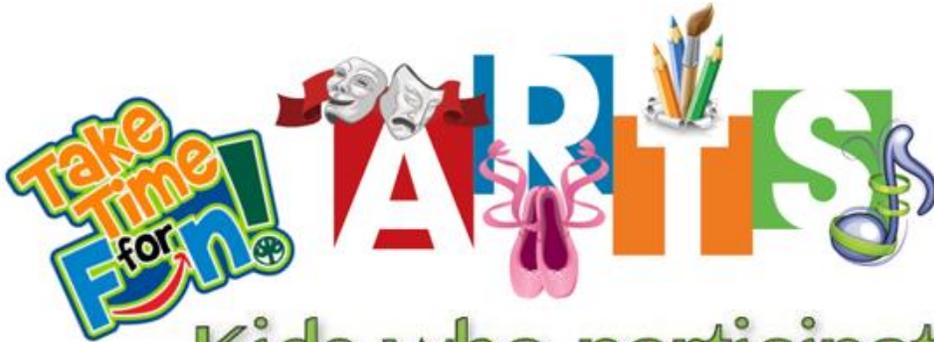


Schaumburg Park District



Kids who participate

in the **ARTS**

develop:



CULTURAL ARTS SUMMER CLASSES 2020

SPD CLASS INTRODUCTION

Dear SPD Class Families,

Thank you for choosing Schaumburg Park District for your child's summer class experience. On behalf of the staff, we would like to say welcome! We are looking forward to a safe and fun summer that instills confidence in your child and creates wonderful memories. We are excited to for students to learn new skills and expand their creativity and imagination. We are committed to creating a nurturing community that supports each child's individuality and unique interests. Safety and supervision are essential components of our program. This handout will provide you with information regarding our policies and procedures and the guidelines from the Centers for Disease Control (CDC). General questions or concerns can be emailed to Beth Waller, Cultural Arts Supervisor at bewaller@parkfun.com or please call the office at (847) 490-7015 X 2023.

Please Note:

- Schaumburg Park District reserves the right to cancel any program due to low enrollment and/or a change in government regulations.
- **PHOTOS/VIDEOS:** Registrants and participants permit the taking of photos and videos of themselves and their children during Park District activities for publications and use as the Park District deems necessary.

SPD CLASS ARRIVAL AND DEPARTURE

Drop-off and pick-up procedures for the CLASS PARTICIPANT'S program has been outlined in this email and are available on the SPD website. Students (and their families) will be greeted by SPD staff outside via curbside at the various facilities (weather permitting). Once the participant has been signed in, he/she will be escorted to their program by a staff member.

Friendly Reminders:

- Youth participants will be dropped off and picked up via curbside at the facilities.
- Both youth student and the parent/guardian must wear a face covering upon exiting the vehicle.
- Adult students must wear face covering upon leaving vehicle and during the time in the facility public areas.
- Please allow for additional time in your schedule to accommodate the current arrival and departure process
- All families will be asked a series of health-related questions daily.
- Remember to maintain physical distance with other students and family members.
- Children DO NOT need to be called out absent for summer class unless it is due to illness.

ON-SITE VISITS

At this time for safety reasons, SPD classes do not allow on-site visits to the program. Parents and guardians will not be permitted to enter Schaumburg Park District facilities.

ON-SITE ACTIVITIES

Due to the COVID-19 pandemic, our goal is to reduce interpersonal contacts to limit potential exposure. Students will be placed in social-distancing areas for classes. Students and staff will be required to wear proper coverings when traveling from location to location and during activities when maintaining physical distancing is not feasible due to area limitations.

ILLNESS AND INJURY

Schaumburg Park District is requiring that all families pre-screen their student daily before attending our programs.

These self-monitoring activities include:

- Taking the participant's temperature before arriving to their class location.
- Self-screening for the presence of COVID-19 symptoms (fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.)

For the protection of all participants and staff, we are unable to accept anyone who appears ill. Families must answer a daily health screening questionnaire upon dropping their student (listed below):

Pre-Screen Questionnaire

1. Does the participant (or parent/guardian) CURRENTLY have any cold or flu symptoms (cough, runny nose, fever, or sore throat, but not seasonal allergies)?
2. Has the participant (or parent/guardian) experienced cold or flu symptoms (cough, runny nose, fever or sore throat, but not seasonal allergies) in the last 3 days?
3. Has the participant (or parent/guardian) been in *close contact in the past 14 days with someone with a confirmed case of COVID-19?
4. Did the participant (or parent/guardian) have a fever this morning?
5. Does the participant have a water bottle with them today? (no drinking fountains are available – only ones where bottles can be filled.)

If your response is YES to questions 1 – 4, your child will not be permitted to attend class.

Note: If family household members are symptomatic, those students are not allowed to attend class and you must notify the Park District.

How can I prepare my student for the new safety precautions at class?

- Start practicing with students at home. Start to take their temperature every morning. Practice hand washing frequently during the day, especially when entering the house after being outside, after toileting, and before eating. Teach students how to sneeze and cough into their elbow. If you teach your children about the importance of staying healthy, they will understand the importance of the new safety protocols at class.

SPD Staff have the right to refuse admittance of a participant who appears too ill to attend on a given day. We cannot stress enough the importance of staying home if someone shows any symptoms associated with COVID-19.

