

CITY OF SUNNY ISLES BEACH

SUMMER CARE

PARENT HANDBOOK



Cultural & Community Services Department

18115 North Bay Road, Sunny Isles Beach, FL 33160

305.792.1706 | activities.sibfl.net



Introduction

The City of Sunny Isles Beach Summer Care program will be following the CDC guidelines and suggested protocols to keep everyone safe. 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 summer care program. This document has been written as of June 1, 2021. As more information is available or updated, the guidelines and protocols outlined may be modified and will include the date of modification.

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.

Facial 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)

Facial Coverings will be required to be worn by participants during drop off and pick up, and during indoor activities. All City employees will always wear a facial covering while engaged in the 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 City is committed to using products that are EPA-approved to protect all children and employees. 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 touch less. All rooms within the facility will be routinely cleaned, sanitized, and disinfected daily.

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 Summer Care program.

Food Service, Snacks and Water Bottles

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 15 campers 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.

Health Screenings

Upon signing your child into the summer care program, the parent and/or guardian of the child will be asked to complete a health questionnaire. It is the parent/guardians' responsibility to ensure their child does not attend the summer care program while experiencing symptoms of a communicable disease, illness, or injury that might require medical attention. All employees will also undergo a health screening 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 into 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

Due to the daily health screening that every participating will undergo, it is required that a parent/guardian be present during drop off.

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 Summer Care program must always remain in the vehicle. It is highly recommended that the person completing the sign in procedure wear a face covering during drop off and when speaking with an employee at pick up.

Designated Pick-up and Drop-off Areas:

General Care – 181 Drive (Baseball Field Entrance)

Fine Arts Camp - 181 Drive (Pelican Community Park Main Gate)

Sports Camp – 181 Drive (Pelican Community Park Main Gate)

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 (and 12:30 – 1 pm for Fine Art Half Day Camp). After the designated drop-off time, drop-off will not be permitted, and the participant will not be accepted into the program, unless special accommodations were previously approved. 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:

- Please have the Procure Connect app open to scan the QR code.
- Upon scanning the QR code, the parent or designated person will be prompted to answer a health questionnaire. The health questionnaire can be seen below.
 - 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▪ Congestion or runny nose▪ Nausea or vomiting | <ul style="list-style-type: none">▪ Headache▪ Diarrhea▪ Chills▪ Fatigue▪ Muscle or body aches▪ Sore throat▪ New loss of taste or smell |
|--|--|
- 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.
 - If all the answers to the questionnaire are “No,” the employee will proceed to the next step.
- Parent will sign in child.
- Participant will be escorted into the program facility.

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. Pick up time for Fine Arts Camp will be from 4 – 4:30 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. The early pick-up times will be limited to either 12 – 12:30 pm or 3 – 3:30 pm. 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:

- 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 Summer 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 or have been exposed to someone with, a communicable disease.

As much as we have planned the Summer 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 Summer Care program. If a camper exhibits any of the aforementioned symptoms, the Summer Care program will do the following:

1. Immediately remove the camper from the group and bring him or her to an isolation area within the Center.
2. Parent/legal guardian will be contacted and instructed to pick up their child. The camper will remain in the isolation room with adult supervision until the parent arrives.
3. 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.
4. The City will notify the parent/guardian of anyone in close contact with the individual, as well as those within the cohort, as a safety precaution, in accordance with the Health Insurance Portability and Accountability Act (HIPAA) or applicable law.

The CDC advises that those who have had close contact (defined as within 6 feet for longer than 15 minutes) with a person diagnosed with COVID-19 should stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop. If someone on site tests positive, anyone in close contact will be advised to quarantine for at least 10 days from the date of exposure, and will not be permitted to return to camp, until the 10 days have passed or until a negative test result is provided.

Sickness or Illness

Employees and parents must notify the City immediately via email at ccsd@sibfl.net if they or their child (families) become sick, develop symptoms, or are exposed to a communicable disease.

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 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
- COVID-19 Illness or symptoms
- Any other unusual signs or symptoms of illness

Your child should not return to the program without medical authorization or until the signs and symptoms of the disease or illness are no longer present. A doctor's note is required upon returning to the Summer Care program.

