

WATERVLIET CIVIC CENTER
2021
SUMMER RECREATION PROGRAM
AGES 4-13
PARENT HANDBOOK
ADD-ONS
DUE TO COVID-19
FOLLOWING NYSDOH
CHILD CARE AND DAY CAMP PROGRAMS GUIDELINES
JUNE 2021



**CIVIC CENTER SUMMER CAMP IS GOING TO LOOK A LOT DIFFERENT
THIS YEAR! BUT IT WON'T STOP US FROM HAVING FUN!!**

The staff at the Civic Center are working hard, making numerous changes to the program emphasizing the health and safety of campers, staff, and the community. Expect to see safety as the primary focus at "CIV CAMP" this summer. Staff have been implementing several strategies including a written Safety Plan encouraging behavior that will reduce the spread of diseases and maintain a healthy environment. In collaboration with state and local health officials, the Civic Center can determine how to implement regulations with which we must comply.

**THE WATERVLIET CIVIC CENTER WILL CELEBRATE ITS 75th
ANNIVERSARY ON AUGUST 2, 2021.**

**WATERVLIET CIVIC CENTER
CHILDREN IN VLIET
WHERE EVERYONE COMES TO MEET**

HOW THE PROGRAM OPERATES

The Watervliet Civic Center Recreation Program is licensed, registered, and inspected by The Albany County Health Department. As a licensed program we are expected to conform to all the regulations governing summer programs as outlined in NYS DOH reopening in New York childcare and day camp program guidelines during the COVID-19 public health emergency.

The Summer Program will include a wide range of recreational, social, artistic and youth developmental activities for your child. Some of the activities offered are gym games, outdoor events, musical games, bicycle safety, arts & crafts, self-esteem, nutrition, cooking, computer, STEM, and prevention & awareness programs and activities.

The Watervliet Civic Center will supply all the necessary equipment and supplies. We discourage and will not allow children to bring toys, sports equipment, electronic games, and other items from home. If your child must have their cell phones with them for emergency purposes; it will be stored in a Ziploc bag with their name and kept with their group counselor.

FACILITY

The 2021 Summer Recreation Program will be held at the Watervliet Civic Center for children ages 4-13. All children should arrive with a parent at the main door of the Civic Center.

DAILY COMMUNICATION

The Watervliet Civic Center Recreation Program will maintain a Parent Information Board at program to keep parents informed of daily events and activities throughout the summer. The information board will be in view for parents.

SIGN IN & SIGN OUT POLICY

All children ages 4-13 must be signed in and out each day at the main entrance of the Watervliet Civic Center. All parents/guardians or designated individuals listed on the program application who are over the age of 16 must sign their child in each morning and out each afternoon. Staff has the right to ask for photo identification from all individuals. Designated staff with the Watervliet Civic Center will implement a mandatory daily health check (which includes a screening process, child's appearance, and temperature check) for all staff, children and any visitor entering the building. Persons who have a fever of 100 degrees (from NYS DOH) or above or other signs of illness will not be allowed to enter the building. Parents/guardians are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

The entrance on the 14th Street side of the building will be designated for drop off and pick up of children enrolled in the program. It is mandatory that we put in place procedures to allow for strict 6ft. Distance between parents and staff. Designated staff will receive the child from their

SIGN IN & SIGN OUT POLICY, continued

parent after their daily health check at the beginning of the program and bring the child out to their parent at the end of the program. All children, parents and staff must wear facial coverings during drop and pick up times. Staff must also always wear facial coverings when interacting with children, regardless of distance. Staff and children may use their own acceptable facial coverings during program. Facial coverings will be provided by the Civic Center if needed. When not being used, facial coverings will be stored with the individual person until needed. Staff, children, and any visitors (if it is necessary) must perform hand hygiene immediately upon entering the program.

HAND WASHING/HYGIENE AND CLEANING/DISINFECTION

The Civic Center must also adhere to hygiene, cleaning, and disinfection requirements from the CDC and DOH and maintain logs on site that document date, time and scope of cleaning and disinfection.

Hand hygiene stations will be provided and maintained throughout common areas within the program. Handwashing with soap, running warm water, and disposable paper towels; alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not available/practical.

