

SAFE REOPENING OF BEFORE & AFTER SCHOOL PROGRAMS

Round 1 Relaunch Playbook

Metro YMCA of the Oranges

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I. Introduction

The Metropolitan YMCA of the Oranges is committed to ensuring the safety and health of our youth, families and employees in response to the COVID-19 pandemic. This guide outlines the policies and procedures that will be implemented during the reopening of our before and after school programs. These standards are based on the current guidelines and recommendations set forth by the Center for Disease Control (CDC), NJ Department of Children and Families (NJDCF) Child Care Licensing, Health Department, as well as local school districts, **and are subject to change**. This guide should be used in accordance with the Metropolitan YMCA of the Oranges Relaunch Workplace Safety Playbook. For school-based programs, the YMCA will work closely with school administrators to ensure the program meets the specific needs of the school community.

II. Health and Safety Measures

Masks/Personal Protective Equipment (PPE)

Staff shall be required to wear cloth masks while working unless doing so would inhibit the individual's health. Masks must be worn properly. Cloth masks will be available for the staff. If a staff member refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the staff person at the point of entry, they will not be permitted to enter the facility.

Additional PPE will be available for staff stationed at check-in and isolation areas including disposable gloves, KN95 masks, face shields and protective gowns. Staff are encouraged to pack changes of clothes in the event of bodily fluid contamination.

Children will be required to bring their own mask that must be worn at all times. Individuals will not be required to wear masks if doing so would inhibit the individual's health.

Cleaning and Disinfecting

Cleaning shall be in accordance with the CDC's [Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#). Hospital grade EPA approved disinfecting solution or an equivalent such as bleach will be used to sanitize equipment and surfaces. Staff will be required to sanitize areas before and after use including classroom equipment and furniture, as well as outdoor playground equipment. Cleaning crews and/or designated staff will clean and disinfect all indoor and outdoor areas daily after operating hours.

The frequency of cleaning and disinfecting of equipment and surfaces, especially doorknobs, light switches, countertops, and restrooms will be increased to minimize the potential for the spread of germs. Equipment that is not easily cleanable will be temporarily removed. Equipment that is out at any one time will be rotated so that it

can be adequately cleaned and sanitized. If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.

Hygiene Practices/Hand Washing

Practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the program, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home. Help young children to ensure they are doing it effectively.

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Advise children, families, and staff to avoid touching their eyes, nose, and mouth with unwashed hands.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water.
- Provide adequate supplies for good hygiene including clean and functional handwashing stations, soap, paper towels, alcohol-based hand sanitizers, and lined trash cans.
- There shall be hand hygiene stations at the entrance to the facility/program so that children can clean their hands before entering.

Health Screening at Entry

Children and staff will be screened for COVID-19 symptoms prior to entering or being admitted to the program each day.

- Daily temperature and symptom checks of staff and children should be done upon entry. Temperature may not exceed 100.4 F. Temperature will be taken with a no contact thermometer or ear thermometer. If a temperature reads above 100.4 F, then you may reattempt two times.
- Children or staff who respond affirmatively when asked about the following shall not be admitted to the center:
 - Ask if medications were used to lower the child's temperature.
 - Ask if they are experiencing fever, cough, or shortness of breath, and/or symptoms of communicable disease like cold or flu?
 - Ask if anyone has been complaining of sore throat or body rash?

- If they have been in close contact with anyone diagnosed with COVID-19 in the past 14 days; or
 - If anyone in their household has symptoms of respiratory illness (e.g. fever, cough, shortness of breath).
- Children with a temperature at or above 100.4 F or with symptoms as mentioned above will be brought to the designated isolation area until such time a parent/guardian or authorized person is able to pick up.

Morning Drop-off and Afternoon Pick-up

Children and staff will be screened for COVID-19 symptoms prior to entry. Screening includes temperature checks (may not exceed 100.4 degrees F), a symptom questionnaire, and handwashing upon entering.

