



BOYS & GIRLS CLUBS OF THE GREATER CHIPPEWA VALLEY

Chippewa Falls Center • Lunda Center
Lee & Mary Markquart Center • Menomonie Center

2021 Summer Program Club Member Guide to a Safe Program

Updated Health & Safety Protocol

The emergence of COVID-19 has caused the Boys & Girls Clubs of the Greater Chippewa Valley to put in place several new preventative strategies to ensure the health and safety of our staff and club members. The following are mandatory guidelines to ensure we keep our club members, staff and community safe.

Purpose:

This protocol is to be used by all staff, club members and families reporting to the Club to ensure consistency and standards of practice.

New Facility Requirements:

- Club front doors are to remain locked throughout the day. Visitors must have an appointment. Parents/family must be arriving for Program drop-off or pick-up.
- Program areas must be intentionally set up with tables, desks, and chairs spaced 6 feet apart. Club staff must enforce a one chair per table set up, unless the table is 8 feet or longer.
- Club sites will provide club members with their own set of supplies, so they do not have to share. For example, each youth will have their own pencil box with scissors, glue, and pencils to use throughout the day.
- *Hand Washing* signs must be displayed at every bathroom.
- *Cover Cough and Sneeze* signs must be displayed in every room in the Club.
- All club safety signage must be available for viewing.
- Hand soap and hand sanitizer must be available to club staff and club members at all time.
- Water fountains must be made inaccessible to youth. Members are encouraged to bring in their own water bottles. They will be cleaned upon entering the building. Staggered usage of water refill stations will be closely monitored, ensuring members stay six feet apart if a line begins to form. Staff will aid members when they are needing to refill their water bottle to ensure that only one person is touching the station/fountain for the day.
- Clubs must mark waiting spaces six feet apart by sinks, water refill stations, and restrooms.
- A designated sick area must be available to any club members displaying COVID-19 like symptoms.

Modified Daily Club Operations:

- Every parent/guardian must attend a virtual orientation and Club Staff must document their attendance for verification. Parents that cannot attend must schedule a one-on-one training with Club Management.
- Summer Program Hours
 - BR = Monday-Thursday 7:30-4:30 pm
 - CF = Monday-Friday 7:30-6:00 pm
 - EC = Monday-Friday 7:30-6:00 pm
 - ME = Monday-Friday 7:30-6:00 pm and 12:00-6:00 pm (half days when the school district is providing summer school).



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- Large Club House Meetings are not allowed. Club House Meetings will be conducted in each individual program room/space to minimize large gatherings.
- Clubs will review the new COVID 19 Rules with club members daily.
- It is optional for Club Staff and kids to wear a face mask throughout the day.
- All staff and youth must wash hands with soap and water at least once every hour and follow Club specific schedules to not crowd around sinks. Refrain from going to bathroom in groups, Clubs must have a specific schedule for club members to wash their hands. Club Staff and club members are strongly encouraged to hand sanitize throughout the hour.
- Field trips may be provided. Kids in cohorts will travel together, only and not be comingled on trips with another group. Masks will be required for field trips involving transportation.
- All members will wash hands immediately after outside play.
- Club activities must not encourage close physical contact between club members.
- Designated shared locations will be sanitized by staff prior to the next rotation and PM staff will thoroughly disinfect each program area after 6:30pm once members have left for the day.

New Attendance Policy:

- Because students are placed in cohorts and a space is reserved specifically for each member, consistent attendance is extremely important. Club members are allowed three unexcused absences. On the third unexcused absence, Club members will lose their spot in the program. If a Club member has 5+ consistent excused absences, their spot may be given to another member.
- Excused absences must be submitted 24 hours ahead of time with a written letter and/or email stating why their child(ren) are unable to attend.
- If a club member is sent home sick for the day due to an elevated temperature or COVID symptoms, they will not be allowed to come back to the Club without a negative test and having been symptom-free and fever-free for at least 24 hours (without fever-reducing medication)
- If a Club member tests positive for COVID, they must quarantine for 10 days before returning symptom-free.

Payments:

Those interested in becoming a Club member must submit a registration form. Once the registration form is received, the specific site location will reach out to connect on next steps or inform about being placed on a waitlist. Membership is \$15/individual or \$30/family of two or more kids.

Weekly payments for members are due no later than 8am Monday morning. If payment is not received prior to drop-off on Monday morning, they will not be allowed to enter the program for that day, until payment is received. Daily rates are due upon arrival to the program each day.

- Weekly payments are \$60/week.
 - Menomonie half day program is \$35/week.
- Daily payments are \$15/day.
 - Menomonie half day program is \$10/day.
- You may pay in advance by credit card through the website www.cvclubs.org/summer-program
 - You will be asked to show your proof of payment via email receipt.
- You may pay in person during drop-off in exact cash or check.



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- Free or reduced fees may be available upon request.

Health Screenings:

Members attending the Summer Program must utilize the LiveSafe application to complete a health screening for the Club and show confirmation of a 'green checkmark' upon entering the building for all member(s) attending. If your member has any symptoms that create a 'red X', you must call/talk to the Club to discuss when your member may return back symptom free without medication.

Drop Off & Pick Up Procedures:

- All families must enter the building for pick-up and drop-off process, whenever possible. If you are not able to enter the building for drop-off or pick-up, you may experience a delay as families inside the building are being served first.
 - a. If you are unable to enter the building, you will be required to provide personal identification information to confirm prior to picking up a member(s).
- If a Club member is cleared to enter the club after showing a health screening confirmation, the Club member will be allowed to go into programming.
- The parent/guardian must be prepared to show identification upon entering the building during drop-off and pick-up.

New Sick Procedures:

- Club Staff will notify Club Management that a member is not feeling well.
- Club members displaying COVID symptoms will be sent to the Club's designated sick area and required to wear a face mask until pick up.
- A Medical Form must be completed documenting the member's symptoms and parents must be contacted immediately for the club member to be picked up.
- All siblings of that member will have to go home for the day.
- Parent must pick up their child(ren) from the site within thirty minutes. Because it is important for the health of your child and other children in the program, prompt pick-up is important.
- Club members will not be allowed to come back to the Club without a doctor's note or have been symptom free and fever free for at least 24 hours without fever reducing medication.
- If a child tests positive for COVID -19, the Club will contact city health officials for guidance, immediately close the designated zone for disinfecting until further notice and follow CDC and local recommendations. All families in that room/space will be notified of the confirmed case and communication will NOT include any personal information of the ill child.

Snacks & Meals:

- Club Staff must wash their hands with soap and water before and after handing out a snack or meal. Food handling or latex gloves must be used while handing out snacks or meals
- Club members must wash their hands with soap and water before and after eating a snack or meal
- To reduce transmission, meals/ snacks must be delivered to program areas to reduce youth movement



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After-School Club Program Focus:

- Art
- Summer Brain Gain
- DIY STEM
- Daily Challenge
- Ultimate Journey
- Youth for Unity
- Torch Club

Applications:

- Parents can access forms and new re-open waivers and protocols through the Club website www.cvclubs.org or by emailing your site contact to submit.
- All interested families will be put on a waiting list while their materials are being reviewed.
- Boys & Girls Clubs serves all members because of the generous support of donors, foundations and public funding sources. However, financial needs still exist. If your family would have the ability to support the Club financially, we would gratefully accept a suggested donation of \$5 per after school session. In no way is this a requirement or even an expectation for participation, and no preference will be given to families who have an ability to pay. The most important thing to us is that kids come through our doors to have fun and great experiences.

These policies and procedures are subject to modifications based on city, state, and national health and government official mandates and recommendations, and well as CDC guidelines.