If a participant is diagnosed with COVID-19, please make sure to notify SPD staff.

The district will confidentially notify the other class families and staff that a case of COVID-19 has been reported.

If a participant has a communicable infection or tested positive for COVID-19, please notify the staff or supervisor immediately. A few guidelines to follow in determining whether the student should stay home are:

- Participant should be free of an elevated temperature for 72 hours (without medicine) before returning to SPD Class. A doctor's note with a confirmed negative COVID test is required.
- If prescribed, participant should be on antibiotics for 24 hours before returning to class to ensure they are no longer contagious.
- If matter coming from the nose is not clear in color, it is usually symptomatic of an infectious process beginning. Please stay home.
- Participant should be free of diarrhea for at least 24 hours before returning to class.
- A rash may be the first sign of many illnesses, such as scarlet fever or COVID-19 in children. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash to the program until your doctor has said that it is safe to do so.

If a participant/staff has a confirmed case of COVID-19

- Local health officials, staff and families will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with ADA and other privacy laws.
- The other program participants will be moved to another designated room in the building. The contaminated room will be quarantined and cleaned 24 hours after initial exposure. Programs can return to room upon following proper disinfecting procedures.
- We will ask that the program participants self-quarantine per CDC guidelines.

When a participant/staff can return to the facility if confirmed with COVID-19?

Participants/Staff who is exposed/diagnosed to COVID may not return until

- He or she has had no fever for 72 hours (without medicine) AND
- Other symptoms have improved AND

- At least 10 days have passed since their symptoms first appeared AND
- A doctor's note clearing them to return.

OR

- Have had two negative COVID-19 tests in a row, with testing done at least 24 hours apart with a doctor's note clearing them to return.

Signs of Illness while at Class

If any child has a rash, fever or other signs of illness, the parent/guardian will be called and must pick the child up within 30 minutes. There will be a designated area outdoors at each facility for the participant showing illness symptoms to go until he or she can be picked up safely by parent or guardian.

If adult students have a fever or other signs of illness, they will be asked to leave program. If they need assistance, necessary actions will be given.

ADA AND SPECIAL ACCOMMODATIONS

Schaumburg Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels. If your child requires special accommodations while attending the class, Schaumburg Park District will work with your family in cooperation with Northwest Special Recreation Association (NWSRA) to review the *COVID 19 Decision Process* to determine if your child can safely and successfully participate while considering individual sensory needs, behaviors and spatial concerns and if CDC and PPE guidelines can be followed. NWSRA and its member park districts believe all individuals should be provided with leisure opportunities that allow for performance at their highest level of ability in the least restrictive environment while maintaining safety and confidentiality.

Our Goal: Safe participation by people with and without disabilities.

PARTICIPANT'S CONDUCT

If a participant behaves inappropriately during class, staff will attempt to redirect the participant and offer alternatives to the inappropriate behavior. If it is a youth, a written notice will be presented to the legal guardian/pick-up person if the behavior does not improve. The students will be dropped from the class if any further issues occur.

MANDATED REPORTING OF ABUSE, NEGLECT, ABANDONMENT OR EXPLOITATION

Schaumburg Park District realizes the crucial role mandated reporters play in keeping children safe and ensures that mandated reporters are aware of their responsibility to report when there is reason to suspect that a child may be abused, neglected, abandoned, or exploited. It is the policy of SPD that any suspicion or

allegation of abuse, neglect, abandonment or exploitation perpetrated against a child/youth is reported in adherence to the *SPD Mandated Reporter of Abuse, Neglect, Abandonment or Exploitation Policy*.

Schaumburg Park District staff is considered mandated reporters under the law. Staff is not required to discuss their suspicions with parents prior to making a report to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report.

TOILET TRAINING

All children enrolled in SPD cultural art classes must be toilet trained.

PROGRAM SAFETY

A face mask must be worn daily to allow full participation. All communal water fountains in the facility will be closed and not available. Please bring your own labeled water bottle when attending a program. All children should bring a backpack or bag to store belongings and projects created in class.

PERSONAL BELONGINGS

Schaumburg Park District is not responsible for items brought from home. Please label all items. Electronic devices are not allowed during SPD cultural arts classes. Cell phones are allowed; however, students will not be permitted to take pictures or talk on the phone.

FACILITY CLEANING AND STAFF TRAINING

All class staff have received training on proper COVID-19 procedures including physical distancing guidelines; washing hands and covering coughs and sneezes; proper use, removal and washing of cloth face coverings; proper cleaning, sanitizing and disinfecting for high touched areas and CPR and first aid for a student who may exhibit signs and symptoms of Covid-19.

Our maintenance staff will deep clean regularly and frequently throughout the day. They will also disinfect highly touched areas such as doorknobs and sinks. Cleaning protocols have also been set for any time a group leaves a space and goes to a different space (Ex. Common use areas like the gymnasium and fitness studio)

- All staff will sanitize equipment and materials that are shared or used throughout the day.
- Students will have their own bags of supplies during art classes.
- Extra hand sanitizing stations have been placed throughout the facilities and each class program room.

Let's have a FUN and SAFE summer together!
Cultural Arts Staff