining 6-ft distance between all participants. Each pod have been provided Wi-Fi access. Pods will be supervised by a combination of Park District and School District Staff. Remote learning will be led virtually by each participant's assigned school teacher.

In order to qualify for Pod Squad, participant(s) must attend one of the following districts:

- District 21
- District 96
- District 102

Staff

Pod Squad is administered and directed by the Buffalo Grove Park District. All staff receive job specific training and must complete orientation prior to employment.

Program Location

Each participant will be assigned to one of two Park District facilities. Due to the limited space in the program, the Park District will not honor location requests. Once enrolled, participants will be provided their location assignment. Please note, if the state of Illinois reverts back to Phase 3, the Park District reserves the right to transfer participants to additional locations in order to meet smaller group size guidelines.

1. Alcott Center – 530 Bernard Drive, Buffalo Grove, IL 60089
2. Community Arts Center – 225 McHenry Road, Buffalo Grove, IL 60089

Contact Information

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Hours of Operation

To ensure a successful remote learning environment, all participants attending Pod Squad will need to be dropped off at least 15 minutes early and picked up on time. Times have been determined by each participating school district, and the extra 15 minutes has already been included in the Pod Squad hours. For detailed information on pick-up and drop-off procedures read the Pod Squad Guidelines attachment.

Clubhouse will be offered both before and after remote learning for participants who need extended care. Participants who register for Clubhouse will remain in the same location and Park District staff will ensure a smooth transition between both programs.

District 21:

- Grades Kindergarten – 5
    - 8:45 am – 3:30pm

District 96:

- Kindergarten
    - Remote Learning Hours
        - AM Kindergarten: 8:30 - 11 am
        - PM Kindergarten: 12:30 - 3 pm
    - For parents who wish to enroll their Kindergartener in Pod Squad, the program hours will be
      8:15 am – 3 pm

- Participants will complete 2.5 hours of synchronous remote learning, regardless of their assignment in AM or PM Kindergarten. While not participating in remote learning, kindergarten participants will have the opportunity to participate in optional synchronous activities (all via Zoom) from their school or engage in independent activities brought from home.
    - Optional synchronous activities include: P.E., Music, and Exploration Lab
    - Independent activities may include: reading, coloring, playing games, watching a movie, etc.
        - All independent activities need to be provided by the participant and brought to and from home daily.

- Grades 1 – 5
    - 8:15 am – 3 pm

District 102:

- Kindergarten
    - Remote Learning Hours
        - AM Kindergarten: 9 -11:30 am
        - PM Kindergarten: 1 – 3:30 pm
    - For parents who wish to enroll their Kindergartener in Pod Squad, the program hours will be
      8:45 am – 3:30 pm
    - Participants will complete 2.5 hours of synchronous remote learning, regardless of their assignment in AM or PM Kindergarten. Kindergarteners will need to work quietly and independently in their designated study space for the other half of their day.
    - Independent work may include: asynchronous activities provided by their school, reading a book, coloring in a coloring book, games on an electronic device, watch a movie, etc.
    - All independent work items need to be provided by the participant and brought to and from home daily.
- Grades 1 – 3
    - 8:45 am – 3:30 pm
- Grades 4 – 5
    - 7:45 am – 2:30 pm

<u>Early Release & Half Days of School</u>

Pod Squad services are available on early dismissal days and half days of school at no additional cost to parents.

Payments

Pod Squad tuition payments are processed monthly from September through the program conclusion. There is an option for the payment to be processed on the 1st or the 15th of the month. It is possible to pay by an electronic fund transfer (EFT) or by debit/credit card. This information must be included on the Payment Agreement Form that is attached to the registration form, in order for your registration form to be processed. The Buffalo Grove Park District may charge a $25 decline fee for any payment that is declined. Participants will be temporarily removed from Pod Squad for any outstanding balances on their account.

Receipts

Monthly tuition receipts will be distributed via email at the end of each month. Field trips, extra days of service, and any other charges to your monthly tuition amount will be included on the monthly receipt.

Dependent Care and Flexible Spending Statements

All dependent care and flexible spending statements should be submitted to the Pod Squad supervisors. Once the amounts are compared and verified, a signed copy will be distributed back to parents.

