



Bear Valley Community Association School Aged Child Care (SACC) Emergency Program Handbook 2020 - 2021

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This guide details changes to our regular policies in response to the COVID-19 Pandemic. For a complete guide to our policies and procedures, please refer to our [SACC 2020-2021 Program Handbook](#).

COVID-19 is an evolving public health emergency in our community. The policies and procedures in this guide may change as new information becomes available. Any major changes will be communicated to you when you deliver your children to program and through parent email and electronic newsletters.

Please be aware that we may have to shut down operations at any time and potentially without notice if SACC, the Anchorage School District, licensing, or other authorities deem it unsafe to continue.

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WELCOME

Please remember...

As the Anchorage School District (ASD) changes between risk levels, SACC will also change to best accommodate care for your children.

REGISTRATION

Due to current health and safety protocols, as well as the short registration period, please respond to all requests within 24 hours. If we don't hear back from you promptly, your child's ability to attend program may be delayed.

Medical and immunization records are due at the time of registration for all participants.

Two current telephone numbers that staff can use to reach the registering parent, as well as two local emergency contact numbers are required. If SACC staff cannot reach the registering parent, they will call the emergency contact numbers. Emergency contacts are limited to the Anchorage area.

Make sure all contact information is up to date and we have a way to reach you or a responsible adult during program. **If your child becomes ill, someone will be required to pick them up from program within one hour.**

The Bear Valley Community Association, School Aged Child Care Program is pleased to be able to provide childcare during the COVID-19 crisis. We are taking extreme caution and planning for how children will practice physical distancing while still having positive social interactions with others.

Here are some important changes and details to our program this fall:

- **Everyone will be required to undergo a health screening each day** before being admitted, this includes children and our staff
- **Parents and adults will not be allowed into program.** For safety and convenience, we will pick up and deliver your child to your car.
- **Children will be placed in groups of 10 with one staff member.** Each group will be in a separate room within Bear Valley Elementary School and will not be allowed to intermix.
- **If your child becomes ill during program, you will be required to pick them up immediately.** Please make arrangements with your emergency contact if you work an essential position that will not allow this responsiveness.

PROGRAM SAFETY

Many of the below policy changes are outside of our regular practice but necessary to keep everyone safe this school year. Please talk to your child about these important safety measures prior to attending program.

1. We will have markers on the floor to keep youth the proper distance from each other when lining up, eating, playing, sitting in a circle, and during activities.
2. Youth will be placed in groups and remain with that group for the entire week.
3. Everyone will be required to wash hands frequently throughout the day.
4. Remind your child to sneeze or cough into elbows and then wash their hands.
5. We will be teaching air high-fives and air hugs and asking all youth to keep their distance and to keep all bodies to themselves.
6. We will be practicing social distancing and standing 6-feet apart in line.
7. Staff will follow a rigorous cleaning procedure for disinfecting areas during the day and after program ends in preparation for the next day.
8. Please keep all personal toys at home in order to prevent spreading germs.
9. We will be asking youth not to share food.
10. Talk to your child about what to do if they are not feeling well while at SACC.

PROGRAM OVERVIEW

As we all know, during this pandemic nothing is as it used to be. SACC will be a very different program both in policy and design.

INSIDE OUR PROGRAM: Program will be closed to all except registered children and SACC staff. Municipal and state licensing agents sometimes visit our programs, but all outside visitors will be restricted during emergency programming.

Programs will run Monday through Friday and follow the ASD 2020-2021 school calendar. We will provide snacks around 8:00am and 3:15pm for all youth.

WHAT TO BRING: Please limit the items you bring to site

1. Two – three face coverings/masks per child that fit correctly and safely.
2. We go outside every day so please send rain/snow boots, rain/snow jacket, hat, gloves, and rain/snow pants.
3. A change of clothing for younger children is encouraged.
4. One - Two water bottles
5. Cold sack lunch (*for our 3rd – 6th grade kiddos only*) - Children are to bring their own lunch but *please remember we have multiple kids with life-threatening allergies and SACC is a peanut and tree-nut free program.*
6. Academic packets/tablets (*for our 3rd – 6th grade kiddos only*) - there will be scheduled academic time throughout the day.

DO NOT send toys or any additional items to site with your child.

PROGRAM DESIGN

Program design will be **adapted to small groups (up to 10) with one staff member.** These groups will not intermix, and children will no longer have the choice to go from room to room as they please, which is the case during our regular "free choice" program model.

