



2020

Parent Handbook

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Dear SHAPE Parent,

Welcome to Upper Merion Township's SHAPE (School Help And Play Experience) Program 2020!

As I am sure you know, this year has been a very trying time, but Covid-19 can't stop us. We have been busy working to make SHAPE a success for everyone this school year! This handbook is designed to help answer questions and alleviate concerns that you may have regarding the program.

We hope to make your child's experience a fun-filled learning adventure by providing a fun, exciting and most importantly - safe environment.

Thank you for choosing Upper Merion Parks and Recreation's SHAPE Program. Please feel free to contact myself at the Community Center with any questions or concerns at 610-265-1071 x2208 or speak directly with the onsite SHAPE director.

Sincerely,

Brian Sell

Brian Sell
Recreation Program Coordinator

General Information

- SHAPE is a daily program that will run from September 8, 2020-December 22, 2020. If the school district needs to extend virtual learning past December, the program may be able to extend as well, if the need is still there.
- Each room/group will have no more than 16 children
- The program hours are Monday-Friday, 7:45AM-4:00PM at The Upper Merion Community Center.
- The program only runs on days that the children have school. If there is no school that day, there is no SHAPE Program.
- All personal items such as laptops, tablets, lunches, water bottles, etc...must be properly labeled with the child's name.
- Please send your child with the laptop or tablet that they will be using for their virtual learning only. Please do not send children with personal toys, video games, skateboards, iPods, cell phones, cd players, etc. Upper Merion Parks and Recreation is not responsible for lost or damaged items.
- During the hours of the child's scheduled virtual learning, they will be on their devices with their teacher from the school district. Our leaders will monitor the children to be sure they are working and paying attention. During breaks and after the virtual learning, the teachers will keep the children occupied with different activities or free time.
- Lunch will not be provided; however, we will provide an afternoon snack and juice.

Cancellation Policy: Cancellations prior to the start of camp will be assessed a \$10 administrative fee. No refunds will be given after the start of SHAPE.

Sign in/Sign out Procedures

Sign in/Sign out will be in the back entrance in the back-parking lot of the community center. Each child will have their temperature checked and asked a series of questions before entering the classroom. Each child must be signed in and signed out by a parent/guardian or someone designated by the parent/guardian on the registration. Proper ID may be requested upon pick up.

Late Pick-Up Policy & Fees

Each day begins at 7:45AM and ends at 4:00PM. **Any child dropped off before their registered time will be unsupervised.** Any camper **picked up late**, will be charged the following **DAILY LATE PICK-UP FEES: \$1.00 PER CHILD, PER MINUTE.**

This will be enforced on the first offense. After three late pick-ups, your child can be dismissed from the program with no refund.

We understand that extenuating circumstances prohibit a parent from picking up a child on time, but please try to anticipate any difficulties in advance as we incur overtime staff costs when our employees have to stay late.

Attire /Lunch Policies

We recommend that children dress appropriately. Although most of their time will be spent doing virtual learning, there will be time for physical activity as well as arts and crafts, and many other fun games and activities. Please dress comfortably.

Comfortable shoes (sneakers preferably), and socks should be worn at all times. Sandals, flip flops and other open toe shoes are not permitted, unless otherwise noted. Children with uncovered feet will not be able to participate in certain activities and games.

Children will also need to pack a lunch and a refillable water bottle daily (or more than one water bottle). There is no access to microwave or refrigerator. As stated, an individually wrapped snack and juice will be provided in the afternoon.

Accidents and Emergencies

- First aid kits & ice packs will be on site to treat minor accidents, such as cuts and scrapes bruises and bumps.
- Parents will be notified of incidents and injuries by program directors

In the case of a more serious, accidental injury, we will make an immediate attempt to contact a parent/ guardian. If we cannot reach a parent or the designated emergency contact, we will call an ambulance. A staff member will accompany your child in the ambulance to a hospital and remain with your child until you arrive. You will be expected to assume responsibility for any resultant expense.

Allergy and Medication Procedures

Parents must report all allergies on the online form, when registering, so that the staff may be alerted prior to the start of camp. Please indicate what procedures are to be taken if an allergy or asthma attack occurs.

