



Parent Handbook

Hello and welcome to our new LYCS Leaders 2020-2021 Program!

What a crazy ride the past several months have been! We hope that you and your families are all doing well and staying healthy. We understand that families now more than ever are struggling with the daily juggle of working, parenting, at-home education, social isolation and safety of your families, on top of everyday life!

Socialization for our children is needed more than ever this year, and we have been working tirelessly to create a fun, educational program in a safe environment that everyone can enjoy. For those who enjoyed summer camp with us this year, while we know that things certainly were different than our normal camp, we were so proud to be able to successfully offer a safe and fun environment for over 400 Livingston children. While we did not originally plan for a Fall program, we see that there is clearly a need in our Community and our job is to help fill those gaps where we can. We want to thank you for trusting us with your children.

We have created this handbook to share both some of our existing guidelines, and our new policies and procedures that relate to COVID-19. Please understand that your child's safety and health is always our number one priority.

Sending your child to our LYCS Leaders 2020-2021 Program is a personal choice in a very uncertain time. By following the recommendations of the New Jersey State Dept. of Health, the CDC and the American Camp Association, we are working to keep risk as low as possible.

Please read through these guidelines carefully so that you feel comfortable with our plans and are aware of what we will be asking of everyone this fall.

We look forward to spending time with your child this year and for years to come.

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Communication

For any program to be successful, clear communication is always key! Please see the below information regarding LYCS Leaders 2020-2021 Program Communication.

Parents: Communication Options

Email Blast/Text: LYCS Leaders 2020-2021 Program has an email/text system (Community Pass) which is used to communicate with parents. Please check your Community Pass account to ensure the correct email is listed. **You must be signed up to receive text messages.** SYLS will send you e-blast/texts for emergency closings/situations, updates, closures, reminders, and weekly newsletters. See below for instructions to sign up:

Community Pass Text Alerts

To sign up for **Community Pass Text Alerts**, please follow the instructions below.

1. Log in to your **Livingston Community Pass account at Community Pass Online**
2. Under heading "**useful links**", select "**view account**"
3. Select **edit** to the left of individual you would like to receive text alerts
4. Fill in all fields: ***Mobile Phone** and ***Mobile Provider**
5. Check the box to "**receive alerts via text messages**"

****Be sure to scroll down and "SAVE CHANGES"*****

Emails: The Program Supervisor is available through email. If you have any questions or concerns, please email lycs@livingstonnj.org. Our program supervisor is hands-on at our LYCS Leaders 2020-2021 Program location and may not be able to respond immediately to an email, and will get back to you as soon as it's possible.

Telephone Calls: LYCS Leaders 2020-2021 Program staff or the SYLS staff will call you if your child needs to be picked up for sickness or injuries. Please confirm that your correct phone number is updated in Community Pass. You may also email the Program Supervisor at lycs@livingstonnj.org and someone will contact you as soon as it's possible.

Participants: COVID-19 Communication

At the beginning of LYCS Leaders 2020-2021 Program, we will hold small group trainings and demonstrations on behaviors and precautions participants 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
 - Which symptoms to look out for, when to report them, and to whom
 - Fevers or chills
 - Cough
 - Shortness of breath
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - When to stay home
 - Coughing etiquette
 - Other Program-specific policies or guidelines
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Staff/Teacher Training Regarding COVID-19 Communication

- Encourage Participants to talk about how they are feeling. Tell Participants they can ask you any questions and make yourself available to talk and listen.
- Be calm and reassuring; be careful not only about what you say but how you say it.
- Be a source of comfort.
- Let Participants know that concern is a normal and acceptable reaction.
- Provide only honest and accurate information. Correct any false information they may have heard.
- Make sure Participants know how the virus can spread and how to prevent it from spreading.
- Talk about what the Program is doing to lessen risk.
- Speak in age-appropriate language.
 - Early elementary-school aged children
 - Provide brief, simple information that balances COVID- 19 facts with appropriate reassurances that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps they make every day to stop germs and stay healthy, such as

washing hands. Use language such as “Adults are working hard to keep you safe.”

- Upper elementary- and middle-school aged children:
 - This age group often is more vocal in asking questions about whether they indeed are safe and what will happen if COVID-19 spreads in their area. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, state, and community leaders are making to prevent germs from spreading and keep people healthy.

Signage

Posters and signage from the Centers for Disease Control and Prevention (CDC), and/or other accredited health agencies will be posted in appropriate places where intended audiences can be reached. Examples include: COVID-19 information; Handwashing; Cough etiquette; Symptoms associated with COVID-19; Stop the spread of germs; Physical distancing.

