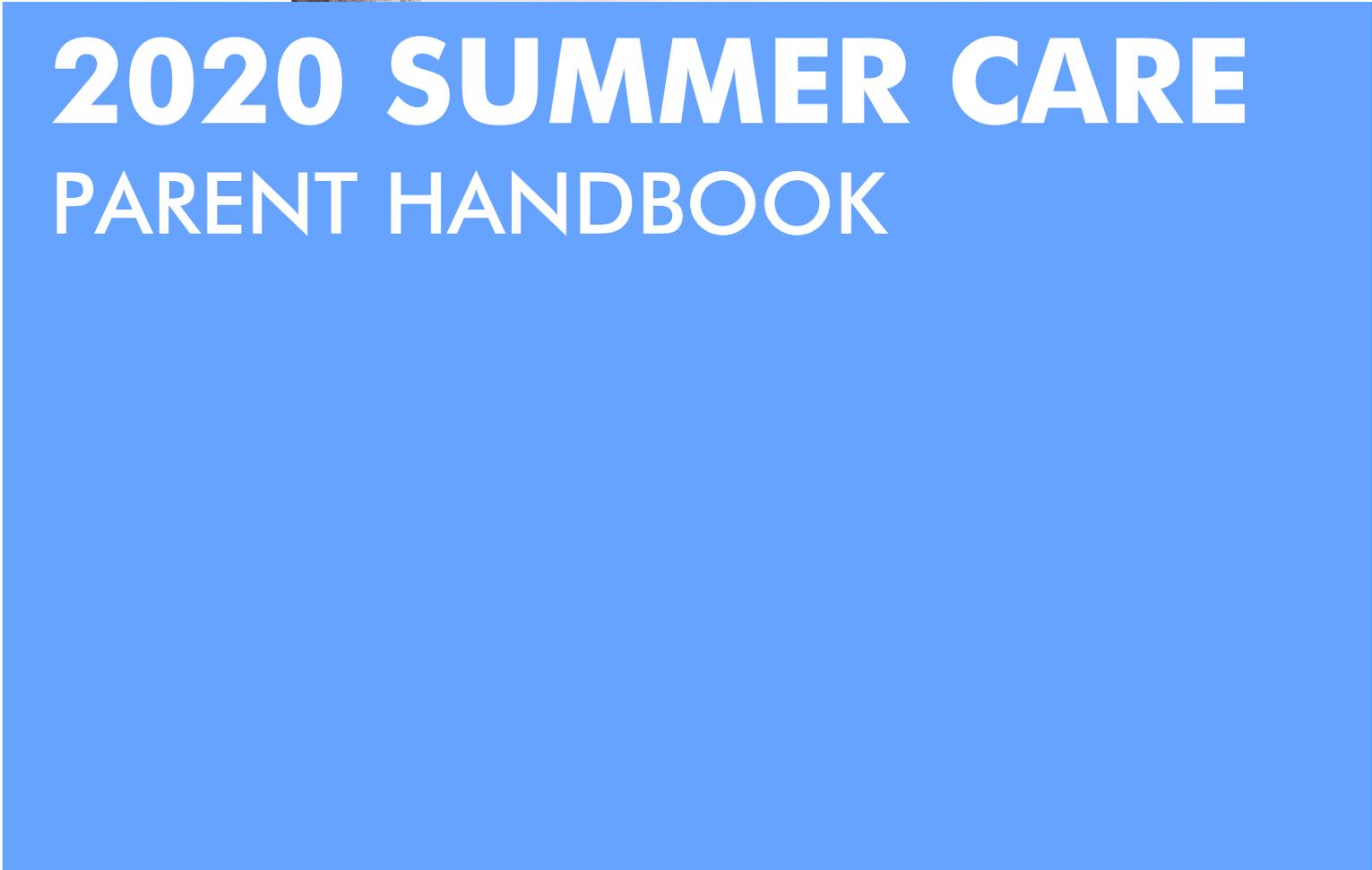




2020 SUMMER CARE PARENT HANDBOOK



Dear Parents/Guardians,

Thank you for your support and patience as we navigate through these unprecedented times. We understand that all of us are trying to navigate through these uncertain times and move towards a new normal. The City of Miami Beach (City) will be providing a summer 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 summer may look and feel a little different, the City has a great team of committed, caring and skilled employees that will create a great summer experience for the community while following the Centers for Disease Control (CDC) guidelines and recommendations to provide the lowest risk summer 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.

