

Kidventure After School 2021-22 COVID-19 Handbook

Policies and Procedures for After School During COVID-19

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OVERVIEW

PURPOSE OF THIS HANDBOOK

We understand how trying and uncertain things are right now in just about every aspect of our lives. We also understand the part we as Kidventure play in the lives of our families in supporting working parents and supporting the emotional, social, and physical health of our kids. This Handbook is designed to lay out our policies and procedures for conducting Kidventure After School during these unique times.

This document was created in concert with guidance from the Texas Department of State Health Services, the CDC, health professionals, and the Guidelines set forth for day camps by the COVID-19 Task Force of Governor Abbott's office, and is not intended to be used or adapted by any other business or facility.

KIDVENTURE MISSION STATEMENT

It is our mission to help build the self-esteem and self-worth of every child through our every action. Every child possesses the innate ability to learn and succeed. Our goal should simply be to lead children towards a happy, healthy, and responsible lifestyle. While succeeding in building physical skills is important, teaching children to love themselves and learn is one of life's greatest lessons. At Kidventure, we are more than just a camp!

THIS HANDBOOK IS FLUID AND MAY BE UPDATED

If guidelines from our State and Health Officials are updated, we too will update our Handbook. If and when those guidelines change, we will notify you promptly and implement those changes in after school immediately.

WE ARE IN THIS TOGETHER

It is our ultimate goal to provide for the health and wellbeing of our kids. We believe that is best accomplished when we all come together towards that common goal. It is imperative that everyone play their part to follow the guidelines set forth and work together to care for our kids and get through this unprecedented challenge. It will take our schools, our team, our parents, and our kids working together. These guidelines are mandatory. If any family or staff member does not adhere to these guidelines, we will ask that they not participate in Kidventure After School for the safety of and respect for others.

WE ALL PLAY A PART

We at Kidventure believe that staff, parents, and students will play a part. We also agree with the **Guidelines from the State** when they say that, "Every adult who is responsible for providing care or education for infants, children, and youth in [the camp setting] must be aware of [the facts of the virus] and be willing to comply with the infection control measures that will be in place in these settings. Parents should monitor the health of their children and not send them to the program if they exhibit any symptom of COVID-19. They should seek COVID-19 testing promptly and report results to the program given the implications for other children, families, and staff. Individuals aged 65 or older are at a higher risk of COVID-19. Parents should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants, children and youth who attend child care centers, schools, or youth camps...for 14 days after the end of the camp session,"

We have taken enhanced health and safety measures—for you, our other students, and our staff. You must follow all posted instructions and guidelines provided for you in our Handbook for after school during COVID-19 while attending Kidventure Learning Circle.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and

Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable. By attending Kidventure Learning Circle, you voluntarily assume all risks related to exposure to COVID-19. Let's keep each other healthy and safe. Let's do our part.

2021-22

Kidventure After School Program Parent Handbook

KIDVENTURE - SINCE 1994

Kidventure Camps, Inc. has been running quality summer day camps, overnight programs, and After School Programs for the past 26 years throughout Texas. Last year, Kidventure served over 10,000 children in the Houston, Austin and Dallas areas. Our first rate camps, our commitment to excellence and our genuine care for children and families have made us the premier choice for Houston families. Our all adult counselors and staff, including teachers and students, have made us a hit with so many children and parents. Our goal is to lead children toward a happy, healthy and responsible lifestyle through successes in their activities with us.

HOW DO I PAY?

Billing for After School will be done through Kidventure. You may visit our website, kidventure.com that explains all billing and cost information and to register your child(ren) for Kidventure After School.

REFUND AND BILLING POLICIES

There is a one-time \$10 registration fee per student per school year.

Registration is offered by the semester as an installment plan. The tuition amount is broken down into weekly installments. Due to the uncertainty of the pandemic, utilizing weekly installments allows for us to build for a shorter period of time. This will provide more flexibility for tuition adjustments if there are changes to the school calendar or closures due to the pandemic, or other event. Families on this plan will be billed each Thursday for the following week. Weekly installments are nonrefundable and will not be prorated in the case of a partial week. These funds allow Kidventure to plan appropriately for staffing, supplies, and other expenses for the upcoming week.

The daily rate, or single day drop-in option, is \$30/child. Day(s) used will automatically be charged at the end of the month for all usage.

CANCELLATION REQUESTS

Cancellation requests must be submitted to our office in writing, either via email or fax.

LOCATION OF OUR ACTIVITIES

Once carpool is complete, all children will be dismissed to the Kidventure After School Program. Children that do not have a completed registration form on file will be unable to participate in Kidventure and a parent will be notified to come pick up their child.

