

CITY OF SUNNY ISLES BEACH

SPRING BREAK CARE

March 29 – April 2, 2021

PARENT HANDBOOK



Cultural & Community Services Department

18115 North Bay Road, Sunny Isles Beach, FL 33160

305.792.1706 | activities.sibfl.net



Introduction

As all of us are trying to navigate through these uncertain times and move toward a new normal, the City of Sunny Isles Beach will be providing a (modified) Spring Break Care program to assist those who need a form of childcare. Offering a childcare service during this pandemic takes a lot of planning, training and dedication to provide the safest environment for the community, the participants, the employees, and the City.

Although this spring may look and feel a little different, we have a great team of committed, caring and skilled employees that will create an amazing experience for the community while following the Centers for Disease Control (CDC) guidelines and recommendations to provide the lowest risk Spring Break Care program.

Per the CDC, COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document.

The City of Sunny Isles Beach Spring Break Care program will be following the CDC guidelines and suggested protocols to keep everyone safe. Although some may not agree with the CDC guidelines, it is your decision to choose the City's Spring Break Care program with the understanding of the CDC guidelines used to increase the safety of all.

Safety Protocols

The City of Sunny Isles Beach (City) is following the recommendations of the Centers for Disease Control (CDC) and the American Camp Association (ACA) regarding the Coronavirus (COVID-19) along with federal, state, and local laws.

Rules & Guidelines

In response to the global pandemic, new guidelines and procedures along with safety protocols have been put into place to protect employees, children, and their families from the spread of COVID-19. Please be sure to read this handbook thoroughly so you and your family understand all the rules and guidelines prior to attending the City's Spring Break Care program. As more information is available or updated through the CDC and ACA, the guidelines and protocols outlined may be modified and will include the date of the modification.

We appreciate your support as we continue to navigate through this challenge together, just six feet apart.

Healthy Hygiene – Refer to [cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

Please be sure to do your part as it is important to take everyday preventive actions to limit the spread of COVID-19. The CDC recommends the following:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people. This will be referred to as physical or social distancing.
- Cover your mouth and nose with a cloth face covering when around others.

- Remember to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Clean and disinfect frequently touched surfaces.

Face Coverings – Refer to [cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)

The Florida Department of Health defines a face covering as a material that covers the nose and mouth. The CDC recommends that face coverings should be worn by employees and children (particularly older children) as feasible and are most essential in times when physical distancing is difficult. We do understand that face coverings may be challenging for children (especially younger children) to wear in all-day settings such as a Spring Break Care program. We will ensure that all employees are knowledgeable on the proper use, removal, and washing of cloth face coverings and ask that you help educate your child on the proper use, removal, and washing of cloth face coverings.

Note: Cloth face coverings should not be placed on babies or children younger than 2 years old, anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the cover without help.

Cleaning and Disinfecting

The CDC states that cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection. The City is committed to using products that are EPA-approved to use against SARS-CoV-2, the virus that causes COVID-19.

Employees will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched along with objects/surfaces not ordinarily cleaned daily such as, but not limited to, doorknobs, light switches, classroom sink handles, countertops, desks, chairs, cubbies, and any restroom toilet/sink handles and dryers that are not touchless. All rooms within the facility will be routinely cleaned, sanitized, and disinfected several times a day.

Shared Objects

All employees and children will keep their belongings separated from others' and in individually assigned areas inside their room. The City will ensure adequate supplies to minimize sharing of high-touch materials to the fullest extent possible (e.g., assign art supplies or other equipment to a single participant), or limit use of supplies and equipment to one group of participants at a time and clean and disinfect between use. Employees and children will not be allowed to share electronic devices, toys, books, and other games or learning aids and should refrain from bringing these items to the Spring Break Care program.

Ventilation

In order to minimize the possibility for airborne infection to occur and spread, the City of Sunny Isles Beach is committed to adhering to principles of air movement and ventilation by re-checking and re-confirming the effective operation of all facilities to ensure a safe environment for everyone.

Food Service, Snacks and Water Bottles

The CDC recommends that all employees and children bring their own meals and food service items (utensils, dishes). Disposable items are preferred. Sharing of foods and utensils are prohibited.

Please pack a nutritional and non-perishable lunch and two snacks for your child as meals are not provided as part of this program. We do not refrigerate or microwave any foods. Please make sure your child's lunchbox has their name on it. If you have more than one child, please send each lunch in a separate lunchbox.

It is important that all employees and children stay hydrated. Please be sure to send your child to the program daily with a closed top water bottle that has their first and last name written on it. City facilities have bottle refill stations to refill the water bottle throughout the day.