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 summer program. As more information is available or updated through the CDC guidelines and protocols outlined may be modified. We appreciate your support as we continue to navigate through this together, just 6 feet apart.

The City of Miami Beach's summer care program will be following the CDC guidelines and suggested protocols to keep everyone safe. We understand some may not agree with the CDC protocols. We also understand that it is your decision to choose the City's summer care program knowing the outlined safety measures being implemented.

Below are some useful links as information is consistently changing based on new research and recommendations:

- American Camp Association, Camp Operation Guide Summer 2020 <https://www.acacamps.org/resource-library/coronavirus/camp-business/camp-operations-guide-summer-2020>
- Florida Department of Children and Families (DCF) <https://www.myflfamilies.com/service-programs/child-care/covid-19-faqs-provider.shtml>
- Center for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- Florida Department of Health (FDOH) <http://www.floridahealth.gov/>
- Florida Department of Education (FLDOE) <http://www.fldoe.org/em-response/index.stml>
- Miami-Dade County general reopening guidelines on page 21 of the "New Normal, A Guide for Residents and Commercial Establishments" <http://www.miamidade.gov/information/library/new-normal.pdf>

PROGRAM HOURS

June 15—August 20, 2020

Monday - Friday, 7:30 a.m. - 6:00 p.m.

Programming Hours: 9:00 a.m. - 5:00 p.m.

Closed on July 3 & August 21

Staggered drop-off and pick-up times are HIGHLY suggested to reduce comingling of cohort groups and also to reduce your wait time when dropping off or picking up your child. See page 6 - 7 for more details.

STAY CONNECTED

Please check our website at www.miamibeachparks.com and the City's COVID-19 site at www.miamibeachfl.gov/coronavirus for future updates. Also follow us on Facebook (City of Miami Beach) and Twitter (MiamiBeachNews).

In our continued effort to provide excellent customer service, the City will be using our Recreation Software Platform, RecTrac, to provide a line of communication between the parents/guardians and the summer care program management. RecTrac will be used by the City to send messages and updates to parent/guardians as it pertains to the summer care program. If you have any questions or concerns you can reach the Parks and Recreation Department directly by emailing recreation@miamibeachfl.gov or cmbsummer2020@miamibeachfl.gov.

SAFETY PROTOCOLS

The City of Miami 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.

HEALTHY HYGIENE Refer to <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 <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 summer care program. There will be times throughout the day when social distancing can be achieved that we will not require your child to wear a face mask, however, they will be required to wear a facial covering when transitioning from area to area or when using the restroom with other children. 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.

Each child enrolled in the summer care program will receive one cloth facial covering.

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 labeled containers, cubbies, or areas. The City will ensure adequate supplies to minimize sharing of high-touch materials are available 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.

VENTILATION

In order to minimize the possibility for airborne infection to occur and spread, The City of Miami 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.

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 <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).

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.

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.

The City has planned the summer camp program based on CDC recommended safety protocols to provide a low risk environment for employees and children. We have 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. 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 cohorted group, 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 the event of a potential exposure to COVID-19

- Staff will inform parents/legal guardians and/or affected employees on same day about any potential contact their children (or the staff) may have had with suspected or confirmed cases.
- Designated Parks staff will coordinate and work closely with DOH to respond to the event in a timely and appropriate manner.
- Group will be monitored but not isolated unless the child tests positive.

- Staff will coordinate appropriate follow up measures with DOH in Miami-Dade County.

In the event a person who has been in the program or facility tests positive

- The facility must immediately report the incident, timing of infection and proposed remediation plan to relevant authorities including the DOH and the FL-DOH.
- Staff will inform parents/legal guardians and affected employees on same day about any potential contact their children (or the staff) may have had with confirmed cases.
- Areas used by person who is sick will be closed off.
- Outside doors and windows will be opened to increase air circulation in the areas.
- Staff will wait up to 24 hours or as long as possible before cleaning and disinfecting to allow respiratory droplets to settle before cleaning.
- Staff will clean and disinfect all areas used by the person including common areas, bathrooms and offices.
- If more than 10 days has passed since the person who is sick visited the center, additional cleaning and disinfecting is not necessary and the center should continue its routine cleaning and disinfecting program.
- Child must provide a doctor’s note approving the child’s return to the program.

