



August 27, 2020

## TAPPLY-THOMPSON COMMUNITY CENTER

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Dear After School Families,

We have just ended 8 weeks of summer day camp and are very grateful to the staff and participants for a successful summer season! We learned a lot during that period that will help us with upcoming Fall programs. We are excited to let you know that we plan to open for After School Program on Tuesday, 9/8 with modifications. The After-School Program will run from until 5:30 pm each day. TTCC Staff will meet the children from BES to walk them to our program. All outlying schools can be bussed to the TTCC but you will need to make arrangements with your individual school. We will be implementing a number of actions to align with the Governor's Guidelines for Child Care and the CDC recommendations.

Our primary concern will be to provide the safest possible environment for our participants and staff based on the current information. We want you to know that we cannot guarantee that these measures will result in no cases of COVID-19. There are many considerations beyond our control and we want you to be able to make an informed decision. As an After-School Program our participants and staff leave the TTCC environment at the end of each day. Many of our staff and most of our participants will be in school during the day. We have no control over what happens outside of these hours and thus cannot be sure that all are practicing safe social distancing. We will do our very best and with that in mind will have the following guidelines in place:

- We will be unable to maintain our program in the same way that the children will be separated in school due to space and staff restrictions. Similar to summer camp, we will be keeping them in pods for most activities with the pods separated by schools. We anticipate that we will have two classrooms for BES students. For the outlying elementary schools we will be combining two schools together into pods (for example Jennie Blake & New Hampton Community School would potentially consist of one pod and Danbury and BHVS would be one pod) This division will be made based on the number of participants from each school. We will also have a space for NMMS and NRHS students that are registered.
- We will be limiting the number of participants to 2 staff/10 kids ratios. We have also been designated as an Emergency Childcare Center which will require us to take children of essential workers first. We will then take children that would have no adult supervision at home during these hours. Finally, we will fill the extra spaces with children in the order that they registered. At this time we will only be registering based on a full time weekly attendance. The fee structure

will be changed during this time to \$35/week in order to hold your spot regardless of how many days your child will attend. At this point we will only be able to take 40 participants.

- Staff will wear reusable/washable cloth face coverings over their nose and mouth as much as possible to help prevent the spread of COVID-19 when social distancing is difficult.
- All participants will be asked to have a mask but will only need to wear them if they need to be in close contact with staff or other campers.
- At a minimum, campers and staff will be required to use hand hygiene when:
  - Arriving at TTCC
  - Entering the building from outside activities
  - Before and after snacks
  - Before and after bathroom use
  - After sneezing, coughing, nose blowing
  - Before and after use of shared equipment
  - Prior to leaving at the end of the day
- Activities will be held outside as much as possible.
- All spaces will be cleaned frequently.
- As much as possible participants will be in the same groups for the entire time they are with us and will have their own assigned pod.

#### **Drop-off & Pick-up Procedures:**

- Daily screenings will be done upon arrival at the Center. Children will have temperatures taken upon arrival. Once signed in they will go directly to their pod.
- All adults picking up children will be asked to wear a cloth face mask covering over their nose and mouth when at the Center or public spaces where other individuals are present when social distancing is not possible.
- A staff member will be in the main hallway and will communicate with your child's counselor when you arrive. Parents will not be able to enter the individual pods.
- Proper ID will be required from the person picking up and the person will need to be on the pick-up list.

#### **Payment**

- The preferred method for payment will be by credit card over the phone or by check. To pay with cash please wear a mask while in the building. While in the building maintain a 6' distance from all staff and youth.
- Payments must be made weekly unless other arrangements have been made.
- Scholarships are available upon request.

#### **Other Precautionary Measures**

- Any child with a fever of more than 100.4 will not be allowed to attend the program and parents will be instructed to contact their health care provider to be

tested for COVID-19 and self-isolate at home. They must stay out of childcare until symptom-based criteria are met for discontinuation of isolation.

- At least 10 days have passed since symptoms first appeared AND
- At least 3 days (72 hours) have passed since resolution of fever off any fever reducing medications plus improvement in other symptoms.
- If a child or anyone in the home has had direct contact with a person diagnosed with COVID-19, the child will be required to stay home for 14 days.
- Any person that develops symptoms of COVID-19 while at the program will be masked, removed from contact with others, and immediately sent home.
- If a Doctor has cleared your child to attend sooner than the 10/3 rule above, the medical professional must in writing state, "That the child was seen and was evaluated for \_\_\_\_\_ and cleared to return to the program on \_\_\_\_\_ date. The child does not have COVID-19 and is able to return to without placing another child or adult at risk.

**Other Important Information:**

- We will be open for Early Release Days for those children registered in the After-School Program. There will be an additional \$5 cost for Early Release days.
- For planned No School Days (other than holidays) we will be open from 8 am – 4 pm and the cost will be \$30.
- At this point we are unsure of what our numbers will look like. We will be evaluating registration numbers and hope to be able to add additional spots for those families using Project PROMISE and only needing Friday care and for those only needing the Early Release or No School days. We will re-evaluate after the first two weeks of the program.
- On days that school is closed due to inclement weather there will be no program.
- On days that school is released early due to inclement weather the program will be open to those that are registered.
- All families must sign the COVID-19 Waiver for their child to participate.

We understand that this is a surreal time for all of us and want to be here for our families and allow our kids to have a chance to return to some type of normalcy. We also realize that having your child attend the After-School Program comes with some risk and needs to be an individual decision. Please know that we are here for you and are happy to answer any additional questions you may have prior to making your decision.

If you should decide after reviewing the program guidelines that you do not want your child to attend the After-School Program please contact us right away so that we can open a spot for another child.

Best regards,  
Leslie Dion & Dan MacLean