Staff and children will practice healthy hygiene in the following instances:

- Upon arrival to the first program activity
- Between all program activities
- After using the restroom
- Before and after eating
- Before departing from the last program activity

EXTRA CLOTHING

Accidents happen...children in camp should have multiple changes of clothes on hand in the program (stored in their backpacks). Soiled clothing will be placed in a plastic bag and sent home for laundering.

ENROLLMENT

The Summer Recreation Program is based on a first come first serve basis.

Enrollment is limited to approximately ninety (90) children. There is a waiting list, if you as a parent/guardian feel uncomfortable sending your child due to the CDC/DOH guidelines for opening a childcare summer program, or just have an uncomfortable feeling sending your child, please let Bill or Mary Ann know. We understand the hesitation. Your child's enrollment spot can be filled by another child. If your child does not attend the program on a regular basis the Watervliet Civic Center reserves the right to terminate service for a child on the waiting list.

RATIOS

Ages 4-6 will maintain a ratio of one staff member for every eight children. (1:8)

Ages 7-13 will maintain a ratio of one staff member for every ten children. (1:10)

The group size of children must and will be limited to no more than 15 children (not including staff assigned to the group). Staff and children's groupings will be static as possible by having the same group of children stay with the same staff whenever and wherever possible.

Appropriate cleaning and disinfection supplies will be provided for staff to use for shared and frequently touched surfaces (door handles, hand railings, cubbies, tables, chairs, toys, art supplies, computers, etc.) And will use these supplies before/after use of these surfaces, followed by hand hygiene.

BREAKFAST/LUNCH

The WCSD breakfast/lunch program will be provided for the children in program if you choose (any child 18 years or younger). If you child is bringing their own lunch, please label. All lunches are refrigerated.

CELL PHONES

It is recommended that children leave their cell phones and other electronic devices at home. We understand many parents prefer their child be equipped with a cell phone in case of an emergency. All cell phones will be kept in the child's bookbag. If your child must have their cell phone with them for emergency purposes, it will be kept in a plastic bag, with the program supervisor. If used, the cell phone will be cleaned after use and the child's hands will be cleaned.

EMERGENCY PLAN FOR A CHILD/STAFF WHO BECOME SICK

The Watervliet Civic Center must prohibit children, staff, and visitors from entering the program if they are showing symptoms of COVID-19.

There will be a designated area in the program if a child/staff become sick during program. If a child does become sick, there will be designated staff who will stay with the child until the child's parent arrives. The civic center must notify state and local health departments and cooperate with contact tracings, notify potential people in contact while providing confidentiality. With the help of health officials, we can determine the next course of action.

CDC guidelines on cleaning and disinfecting the facility if someone is suspected or confirmed to have COVID-19 infection are as follows:

- The area used by the person suspected or confirmed sick will be closed off cleaned and disinfected after 24 hours.
- Shared building spaces used must be closed off, cleaned and disinfected.

EMERGENCY PLAN FOR A CHILD/STAFF WHO BECOME SICK, continued

- Once the area has been appropriately cleaned and disinfected, it can reopen for use.

SWIMMING POOL/FIELD TRIPS

The Watervliet City Pool will be open.

We have use of the field adjacent to the civic center for outside and water activities and the Dome for recreational activities. The outdoor space and the dome will be used exclusively by the children of the Watervliet Civic Center Summer Recreation Program.

There will be field trips using transportation provided by Durham bus company. Staff will ensure that when boarding the bus, children are occupying seats from back to front, where feasible (according to CDC and DOH guidelines). All individuals, including the bus driver are wearing face coverings.

MISCELLANEOUS INFORMATION REGARDING 2021 SUMMER CAMP

All staff will be trained on applicable precautions/policies in the state's guidelines. Staff will also be trained on how to support children's development of good public health behaviors and social interaction practices in crowded settings to prevent the spread of COVID-19.

Signage will be posted inside and outside of the building to remind individuals to follow proper hygiene, social distancing rules, appropriate face covering use, and cleaning and disinfecting protocols.

If you have any questions or concerns, please do not hesitate to contact

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