



# Program Handbook

**Welcome to the Elmhurst Park District's Dance Program! Our goal is to provide a safe, fun, friendly, and inclusive dance experience. The Elmhurst Park District will follow all government and CDC guidelines pertaining to disinfecting, social distancing and group sizes. Please refer to our Program Handbook as it contains very important information about our program. We are thrilled to have your child at practice this session!**

### **GROUPINGS:**

- Class sizes are set to the number of dancers that can maintain 6 feet of social distancing.
- The dance studio should operate at no more than 50 % of occupancy at any given time.
- Each program area (dance, athletics, etc.) will be assigned bathrooms to use. Face coverings **MUST** be worn. No more than 3 people allowed in the bathroom at a time. Each stall will be disinfected after every use.

### **HEALTH SCREENING:**

Upon arrival an Instructor will ask a series of questions pertaining to your child's health that will remain confidential. This questionnaire comes from the CDC Guidelines. The Instructor reserves the right not to accept a child into the program due to illness.

### **DROP OFF PROCEDURES (see Wagner Community Center Drop Off/Pick Up Map)**

Park in the main parking lot. Dancers will enter through Door 1, marked the **PURPLE** entrance. Please park in the south side of the lot and walk to meet the Instructor. Socially distant markings are placed on the sidewalk to keep parents and staff safe. Dancers must complete the Health Screening Questionnaire prior to entering the program. The Wagner Community Center is closed to the public, only registered participants will be permitted to enter the building at their designated programming time.

**\*We anticipate the drop off procedure may take up to 15 minutes. Please plan accordingly and we appreciate your patience.**

**\* We cannot accept a participant after the start of the program**

### **PICK UP PROCEDURES**

Pull into the main parking lot. Dancers will exit through Door 1, marked the **PURPLE** entrance. Please park in the south side of the lot and walk to meet the Instructor/your dancer. Socially distant markings are placed on the sidewalk to keep parents and staff safe.

**\*We anticipate the pick up procedure may take up to 15 minutes. Please plan accordingly and we appreciate your patience.**

### **LATE PICK UP**

Children must be picked up by an adult at the program's conclusion. If a child is not picked up on time, a \$10 fine will be charged for every 5 minutes after the conclusion of class. **Three late pick-up occurrences may result in dismissal from the program.**

## **FACE COVERINGS**

- Dancers and Instructors are required to wear face coverings at all times, in the building and while dancing in the studio.

## **DANCERS NEED TO BRING THE FOLLOWING ITEMS TO CLASS EVERYDAY**

- **Face Covering:** Participants will be expected to come to class with a face covering on. Face coverings will need to remain on when inside the building and while dancing in the studio.
- **Water Bottles:** Dancers should bring enough water to last them for the entire day. According to the CDC and the Illinois Department of Public Health dancers will not be able to refill their water bottles and/or drink from a water fountain.
- **Backpack:** To store your child's personal items. Backpacks will be placed 6 feet apart.

**\*\*DANCERS NEED TO BRING ALL THEIR BELONGINGS HOME AT THE  
END OF EACH DAY\*\***

## **PERSONAL ITEMS**

Participants are not allowed to bring gum or candy. All personal items must be clearly labeled with your child's name. Please do not allow your child to bring items that may be broken or lost. The EPD is not responsible for loss, theft, or damage to personal items.

## **MEDICAL EMERGENCIES, FIRST AID**

In the event of a medical emergency or accident, coaching staff will call 911 for immediate emergency care and contact the parents or other emergency contact. If emergency treatment is required, your child will be taken to Elmhurst Memorial Hospital. You will be responsible for any medical charges. Staff will administer first aid to the child on a limited basis for small accidents such as scrapes, bruises, bloody noses, etc. Your authorization for the program staff to secure emergency medical care and administer First Aid for your child is part of the registration agreement.

## **SICK POLICY**

**We will be strictly enforcing our sick and illness policy.**

Participants should not attend practice if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms).

If a participant becomes sick at class, parents/guardians will be notified and asked to pick-up their child within 20 minutes. The sick child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up. A child sent home from practice due to illness will not be permitted back to the program without a doctor's note certifying they are able to return to practice. **Your child must be symptom free (fever, vomiting, etc.) for 72 hours before attending practice.**

If you or your child has come in close contact with anyone who tested positive for COVID-19 please contact the Program Supervisor. A mandatory 14 day self-quarantine is recommended by the CDC.

