



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA After School Guidelines

## Jasper Elementary

We are excited that you are interested in having your child attend the YMCA After School program this coming semester! At the YMCA, we challenge children to grow in imagination, creativity, confidence, self-directed initiative, and leadership. We are dedicated to changing the lives of the children in a positive way and thank you for giving us the opportunity to do so. We are committed to providing your child with a rewarding and memorable experience!

YMCA After School will be available for children K- 5<sup>th</sup> grade each day that school is in session from dismissal until 6 PM. (EST)

Below is some information related to our program and some changes we have made to our program to adhere to the CDC guidelines to make sure that we are maintaining a healthy environment for our staff and our students.

### General:

- Jasper Elementary will dismiss at 3:00 PM daily
- Masks will be required
- Children in the After School Program will be called to the hallway outside of the cafeteria.
- Any child that is referred to the sick room throughout the school day should not be dismissed to the YMCA program.
- Parent pick up will occur at door 26 (gymnasium door) Parents are not permitted to enter the school building.
- Parent pick is not allowed before 3:30 due to bussing and parking lot traffic
- Jasper Elementary will communicate of any room conflicts, special events or health related issues as soon as possible.
- Communication will be made with the After School Coordinator and designated Jasper Elementary contact.
- The YMCA kids will be in the cafeteria foyer and the first 2 rows of the cafeteria for seated activities

### Personal Belongings:

- Children will have their own laundry basket (provided by the Y) to keep their belongings in, such as a back pack, water bottle, etc. Children will make a name tag for their basket and the basket will remain in its designated spot throughout the program.
- Each child will have his/her own bag of craft supplies, such as markers, crayons, pencil, scissors, and glue to use for activities.

- The children are asked to bring their own water bottle to refill throughout the day. We will be using the bottle fillers on the water fountains to refill the bottles.

#### **Snack time:**

- Children will be allotted time for proper hand washing prior to snack time.
- Children will be given a choice of a prepackaged snack in a grab and go style.
- Children will observe social distancing while eating snack.

#### **Physical Barriers and Guides:**

- When going to the bathroom, two children will be allowed in the bathroom at a time.
- Desks or chairs will be positioned for maximum social distancing.

#### **Group Size:**

- The children will be divided into small groups and assigned to a specific space. The children will stay in this space throughout the day except when rotating to the cafeteria , gym, and outside for their scheduled activity time.
- We will keep siblings together in the same space. Therefore, our groups will be intermixed with ages and genders.
- We intend to maintain consistent counselor assignments for groups and activities when possible.
- We will minimize mixing between groups.

#### **Scheduling Structure:**

- In order to maintain physical distancing, our program will have a rotation schedule. The schedule will be based on the rooms that we have available and each group will have a designated time to be in the shared rooms (cafeteria, gym and outside). This will help minimize the mixing of the groups.
- When appropriate, the children will be spread out for the activities.
- Activities will be developed with keeping the physical distancing guideline in mind.
- When using shared supplies, the supplies will be cleaned between uses.

### **Maintaining Healthy Environment:**

- Staff will encourage multiple hand washing and sanitizing times for the children. Hand washing times will be built into the daily schedule.
- Hand sanitizer will be available for the staff and children to use.
- We will have designated "Clean Bins" and "Dirty Bins" for supplies and equipment in each room. The items will be cleaned on a regular basis by the staff.
- We will have an area designated as a sick room in the event that a child becomes sick during the day and is waiting for a parent to come and pick up the child. The room will be sanitized after the child leaves.
- We will be limiting any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible.

### **Staff Guidelines:**

- All staff will complete the COVID-19 Health Screening and take their temperature before starting their shift.
- Staff will be masked at all times and wear a staff shirt.
- Staff will wear gloves when doing activities directly with the children.
- Staff will have designated cleaning duties that must be completed during the day and at the end of each day.
- Staff will complete training prior to the start of AfterSchool.

### **Contacts:**

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- Kent Taylor Jasper Elementary Principal [ktaylor@qjcs.k12.in.us](mailto:ktaylor@qjcs.k12.in.us)
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**\*After School Guidelines as of July 29, 2020**

**\*Guidelines are subject to change throughout the length of the program to meet federal, state, and local guidance and recommendations.**