Once all children are registered for the Kidventure After School Program and are signed in they will participate in a variety of monthly themed activities including homework, art, science, community awareness, team building, leadership and athletics games. We will utilize areas such as the field, classrooms, gym and cafeteria.

Children will be utilizing playground/outdoor equipment, which may not meet minimum standards. Children will be separated age appropriately and divided into separate areas.

Early Childhood will follow their own schedule and be separated from the 1st-8th grade children. 1st-8th graders will be split into age appropriate groups throughout the afternoon and follow their own schedules.

MEDICATIONS

If your child will be taking medications of any kind during the Kidventure After School Program, a Medical Dosage Form must be filled out. This form must be turned into the Site Director on site with the medication in its original container before medication will be dispensed.

Student immunizations are kept on file at the school and are not required to be re-submitted to Kidventure.

All medications will be dispensed by the Site Director as per your instructions. This includes over the counter medications such as Tylenol and Benadryl. Medical Dosage Forms will be made available upon request and our available on our website at kidventure.com

*Per Kidventure policy, Kidventure After School staff members are not permitted to apply sunscreen or bug spray to students. We highly encourage that sunscreen and bug spray be applied prior to attending After School..

PICKING UP YOUR CHILD

Each location will have a designated staff member prepared to check out your student at the designated location at your school. All students will be escorted to their car by a Kidventure staff member. Parents or caregivers are to remain in their car at all times.

A unique PIN number will be assigned to each parent/guardian, emergency contact and alternate pick-up listed in your student's registration form. Each authorized pick-up will need to use their personalized PIN number to sign out their child(ren). PINs will be issued via email or in-person after checking photo ID. Please be prepared to show ID to ensure the safe release of all children.

Kidventure After School will run until 6pm each day we are in session.

Please note: Any child in attendance after 6pm will be charged a \$1/minute fee per child. This fee will be paid directly to the staff (cash or check) that stayed with that child. Habitual lateness may result in an increase in the \$1.00/min/child late fee payment or expulsion from the Kidventure After School Program.

DISCIPLINE AND CONDUCT

We understand that children are tired after a long day of school, but the same courtesy and respect practiced throughout the day should remain consistent in the After School Program. Kidventure's disciplinary action is a three-strike system, which is age appropriate.

1. Warning - with expectation given
2. Consequence (Time out-1 minute per age, sit out of activity, etc.)
3. Call Home

We work closely with the administration and the Principal on needed discipline and conduct issues.

If the child is consistently having disciplinary issues, suspension or expulsion from the program may be necessary. Certain offenses including but not limited to: fighting, using vulgar language and/or demeaning any other child or adult, running away or posing a threat to himself or any one else, may result in immediate suspension or expulsion from the program. *If a child will be suspended or expelled from the program, the Program Coordinator will always be in contact with the

parents and/or principal in deciding the appropriate consequence, but it is ultimately up to the Program Coordinators discretion.

WHAT ARE THE QUALIFICATIONS OF OUR AFTER SCHOOL TEAM?

The most important part of your child's after school experience is their staff. Kidventure prides itself on selecting experienced, active and caring individuals for its programs. All counselors are First Aid and CPR trained, Virtus (sexual abuse prevention) certified, and wears the After School uniform. In addition to our counselors that are counted in ratio (1:10 for 1st-8th grade and 1:8 for Early Childhood) we have a lead counselor that maintains day-to-day operations on site. We also have an After School Manager & a Director that is responsible for creating the program curriculum, ensuring that all supplies are on site and ultimately responsible for the successful operation of the Kidventure After School Program. Our staff is committed to your children and encourages you to offer your comments and suggestions.

*We do not require employees to have disease-preventative vaccinations.

HOW DO I CONTACT THE PROGRAM?

You may call the Kidventure After School Program Director Kathleen Vigreux at 713-960-8989 who then can relay any needed information to the after school staff.

MONTHLY COMMUNICATIONS

All major communication will come through via email or text. Please make sure all contact information is up to date. A monthly newsletter will be emailed providing updates and notes of what activities are happening.

EMERGENCY PROCEDURES

In the event of severe weather or any other potentially threatening situations, Kidventure will make every effort to notify you immediately regarding your child's safety. Please make sure all contact information is correct and up to date. If cancellation of the Kidventure After School Program for the afternoon is necessary, we will announce any cancellations in conjunction with the school and communicate via email and/or text message.

Should you have any questions, please contact the office directly at 713.960.8989. Please see the Emergency Operations Plan located in this binder.

