



## Essential/ Disaster Worker Childcare Program information

Overview and Important Information for Parents, Guardians, and Staff

**Overview:** This program is open to Essential and Disaster Services workers who reside and work in Santa Cruz County. Due to CDC guidance for school settings, this program will be open to ages 6-12 and has capacity limits.

All childcare centers in this program will follow the social distancing, sanitation, and hygiene practices described in the following link: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

### Locations:

- Boys & Girls Clubs of Santa Cruz County  
**Downtown Clubhouse 543 Center St Santa Cruz, CA 95060**
- Boys & Girls Clubs of Santa Cruz County  
**Joe & Linda Aliberti Clubhouse 5060 Scotts Valley Dr Scotts Valley, CA 95066**
- Boys & Girls Clubs of Santa Cruz County  
**Live Oak Clubhouse 925 17<sup>th</sup> Ave Santa Cruz, CA 95062**

**Hours of Operation:** 8:00 a.m. - 6:00 p.m., Monday - Friday.

**Cost:** \$75 per week with Boys & Girls Club annual membership (\$100/year)

### Registration:

**Step 1:** Print & fill out registration packet

**Step 2:** Gather proof of place of employment (example: pay stub or work ID card)

**Step 3:** Scan and email the registration packet and proof of employment to Katee Freeman, [katee@boysandgirlsclub.info](mailto:katee@boysandgirlsclub.info)

**Step 4:** Katee Freeman will confirm via email your enrollment submission and status including payment instructions

**Meals, Snacks, Beverages:** (Check below for what your designated clubhouse provides)

**Downtown Clubhouse:** Morning and afternoon snacks as well as lunch.

**Joe & Linda Aliberti Clubhouse:** Morning and afternoon snacks only

**Live Oak Clubhouse:** Morning and afternoon snacks as well as lunch.

If you send your child with snacks/meal from home please note that refrigeration may not be available, so please send all items in a lunch bag or small cooler labeled with your child's name. Meals should be ready-to-serve - no heating required. **Please also send your child with a reusable water bottle labeled with their name.**

**Staff to Child Ratio:** Programs will be staffed by youth development professionals all of whom have been fingerprinted and background checked. As detailed in guidelines from Public Health, children will be divided into stable groups of 12 or fewer and will not change from one group to another. All groups will be assigned a stable team of staff for morning and afternoon / evening staff shifts.

**Staff Training:** Staff at each site will review the March 13, 2020 Public Health Advisory on Novel Coronavirus (COVID-19) Childcare Guidance and coordinate schedules to ensure meals, activity time, and toileting activities are kept separate for each group. Staff will also receive training on proper techniques in taking temperatures. An emphasis will be placed on teaching and practicing infection control measures and social distancing detailed in the advisory.

**Health & Safety Checks:** It is vital that all parents and guardians keep children at home if they are sick until a fever has been gone for at least 24 hours without the use of medicine. The Downtown Clubhouse is equipped with a thermometer and will check temperatures upon check-in each day. If possible, please check your child's temperature before arriving in order to minimize exposure. If a child's temperature is above the threshold noted below, they will be excluded from participation.

**Health Questionnaire at Intake:** Staff and parents will be required to respond to the following questionnaire daily upon intake.

- Do you or your child live with, or have you had close contact with anyone with:
  - a prolonged cough?
  - fever or flu-like symptoms?
  - anyone who has been diagnosed with COVID-19 within the last 14 days?
- Do you or your child have a fever, cough and/or shortness of breath? For children, fever is 100.4 degrees for forehead or ear thermometer, 99 degrees or higher with armpit thermometer or 99.5 with oral thermometer.
- Do you or your child have any other signs of communicable illness such as a cold or flu?
- Have you or your child experienced diarrhea or vomiting within the past 24 hours?

**Signs of Illness During Program:** Children will be monitored for signs of illness throughout the day including:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide.
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus

If children are exhibiting any of the above symptoms, they will be physically separated from the group and will be required to wear a surgical mask/face covering until pick-up. **Parents / guardians are**

**required to and must agree to pick up their child without delay if they are exhibiting these symptoms.**

- Children who are sent home due to signs of illness are required to provide a Doctor's note upon return to the program stating they are healthy and approved to participate in BGCSCC activities.

**Sign In/ Sign Out:** Our goal is to limit outside adult to youth interaction beyond the site staff and participating children. For drop off and pick up please call the below phone number(s) and a club representative will escort your child to and from your vehicle.

- **Downtown Clubhouse phone:** (831) 423-3138 x 22
- **Joe & Linda Aliberti Clubhouse phone:** (831) 535-7017
- **Live Oak Clubhouse phone:** (831) 477-4095

Parents/guardians or others designated to pick up your child must present valid photo ID at check-out. Please also bring your own pen to sign your child in and out. We greatly appreciate your support in helping our registration team implement an efficient check-in and check-out system.

**Small group activities:** Following Public Health guidelines, groups will be in stable clusters and will be limited to a maximum of 12 children. Programming will include:

- Distance learning support
- Developmentally age-appropriate activities (while maintaining social distance) .Activities will include Arts & crafts, technology based activities, sports, games, educational projects etc.
- Each child will be issued a container of supplies that will be for their sole use while attending the program. Containers will include items such as: pencils, sharpeners, scissors, glue sticks, etc.

**Facilities and Cleaning:** All program areas will be equipped with cleaning and sanitation supplies including hand sanitizer, Clorox wipes and disinfectant/bleach solutions. High-touch surfaces will be wiped down several times a day and there will be a thorough cleaning of the site each day. Staff will follow CDC sanitation guidelines for schools and childcare centers.

**Best Practices:** Administrators and staff will make every effort to implement best practices as defined by the California Department of Social Services (CDSS) including:

- Review all updates from CDC, CDSS and local Public Health on guidance for childcare centers
- Have clearly designated family drop-off/pick-up stations
- Screen all children/family/visitors before entry
- Self-screen at home before coming to work
- Stay home if showing or experiencing any sign of sickness
- Post signage of COVID-19, risk assessment and preventative measures
- Limit parent volunteers (not permitted currently)
- Restrict activities and visitors, including volunteers and parent tours
- Require children and youth to conduct handwashing as their first activity upon arrival each day
- Stock hand sanitizer and wipes for each cohort/classroom

- Have a stock of surgical masks/face coverings in the event that a child or staff member exhibits symptoms
- Clean and disinfect frequently
- Keep play materials on site
- Implement social distancing best practices including no hugs or shaking hands
- Teach and model social distancing greetings
- Keep emergency contact information up to date

**Key Documents / Resources / Links:**

- [CDC Guidance for School Settings](#)
- [Reminders for Using Disinfectants at Schools and Childcare Centers](#)
- [CDC Environmental Cleaning and Disinfecting Recommendations](#)

**Some Age and Grade level reminders: K-6th Grade** - Classroom distance learning work will be encouraged and supported. If available, please bring a mobile device (e.g., laptop, Chromebook, or tablet) and any educational materials that were sent home with your child for distance learning purposes. Some desktop computers or laptops may also be available to support distance learning.

**Questions and Contacts:** If you have any questions about this overview document, staffing, and logistics, please email [katee@boysandgirlsclub.info](mailto:katee@boysandgirlsclub.info)