Communication Platforms

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

In order to provide the safest environment possible, we will not be taking field trips this summer, as we cannot control any measures in place at any of these off-site locations. However, in place of off-site field trips, we have planned an amazing line up of activities that will come to us in order to make this Summer Care as memorable as possible! Here is the current schedule of events:

| Date | Activity |
|-------------|--------------------------------------|
| 6/14 | Kona Ice |
| 6/16 | Celebration Source: Bumper Cars |
| 6/16 | Crayola Imagine Arts Academy |
| 6/18 | MVG Gaming |
| 6/23 | Verace: Pizza making Class |
| 6/25 | Celebration Source: Animal Exhibit |
| 6/30 | Rockstar 101 |
| 7/2 | Celebration Source: Field Activities |
| 7/2 | Crayola Imagine Arts Academy |
| 7/7 | MVG Gaming |
| 7/7 | Crayola Imagine Arts Academy |
| 7/9 | Ziggy the Clown |
| 7/14 | Celebration Source: Field Activities |
| 7/21 | Gary Goodman: Illusionist |
| 7/23 | MVG Gaming |
| 7/28 | Rockstar 101 |
| 7/30 | Crayola Imagine Arts Academy |

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|------|--------------------------------------|
| 8/4 | Magic Jack: Magician & Entertainer |
| 8/6 | Celebration Source: Field Activities |
| 8/6 | Crayola Imagine Arts Academy |
| 8/11 | Kona Ice |
| 8/13 | Crayola Imagine Arts Academy |

*All activities are subject to change.

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 Summer 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 Summer 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 Summer Care program can be completed online at activities.sibfl.net. You must already have an active account to register for the Summer Care program and process payment transactions online. Instructions for creating a new account or registering for Summer 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 Summer Care program. Providing any false information to create an account and register for the Summer 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 Summer Care program enrollment. It may also result in the expulsion from all future City programs.

A reusable lunch box, container, silverware, and water bottle are included in the registration fee. Please make sure to put your child's name on all their belongings!

Payment Procedures

All payments for the Summer 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 15 campers 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 Summer 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 Summer Care program is cancelled by the City of Sunny Isles Beach.

Summer Care Program Options

Please see program options below:

General Care (Full Day)

June 14 – August 13

Ages: 5-12

Fee: \$120 Residents / \$180 Non-Residents

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

Get ready for a summer 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.

Fine Arts Camp – Half Day Camp

Sessions:

July 19 – 23 “Cool Critters”

July 26 – 30 “Delicious!”

August 2 – 6 “Mix It Up”

Fee: \$150 Residents / \$215 Non-Residents (price includes \$20 material fee)

12:30 – 4:30 pm, this includes drop-off and pick-up times

Your inspiring artist will enjoy being creative during our half day Fine Arts camp with our longtime art instructor, Rachel Silver. Campers will delve into various art mediums using the theme of the week as inspiration.

Fine Arts camp is a half day program. Program instruction is between the hours of 1 – 4 pm. (Drop-off is only permitted from 12:30 – 1 pm and pick up is from 4 – 4:30 pm).

Sports Camp

June 14 – August 20

Fee: \$120 Residents / \$180 Non-Residents

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

| <i>Sport</i> | Description |
|---------------------------------|---|
| <i>Basketball</i> | Hoop it up! Campers will work on basketball skill development and tournament style games |
| <i>Cheer & Dance</i> | Formations, stunting, conditioning, and choreography development |
| <i>F.A.B. Fitness</i> | Fun Activity Based Fitness: games involving moderate to vigorous physical activity |
| <i>Futsal</i> | Indoor soccer focusing on skill development and a world cup style tournament. |
| <i>Olympic Sports</i> | Campers will participate in an Olympic style competition with games including track and field, relay races, and more. |
| <i>Soccer</i> | Campers will work on fundamentals and compete in friendly matches and tournaments. |
| <i>Volleyball</i> | Bump, Set, Spike! Volleyball skill development and tournament style games |

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 Summer 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!