The following guidelines will be implemented during drop-off and pick-up:

- Parents will not have access to the building.
- Morning drop-off will take place outside of the building at a designated area. Parents should drop off children at the designated drop-off area, limiting adult entry into the facility.
- Do not combine groups in the morning or afternoon.
- Stagger drop-off and pick-up times for each small group to avoid a large number of people congregating outside the facility or in front of the facility. Parents will be asked to commit to a specific time so that we can effectively stagger arrival and dismissal. Drop-off and pick-up windows will be determined by the Program Director and may be limited to specific hours.
- Children and staff must wash hands upon arrival, and wash hands or use hand sanitizer before and after signing in and out. No pen should be shared. Parents should use their own pen when signing in. If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.
- Staff should meet children as they are dropped off.
- Curbside pick-up should be provided at a designated area. When curbside is not available, parents/guardians will call ahead or ring the facility doorbell to alert staff to their arrival. Proper identification will be required. Staff will escort children to the exit. Parents/guardians will be required to wait outside during this time.
- Children transitioning from the school day to after care should be based on a staggered schedule. Health screening measures will be taken upon arrival of

the children to the program area.

Physical Distancing

Though complete physical distancing is difficult to achieve in an out-of-school program environment because staff will be in close contact with children, programs are required to implement strategies to minimize chances of viral transmission. These shall include, at a minimum:

- Field trips and other off-site activities are prohibited, with the exception of activities within walking distance of the facility, as long as social distancing can be maintained throughout. No assemblies, large meetings, and performances.
- Cancel or modify activities where children are likely to be in close contact: For example, modify physical education activities to reduce contact between children, avoid large gatherings or mixing of classes for music lessons.
- Programs shall minimize group sizes and movement between groups. Group size will be in accordance with NJ DCF licensing or Health Department requirements, and interactions between groups must be limited. Staff shall be assigned to and remain with one group. Keep groups together throughout the day; do not combine groups (e.g., on the playground, at opening and closing). As feasible, maintain the same groups from day to day.
- Programs shall ensure that the spacing of groups within the facility allows for ten feet of separation between groups at all times, including play periods. Outdoor play shall be scheduled in staggered shifts.
- Sharing of supplies, food, equipment and other high touch items must be strictly limited. Programs shall ensure an adequate supply of school, art and other supplies to preclude the need for sharing of items. Children's belongings shall be kept separate and sent home each day for washing. If items must be shared, they shall be used by one group at a time and cleaned and disinfected between uses. Only share items that can be cleaned and sanitized.
- Visitors shall not be permitted to enter the program during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, Department of Children and Families personnel for child protection or child care licensing purposes, and school personnel. All others, including persons providing maintenance or repair services, prospective customers, prospective employees, entertainers or speakers, and third-party therapists or service providers shall be required to visit the facility after operating hours.
- Teach staff, children, and their families to maintain distance from each other while at the facility and educate staff, children and families about why physical distancing is important.

Outside Play

- Offer outdoor play in staggered shifts.
- If multiple groups are outside at the same time, they should have a minimum of ten feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating.
- Children and staff should always wash hands before and immediately after outdoor play time.

Meals and Snack Time

- Follow existing food safety practices as required in N.J.A.C. 8:24, Retail food regulations (good food safety practices.)
- Meals and snacks shall be provided in shifts, stagger meal times, arrange tables to ensure that there is at least ten feet of space between groups, and clean tables between shifts.
- Eliminate family-style meals.
- Ensure staff are conscious of how they deliver food and handle silverware and plates (recommend disposables). When handling do not touch food contact surfaces and ready to eat food without gloves, or utensils.
- Ensure staff and children wash hands before and after meal/snack time.
- Staff should clean and sanitize table(s) before and after each use by groups.

Busing

- Health screening procedures will be followed prior to allowing staff and children to enter the bus.
- Children will be required to apply hand sanitizer prior to entering the bus.
- Staff and children will be required to wear masks on the bus unless wearing a mask inhibits the health of the staff or child.
- Windows should remain open, except during inclement weather, to encourage ventilation.
- Children will be seated one child per seat. Siblings will be permitted to sit together.
- Children will wash hands immediately after exiting the bus upon entry to camp and prior to entering the bus for the return home.

- Vehicles must be cleaned and disinfected between each use.

Health Exclusion from the Program (Adults and Children)

Staff or children with a fever of 100.4 F or higher, cough, or shortness of breath will be excluded from the program. Children with household members who are known to have COVID-19 will also be excluded from the program.

If a child or staff member develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 or higher, cough, shortness of breath), immediately separate the person from the well people until the ill person can leave the facility. If the child has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the caregiver waiting with the child should remain as far away as safely possible from the child (preferably, 6 feet).