If your child is ill or has a fever, we strongly discourage participation in the program. The dance staff reserves the right not to accept a child into the program due to illness. If your child becomes ill during the program, the parent (or emergency contact) will be notified and required to pick up the child within 20 minutes. **Your child must be symptom free (fever, vomiting, etc.) for 72 hours before attending the program.**

Per CDC Guidelines we will notify parents if there are any confirmed cases of COVID-19 within the program. The person's name with a confirmed case will remain confidential.

### **HEALTH INFORMATION**

Parents are required to fill out information regarding their child's health, allergies, medication, and other safety and emergency information upon registration for the program. All information will be kept confidential.

### **MEDICATION**

Whenever possible, medications should be administered by parents or guardians. In some circumstances, the administration of medication cannot be performed by District Staff because of specific and/or complex physician or manufacturer instructions or invasive procedures. If there is a need for the administration of medication during a minor's participation in a District program, the parent/guardian **must**:

1. Complete the **Permission to Dispense Medication/Waiver and Release of all Claims** form and/or the **Use of Inhaler or Auto-Injector Waiver and Release of All Claims and Indemnification** form.
2. Complete and sign the **Medication Dispensing Information** form.
3. Deliver all medication to the coaching staff in the original prescription bottle. The container must clearly state the person's name, medication, dosage, and time of day medication is to be given.
4. Advise their assigned Instructor, in writing, of any specific instructions regarding dispensing or storage of the medication.

### **Elmhurst Park District Inclusion Services**

The Elmhurst Park District is committed to providing quality recreational opportunities to all participants, with and without disabilities. Staff members are available to assist participants with accommodations needed for success in, and enjoyment of our program. In order to keep all children safe, we do adhere to a strict behavioral code of conduct policy (see Behavior and Discipline below.)

On the Elmhurst Park District registration form, we ask parents to indicate if their child requires an accommodation. This information will be kept confidential, and will be utilized by the Dance staff and Inclusion management staff to ensure assimilation into, and success with our program. **Parents or guardians must contact the Program Supervisor as soon as their child has been registered for the program. Parents will be asked to attend a pre-enrollment**

**meeting and complete assessment and consent forms. This meeting must be scheduled at least 5 business days before the child's first day of the program.** Please keep in mind the level of participant support needed for recreation setting. Parent cooperation and support is essential to this process.

**Sean Tovey, Supervisor of Inclusion Services, 630-993-8670.**  
[stovey@epd.org](mailto:stovey@epd.org)

### **Behavior and Discipline**

The Elmhurst Park District is committed to providing a safe, fun, friendly, inclusive, and comfortable environment for all participants. Participants are expected to exhibit appropriate behavior at all times. We expect participants to accept others' differences, express feelings appropriately, solve conflicts through peaceful means, and participate in activities together. All participants (including parents/guardians) must comply with the following behavioral code of conduct expectations:

1. We will have a zero tolerance policy for a participant's emotional outburst of spitting, hitting or any other physical contact towards another person. This behavior will lead to immediate dismissal from the program.
2. Participants who are unable to follow the CDC Guidelines on wearing face coverings will be sent home and dismissed from the program. Participants will need to independently put on, wear and take off a face covering when necessary and for the duration of the program.
3. Maintain physical distance of 6 feet from other participants, staff and community members with minimal verbal reminders.
4. Demonstrate respectful and responsible behavior toward others at all times.
5. Independently attend to personal self-care such as bathroom needs, hand washing, eating, dressing and potential hygiene.
6. Follow all site-specific rules, and take direction from staff.
7. Show respect for all equipment, supplies, and facilities.
8. Refrain from using foul, inappropriate, or abusive language.
9. Refrain from threatening or causing bodily harm to self, others, or staff.
10. Refrain from bullying in any form.
11. Refrain from possessing weapons of any kind (real or fake) or illegal substances of any kind (real or fake) including drugs, explosives, or fireworks.
10. Refrain from leaving the site or program area without permission.

Participants who have difficulty following our expectations will receive an age-appropriate consequence commensurate with their misbehavior. Examples of consequences include warning, time out, and parent contact, referral to Program Supervisor, and most seriously, suspension or expulsion from the program. If you are called to pick up your child due to misbehavior, you must do so within 20 minutes. Please have contingency plans in place as needed. Please discuss our behavior and discipline policy with your child so he/she understands what is expected from him/her in our program. Thank you for your cooperation!