Screening & Program Admittance

Pre-screening

SYLS will be requiring a self-administered pre-screening for both Participants and staff prior to the start of LYCS Leaders 2020-2021 Program. Participants and staff will be asked to submit a health screen document prior to attending which will include the following:

- Self-screening for the presence of symptoms (fever of 100.4°F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks.
 - Determining if the individual has traveled nationally or internationally within the past two weeks.
 - Determining if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.
-

Ongoing Daily Screening

Daily Health Screens will be required for all Staff and Participants.

Prior to your Participant exiting your car, our staff will follow these guidelines:

1. Ask the individual if they have any COVID-19 symptoms:
 2. Next, staff will check the temperature of the Participant, using a No-Touch thermometer. Thermometers will be cleaned with an alcohol wipe between use..
 3. If a Participant or staff are suspected to have COVID-19 based on this assessment, they will be sent home immediately and all Program areas will be disinfected immediately.
-

Drop-Off Procedures:

Parents will not be allowed to exit their vehicles. A staff member will open the car door (or you can roll down the window) and ask the pre-screening questions and take your child's temperature. Once cleared, we will assist your child out of the car and have them use hand sanitizer to disinfect their hands. Then we will show them to their group.

Prior to the start of the Program, Parents will receive a map showing the established traffic pattern. Please remember this is new to everyone; we will work as quickly as possible to get all Participants screened.

Pick-Up Procedures:

Parents will not be allowed to exit their vehicles. The traffic pattern will be the same for Drop Off & Pick Up. Please have a note card with your child's first and last name and grade in your car window to assist staff. A staff member will take your child's name and group and call for your child. Once your child arrives, they will be required to use hand sanitizer prior to entering your vehicle.

Visitor Guidelines:

Visitors will not be allowed. Our LYCS Leaders 2020-2021 Program will be limited to staff and Participants only.

- **If you must pick up your child early and you know ahead of time:** Please send your child with a note stating their pick-up time for them to give to their teacher. The teacher will make sure your child is ready at that time.
- **If it is a last-minute change and you must pick up your child early:** Please call the SYLS office (973) 535-7925 x8 to give them notice you are on your way to pick up your child.

Participant Group

Group Sizes & Staff

Each group will be 10-20 Participants and 2 staff members depending on ages. These groups will not change and will not intermingle to minimize interaction between Participants. To the best of our ability, we will keep the same staff with your child's group.

LYCS Leaders 2020-2021 Program Location and Hours

Grades 1st – 5th, Club Grade 5, Peer Leaders and Community Leaders

All classes will be held at the Livingston Senior Community Center located at 204 Hillside Avenue, Livingston NJ-OUTSIDE.

Dates: Classes begin the week of September 14th, the week of September 21st, the week of October 5th, the week of October 12th, 2020. Classes will resume in April and May 2021. Classes will begin again the week of April 5th, the week of April 12th, the week of May 3rd and the week of May 10th, 2021.

Times: 3:30-4:30 pm for the after school grades 1-5 Leaders Program

5:30-7:00 pm for the Club grade 5, Peer Leaders and Community Leaders evening Program.

PPE/Masks for Staff & Participants:

Participants and staff will be required to wear masks when inside using the restroom or if inclement weather. Masks will not be required when children are outside participating in Leaders Class. Parents should send a mask with their child daily, however we will also provide masks should a child forget.

Staff members **will** wear masks during Drop Off, Pick Up, and whenever inside the building. Staff members will **not** wear masks when outside with their class.

Hand Washing & Hygiene

Hand Hygiene

When to Wash or Disinfect Hands – Participants and General Staff

- Before eating food (e.g., when entering the dining area).
- Upon entering the Fall Day Program.
- After being in contact with someone who may have been sick.
- After touching frequently touched surfaces (railings, doorknobs, counters, etc.).
- After using the restroom.
- After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.
- After coughing, sneezing, or blowing your nose.

How to Wash Hands

- Wet your hands with clean, running water. Turn off the tap and apply soap.
- Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.).
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or an air dryer. You may use paper towels to turn off the faucet and/or open doors of the bathrooms.

How to Use Alcohol-Based Hand Sanitizer

- Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol.
 - Apply the product to the palm of one hand.
 - Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
 - Continue to rub your hands together until your hands are dry (about 20 seconds).
-

Handwashing Misconceptions

- Water temperature is not important. Clean cold and warm water work equally well.
- Antibacterial soap is not more effective than regular soap.
- Bar soap and liquid soap are equally effective.
- Soap and water are more effective than alcohol-based hand sanitizer if hands are visibly dirty or greasy.
- If water is available but soap and hand sanitizer are not, rubbing your hands together under water and drying them off with a clean towel or letting them air dry can remove some germs. Only use this method as a last resort.

