



Summer 2021, Parent Handbook Addendum

Effective: May, 2021

An important update regarding student absences and contract billing has been added to the handbook addendum for the 2021 summer. Please review the change for further information.

In order to maintain the health and safety of staff and students during the coronavirus pandemic, the following practices have been put in place. These practices work in conjunction with the policies and procedures in the Eagle Zone Parent Handbook. These practices were created under the guidance of the [Centers for Disease Control](#) and [Minnesota Department of Health](#). We will continue to update and revise procedures based on their guidance, meaning the information outlined within this document is subject to change.

Health and Safety

Handwashing

- Staff and students will follow proper handwashing procedures.
 - Soap and water for at least 20 seconds
 - Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available
- Handwashing takes place at the following times:
 - Upon staff and students arrival and departure
 - Before and after preparing food or drinks
 - Before and after eating or handling food
 - Before and after administering medication or sunscreen
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - Before and after playing outdoors
 - Before and after transitioning to a new space

Health Screening

- Staff and students are required to be screened by a staff member upon arrival
- [Exclusion Guidelines](#) per the Minnesota Department of Health will be followed
- For the safety of students and staff, anyone not passing the screening will not be allowed into the building and will be asked to return home
 - If an ill student has a sibling, the sibling will also be sent home for observation.

Ill Students or Staff

If a student or staff member develops any symptoms of illness consistent with COVID-19, the following procedures will be followed.

1. The ill student will be isolated in a separate room while they wait to be picked up.

2. Parents and/or emergency contacts will be called and asked to pick up their child immediately.
3. After the ill student leaves the facility, staff will disinfect areas where the student was present.

Sick Policy

We will be following the guidance of MDH and implementing the [Exclusion Guidelines](#) as explained by the Minnesota Department of Health.

- Students will be sent home or denied entry if presenting any of the following:
 - There is a new onset cough or shortness of breath by themselves OR
 - There are at least 2 of the following symptoms: fever (100.4°F or higher), chills, muscle pain, sore throat, fatigue, congestion, loss of sense of smell or taste, or gastrointestinal symptoms of diarrhea, vomiting, or nausea, new severe/very bad headache, new nasal congestion/stuffy or runny nose.
- Students that are exhibiting any symptoms and have not received a clinical COVID test will need to:
 - Stay home for 10 days since the symptoms first appeared, and have gone at least 24 hours without a fever (without fever reducing medication)
 - Siblings and household members need to stay home for 14 days
 - If a student is ill and is being sent home, the siblings of the student will also be sent home for observation.
- We recommend you have back-up childcare plan in case of exclusion
- If a person has a new symptom with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.
- Families will not be charged for days when students are excluded from attending the program. In order for the days to removed from your contract, you are required to:
 - Provide written notice detailing your student's absence to Robin Price, School Age Care Program Specialist, at rprice@edenpr.org.
 - Please include the absence reason as either due to symptoms of COVID-19 or exposure to COVID-19.
 - The notice should also include the dates that your student will be absent, and indicate the return to programming date.

Face Coverings for Adults (Staff & Parents)

- Per the CDC and MDH guidelines, staff members are required to wear face coverings during the work day and while inside the building.
- Staff may remove their face covering when outside as long as social distancing is maintained.
- When wearing face coverings, staff will be careful not to touch their eyes, nose, and mouth to prevent potential contamination.
- Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing
- Parents/guardians are required to wear face coverings at drop off/pick up times and all other times while inside district buildings.

Face Coverings for Students

- All staff and students in grades kindergarten and up must wear a face covering while inside the building.

- Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering are exempt.
 - *This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible. Children under the age of 2 should never wear a mask.*
- A face covering must be worn to cover the nose and mouth completely and include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering.
- Coverings may get dirty or become damp after extended wear. Having several face coverings available for your child on a daily basis will help your child remain safe and to help keep your child comfortable.
- Please label your child's mask and send a bag to store used masks (for example a paper bag).
- Face coverings can be removed temporarily for the following reasons:
 - While eating or drinking
 - When outside if social distancing is maintained
 - During physical activity, such as games in the gym

Cleaning and Disinfecting

- All areas of the building being used (classrooms, gyms, cafeteria, common areas, etc.) are equipped with sanitizing wipes, sanitizing sprays & gloves.
- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and playground structures.
- Toys and equipment will be cleaned and sanitized prior to being used by a new group of children.
- After toys and equipment have been used, they are to be set aside until they are cleaned and sanitized.

Parent Drop Off and Pick-Up

- There is one designated door for entering and exiting the building.
- Ideally, the same parent or designated person should drop off and pick up the student(s) every day. If possible.
- Anyone considered to be in the high-risk category, including older people such as grandparents or those with serious underlying medical conditions should not pick up children.
- Authorized pick-ups are required to show their ID upon pick-up.

Programming

Group Sizes and Ratios

- Staff-student ratios are 1:15 based on ratio guidelines for certified school-age care programs.
- Group sizes will be limited while inside the building, based on current guidelines and as space allows.
- Large group areas (gym, cafeteria) may be utilized more often to provide for more physical distancing.

Social Distancing

- Social distancing guidance will be provided to students when appropriate based on each activity.
- Staff will maintain physical distancing between each other as often as possible.

Meals

- A morning and afternoon snack is provided through Eagle Zone.
- Students will use social distancing best practices while eating.

Playground

- When possible, activities will be held outside.
- Students and staff will wash hands before and after touching play structures and maintain 6 feet of space from other children as much as possible.
- The number of students on the playground structure at one time will be limited based on group sizes.

Field Trips and On-site Guests

- Field trips will be planned in accordance with the latest guidelines and in accordance with the guidelines of the venue in which the program is visiting.
- On-site guests may be allowed on-site based on the activity and current guidelines that are in place.

Other

- Student belongings will be stored in an assigned area.
- We ask that students bring all items home with them at the end of the day.
- Students will not be allowed to bring toys from home.
- Students may bring their own books from home if they would like.

Please call or email Eagle Zone with additional questions you may have. We can be reached at (952) 975-6953 or eagle_zone@edenpr.org.