Pod Squad Behavior Policy

It is Pod Squad's philosophy to teach participants to take responsibility for their own actions. We try to accomplish this through using direction, redirection, positive reinforcement and motivation. To ensure a pleasant and safe environment for every participant, Pod Squad has the following procedures in place regarding disruptive, dangerous or negative behaviors:

- 1st Offense – Verbal Warning: Depending on the severity, several warnings may be given.
- 2nd Offense – Situation Report: A report will be completed and filed in the participants file, documenting the behavior. Pod Squad staff will work with the participant and parents to correct the behavior. This may be issued immediately, without warnings for serious infractions.
- 3rd Offense – Suspension: The participant will be suspended from the program for one to three days. The suspension will be in effect the first program day following the offense. The parent/guardian will be notified by the Recreation Supervisor via a phone call and follow-up email. Upon return from a suspension, if behavior continues, the Buffalo Grove Park District may permanently postpone participation in all Park District programming. Depending on the situation and degree of the offense or repetitive inappropriate behavior, the participant may be permanently dismissed from the program. There will be no refunds for the days missed due to disciplinary infractions. Participants and parents are also expected to follow the behavior policy set by the Buffalo Grove Park District. That policy can be viewed here: http://bgparks.org/information/behavior.aspx.

Pod Squad Code of Conduct

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to ensure Pod Squad remains a safe and enjoyable experience for all participants.

- For safety purposes, there will be a zero tolerance policy for licking/spitting/biting. Any incident will result in removal from the Pod Squad program.
- Bullying, verbal abuse, threatening or physical violence will not be tolerated
- Participants and parents will refrain from using abusive or foul language
- Participants and parents will show respect to all staff, participants, property, equipment and facilities
- There may be no physical contact with any other participants/staff
- Participants will not place themselves or others in dangerous situations through actions or behavior
- Participants and parents are responsible for their actions and belongings (bags, jackets, school supplies, electronics, etc.)
- Participants and staff will be required to adhere to all social distancing & safety guidelines as set forth in our General Guidelines.

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Medication

Parents are required to complete a Medication Authorization Form for any allergies, chronic illness, existing medical conditions, medications/dosages and time to administer medical information, and any additional information necessary to understand and care for your child. This form is necessary to allow staff to administer the medication during program hours. Completed forms should be submitted to the program supervisor. The Buffalo Grove Park District reserves the right to refuse to dispense certain types of medication. All medication needs to be provided in a pharmacy issued container, stating the name of the medication and dosage.

Suspected Abuse or Neglect

It is policy of the Buffalo Grove Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. The Park District will make every reasonable effort to prevent, detect, and report cases of suspected child abuse and neglect for children who come in direct contact with Park District programs, areas and facilities.

Custody Orders

To honor specific custody orders and/or orders of protection, it is the responsibility of the parent to provide a copy of the custody order and/or order of protection. The document must be signed by the court with the legal seal present, date effective and ending date if applicable.

Confidentiality

Pod Squad will maintain confidentiality and respect family privacy, refraining from disclosure of confidential information. Disclosure of children's records beyond family members, program personnel and consultants having an obligation of confidentiality shall require parental/guardian consent. However, in cases of abuse or neglect, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.

Pod Squad General Guidelines

For safety purposes, there will be a zero tolerance policy for licking/spitting/biting. Any incident will result in removal from the Pod Squad program.

1. Staff and participants must have a face covering with them at all times.
2. While indoors, all staff and participants must wear secure face coverings over their mouth and nose and follow 6-ft distancing.
3. Face coverings will not be required while outdoors unless 6-ft distancing cannot be maintained.
4. Pods will be limited to 20 participants and 1 staff. There will be no intermixing of groups.
5. Pods will be designated one room/space for the duration of the day.
6. Pods must maintain 30-ft between them (when applicable).
7. Pods will have outdoor breaks (weather permitting) if/when everyone in each pod has the same break time from remote learning.
8. Frequent hand washing will be enforced and all pods will have a supply of hand sanitizer.
9. Drop-off and pick-up for all participants will be contact-less. Anyone picking up a participant will need to be prepared to show ID through vehicle window. Families will receive a sign to hold up with their child's name for a smoother pick-up process and will be required to show each day.
10. Water bottle refill stations will be available at each site. Push button drinking fountains will be turned off.

Health Monitoring

1. All staff and participants will be required to complete a wellness screening self-assessment before arriving on-site each day. A copy of this assessment can be found at the end of this document.
2. Any staff or participant who is exhibiting one or more COVID-19 symptoms will be prohibited from attending Pod Squad.
3. If a staff or participant exhibits one or more symptoms, with no known exposure to someone with COVID-19, they should inform the Park District and follow these procedures.
    a. If they are getting tested, share the results with the Park District.
        i. If the test comes back positive, see #8 below.
        ii. If the test comes back negative, they may return when at least 72 hours have passed since all symptoms have resolved (without the use of pain/fever-reducing medication), no new symptoms have developed, they can reply "no" to all items on the Wellness Screening Questionnaire, and a copy of the written "negative" test result or a "Result Acknowledgment Form" has been submitted to the Park District.
    b. If they are not getting tested, they can return when they have been fever-free for at least 72 hours (without the use of pain/fever-reducing medication), respiratory symptoms have improved and all other symptoms have resolved (a "Safe to Return" doctor's note must be provided to

return while any symptoms are present), they can reply "no" to all items on the Wellness Screening Questionnaire, and at least 10 days have passed since onset of symptoms.

i. **The Park District is aware minor symptoms may not indicate COVID-19. A doctor's note clarifying the individual has a history of a symptom or that a symptom is unrelated to COVID-19 may allow the individual to return to the Park District sooner. These situations will be handled on a case-by-case basis with the Park District administration.