MEDICAL EMERGENCIES

All our staff is First Aid/CPR certified and will follow appropriate protocol according to Kidventure and the First Aid/CPR certifications. Parents will be notified by phone immediately of major medical incidents. Minor injuries and incidents will be communicated to parents either by phone or upon pick up. Please ensure contact information is up to date with Kidventure.

TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

Parents are welcome to review a copy of 'Minimum Standards for School Age and Before or After School Programs' from the Texas Department of Family and Protective Services. This outlines all minimum standards that all licensed before and after school programs must follow. A copy is available at the After School Program for parents to review. Also, onsite you will find a copy of the Kidventure After School Program's most recent inspection report. Information on this can also be found at the CPS website, www.dfps.state.tx.us

CONTACTING TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

The Texas Department of Family and Protective Services Local Licensing office is located at 2221 W. Loop South Houston, TX 77027. Phone number is 713-940-3009 Fax: 713-928-7644. The PRS child abuse hotline is 1-800-252-5400. The PRS website is <https://www.txabusehotline.org/PublicMain.asp>

ADDITIONAL INFORMATION

Children can bring a change of clothes for athletics and games.

Calculators are allowed in the After School Program for purposes of completing homework. However, we strongly discourage the possession of personal gaming devices (Nintendo DS, PSP, etc.), cell phones, iPods and any similar electronic devices not used for educational purposes. All toys, trading cards, and other valuables should be left at home.

If further questions or concerns arise after reading this document, please do not hesitate to contact the Kidventure After School Program Director by email: kathleen@kidventure.com

After School and COVID-19

SYMPTOMS OF COVID-19

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

- Cough*
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Headache*
- Muscle pain
- Sore throat
- New loss of taste or smell
- Diarrhea
- Nausea or vomiting (added 6.17.20)
- Feeling feverish or measured temperature greater than or equal to 100 degrees Fahrenheit
- Known close contact with person who is lab confirmed to have COVID-19

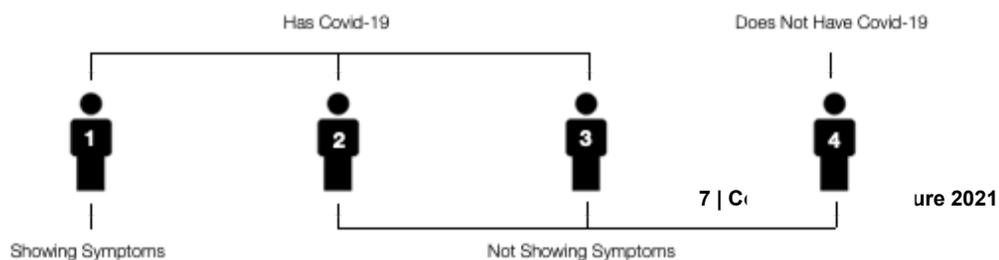
This list is not all possible symptoms. Other less common symptoms have been reported.

*If the following symptom exists with no other symptoms present, an assessment will take place, and the individual may stay in the after school setting; however, if the symptom is paired with any other symptoms on the list, the individual will need to be separated from Kidventure and go home.

METHODS OF VIRUS SPREAD

WHO CAN SPREAD COVID-19

We know that COVID-19 can be spread by four types of carriers: those with the disease and showing symptoms, those with the disease but without symptoms during the incubation period, those with the disease and who will not show symptoms at all, and those without the disease systemically but who do carry the virus superficially (such as on their hands).



Our job is to first proactively monitor for those who are carriers of the virus, regardless of type, from entering after school in the first place. This is easy with Type 1, but harder with Types 2, 3, and 4. Given that some may be a carrier without symptoms, our second job at after school is to concurrently limit the spread of and mitigate exposure to the virus. This is achieved through the rigorous policies and procedures outlined below.

HOW CAN A CARRIER SPREAD COVID-19

Those who bring the virus into a public space, regardless of which type of carrier they are, all spread it through four main methods: Airborne, Airborne-to-Surface-to-Skin, Skin-to-Skin Contact, and Skin-to-Surface-to-Skin Contact. These all rely on three sources of delivery: Airborne, Surfaces, and Skin. Our policies and procedures are purposefully designed to combat each of these sources of delivery.



POLICIES AND PROCEDURES FOR AFTER SCHOOL

The first step to limit spread is in preventing those with a confirmed case of (or a high probability of having been in contact with a confirmed case of) COVID-19 from entering the facility. We do this through our screening procedures, which include a self-screening we will ask all staff to do prior to arriving at Kidventure.