DAILY SCHEDULE

- o Youth will report to classrooms as their "home base" for the day where a majority of activities will take place including synchronous and asynchronous learning, art/science activities, and snack service.
- o Scheduled outside time will also be incorporated with specialized programming to help maintain physical distancing in active spaces.
- o Activities have been adapted that prevents sharing of supplies and promotes physical distancing.

PHYSICAL SPACE

- o Youth will each have their own desk/table to work from and a designated space for storing personal items six feet away from others.
- o Youth will be issued individual packets of supplies for the day and these packets will be cleaned and sanitized weekly.
- o A toy rotation schedule will be implemented to allow for cleaning and sanitizing of items between use.

RATES:

HOURS OF OPERATION:

AM ONLY

\$300

7:00 - 9:30 AM
Mon - Fri

PM ONLY

\$400

3:00 - 6:30 PM
Mon - Fri

FULL TIME (AM & PM)

\$600

7:00 - 9:30 AM
3:00 - 6:30 PM
Mon - Fri

Asynchronous Learning Day Feb 26th (Full Day) 8:30am – 4:30pm

*In addition to your regular fees, there is a charge of \$45.00 for full day attendance for every child attending SACC on Feb 26. The "Full Time" attendance rate of \$600.00 does not cover attendance of asynchronous learning days and or in-service days (full day).

Screening Questions

Each morning we will be asking families to complete an online survey which includes a series of health screen questions about your child(ren):

1. Any fevers over 100.4 degrees within the last 72 hours (three full days)?
2. Has any medication been used to reduce a fever in the last 72 hours?
3. Unexplained cough or trouble with breathing currently?
4. Runny nose, chills or fatigue currently?
5. Sore throat currently?
6. Muscle aches currently?
7. Vomiting, nausea, diarrhea currently?
8. Loss of taste or smell recently?
9. Has your child(ren) travelled outside the state of Alaska in the last 14 days?
10. Has your child(ren) had direct contact with anyone who was diagnosed with COVID-19 in the past 14 days?

If you answer yes to any of the screening questions, or your child(ren) has a temperature greater than 100.4°F, they will not be accepted into program.

It is imperative for our staff, youth, and families that you keep sick children at home. Even a child with a common cold will not be permitted into program at this time, which is a change from standard licensing guidelines.

All SACC staff will also undergo a health screening each day.

- o Soft items (rugs, pillow, puppets, etc.) have been removed from site operations.
- o Painters tape will help mark off play areas, line spacing, and spacing in hallways for walking during transitions.

CHECK IN & CHECK OUT

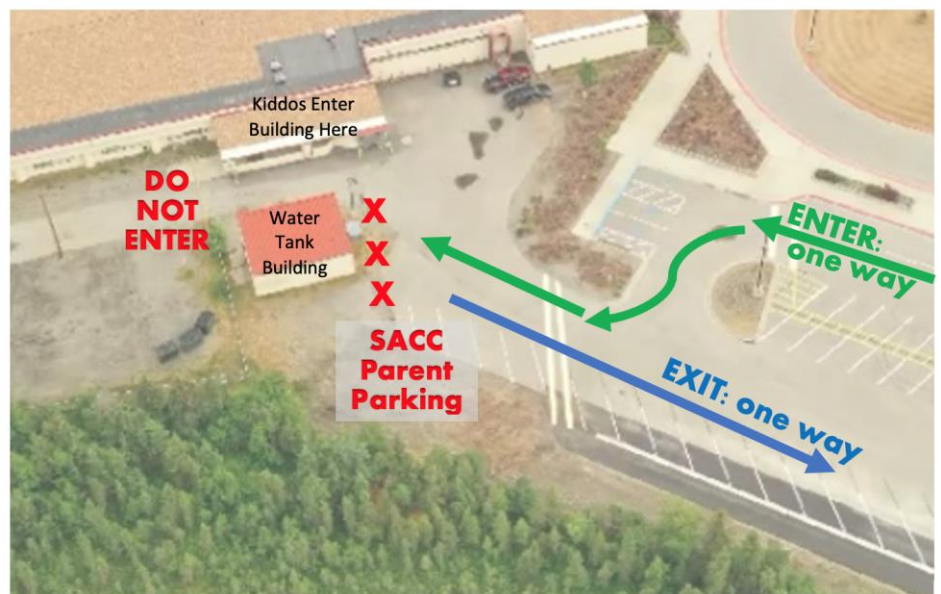
Please allow extra time dropping off and picking up.