Identifying Small Groups and Keeping Them Together (Cohorting)

Per the CDC, small groups of children that stay together all day, each day, while physical distancing and do not share objects is considered the lowest risk of spread. The City of Sunny Isles Beach is committed to having groups no larger than 8-12 children with the same employee(s) that will remain together for the duration of the day without mixing with other groups. Each group will have their own assigned room in which they will conduct most of their day-to-day activities to minimize the possibility for cross contamination and prioritize outdoor activities, weather permitting. We cannot accommodate individual requests to be grouped with specific campers.

Promote Resilience

We understand that everyone reacts differently to stressful situations. Hearing about the pandemic repeatedly may cause overwhelmed or distressed feelings. Children may worry about themselves, their family, and friends getting ill with COVID-19. We will assist with helping children make sense of what they hear in a way that is honest, accurate, and minimizes anxiety or fear by using the CDC's Share the Facts About COVID-19. Please refer to [cdc.gov/coronavirus/2019-ncov/daily-life-coping/share-facts.html](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/share-facts.html) for more information on how the employees will discuss with the children everyday actions to reduce the spread of germs, (i.e. remind children to wash their hands frequently and stay away from people who are coughing or sneezing or sick and remind them to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash).

The Spring Break Care program will not include watching, reading, or listening to news stories about COVID-19, including social media or entertain discussions that promote fear or anxiety. The program will include activities that promote a healthy lifestyle, exercise, and having so much fun that employees and children simply do not have time to focus on anything besides "Can we do it again?".

Health Screenings

All employees and children will go through a series of daily health screenings upon arrival and throughout the day. The health screenings will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations while following all CDC guidelines.

All employees and children will be screened for COVID-19 signs and symptoms, other illness or injury upon arrival. Anyone that may appear to have symptoms of a contagious disease, illness, or injury that might require medical attention will be denied entry to the program and facility. Please understand that this is for the safety of everyone and remember to stay home if you are sick.

Procedures for Drop-Off and Pick-Up

The CDC recommends that the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19. Parents need to be on the alert for signs of illness in their children and to keep them home when they are sick.

All drop-off and pick-up will be conducted outside in a curbside style and will have designated areas. The parent or designated person along with anyone who is not registered in the Spring Break Care program must always remain in the vehicle. It is required that everyone inside the vehicle must have a face covering on during drop-off and pick-up procedures prior to the employee approaching your vehicle. **Failure to comply with this safety protocol will result in the denial of Spring Break Care attendance as we will not be able to safely administer the health screening. No refunds will be issued as a vacated space cannot be filled once a session has started.**

Designated Pick-up and Drop-off Areas:

General Care – 182 Drive (Between the school and Pelican Community Park)

Sports Camp – 181 Street (Adjacent to the basketball gymnasium)

Drop-Off Procedure

The employee will greet the parent or designated person at their vehicle in the designated drop-off area between the hours of 8:30 – 9 am. After the designated drop-off time, drop-off will not be permitted, and the participant will not be accepted into the program. Special accommodations may be requested by emailing ccsd@sibfl.net at least 24 hours in advance.

In order to ensure everyone's safety, the following protocols will be implemented during morning drop-off at the designated curbside drop-off area:

- The employee will wear personal protective equipment and approach the vehicle's passenger side.
- The employee will verbally administer the questionnaire regarding exposure to COVID-19 and/or symptoms by the child or anyone in contact with the child.
 - Have you or anyone in your household had any of the following symptoms in the last 24 hours?

<ul style="list-style-type: none">▪ Fever (greater than 100.4) or felt feverish▪ Cough▪ Difficulty with breathing or shortness of breath	<ul style="list-style-type: none">▪ Chills▪ Muscle pain▪ Sore throat▪ Loss of taste or smell
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 - Have you or anyone in your household been in close contact with anyone who has been confirmed to have a positive COVID-19 test?
 - Have you or anyone in your household been in contact with anyone who has traveled in the past 14 days to a location indicated by the CDC or US State Department as being an area of concern for COVID-19?
 - Have you or anyone in your household taken medication to lower your temperature in the last 24 hours?
- The employee will then evaluate the answers to the questionnaire.
 - If any of the answers to the questions on the questionnaire are "Yes," the employee will call the supervisor on duty for next steps and move on to the next vehicle.