In accordance with state and local laws and regulations, camp administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the American with Disabilities Act. The CDC advises that employees and parents should notify Jacqueline Comptis, Recreation Program Manager, at jcomptis@miamibeachfl.gov immediately 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.

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 your facilities program supervisor if your child has been recently ill and if your child’s activities need to be restricted due to illness.

Children may not attend program if they have symptoms of a suspected communicable disease, including without limitation:

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
Fifths 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 or until the signs and symptoms of the disease or illness are no longer present. A doctor’s note is required up-on returning to the summer care program.

CHILDCARE & DAILY PROCEDURES

GROUP SIZES

Per CDC guidelines all groups will be limited to a 1:9 ratio including the supervisory staff.

ATTENDANCE

Due to the nature of the summer care program, attendance will be strictly monitored to ensure participant engagement. Children who do not attend at least 3 days of camp per week are subject to be withdrawn from the program in order to be able to service another child in need. Please contact your child's program supervisor if your child has an extenuating circumstance that will prevent them from attending the summer care program.

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 Miami Beach is committed to having groups no larger than 9 children with the same employee(s) that will remain together for the duration of the day without mixing with other groups. Groups will move in one direction throughout the day to eliminate mixing between cohorts and each room will be sanitized between use. We will also be prioritizing outdoor activities, weather permitting.

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. If you choose to do so, please pack a nutritional and non-perishable lunch and one snack for your child. 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. Meals will be provided as part of the Miami-Dade County Food Service Program. Each lunch and snack will be individually wrapped for each child to prevent cross contamination. Temperature checks will be conducted after lunch.

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

DROP-OFF AND PICK-UP PROCEDURES

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. 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 summer care attendance as we will not be able to safely administer the health screening. Drop-off and pick-up times by cohort (group) will be implemented as follows in order to limit contact between cohorts and with other campers' guardians as much as possible.

STAGGERED DROP-OFF & PICK-UP TIMES **times are subject to change*

- FLAMINGO PARK
 - Kindergarten – 1st Grade: Drop-off 8:00 am – 8:15 am/Pick-up 4:00 pm – 4:30 pm
 - 2nd - 3rd Grade: Drop-off 8:15 am – 8:30 am/Pick-up 4:30 pm – 5:00 pm
 - 4th - 5th Grade: Drop-off 8:30 am – 8:45 am/Pick-up 5:00 pm – 5:30 pm
- SCOTT RAKOW YOUTH CENTER
 - 4th Grade: Drop-off 8:00 am – 8:15 am/Pick-up 4:00 pm – 4:30 pm
 - 5th Grade: Drop-off 8:15 am – 8:30 am/Pick-up 4:30 pm – 5:00 pm
 - 6th Grade: Drop-off 8:30 am – 8:45 am/Pick-up 5:00 pm – 5:30 pm
 - 7th - 8th Grade: Drop-off 8:45 am – 9:00 am/Pick-up 5:30 pm – 6:00 pm

- MUSS PARK
 - Kindergarten: Drop-off 8:00 am – 8:15 am/Pick-up 4:00 pm – 4:30 pm
 - 1st Grade: Drop-off 8:15 am – 8:30 am/Pick-up 4:30 pm – 5:00 pm
 - 2nd Grade: Drop-off 8:30 am – 8:45 am/Pick-up 5:00 pm – 5:30 pm
 - 3rd Grade: Drop-off 8:45 am – 9:00 am/Pick-up 5:30 pm – 6:00 pm
- NORTH SHORE PARK YOUTH CENTER
 - Kindergarten – 1st Grade: Drop-off 8:00 am – 8:15 am/Pick-up 4:00 pm – 4:30 pm
 - 2nd - 3rd Grade: Drop-off 8:15 am – 8:30 am/Pick-up 4:30 pm – 5:00 pm
 - 4th - 5th Grade: Drop-off 8:30 am – 8:45 am/Pick-up 5:00 pm – 5:30 pm