PRE-SCREENING: PRIOR TO COMING TO KIDVENTURE

<p>Staff Procedures</p>	<ul style="list-style-type: none"> • Staff members must answer the <u>COVID-19 Health Questions</u> (see below) each day to satisfy admission into after school. If the answer to any of these questions is "yes," the staff member will be asked to remain home. • All staff members must wash hands at a designated handwashing station upon entering school each day. • Consistent with the actions taken by many employers across the state, our Kidventure staff will wear personal face masks during the day with the exception of certain outdoor physical activities. • Gloves will be used during specific times at Kidventure. • All staff possess current certifications in First Aid and CPR for infant, child, and adult.
<p>Family Procedures</p>	<ul style="list-style-type: none"> • If you have someone at home who is considered high risk (heart condition, elderly, lung issues, etc.) consider not attending Kidventure. • Parents must remain in the car for pick up. Students will be escorted out of Kidventure by Kidventure staff.
<p>Student Procedures</p>	<ul style="list-style-type: none"> • All students must wash hands at a designated handwashing station upon entering Kidventure each day. • Students must bring their own water bottles. Refill stations will be available throughout the day. • (Updated 7.7.21) Face masks will be required depending upon the policies of the school.

GROUPING OF STUDENTS

Kidventure's after school program has always divided children into small groups for much of the after school day. This year, we will extend that technique throughout the after school day, thus minimizing the mixing of larger numbers of children together. Children will be grouped with other students of similar age and we will strive to keep those groups as consistent as possible throughout each after school week. Kidventure will work to align our groups with the structure established during the school day. Along with their counselors, students will play and learn in their small groups during the day. They will participate in athletics, art, science, games, and music, and all other aspects of the typical Kidventure curriculum.

AFTER SCHOOL HYGIENE

Following the guidelines set forth by the CDC and the State of Texas, our Camp Hygiene procedures will be in place each day of after school for all staff and students.

Handwashing will take place during the following times:

- Arrival to after school and after each activity rotation
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After using the toilet or helping a child use the bathroom
- After coming in contact with any bodily fluid
- After playing outdoors or in sand
- After handling garbage

Handwashing Procedure

Students and staff will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, hand sanitizer can be used if soap and water are not readily available. After school staff will supervise children when they use hand sanitizer to prevent ingestion and assist children with handwashing, including young children who cannot wash hands alone. After assisting children with handwashing, staff will also wash their hands. Posters describing handwashing steps will be placed near sinks and we will ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues, etc.) to support healthy hygiene practices.

CLEANING AND DISINFECTION

Following the State guidelines for after school cleaning and disinfection, Kidventure will work to maintain a clean and sanitary school environment. The following will be part of that procedure:

- Clean and disinfect frequently touched surfaces within the school throughout the day (for example, door handles, sink handles, tables and chairs, etc.).
- Clean and sanitize shared objects (for example, toys, games, and art supplies) between each rotation of after school groups, each day.
- Ensure safe and correct application of EPA approved disinfectants and sanitizers to treat for COVID-19. These products will be kept away from children.
- Deep clean and sanitize all after school supplies upon arrival .

OTHER FACILITY PROTOCOLS

- We will have designated staff whose duty it is to help ensure the health protocols adopted by Kidventure and the school are being successfully implemented and followed. However, all staff will participate as part of their duties.
- We shall communicate and coordinate with the local health department, local emergency services, and local health care providers before the start of the after school session. This coordination will include ensuring prompt and coordinated response to COVID-19 and other emergencies.
- We shall ensure access to our on-call physician for the duration of the after school session.
- Consistent with the actions taken by many employers across the state, our Kidventure staff will wear personal face masks during the day with the exception of certain outdoor activities.

STAFF HEALTH PROCEDURES

Kidventure has always maintained the highest standards with its staff. Our team is made up of all adults, most of whom are certified teachers, education students, or are engaged in related fields of study. Each team member is First Aid and CPR certified, and each has a yearly criminal background check performed. This summer, more than any other, that experience and those qualifications will play an important part in helping keep after school safer.