- The supervisor will address the participant/guardian and inform them that they are not permitted into the program.
- If all the answers to the questionnaire are “No,” the employee will proceed to the next step.
- The employee will administer a temperature scan to the enrolled child using a handheld touchless thermometer. The employee would prefer to take the temperature while the child is still in the vehicle. However, if this creates an unsafe environment for the employee, they may advise for the participant to exit the vehicle.
 - If the participant’s temperature is 100.4 or above, the participant will not be able to attend the program.
 - If participant’s temperature is under 100.4, then staff will proceed to the next step.
- Parent will sign in your child using the Procure Connect App (formerly Kinderlime).
- Participant will be directed to wash their hands at a portable handwashing station, or use hand sanitizer provided by the City and then proceed to join the program.

Pick-Up Procedure

The employee will greet the parent or designated person at their vehicle in designated pick-up area between the hours of 5 - 5:30 pm. Special accommodations to be picked up prior to the designated time may be requested by emailing ccsd@sibfl.net at least 24 hours in advance. We kindly request that you limit your conversation with employees during pick up procedures.

In order to ensure everyone’s safety, the following protocols will be implemented during afternoon pick-up at the designated curbside drop off area:

- The employee will wear personal protective equipment and approach the vehicle.
- Your pick-up location will be the same location as your drop-off.
- The parent/guardian will use ProCare Connect App to sign out their child, then they will show photo identification.
- Once authorization is confirmed, an employee will bring your child to the vehicle location.

Preparing for When Someone Gets Sick

Employees and children should not come to the Spring Break Care program if they are sick. The CDC advises that employees and children with COVID-19 who experienced symptoms or those who DID NOT have COVID-19 symptoms, but tested positive should not return until they have met the CDC’s criteria to discontinue home isolation. The decision to stop home isolation should be made in consultation with your health care provider and state and local health departments. Please refer [cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) - [discontinue-isolation](#) for CDC criteria to discontinue home isolation.

Employees and parents/guardians must notify the City immediately via email at ccsd@sibfl.net if they or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.

As much as we have planned the Spring Break Care program around all the CDC recommended safety protocols to provide a low risk environment for employees and children, the City has implemented safety procedures for everyone in the event someone is sick or experiences COVID-19 symptoms (such as fever, cough, or shortness of breath) during the Spring Break Care program. These procedures include isolating the participant with adult supervision and notifying their parent/guardian to safely transport home or to a healthcare facility.

Once the employee or child have been removed from the cohort, the group will transition into a new room. Please understand that pending the circumstances, your child's belongings may not return home that day as the City will follow the CDC recommendations for cleaning and disinfecting.

In accordance with state and local laws and regulations, the City will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) or applicable law. The CDC advises that those who have had close contact with a person diagnosed with COVID-19 should stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Non-COVID-19 Sickness or Illness

If a child becomes sick during program hours, a parent/guardian or authorized adult will be notified immediately. Please notify our staff supervisors at ccsd@sibfl.net if your child has been recently ill and if your child's activities need to be restricted due to illness.

Children may not attend the program if they have symptoms of a suspected communicable disease, including but not limited to:

- Chickenpox
- Chills
- Cough
- Dehydration symptoms
- Diarrhea
- Difficulty with breathing or shortness of breath
- Discharge from their eyes, nose or ears
- Fever of 100.4 degrees or more
- Fifth's Disease
- Hand Foot and Mouth Disease
- Head lice
- Herpes Simplex
- Impetigo
- Influenza
- Loss of taste or smell
- Measles
- Meningitis
- Mumps
- Muscle pain
- Open, exposed lesions
- Pink Eye
- Ringworm
- Rubella
- Severe coughing or difficulty breathing
- Stiff neck
- Sore/strep throat
- Unusually dark urine/or gray or white stool
- Yellow skin or eyes
- Any COVID-19 symptoms/exposure or other unusual signs or symptoms of illness

Your child should not return to the program without medical authorization. A doctor's note is required upon returning to the Spring Break Care program.

Communication Platforms

In our continued effort to provide excellent service, the City will be using Procure Connect, formerly known as Kinderlime, to provide a line of communication between the parents/guardians and the Spring Break Care program management. Procure Connect will be used by the City to send messages and updates to parents/guardians as it pertains to the Spring Break Care program. It is imperative that you download the Procure Connect app and follow the directions provided to you after you register for the Spring Break Care program.

Sign-In Procedures During Drop-Off and Sign-Out Procedures During Pick-Up

Only the custodial parent or legal guardian of a child will be permitted to authorize who can sign out the child. Please note that we cannot refuse to release a child to their parent or legal guardian without appropriate legal documentation that includes, but is not limited to, a court order. This legal documentation must be provided immediately to Colin Summers, Assistant Director, at csummers@sibfl.net.

How does Procare Connect work?