DROP-OFFS

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

- An employee wearing the proper PPE will approach the vehicle’s passenger side
- Parent / Guardian will be prompted to answer a series of health screening questions as indicated below:
 1. Does your child present symptoms of a fever, shortness of breath or cough?
 2. Have you or your child returned from international travel or a cruise within the last 14 days and have any symptoms of a fever, shortness of breath or cough?
 3. Have you had contact with anyone who has confirmed COVID-19 or who is awaiting lab results to rule out COVID-19 within the last 14 days?
- The employee will then evaluate the answers to the questionnaire. If any of the answers to the questions on the questionnaire are, “Yes,” your child will be prohibited from entering the building or program, unless cleared by a doctor. 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 no touch 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. The employee will also do a visual examination to make sure the child is not exhibiting any symptoms of sickness. Children who exhibit symptoms of an upper respiratory illness will not be permitted to attend the program that day.
- 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.
- The employee will then advise the guardian that the participant can proceed to the program.
- Participant will be directed to disinfect into the facility to sanitize their hands and join their group.
- If you arrive after 9:00 am, you will need to bring your child to the front of the facility and a staff member will screen you before entering. Please remember that social distancing must be maintained and a mask is required to be worn at all times.

PICK-UP PROCEDURE

The employee will greet the parent or designated person at their vehicle in designated pick-up area between the hours of 4:00 - 6:00 pm. We kindly request that you limit your conversation with employees during pick-up procedures.

All participants will receive 3 pick-up passes with the child’s name and the authorized adult’s name pre-printed on each pass. Any additional authorized adult will need to show their ID and must be on the child’s authorized pick-up to be able to pick-up the child. **PASS MUST BE DISPLAYED ON YOUR WINDSHIELD AT THE TIME OF PICK-UP.**

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 PPE and approach the vehicle.
- The employee will check for the authorized pick-up pass and record the name of the person picking up the child.
- The employee will then radio into the group for the child to come outside.
- Once authorization is confirmed, the employee will direct the authorized pick-up person to drive up to the next station for participant’s arrival.
- If you arrive before 4:00 pm, you will need to come to the front of the facility and a staff member will call your child. Please remember that social distancing must be maintained and a mask is required to be worn at all times.
-

INCLEMENT WEATHER DROP-OFF AND PICK-UP PROCEDURE

In the event of inclement weather (i.e. lightning, strong rain, etc.) parents will need to walk their child up to the designated location at their facility. Please remember that masks must be worn at all time and social distancing measures must be adhered to at all times.

FIELD TRIPS & SWIMMING

In an abundance of caution and to mitigate the spread of COVID-19 all field trips and swimming dates have been cancelled. CDC guidelines suggest the cancellation of all events that require children to be in enclosed space without social distancing, such as busses.

BEHAVIOR & DISCIPLINE

Children who do not follow the rules and misbehave will receive a Disciplinary Report. The Disciplinary Report documents the incident and will be placed in the child's file for reference purposes. The report must be signed by a parent/guardian/caretaker. Progressive disciplinary action will be taken depending on the offense. If the child has three or more Disciplinary Reports, the child may be subject to suspension. Children who receive Disciplinary Reports may be prohibited from attending certain activities.

ADMINISTERING MEDICINE

Employees are not allowed to administer medicine of any kind to our participants. If your child is sick and needs to be administered medicine, please keep him/her home.

BULLYING

Bullying and cyber bullying is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. There are many roles that kids can play. Kids can bully others, they can be bullied, or they may witness bullying. The City of Miami Beach has zero tolerance for bullying of any kind and we are prepared to investigate and take the appropriate measures in order to prevent this kind of behavior including discipline, suspension and expulsion from our programs.

NUT-FREE ENVIRONMENT

The City of Miami Beach Parks & Recreation Department strives to be a nut free environment. We ask to please keep this in mind when sending lunches, birthday treats, or any other snacks to camp. If you can take a few seconds to read the labels of any prepackaged product, before sending your child's lunch/snack/treats to camp, it would be greatly appreciated.

LATE PICK-UPS

Our Summer Camp Program closes at 6:00 p.m. everyday. In case of an emergency, please call to notify us that you will be running late to pick-up your child. Late pick-ups will be assessed a fee based on the following time bracket:

- 5 - 15 minutes late: \$5.00
- 16 - 60 minutes late: \$15.00
- 61 - 90 minutes late: \$20.00
- 91 - 120 minutes late: \$25.00

Four (4) late pick-ups in one month may result in suspension (without refund) from the program. In the event of unavailability of staff to stay after closing, participant will be taken by a police officer to the police station. Late fee payments must be made within one week after date of late pick-up.

JUST A FEW REMINDERS...

- Please send a change of clothes in your child's bag in case of accidents (for younger children).
- Please label all of your child's belongings. It is helpful if all of your child's supplies, sweaters, jackets, etc., have their names on it.
- No electronics or toys from home are allowed in the program in an abundance of caution.