### **Cleaning and Disinfection**

Our Park District Staff are committed to providing a clean and healthy environment for all of our program participants and facility users. We have expanded our cleaning and

disinfection protocols according to guidance from the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH) and the Illinois Department of Commerce and Economic Opportunity (DCEO).

**Park District Staff is taking many steps to meet or exceed CDC, IDPH and DCEO guidelines:**

- Ventilation
  - Airflow circulation and ventilation has been increased to have fans running while participants and staff are in our facilities.
  - Installation of medical grade Merv-13 filters on all HVAC systems wherever possible to ensure a greater degree of allergen and virus removal from air and duct work.
- Cleaning Procedures
  - Extensive research has been done to ensure that we are using products registered on EPA's List N: Disinfectants for Use against SARS-CoV-2 and following all directions, including always waiting the full contact or kill time to ensure the disinfectant has eradicated the Covid-19 virus.
  - More frequent cleaning and disinfection in high-use areas and surfaces, including door handles, push bars, stair railings, light switches, service counters, handrails, restroom surfaces, phones.
  - Program Specific Restroom Cleaning Procedures:
    - Each program will utilize a particular set of restrooms during their program. This set of restrooms will only be used by the participants in the same group/program. Participants will be escorted to the bathroom by one of the Program Staff. After each participant utilizes the restroom, the Program Staff will disinfect the following: lock on stall door, toilet seat, toilet paper dispenser, sink fixtures, soap dispenser and anything else touched by the participant.
    - Program Staff will utilize Oxivir TB to disinfect which is a non-irritant, non-corrosive, non-bleaching, non-rinsing AHP formula. It kills the COVID-19 virus in 1 minute. <http://www.diverseyvericlean.com/diversey-vericlean-system/products/disinfectants/oxivir-tb>
  - Custodial Staff will clean and disinfect restrooms no less than every two hours.
  - Program Staff will utilize Oxivir TB to disinfect which is a non-irritant, non-corrosive, non-bleaching, non-rinsing AHP formula. It kills the COVID-19 virus in 1 minute. <http://www.diverseyvericlean.com/diversey-vericlean-system/products/disinfectants/oxivir-tb>
  - Use of electrostatic cleaning equipment to deliver a more efficient coating of disinfectant to all surfaces.
  - All staff will clean their hands immediately after removing gloves when they are done cleaning and disinfecting by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.
  - Shared equipment and supplies in classes and programs is disinfected after each use.
  - Disinfecting supplies is provided to all staff to disinfect their work stations and offices. All staff are encouraged to disinfect their work stations and offices when they come to work and prior to leaving for the day.
  - All carpeted areas will be vacuumed with HEPA filters, which are proven to trap 99.97% of airborne particles.

- Additional hand sanitizer has been placed throughout all facilities.

### **Cleaning and Disinfection after Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility**

In the event the Park District is notified of a participant, facility user or staff member who has been in one of our facilities is suspected or confirmed to have Covid-19, the following cleaning and disinfection protocol from the CDC will be followed:

- All areas used by the individual will be closed off. Only the areas the person was in need to be closed, not the entire facility.
- If possible, doors and windows to the outside will be opened to increase circulation.
- Disinfection of the area(s) will start 24 hours from the last time the person was in the area(s).
- All areas used by the person will be cleaned and disinfected, focusing especially on frequently touched surfaces including, door handles, light switches, counter tops, handles, bathrooms, common areas, touch screens, keyboards, phones, remote controls, alarm panels, and copiers (use appropriate products for areas containing electronics and do not let liquids pool on electronics).
- Although the risk of exposure to cleaning staff is inherently low, cleaning staff will wear the following PPE to protect themselves from possible infection:
  - Nitrile gloves
  - Disposable gown
  - Safety goggles
  - N95 mask or equivalent
  - Disposable shoe coversThe PPE listed above, along with bio hazard bags for all trash from disinfecting the area(s) will be kept in a red, drawstring bag labeled COVID-19 DISINFECTION BAG. Bags will be kept with custodial product storage at each location.
- After cleaning and disinfection has been completed all PPE should be disposed of.
- All trash, including PPE should be disposed of in bio hazard trash bag.

### **IMPORTANT PHONE NUMBERS**

**Director of Recreation, Cindy Szkolka, CTRS                      630-993-8921**

**Wagner Community Center    630-993-8900**

**We look forward to a safe and fun-filled session with your child. Thank you for choosing the Elmhurst Park District's Dance Program!!!**



# Wagner Community Center

## Drop Off/Pick Up Map