Sign-in/out of the program will take place only through the ProCare Connect App. Each family must download the app, and have it readily available when dropping off and picking up your child. In addition, we will utilize ProCare Connect to communicate any messages throughout the day, to keep you up-to-date on the activities and fun that the children are having!

Sign-Out Waiver

If your child is at least 8 years old, you can request for your child to sign themselves out with a "sign-out waiver." A parent/guardian will need to request a sign-out waiver from the program supervisors at ccsd@sibfl.net. The completed form must be scanned back via email for consideration and approval from the City for the child to be able to sign themselves out of the program. The child must be at least 8 years of age or older. **NO CHILD WILL BE RELEASED** on their own without the sign-out waiver signed by the parent or legal guardian and approved by the City. Once the process is approved, the parent or legal guardian must issue the child a four-digit pin to sign out on Procare Connect.

Late Pick-Up Policy

All participants must be picked up by the end of the pick-up hours for the corresponding program. A late fee of \$1 per minute will be applied for every minute late. Any child picked up late more than once will result in the denial of further attendance in the Spring Break Care program and no refund will be issued.

Lost and Found

The City of Sunny Isles Beach is not responsible for lost or stolen items. We will make every effort to save items that are found. Please do not allow your child(ren) to bring toys, electronic devices or jewelry. Please make sure your child's name is clearly printed on all their belongings. In an abundance of caution, all unlabeled items will be discarded within 24 hours of being recovered.

Medication

Prescription medication cannot be administered to your child during our program.

Epi-Pen

The Epi-Pen is a form of medication used for severe allergic reactions and requires a prescription for use. If your child is required to carry an Epi-pen, a copy of the prescription will be required along with the Authorization and Release for Medication Form. Please be aware that the City does not have Epi-Pens for participants.

Field Trips

Per CDC guidelines, it is recommended to avoid activities and events such as field trips and special performances. A goal of pandemic response is to reduce interpersonal contacts to limit potential exposure to coronavirus therefore no field trips will be provided for the Spring Break Care program.

Accidents and Injuries

During program hours, or while your child is enrolled in one of our programs, certified employees with current and valid certifications in first aid training and infant and child cardiopulmonary resuscitation procedures will provide emergency care as needed. Basic first aid will be administered to a child for a minor injury. Because many children may have unknown allergies or reactions to certain types of first aid supplies, employees will only use soap and water to clean the injured area, apply ice, and cover with a Band-Aid as needed.

For injuries requiring emergency care, Miami-Dade Fire Rescue will be called, and the child's custodial parent or legal guardian will be notified immediately. In the event a custodial parent, legal guardian or emergency contact cannot be reached, an employee will seek medical treatment for the child, as authorized by the custodial parent or legal guardian (whether in the child's registration form, release form or other relevant documents).

Telephone Usage

In case of an emergency, please call Pelican Community Park at [305.792.1706](tel:305.792.1706). All pick-up arrangements should be made at home prior to your child coming to the Spring Break Care program. A parent, guardian, or emergency contact will be called if an emergency should arise or if your child becomes ill.

We appreciate the desire for parents and guardians to be in contact with their child while they are at camp, however we have a strict no cell phone use policy. Participants are allowed to have a cell phone in their possession, but it must remain in their book bag throughout the day.

If your child needs to use their cell phone for any reason, they must first ask for permission from their counselor. Unauthorized cell phone use will result in phones being confiscated and returned to a parent or legal guardian at dismissal.

Child Guidance, Discipline, and Behavior Management

Discipline policies in our program have been established to encourage and strengthen positive behavior. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one's self and others.

We do not use any disciplinary actions, which are severe, humiliating, physical, frightening or associated with food, rest or toileting. Children may not be denied active play because of misbehavior.

Some of the techniques used are as follows:

- Guiding child by setting, clear, consistent, and fair limits
- Redirecting children to more acceptable behavior
- Guiding children to resolve conflicts and teaching skills that help them to solve problems
- Patiently reminding children of rules and rationale, as needed
- Time for reflection

The following measures may be implemented if a child does not respond to the aforementioned techniques:

- Parent conferences to discuss difficulties and ask for input
- Implement goal chart, behavior plans, or other incentives
- Short-term suspension
- Removal from the Spring Break Care program

We do not make it a practice to terminate the participation of children from the program. However, due to the limited space and safety concerns as a result of COVID-19, we will strictly enforce rules and expectations, and we reserve the right to terminate services for inappropriate behavior and noncompliance for safety protocols by participants, parents or guardians. No refund will be given if a child is suspended or expelled from the program.