Having Staff Health Procedures helps protect our staff and your child. We have implemented rigid protocols for our teams to help accomplish those safety procedures during after school. Those systems are outlined below:

Staff Procedures	<ul style="list-style-type: none">• Staff members must answer the <u>COVID-19 Health Questions</u> (see below) each day to satisfy admission into school. If the answer to any of these questions is "yes," the staff member will be asked to remain home.• All staff members must wash hands at a handwashing station upon entering Kidventure each day.• Consistent with the actions taken by many employers across the state, our Kidventure staff will wear personal face masks during the day with the exception of certain outdoor activities.• Gloves will be used during specific times during after school.• All staff possess current certifications in First Aid and CPR for infant, child, and adult.
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AFTER SCHOOL ACTIVITIES

Kidventure's after school curriculum is varied and provides a wide range of activities for students to participate in, but because of COVID-19 certain normal activities pose greater risks than others. We have removed those activities and in many cases added others. Here is a list of activities or equipment that we will not be participating in or using due to those unnecessary risks.

Activities We Have Removed	<ul style="list-style-type: none"> • Activities involving equipment that cannot be cleaned and disinfected
How We are Limiting and Helping Safeguard Sharing	<ul style="list-style-type: none"> • Multiple sets of the same equipment and supplies for each small group of students • Requiring students to keep personal belongings in a personal bag that is able to hold all items • Cleaning shared equipment between each rotation, every day
What We Have Added	<ul style="list-style-type: none"> • Additional after school staff to help support cleaning and sanitizing • Hospital grade disinfectants and sanitizers
After School Activities That Are Taking Place	<ul style="list-style-type: none"> • Athletics • Art • Science • Games • Homework assistance • And so much more!

MONITORING DURING AFTER SCHOOL

From the moment a child arrives at after school each day, Kidventure will continue to screen and monitor for possible sickness including any potential symptoms listed below:

- Cough*
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Headache*
- Muscle pain
- Sore throat
- New loss of taste or smell
- Diarrhea
- Nausea
- Feeling feverish or measured temperature greater than or equal to 100 degrees Fahrenheit
- Known close contact with person who is lab confirmed to have COVID-19

This list is not all possible symptoms. Other less common symptoms have been reported. Please read the next section for procedures when symptoms are detected at Kidventure.

*If the following symptom exists with no other symptoms present, an assessment will take place, and the individual may stay in the after school setting; however, if the symptom is paired with any other symptoms on the list, the individual will need to be separated from Kidventure and go home.

SICKNESS AT AFTER SCHOOL: STEPS

The following steps will be taken for any student or staff member who demonstrates symptoms of sickness during After School.

1. The student or staff member exhibiting symptoms of illness during Kidventure will be isolated in our designated First Aid Station.
2. The student's parents will be called and asked to pick up their student immediately. The staff member exhibiting symptoms will be asked to leave campus if they are able to leave on their own, or secure transportation if unable to leave on their own.
 - a. If the student or staff member has symptoms that could be COVID-19 **and wants to return to Kidventure** the individual must obtain a medical professional's note clearing the individual for return based on a negative nucleic-acid COVID-19 test and an alternative diagnosis. Find **TX COVID-19 Test Collection Sites online**, contact the local health department for testing, or see a health care provider.
 - b. In the case of a staff member who has symptoms that could be COVID-19 and **does not get evaluated by a medical professional or tested for COVID-19**, the individual is assumed to have COVID-19, and the individual may not return to work until they have completed this three-step criteria: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared.

IF POSITIVE CASE OF COVID IS CONFIRMED WITH A STUDENT OR STAFF

In the case of a student or staff member **who was diagnosed with COVID-19**, the individual may return to Kidventure when all three of the following criteria are met:

1. at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
2. and the individual has improvement in symptoms (e.g., cough, shortness of breath);
3. and at least 10 days have passed since symptoms first appeared.

When an individual tests positive for COVID-19, we will notify all parents or guardians of students in the small group. The parents or guardians may decide to either pick up their child from the school or leave the child in the school and trust Kidventure to take appropriate safeguards. We will keep the small group containing the individual who tested positive for COVID-19 isolated from other small groups at the school for the remainder of the after school session.

IF AN IMMEDIATE FAMILY MEMBER IS EXHIBITING SYMPTOMS OF COVID-19 OR HAS A CONFIRMED CASE

If a family member of a student is exhibiting symptoms of Covid-19, the CDC recommends that everyone in the house self isolate. Home isolation can end and a student return to Kidventure when the following guidelines are met:

CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected. Thus, it is possible that a person *known* to be infected could leave isolation earlier than a person who is quarantined because of the *possibility* they are infected. The person infected could meet the above criteria and is cleared to leave isolation; however, the other family members would need to remain in isolation 14 days after last symptom exposure.

If a Covid test is performed, this can alter the isolation period. If the test is negative, the family is free to return to normal activities and Kidventure. If the family member's test is positive, then the above 14 day isolation from the last active symptom remains.