Program leaders will keep all medications. Program leaders will dispense all medication. Please discuss your child's needs with the leaders in the first days of the program.

Managing Children's Behavior

Upper Merion Parks and Recreation SHAPE staff provides an environment for children in which they can be successful and adhere to a positive approach to modify behaviors. Participants will require assistance from their leaders in controlling their own behavior. It is important to remember that it is the role of the

leader to assist them in regaining control. Whenever possible, participants will be encouraged to resolve conflicts independently.

When participants act out by hitting, pushing, biting, yelling, or cursing, the following steps will be followed:

1. The leader and participant will discuss the behavior, stating what the participant can do to express him or herself in a more appropriate manner.
2. The leader will assess the environment. Is the activity promoting certain behaviors? Is there enough activities and equipment choices? Are there enough activities where children can play quietly with a friend or friends?
3. If a participant is endangering the safety of himself or herself, other children and/or leaders, the Program Director will ask the participant if he or she needs some time alone to regain control, or the child may be removed from the group and kept company until he or she has calmed down.

We understand that participants will sometimes have a bad day, just like adults, and we will try to work with the children as much as possible.

Behavioral Action Plan

1. First Offense - Staff will speak with participant.
2. Second Offense - Participant may not be permitted to participate in certain activities
3. Third Offense – Participant may not be permitted to attend the program (no refunds will be given)

It is The Parks and Recreation Department's goal to provide a safe and fun program for your child/children to participate in. We understand the difficulties a parent/guardian may have during these complicated times, and we hope to ease some of the stress. Please know that your child/children will be well taken care of.



Health & Safety Plan

Introduction

Upper Merion Parks and Recreation has put together this Health and Safety Plan to ensure everyone involved is aware and prepared for all of the safety measures in place for The SHAPE Program. This is our plan to ensure the program is provided in the safest environment possible. Ultimately there is inherent risk with the program, and we encourage parents/legal guardians of higher-risk participants to consult their child's medical provider to assess their risk and determine if attendance is acceptable.

Sign in/Sign out Procedures

Drop Off

We will be implementing a temperature check and questionnaire at drop off each morning.

- Upon arrival at the community center, parents should walk their child to the designated drop off location, and wait for a staff member to perform a wellness check from a safe distance on each child. Everyone should be wearing a mask at this point.

Wellness Check steps

1. Staff will ask a series of "Yes or No" Health Questions related to the child, such as "Do you currently have a fever, cough, sore throat, or any other symptoms," and "have you or someone else you have been in contact with had Covid-19 within the last 14 days".
2. Staff will follow the below steps depending on the answers to the Health Questions:
 - a. If the person answers no to all questions, staff will proceed with taking each child's temperature from a distance using a touchless thermometer.
 - b. If the person answers "yes" to any questions, they will not be allowed to participate in camp and staff should refer the family to seek medical or public health guidance and self-isolate.
3. If a person has a temperature of 100.4 degrees or above, or exhibits any signs or symptoms of Covid-19, staff should review the results, the family will not be allowed to participate in camp, and staff should refer the family to seek medical or public health guidance and self-isolate.
4. After the wellness check is complete, the touchless thermometer should be wiped down with a wet disinfecting wipe. The same wipe may be used after multiple checks so long as the wipe is still wet.

Pick Up

When arriving to pick up children, parents should drive to the designated pick up location and sign the child out. The camp staff will ask which participant(s) the parent is picking up and send for the child to gather any belongings and leave with the parent. Masks should be worn.

- Although we strongly encourage the same parent drop off and pick up children each day, participants may be released to individuals other than parents; however, they must be listed on

the online registration form or a note must be provided by the parent/guardian. The Program Director should be notified in writing of any situations regarding the pick-up or the welfare of any camper.

Additional Sign In/Sign Out Info

- No participant may sign him/herself in or out of SHAPE. Exceptions can be made for walkers/bike riders who are 11 or older with a written note from the parent/guardian.
- We recommend the same parent drop off and pick up children each day. Individuals who are at higher-risk for severe illness, per CDC guidance, should not drop off or pickup campers.

When to stay home?

Although we would love for you to be at SHAPE every day, there are certain instances when it is important to not compromise the safety of others by staying home.