Inclusion Policy

We do not discriminate against participation in programs based on race, sex, religion, place of national origin, physical abilities, or mental abilities. Children with special needs will be considered for admission on a case-by-case basis. A staff member will meet with parents/guardians before enrollment to conduct a needs assessment to help determine if the program is the right environment for the child. Upon enrollment, employees and parents/guardians will continue to meet regularly to monitor the child's progress. It is sometimes necessary to recommend children with special needs to alternative programs, especially if we do not have facilities or professionally trained employees to assist that child.

Each child brings their own uniqueness to the program. We will consider the application of any child. If your child will require special services or if additional accommodations need to be made for your child, please contact Colin Summers, Assistant Director, at [305.792.1706](tel:305.792.1706) so that we may set up a plan to best serve your child's needs. Children whose limitations create a safety issue or unreasonable risk of harm to themselves, others, or property may not be accommodated.

Bullying Policy

At any of our programs, bullying is inexcusable, and we have a firm policy against all types of bullying. Each child is expected to treat all other children with respect, and to help each other achieve the best possible experience. If a child has difficulty meeting this expectation, parents may be called upon to assist. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their children. We work together as a team to ensure that children gain self-confidence and make new friends as part of their program experience.

Confidentiality

All information about children enrolled in a City of Sunny Isles Beach program is regarded as confidential. No information regarding an individual child will be released to anyone, except as required by law or if written authorization is obtained from the child's parent or legal guardian and fees may apply.

Registration – Online Only

Registration for the Spring Break Care program can be completed online at activities.sibfl.net. You must already have an active account to register for the Spring Break Care program and process payment transactions online. Instructions for creating a new account or registering for Spring Break Care programs can be found here: activities.sibfl.net. Due to the very limited space and enrollment opportunities, no exceptions may be made in regard to the registration deadlines.

The City reserves the right to request additional information to validate information such as proof of age and proof of Sunny Isles Beach residency, at any time during the Spring Break Care program. Providing any false information to create an account and register for the Spring Break Care program such as, but not limited to, the altering of the child's age, providing a false residency, withdrawing of payment, etc. will result in the inactivation of your account and the expulsion from Spring Break Care program enrollment. It may also result in the expulsion from all future City programs.

A facial covering will be included in the Spring Break Care program fee. Additional face coverings can be purchased for \$5, pending availability.

Payment Procedures

All payments for the Spring Break Care program must be paid in full at the time of registration. Acceptable forms of payment include: Visa, MasterCard, American Express, or account credits. Do not refresh your browser during the payment process until a receipt has been issued. The City of Sunny Isles Beach cannot hold space for any participant and payment plans are not available.

Refund Policy

The City of Sunny Isles Beach is committed to providing the lowest risk of spread by having groups no larger than 8-12 children with the same employee(s) that will remain together for the duration of the day without mixing with other groups, practice physical distancing and not sharing objects. This limits the number of participants that the Spring Break Care program can provide for. Therefore, NO refunds will be provided for ANY reason. The only exception is that refunds will be issued if the Spring Break Care program is cancelled by the City of Sunny Isles Beach.

Child to Staff Ratio

Per CDC guidelines, each group will follow the 8-12 children to 2 adult ratio.

Spring Break Care Program Options

Please see program options below:

General Care (Full Day)

March 29 – April 2

Ages: 5-12

Fee: Resident \$120; Non-Resident \$180

8:30 am – 5:30 pm; this includes drop-off and pick-up times.

Get ready for a Spring Break packed with excitement, discovery and adventure, all while keeping physical distancing a priority. Participants will explore themes through individualized hands-on projects, daily activities, and outside exploring. Children will be inspired to be their best possible selves.

Sports Camp

March 29 – April 2

Fee: Resident \$120; Non-Resident \$180

8:30 am – 5:30 pm; this includes drop-off and pick-up times.

Volleyball – (Ages 7-14): Participants will learn the fundamentals of the sport through drills and games. They will put those skills to use in exhibition games and conclude the week with an exciting tournament.

Soccer – (Ages 6-12): Participants will be instructed using various fun and productive drills to up their game. They will play friendly matches throughout the week and conclude with a World Cup style tournament.

Sport specific activities will take place between the hours of 9:30 am and 4:30 pm.

Thank You

Thank you for your support and patience as we navigate through these unprecedented times. The City of Sunny Isles Beach is committed to offering childcare services to the community that provide the safest environment for everyone.

If you have any questions or concerns, please feel free to contact us at ccsd@sibfl.net. Also, please do not hesitate to let us know how we can ensure that your child's Spring Break Care experience is exceptional.

Again, thank you for choosing the City of Sunny Isles Beach. We look forward to seeing you and your child throughout the summer!