Cleaning & Disinfecting

Following CDC Guidelines

The CDC goes into great detail about which products to use and how frequently to clean high-touch (and low-touch) areas. They also include step-by-step instructions on how to clean and disinfect various surfaces.

At SYLS we will:

- Use EPA cleaning products approved for COVID-19.
 - Use cleaning solution disinfectant approved by CDC and EPA to kill Coronavirus:
 - Spray Nine Heavy Duty EPA #6659-3
 - Diamond Disinfectant 1000 (Maquat 10) EPA#10324-63
 - Clean and disinfect frequently touched surfaces and common spaces multiple times daily.
 - Clean and disinfect shared items between uses
 - Clean and disinfect activity areas between groups.
 - Provide hand-washing stations, hand sanitizer, sani-wipes, and cleaning and disinfecting wipes.
 - Post signs and give reminders about washing hands.
-

Spaces & Surfaces

Communal Spaces

- Cleaning and disinfecting of communal spaces between groups.
- Shared Items: Groups will be assigned equipment when possible. All shared items and equipment will be cleaned and disinfected between uses.

Frequently Touched Surfaces

- Cleaning and disinfecting frequently touched surfaces and common spaces multiple times daily.

- Examples of frequently touched surfaces include tables, drinking fountains, door handles, hand railings, light switches, countertops, cabinet handles, desks, phones, keyboards, toilets, faucets, and sinks. Any other surfaces frequently touched by Participants or staff should be cleaned and disinfected at least daily or, preferably, several times per day.
- Cleaning of outdoor structures made of plastic or metal can be carried out according to cleaning practices. Playgrounds will be disinfected daily.

Bathrooms

- High touch surfaces including toilets, and restrooms will be cleaned and disinfected between users and groups.

Games, Activities & Schedule

Activities Guidelines-CDC Recommendations

- Holding activities outdoors as much as possible is recommended.
- Participants and staff should wear a mask or cloth face covering during indoor activities when maintaining physical distancing is not feasible due to area limitations.
- When selecting sports and physical activities, Participant groups should remain together and **not** intermingle with other groups.
- Groups will maintain ratios for all activities. Each group will have no more than 10-20 Participants and 2 staff members. The groups will remain the same throughout the duration of the Program.
- Activities will be scheduled and staggered to allow for maintenance staff to disinfect equipment between group uses.

Participants & Staff Must Practice Proper Hand Hygiene

- Participants and staff members will wash hands with soap and water for 20 seconds before and after activities.
- Alcohol-based hand sanitizer containing at least 60% alcohol before and after activities.
- All shared items and equipment (e.g., sport equipment, art supplies, etc.) will be properly cleaned and disinfected between uses. Refer to the **Cleaning & Disinfecting** section of this guide for instructions on cleaning and disinfecting porous and non-porous objects.
 - When feasible, shared equipment will be limited to items that can be effectively cleaned (e.g., sports equipment with hard, non-porous handles are preferred to those with soft, porous handles).

Response Management

If a Participant or Staff Member has Symptoms

If a Participant or staff member has symptoms of COVID-19:

- We will notify parents who have a child in that specific group.
- The ill Participant or staff person will be immediately separated from their group and will remain separate until they can leave the Program.
- All areas that the ill Participant or staff member has been in contact with will be disinfected immediately.
- Staff and Participants must be symptom free for 72 hours prior to returning.

If a Participant or Staff Member Tests Positive

If a Participant or staff member has tested positive for COVID-19, we will notify all LYCS Leaders 2020-2021 Program parents in that class. LYCS Leaders 2020-2021 Program will be suspended for a minimum of 72 hours to ensure all areas can be completely disinfected. Children and staff in the specific group will be required to visit their doctor and follow all doctor recommendations.

Cleaning Protocols

For a suspected or confirmed case of COVID-19, the following enhanced CDC cleaning protocols will be followed:

- First, clean visibly dirty surfaces, then perform disinfection.
 - **NOTE:** Products that are specific to coronavirus, have an “emerging viral pathogen” claim, and require less than 1 minute of contact time are preferred.
 - Make sure products have not passed their expiration date.
- Use disposable wipes/paper towels to clean surfaces if possible, rather than reusable cloth wipes, as the latter can re-contaminate surfaces.
 - All cleaning and disinfecting materials (e.g., paper towels, cloth wipers, sponges, mop heads, etc.) should be disposed of in sealed bags or containers after use.
- In each area, pay particular attention to high-touch areas, including handrails, door handles, cabinet and drawer handles, shared sports equipment, or craft tools.
- Clean and disinfect areas identified as locations visited by the individual who is sick or that the individual used or occupied, including the entire bathroom and any common or activities areas.
 - These include high-touch objects in common areas, including handrails, exterior door entry handles, cabinet handles, and restroom door handles, as well as crafting tools or sports equipment.
- Use dedicated cleaning and disinfecting materials to disinfect a potential source area.
 - These materials should not be used to clean other areas until they are thoroughly cleaned and disinfected.
- Clean a potential source area by progressing from the entrance to the most distant point to avoid re-contaminating surfaces that have already been disinfected (i.e., clean your way out).
- Clean soft and porous surfaces such as carpeted floor, rugs, and drapes also, using the procedure noted above for porous surfaces.
 - **NOTE:** If some porous surfaces are not suitable for cleaning with disinfectants, clean them as much as possible and attach a sign to them saying they are not to be used or touched for three days.

Those with Higher Risk Factors

Those at higher risk for COVID-19 include people of all ages with underlying medical conditions, particularly if not well controlled. These include individuals with:

- Chronic lung disease or moderate to severe asthma.
- Serious heart conditions.
- Impaired immune systems.
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- Severe obesity (body mass index [BMI] of 40 or higher).
- Diabetes.
- Chronic kidney disease undergoing dialysis.
- Liver disease.

What to Bring to LYCS Leaders 2020-2021 Program

**** Mark all items with your Participant's first name, last name, and grade ****

Follow the guidelines below carefully to make sure your child has what they need in order to have the best possible experience!

What to Bring

Every class, your child should:

- **Wear** comfortable clothing & sneakers.
- Backpack with a towel to sit on the grass.
- A mask

What Not to Bring

Participants should not bring any valuables to the LYCS Leaders 2020-2021

Program - The LYCS Leaders 2020-2021 Program is **NOT** responsible for loss of or stolen personal belongings children have with them.

- Participants should not bring any toys or valuables with them.
 - This includes cell phones, portable game systems, iPods, credit cards/money, personal sports equipment, and jewelry.

Behavioral and Disciplinary Procedures

Our main goal and focus is always to provide our Participants with a safe and fun environment to learn and play. We thank you in advance for your cooperation and understanding.

Disciplinary Investigation

Disciplinary matters involving any of the bullet-points listed below will be thoroughly investigated by Fall Day Program Administration. Consequences will be issued on a case-by-case basis and may result in penalties ranging from suspensions to permanent removal from the program. (Please be reminded that in the event of a child's suspension or expulsion, there will be NO refunds issued)

These decisions will be rendered at the discretion of the SYLS Administration with NO APPEALS process.

- Any acts of physical aggression, intimidation, bullying of any kind
 - Communications of any kind that contain or reference racial slurs, homophobic slurs, gender expression/identity slurs, explicitly sexual material or explicitly violent material
 - Any behaviors that Administration deems a threat to the overall safety and welfare of the program and its participants.
-

Protocols

In order for our programs to operate in a safe manner, it is important that all participants adhere to a set of guidelines that will ensure a welcoming environment for all. A caring and positive approach will be taken regarding discipline. Program staff will reinforce appropriate behavior through positive reinforcement, firm statements and redirection when possible. We ask that parents/guardians please review and reinforce these procedures with their children.

In cases of unruly behaviors such as, but not limited to, inappropriate language, defiance, not following directions, etc., the protocol for addressing the issue will proceed as follows:

First Offense: Warning

Discussion with parent/guardian and child regarding the incident with administrative staff members. This is a warning.

Second Offense: Suspension

Discussion with parent/guardian and child regarding the incident with the administrative staff members.

The child will serve a MINIMUM ONE class suspension. The severity of the incident will determine the length of suspension.

This decision will be rendered at the discretion of administration with NO APPEALS process. (Please be reminded that in the event of a child suspension or expulsion, there will be NO refunds issued)

Third Offense: Dismissal

In the event of a third offense, the child will be dismissed from the Program with NO refund.

Thank you

We understand there are a lot of uncertainties and concerns during this time. Our main priority is to keep all staff and children safe and healthy!

The guidelines in this document have been taken directly from the State of New Jersey with guidance from the CDC. They are subject to change as the State and CDC continue to provide updates.

We hope everyone feels confident with the policies and procedures we have put into place, and we look forward to a healthy and happy Fall season. If you are still not comfortable after reading these guidelines, we look forward to seeing you next time, when we hope things will be more “normal!”