If symptoms persist or worsen, they should call their health care provider for further guidance. Advise the employee or child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19.

If facility learns of a COVID positive case in their facility they should contact their local health department for guidance. See www.localhealth.nj.gov for contact information.

Facilities experiencing a confirmed case of COVID-19 among their population will work with the local health department to determine next steps. It may be advised by the health department that the center closes temporarily. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility during the closure. All rooms and equipment used by the infected person, and persons potentially exposed to that person, should be cleaned and disinfected in accordance with CDC guidance.

Short-Term Visitors to the Facility with Confirmed or Suspected COVID-19

If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 10 minutes or less) in close contact with those in the program, the program must consult and work with the local health department to determine the appropriate course of action, which may include closure or exclusion.

Returning After Suspected COVID-19 Symptoms

If a staff member or child has symptoms of COVID-19 or is a close contact of someone with COVID-19, they can return to the program if the following conditions are met:

- If the individual has a fever, cough, or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they should stay

home and away from others until 72 hours after the fever is gone without fever reducing medication and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.

- If an individual is diagnosed with COVID-19, they must remain out of the facility for a minimum of 10 days after the onset of first symptoms. They may return under the following conditions:
 - If the individual had a fever: 3 days after the fever ends AND there is an improvement in initial symptoms (e.g. cough, shortness of breath);
 - If the individual did not have a fever: 3 days after there is an improvement in initial symptoms (e.g. cough, shortness of breath); OR 10 days after symptom
 - Individuals diagnosed with COVID-19 should remain home from work or the program and avoid contact with others until at least 3 days (72 hours) have passed since recovery (defined as resolution of fever without the use of fever-reducing medications) and improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND** at least 10 days have passed since symptoms first appeared.
- If an individual believes they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work or attend programs, and should avoid public places for 14 days.

III. Preparing to Open

Staff Training

Employees will be required to attend virtual training on the Relaunch Workplace Safety Playbook and onsite training on personal protective equipment (PPE), cleaning and disinfecting, physical distancing and additional health and safety procedures. Staff will signoff to acknowledge upon completion of the online training and understanding of the policies and practices herein.

Preparing the Program for Children

- Staff should approach the return of children to the program in the same mindset as we would plan the first day of school. Children will take time to adapt back into the setting and adjust to the changes made to the environment. Schedules and routines will be vital from day one. However, staff should be prepared to be flexible as per their social emotional and intellectual needs.

- All programs need to consider revised school schedules which may vary by school district. Schedules may include split shifts where students will be grouped and scheduled to attend specific days. Hours of operation may be adjusted to accommodate new school schedules. YMCA and school staff will need to coordinate which rooms will be used, based on projected enrollment, space and furnishing needs.
- Classroom/space arrangements will be revised to accommodate changes in maximum group size and to allow for physical distancing. There should be enough tables and chairs to permit adequate spacing during activities. Consider staggered meal times if there is not enough table space. Floor markers may be installed to help with physical distancing.
- When dividing a room, use walls and/or physical partitions to ensure a minimum of ten feet between the two groups. Aim to keep three to six feet between individual children and minimize the amount of time children are in close contact with each other. For example, increase the distance between children during table work and limit the amount of time children spend standing in line.
- Equipment that is not easily cleaned will be removed. Loose/shared playground equipment such as balls, hula hoops, scooters and cars will be temporarily removed and placed in storage.
- School kits may be pre-assembled if possible for children to contain their own regular-use supplies including art materials and writing tools. Contents will be determined in collaboration with staff.
- The daily schedule will be re-designed to accommodate time for hand-washing, cleaning-sanitizing of surfaces and materials, as well as to help the children learn and adjust to physical distancing.
- A drop-off area will be designated and equipped with appropriate PPE, disinfecting spray bottle, no contact thermometer, tent and table.
- A designated isolation area for sick children will be identified and equipped with the appropriate equipment and PPE.

Posters and Informational Bulletins

To ensure broad awareness and dissemination of critical information related to the COVID-19 pandemic and the procedures and methods being employed to limit its impact, programs shall ensure the distribution or posting of the following materials as specified:

- The CDC's Use of Cloth Face Coverings to Stop the Spread of COVID-19 pamphlet shall be distributed to staff and posted in a prominent location in the center.