For safety reasons, **parents will not be allowed into program. We will be greeting all families outside the school at a specific entry location described and pictured below.** This is not our normal procedure but it will be put in place for the safety of all families and staff.

Our **new drop-off and pick-up location** will be at the north side of the school near the teacher parking lot (see image below). Parents will park in a designated SACC parking spot near the water tank building and walk their kiddos around to a side entrance of the school where an administrator will be waiting to greet families and lead children inside for the day. Please call the admin cell phone **907-310-4122** to let staff know you have arrived to drop off and or pick up your child for the day.

An administrator may not be waiting at the door so please call when you arrive. Also, at pick-up, feel free to call 5 minutes in advance so that we can help your child gather their things together without being rushed.

Also please make sure you are driving cautiously through the parent parking lot, and **not speeding**. Also, please follow the **one-way traffic signs** when entering and driving through the lot.



BEHAVIOR

Any youth who cannot consistently keep their bodies to themselves will be removed from the group and you will be asked to pick them up. We realize this is a stressful time for youth, but this is extremely important for us to do our best to keep all youth and staff safe during this time.

Any youth who refuses to stay with the group or transition to a new space with the group may also be sent home. It is imperative during this time that youth stay together in their assigned groups with assigned staff. Youth who are leaving assigned areas without asking or refusing to come back may also be sent home.

In addition, there will be a zero tolerance policy for any behavior that threatens the safety or health of another child or staff. For example:

- Coughing toward another child, intentionally
- Licking or sucking on appendages then touching another child
- Threatening to "give you Covid"

Any of these behaviors, or others deemed inappropriate/dangerous by administration will result in immediate suspension from SACC. This includes immediate pickup by a parent.

Please refer to our [SACC 2020-2021 Program Handbook](#) for more details on behavior, general health and safety, and Program Policies.

MASKS

All staff and youth are to wear face coverings that cover their mouth and nose while at site in accordance with CDC recommendations.

SACC continues to monitor federal, state and local health official guidance on the use of masks in our program space. As recommendations evolve, SACC will continue to assess the procedures and safety measures surrounding the use of masks.

RESPONDING TO ILLNESS:

- Any youth or staff who become ill during program hours will be sent home immediately
- An isolation area will be established to include appropriate PPE, sick mat, cleaning and disinfecting supplies
- Parents will be contacted immediately and must arrange for pick-up within an hour
- Children with a history of any COVID symptoms (e.g. muscle or body aches) will need a doctor's note. Otherwise, SACC may send a child home more frequently than necessary.

Families are required to report known exposures of COVID-19 positive individuals to SACC. Please do not come to SACC to report exposures to COVID-19, rather call 907-310-4122.

Preventative Handwashing:

- Staff are to be trained on proper preventative hand washing
- Youth are to be educated in an age appropriate manner on proper preventative hand washing
- Youth and staff are to wash their hands...
 - upon entering and exiting the building
 - before and after eating
 - when transition from one space to another
 - whenever their hands become soiled
 - after sneezing/coughing
 - after using the restroom
 - every hour based on the program schedule

Physical Distancing:

- All youth and staff are to remain 6 feet apart from one another
- Painters tape or cones may be used in hallways and in classrooms to promote the 6-foot distance
- Physical activities are to only take place outdoors
- Program supplies are not to be shared between youth and each youth is to receive an individual packet of program/activity supplies
- Field trips are not permitted at this time



COVID-19 EXPOSURE PLAN OVERVIEW

In the event of a confirmed COVID-19 case...

1. **SACC will immediately notify local health officials, Child Care Licensing, and the Anchorage School District.** Health officials will help SACC determine a course of action for our program.
2. **SACC will close the program site (or an individual group) for a minimum of 2-5 days.** This initial short-term closure allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the SACC program. Local health officials will help determine appropriate next steps, including whether an extended closure duration is needed.
3. **SACC will communicate with staff and parents.** SACC will coordinate with local health officials to communicate closure decisions and the possible COVID-19 exposure.
 - Communication will include messages to counter potential stigma and discrimination.
 - No youth or staff names will be shared. It is critical to maintain confidentiality of youth or staff as required by the Americans with Disability Act.
4. **Clean and disinfect the facility thoroughly.** All cleaning and sanitation will be coordinated with ASD. At minimum SACC will do the following:
 - a. Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - b. Open outside doors and windows to increase air circulation in the area.
 - c. No staff will enter facility for a minimum of 24 hrs.
 - d. After 24 hours, thorough cleaning and sanitation will occur based on the SACC Cleaning and Sanitation Procedures.
5. **SACC's Program Leadership Team will assess all health and safety procedures, operations, and the need for increased monitoring or training.**
6. **SACC's Administrative & Executive Team will assess program operations** after any exposure event.