- Employees and participants should stay home if they have tested positive for or are showing COVID-19 symptoms.
- Employees and participants who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.
- Sick staff members or participants should not return to the program until they have met CDC's [criteria to discontinue home isolation](#). **A doctor's note may be required to return to the program.**
- In addition, those who are sick should notify UMPR's Recreation Superintendent, Dennis Rudzinski at 484-636-3902, if they or anyone in their family becomes sick with COVID-19 symptoms, test positive for COVID-19, or has been exposed to someone with symptoms or a confirmed or suspected case.

Health, Safety, Sanitization, and Hygiene Procedures

Staff Opening Procedures

- Upon Arrival, staff should set up any necessary equipment for the day, such as tables, chairs, storage boxes, arts and crafts, etc.
- Next, a designated staff member will perform health screenings on participants as they arrive, while the other staff members will begin to gather into their groups and start virtual learning.

Staff During SHAPE Procedures

- Staff should clean, sanitize, and disinfect frequently touched surfaces throughout the day, such as tables, chairs, door handles, supplies, and equipment.
- Personal items should be contained and remain separate from other children's belongings.
- Staff should implement the hand washing/sanitizing procedures outlined in the Handwashing portion of this document.

Staff Closing Procedures

- Staff will clean and disinfect frequently touched surfaces at the end of the program each day, including surfaces such as tables, chairs, door handles, supplies, and equipment.
- Staff will break down any relevant equipment or supplies, such as tables, chairs, etc.
- Before leaving, staff will wash hands with soap and water or use hand sanitizer.

Hand Washing/Sanitizing

All participants and staff are required to wash hands with soap and water, or use hand sanitizer at the following times:

- Arrival to the facility and after breaks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After using the bathroom
- After coming in contact with bodily fluid
- After handling garbage

We also encourage all staff and participants to cover coughs and sneezes with the inside of their elbow or a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Personal Protective Equipment (PPE)

All staff and participants are required to wear facemasks while working.

- Staff will keep necessary PPE near workstations in the program where they will be used.
- Face masks should be supplied by participants, disposable masks will be available if a child forgets to wear one.
- Staff must wear disposable gloves & facemask for all tasks that involve cleaning, including handling trash.
- Gloves and masks should be removed carefully to avoid contamination of the wearer and the surrounding area. The wearer should clean hands after removing gloves.
- Staff must immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Staff and others should clean hands often, including immediately after removing gloves, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Social Distancing Procedures

- Current CDC guidelines suggest group gatherings should consist of no more than 25 people within an active zone or half the legal occupancy, whichever is less. In an effort to adhere to these guidelines, our groups will be limited to a maximum of 13 participants and 2-3 staff in one room, 16 participants and 2-3 staff in the second room. Groups will consist of the same participants each day.
- Groups will not intermingle or have larger group activities that may promote transmission.

Personal belongings and Shared items

- Each participant's belongings will be separated from others and in individually labeled containers, cubbies, or other specified areas.
- We will ensure adequate supplies to minimize sharing of high-touch materials to every extent possible (e.g., assigning art supplies or other equipment to a single participant), or by limiting

use of supplies and equipment to one group of participants at a time and cleaning and disinfecting between use.

- We will avoid sharing electronic devices, toys, books, and other games where possible.

Rules and Guidelines for Participants

At the beginning of SHAPE, staff will have a demonstration with all participants in their group, discussing behaviors and precautions they should abide by to prevent the spread of COVID-19, including:

- How and when to effectively wash and sanitize hands
- How to practice physical distancing in various settings (outside, inside, bathrooms, etc.)
- Which symptoms to look out for and when to report them and to whom
- When to stay home
- Coughing etiquette
- Any other camp-specific policies or guidelines

Signage

Posters related to Health & Safety Awareness/Tips will be displayed at various locations of the center. Including Handwashing Info, Coughing Etiquette, and Symptoms of Covid-19. What signs do you have? I have the same ones from camp, just need to locate them or reprint them

In the Event of a Potential Exposure to COVID-19

- We will close off all areas used by a sick person and not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- We will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible.
- The program may need to stop operations for a recommended period of time.

Notification

- In accordance with state and local laws and regulations, UMPR will notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- We will advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.