- The CDC's Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes shall be posted in a prominent location in the center.
- The CDC's Safe and Healthy Diapering to Reduce the Spread of Germs Poster shall be posted prominently near all diapering stations.

Messaging to Families

Prior to opening, families will receive information pertaining to the new health and safety guidelines. Virtual information sessions may be provided to present appropriate information and address any questions. Facility tours may be provided one family at a time and as long as no else is in the facility. Families must wear masks during the tour, have their temperature taken prior to entry, and wash hands upon entry.

Families will be informed that registration for new and returning participants will be online through ActiveNet. Paper registration forms will not be available.

A survey may be conducted to assess the need for care and to gather important information about enrollment, age groups and any additional concerns parents/guardians may have.

IV. Everyday Practice

Cleaning Supplies and Equipment

The program will be stocked with cleaning supplies and equipment that will be easily accessible in program areas. Supplies include gloves (required for cleaning), paper towels, soap and water solution, and hospital grade disinfectant or bleach and water solution. Effective preparation and use of disinfectants is necessary to properly sanitize materials and surfaces. If using a bleach dilution, NEW bleach solution MUST be prepared daily prior to the welcoming of children into the program. Spray bottles should be clearly labeled with the mix instructions if not already done so. The proper mix of bleach and water is:

- 5 tablespoons (1/3 cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

Hospital grade EPA approved disinfectants that are approved for use by the Metro YMCA will also be available. Staff must follow the directions on the product label for correct dilution and use.

All materials and surfaces must be cleaned with soap and water prior to the application of the disinfecting solution. Disinfecting solution must sit on materials and

surfaces for 10 minutes prior to wiping. This instruction should be included on the spray bottle as well.

Child Drop-Off

Children will be brought to the designated drop-off area outside of the facility for screening as they arrive.

- Children and parents will queue according to social distancing guidelines while waiting. Parent must stay with child(ren) prior to completion of screening and intake.
- Staff will sign the child in and record temperatures and survey questions.
- Staff will take the child's temperature:
 - Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
 - Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - Perform hand hygiene before and after putting on gloves. Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
 - Put on disposable gloves.
 - Check the child's temperature, reaching around the partition or through the window.
 - Make sure your face stays behind the barrier at all times during the screening.
 - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
 - If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet. If using an ear

thermometer, the cover must be disposed and replaced between each child.

- Upon completion of screening, child will be checked in and escorted into the facility by staff.
- For full day programs, children should come to the program equipped with a change of clothes, lunch and snacks in washable containers.
- Staggered pick-up and drop-off: Parents will be asked to commit to a specific time so that we can effectively stagger arrival and dismissal. Drop-off and pick-up windows will be determined by the program director and may be limited to specific hours.
- Licensed programs shall complete the DCF Office of Licensing daily log each day by 11:00 AM.

Group Size and Ratios

Group size and ratio will be determined based on current guidance from NJDCF Child Care Licensing and/or the health department. Children shall be grouped into groups of no more than 10, unless directed otherwise by licensing or health department. Groups shall include the same children each day, to the greatest extent possible, and, also to the greatest extent possible, the same staff shall be assigned to care for each group, each day. Groups shall congregate not less than 10 feet in all directions from other groups or be separated by walls or other physical partitions. Combining or mixing groups shall not be permitted.

The program director will determine staff schedules including the assignment of floaters for staff meals and breaks (for full day programs), support cleaning and other sanitizing requirements. Staff schedules will be reviewed and approved by the branch executive director.

Daily Schedule and Activities

- Children and staff should remain outside of three-to-six feet apart whenever possible.
- Activities and materials should remain limited.
- Play areas will be established for one-at-a-time use or table activities enabling three to six feet of space between children individually working with materials.
- Shared materials should be avoided wherever and whenever possible. Materials should be cleaned and sanitized between uses. All programs should employ the use of a dirty equipment bin for frequent cleaning and sanitizing throughout the day. Unnecessary materials should be removed.

