



Parent Handbook

Welcome to the Elmhurst Park District's Bidy & Youth Sports Classes!

The Elmhurst Park District will follow all government and CDC guidelines pertaining to disinfecting, social distancing and group sizes.

Please read this Parent Handbook thoroughly as it contains very important information about our program.

GROUPING

Based off safety and social distancing guidelines from the CDC and the Illinois Department of Public Health we will be taking precautions with our group sizes. Classes will consist of 15 or fewer participants and 2 staff. These additional measures and accommodations will be made:

- Each class will be assigned a bathroom to use. No more than 3 people will be allowed in the bathroom at one time. Each stall will be disinfected after every use.
- Face coverings MUST be worn. The only time face coverings will be allowed to be taken off is if class is held outdoors and proper social distancing can take place (6ft between participants)

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

Pull into and park in the West Parking Lot. Sports participants will enter through Door 3, marked the **RED** entrance. Socially distant markings are placed on the sidewalk to keep parents and staff safe. Participants must complete the Health Screening Questionnaire provided by the instructor at drop-off 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. Parents will not be allowed to enter the building. You may wait in your car or return to the Wagner Community Center at pick-up time.

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

*** We cannot accept any participants after the start of the program**

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.

PICK UP:

Participants must be picked up and by an adult at the end of their scheduled class time. We are unable to accommodate early pick up.

Pull into the west parking lot. Please line up at outside Door 3 (**RED** Entrance) at the end of your child's class. Participants will be released to their parent/guardian. We asking that families please practice social distancing during pick-up.

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.**

PARTICIPANTS NEED TO BRING THE FOLLOWING ITEMS TO CLASS EACH WEEK:

- **Face Covering:** All participants will be required to bring and wear a face covering when social distancing measures cannot be obtained. 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 outdoors only when unable to maintain social distancing.
- **Water Bottles:** Participants should bring enough water to last them for the entire class. According to the CDC and the Illinois Department of Public Health campers will not be able to refill their water bottles and/or drink from a water fountain.

APPROPRIATE ATTIRE

Participants should wear comfortable, durable play clothes. Clothing must be appropriate for the class and for the weather conditions. In addition, rubber-soled, closed-toed footwear (preferably gym shoes) is required for class. Flip-flops, sandals, or Crocs are not allowed.

PERSONAL ITEMS

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.

GUM, CANDY, SPORTS EQUIPMENT, TOYS, AND ELECTRONIC MEDIA

Participants are not allowed to bring gum, candy, toys, or electronic gadgets or media to class. Participants are welcome to bring their own sports equipment, suitable for the class they are registered for however, the EPD is not responsible for loss, theft, or damage to personal items.

MEDICAL EMERGENCIES, FIRST AID AND ILLNESS

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 class 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 instructional 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.

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 coach, in writing, of any specific instructions regarding dispensing or storage of the medication.

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 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

BEHAVIOR & 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 & DISINFECTING

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 covers

The 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

Program Supervisor, Andre Cobbs, CPRP 630-993-8980

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 Sports Program!!!**