NJ Department of Health (NJDOH)
 Vaccine Preventable Disease Program

Summary of NJ Child Care/Preschool Immunization Requirements

Listed in the chart below are the minimum required number of doses your child must have to enroll/attend a NJ child care/preschool. * This is strictly a summary document. Exceptions to these requirements (i.e. provisional admission, grace periods, and exemptions) are specified in the Immunization of Pupils in School rules, New Jersey Administrative Code (N.J.A.C. 8:57-4). Please reference the administrative rules for more details https://www.nj.gov/health/cd/imm_requirements/acode/. Additional vaccines are recommended by Advisory Committee on Immunization Practices (ACIP) for optimal protection. For the complete ACIP Recommended Immunization Schedule, please visit <http://www.cdc.gov/vaccines/schedules/index.html>.

| At this age the child should have received the following vaccines: | 2 months | 4 months | 6 months | 12 months | 15 months | 18 months | 19 months | 20-59 months |
|--|----------|----------|----------|---------------------------------------|--|--|----------------------|--------------|
| Diphtheria, tetanus & acellular pertussis (DTaP) | Dose #1 | Dose #2 | Dose #3 | | | Dose #4 | | |
| Inactivated Poliovirus (Polio) | Dose #1 | Dose #2 | | | | Dose#3 | | |
| <i>Haemophilus influenzae</i> type b (Hib) | Dose #1 | Dose #2 | | 1-4 doses [†] (see footnote) | . | At least 1 dose given on or after the first birthday | | |
| Pneumococcal conjugate (PCV 13) | Dose #1 | Dose #2 | | 1-4 doses [†] (see footnote) | At least 1 dose given on or after the first birthday | | | |
| Measles, mumps, rubella (MMR) | | | | | Dose #1 [‡] | | | |
| Varicella (VAR) | | | | | | | Dose #1 [§] | |
| Influenza (IV; LAIV) | | | | | One dose due each year [¶] | | | |

* Interpretation: Children need to receive the minimum number of age-appropriate vaccines prior to entering child care/preschool. For example, a child 2 months of age, must have 1 dose each of DTaP, Polio, Hib, and PCV before being permitted to enter child care/preschool. A child entering at a younger age range than listed above must have proof of receiving vaccines in the previous age bracket. Example: A child entering child care/preschool at 11 months of age, would need at least the following: 3 DTaP, 2 Polio, 2 Hib, and 2 PCV. If a child has not received any vaccines, he/she would need at least one dose of each required vaccine to enter school provisionally and be in the process of receiving the remaining doses as rapidly and as medically feasible. The current seasonal flu vaccine is required every year by December 31 for children 6-59 months of age.

Appendix B

Grades K-12 IMMUNIZATION REQUIREMENTS



NJ Department of Health (NJDOH)
Vaccine Preventable Disease Program

Summary of NJ School Immunization Requirements

Listed in the chart below are the minimum required number of doses your child must have to enroll/attend a NJ school.* This is strictly a summary document. Exceptions to these requirements (i.e. provisional admission, grace periods, and exemptions) are specified in the Immunization of Pupils in School rules, New Jersey Administrative Code (N.J.A.C. 8:57-4). Please reference the administrative rules for more details https://www.nj.gov/health/cd/imm_requirements/aacode/. Additional vaccines are recommended by Advisory Committee on Immunization Practices (ACIP) for optimal protection. For the complete ACIP Recommended Immunization Schedule, please visit <http://www.cdc.gov/vaccines/schedules/index.html>.

| Grade level child enters school: | Minimum Number of Doses for Each Vaccine | | | | | | | |
|---|--|---|-----------------------------------|---------------------------|-------------|--|---|--|
| | DTaP Diphtheria, Tetanus, acellular Pertussis | Polio Inactivated Polio Vaccine (IPV) | MMIR (Measles, Mumps, Rubella) | Varicella (Chickenpox) | Hepatitis B | Meningococcal | Tdap (Tetanus, diphtheria, acellular pertussis) | |
| Kindergarten – 1 st grade | A total of 4 doses with one of these doses on or after the 4 th birthday <u>OR</u> any 5 doses ¹ | A total of 3 doses with one of these doses given on or after the 4 th birthday <u>OR</u> any 4 doses ² | 2 doses ³ | 1 dose ⁴ | 3 doses | None | None | |
| 2 nd – 5 th grade | 3 doses <i>NOTE: Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Td. For use of Tdap, see footnote. ¹</i> | 3 doses | 2 doses | 1 dose | 3 doses | None | See footnote ¹ | |
| 6 th grade and higher | 3 doses | 3 doses | 2 doses | 1 dose | 3 doses | 1 dose required for children born on or after 1/1/97 given no earlier than ten years of age ¹ | 1 dose required for children born on or after 1/1/97 ¹ | |