4. If a staff or participant lives with a person who has developed symptoms of COVID-19, contact the Park District immediately. The staff or participant is not to attend in-person programming for at least 72 hours to monitor for symptoms or until testing indicates a "negative" result. All situations will be handled on a case-by-case basis.
5. Any staff or participant who has had close contact with any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and seek a COVID-19 test at a state or local testing center, healthcare center or other testing locations. If the staff or participant is caring for this person or are unable to isolate, the 14-day quarantine cannot begin until after that person meets the criteria to end home isolation.
6. If a participant exhibits signs during the day, staff will remove and isolate them from their pod and call a parent/guardian for pick-up. If the parent/guardian is not available, the staff will call the individuals listed on the participant's pick up permission form. New this year, the Park District will ask that parents/guardians highlight those individuals who can make it to the site for pick-up within 30 minutes.
7. If a staff or participant is identified as being COVID-19 positive by testing, the following will occur:
    a. Local health officials, staff, and participants will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with privacy laws.
    b. Cleaning and disinfecting will be performed according to CDC guidelines.
    c. All staff and participants should be alert for signs of COVID-19 by watching for symptoms such as fever, cough, or shortness of breath and by taking their temperature if symptoms develop.
8. A staff or participant who has been confirmed with COVID-19 may not return until the following is met.
    a. If they will be follow-up tested:
        i. They receive two negative COVID-19 test results taken at least 24 hours apart,
        ii. They have been fever-free for at least 72 hours without the use of fever-reducing medication,
        iii. Respiratory symptoms have improved and all other symptoms have resolved,
        iv. They can reply "no" to all items on the Wellness Screening Questionnaire, AND
        v. Copies of <u>both</u> written "negative" test results OR the "Result Acknowledgment Form" have been submitted to the Park District
    b. If they will not be follow-up tested:
        i. They have been fever-free for at least 72 hours without the use of fever-reducing medication,
        ii. Respiratory symptoms have improved and all other symptoms have resolved,
        iii. They can reply "no" to all items on the Wellness Screening Questionnaire,
        iv. They have isolated at home for a minimum of 10 days after symptom onset, or if asymptomatic, from the day testing took place, AND
        v. They provide a "Safe to Return" doctor's note.

Disinfecting/Cleaning Procedures

Cleaning and disinfecting of each room will be performed according to CDC guidelines.

1. Hand sanitizer and sanitizing stations will be available.
2. Common areas and surfaces will be disinfected frequently.
3. Shared spaces (if applicable) will be disinfected between groups.
4. Shared objects and equipment will be disinfected before and after use.

Wellness Screening Self-Assessment

Below is the questionnaire referenced in the beginning of this document. All participants are required to review the questions below each day prior to attending a Park District program, event, or facility. If a participant answers "yes" to any of the questions, they should contact the Program Supervisor and not attend in-person. Temperatures should be taken before coming to the Park District each day and participants should not attend on-site if their temperature is higher than normal. No-touch thermometers will be available upon request for self-assessment for those who do not have one. By entering a Park District facility or program, the participant or parent/guardian acknowledges that this questionnaire has been completed properly, that the participant has said "no" to each item, and is symptom-free.

Wellness Screening Questionnaire

Name: Date:

Yes No

- ☐ ☐ Have you felt feverish?
- ☐ ☐ Do you have a cough?
- ☐ ☐ Do you have a sore throat?
- ☐ ☐ Have you been experiencing difficulty breathing or a shortness of breath?
- ☐ ☐ Do you have muscle aches?
- ☐ ☐ Do you have congestion or a runny nose (e.g., not related to allergies)?
- ☐ ☐ Have you been experiencing fatigue?
- ☐ ☐ Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- ☐ ☐ Have you noticed a new loss of taste or loss of smell?
- ☐ ☐ Have you been experiencing chills or rigors[1]?
- ☐ ☐ Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- ☐ ☐ Is anyone in your household displaying any symptoms of COVID-19?
- ☐ ☐ To the best of your knowledge, have you or anyone in your household come into close contact[2] with anyone who has tested positive for COVID-19?

[1] Rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature

[2] Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.