2021 SACC CALENDAR

Asynchronous Learning Day Feb 26th (Full Day) 8:30am – 4:30pm

*In addition to your regular fees, there is a charge of \$45.00 for full day attendance for every child attending SACC on Feb 26. The "Full Time" attendance rate of \$600.00 does not cover attendance of asynchronous learning days and or in-service days (full day).

January 4	First day after break	SACC reopens
January 18	Martin Luther King Day	Holiday SACC closed
February 15	Presidents Day	Holiday SACC closed
February 26	Asynchronous Learning	SACC Open 8:30-4:30 *additional charge for care on the 26th. Contact an Administrator if interested in care on Feb. 26
March 5-12	Spring Break	SACC closed
May 20	Last day of school	Last day SACC open

Updated 2/9/21

SACC MENU - WINTER 2021

Menu subject to changes as we reassess program operations during these unusual circumstances

**1% Milk will be served and available during morning and afternoon snack*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning Snack (8am-9am)	Hard Boiled Eggs & Cereal (Rice Krispies or <u>Kix</u>)	Green Machine Green Smoothie & Applesauce	Hard Boiled Eggs & Fresh Fruit	Hot Oatmeal & Peach Cups or Fruit Leathers	Hard Boiled Eggs & Fresh Fruit
Fruit may include strawberries, bananas, apples, oranges, grapes, kiwi, blue berries, watermelon, cantaloupe, pears, and pineapple.					
Afternoon Snack (3:00 pm)	Cheese & Crackers Fresh Fruit + Veggies	Yogurt & Graham Crackers Fresh Fruit + Veggies	Cheese & Crackers Fresh Fruit + Veggies	Yogurt & Graham Crackers Fresh Fruit + Veggies	Cheese & Crackers Fresh Fruit + Veggies
Cheese may include string cheese and medium cheddar cheese. Crackers may include saltines, <u>ritz</u> , wheat thins, goldfish, and pretzels. Veggies may include carrots, cucumbers, snap peas, celery, broccoli, and cauliflower					

***We are a peanut free facility. We do our best to monitor cross contamination of peanuts and treenuts in all foods that are served.**

DISCLAIMER: Every effort will be made to serve the items listed on this menu; however, changes may be made based on availability of certain foods. If you would like to know the changes that have been made to the menu, you may request a list of changes by emailing our administrative team: alaskabvca@gmail.com

E-LEARNING & ELECTRONIC DEVICES:

Between 4pm - 4:45pm SACC will allot time for students to work on their i-ready and or specials. If you plan to pick up your kiddo before 4:30 - 5 pm, they may not have had enough time to complete their assignments for the day, and may need to work on these assignments at home.

Also, we will not have chromebooks or laptops for your kiddos to borrow while in our care, and will need each kiddo to bring in their own device in order to work on their assignments at SACC. **Don't forget headphones and a charger as well! Thank you!!**

Bear Valley Elementary Leadership has asked SACC staff, families, and kiddos NOT to bring their chromebooks (or any electronic device) into a BVE classroom or on a BVE ASD school bus. Therefore, **chromebooks and laptop devices will need to remain at SACC in our care, and can only be transported to and from the school in parent vehicles.**

If you would like your kiddo to leave their chromebook at SACC for the week, we will keep these devices in our care and designated SACC rooms/spaces. Also you are welcome to have your kiddos bring their computers to and from SACC each day if you prefer. Please communicate to a SACC administrator your preference to prevent confusion.

Below is a rough outline of our afternoon SACC schedule:

3 - 3:10pm, sign in

3:10 - 3:30pm, snack

3:30 - 4 pm, outside time

4 - 4:45pm, i-ready & specials

4:45pm - 6:30pm, art/science activities

Please be patient with our administration and staff as we navigate how best to support our families during these uncertain times. The quality of our program is of utmost importance however the safety and health of our children during this pandemic will be our top concern. Therefore, your feedback is greatly appreciated and encouraged as we update and make changes to our policies and procedures.

Thank you for your support and patience!

**- Bear Valley Community Association
SACC Leadership Team**