- Groups will be assembled by age and not mix throughout the day. Groups should move individually through the building for restroom trips and outside time.
- Outside Time: Playground should be used by one group at a time and must be sanitized in between groups.
- Meals and Snacks: During meal and snack times, prior-existing food handling requirements are in play in accordance to childcare licensing requirements, including the use of gloves and/or utensils ALWAYS when handling children's food. Tables will be cleaned before and after meals. Staff cannot eat with children. No family style meals. Disposable plates and utensils will be used to prepare and serve food to children, as will the children. Children must be seated three to six feet away from each other so that they will not touch each other or each other's food while eating. Staggered food times can be arranged to provide for meal-time social distancing.
- Staff and children MUST wash hands (see hand-washing signage) before and after meal-times. Tables, containers and surfaces must be cleaned and sanitized before and after as well (see bleach solution protocols).
- Halls and designated program areas must be limited to 10 children total, not including staff.
- Restroom Use: Toilets and faucets must be cleaned and disinfected between toileting routines.

Isolation Area

A designated isolation area will be used for children who develop symptoms during the day and are waiting to be picked up by a parent or guardian. The isolation area should be away from other children and should not be in an areas that is used frequently. Children should be kept comfortable via physical distance. Staff monitoring this area when a child is sick, will be required to wear appropriate PPE including mask, gloves, face shield and protective gown. The isolation area will be disinfected after the child leaves the program.

Child Pick-up

Pick-up times should be staggered to avoid overcrowding. An organized system may be implemented where parents/guardians will indicate their pick-up time and will call the program when they arrive. The staff will gather the child's belonging, have the child wash their hands, and escort the child outside to the car.

Daily Cleaning/Sanitizing and Closing the Program

- Throughout the duration of the program, and following every use, tables and materials should be cleaned with soap and water, then sanitized with

disinfectant. All wiping should be done with disposable paper towels and gloves. Both should be disposed after each use.

- Equipment should be cleaned daily if used (weekly if not unused) in soap and water and then disinfectant water bath.
- To close the program at the end of the day, all surfaces and materials should be cleaned and sanitized one last time. Items should be taken off the floor and stored on tables for optimal night-time floor cleaning.
- If using bleach, spray bottles should be emptied and left open to air out near the sink areas in preparation for the next day's mixing of fresh bleach solution.
- Supplies should be restocked in each room, bathroom, and wherever supplies are kept.
- Sanitizing Check Form:
 - Staff will submit the online sanitizing check form after each area is completed.
 - Staff will access the form by scanning the QR code located in each area.
 - Staff will enter their name and select the area that has been cleaned.
 - By submitting the form, staff are indicating that the cleaning and sanitizing for the area is complete.
 - Each facility will have a separate form.

V. Sample Daily Schedules

Please note the following sample schedules may be modified based on school needs including schedules, start and release times, availability of space, etc.

Traditional Before Care

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM	Arrival	Arrival	Arrival	Arrival	Arrival
7:00 AM – 7:45 AM	Activity Centers	Activity Centers	Activity Centers	Activity Centers	Activity Centers
7:45 AM	Choice Clubs	CATCH/ Physical Activity	Choice Clubs	CATCH/ Physical Activity	Choice Clubs
8:15 AM	Character Development	Mindfulness	Social Emotional Learning	Mindfulness	Character Development
8:45 AM	School Day Begins	School Day Begins	School Day Begins	School Day Begins	School Day Begins

Traditional After Care

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:20 PM	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal
3:30 PM	Healthy Snack	Healthy Snack	Healthy Snack	Healthy Snack	Healthy Snack
4:00 PM	Homework Help	Homework Help	Homework Help	Homework Help	Homework Help
4:45 PM	CATCH/ Physical Activity	CATCH/ Physical Activity	CATCH/ Physical Activity	CATCH/ Physical Activity	CATCH/ Physical Activity
5:15 PM	STEAM	Social Emotional/ Mindfulness	STEAM	Social Emotional/ Mindfulness	Choice Clubs/ Enrichment
6:00 PM	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Half Day Program – Morning Session

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM	Arrival	Arrival	Arrival	Arrival	Arrival
7:00 AM – 7:45 AM	Activity Centers	Activity Centers	Activity Centers	Activity Centers	Activity Centers
7:45 AM	Choice Clubs	CATCH/ Physical Activity	Choice Clubs	CATCH/ Physical Activity	Choice Clubs
8:30 AM	Character Development	Mindfulness	Social Emotional Learning	Mindfulness	Character Development
9:00 AM	Distance Learning	Distance Learning	Distance Learning	Distance Learning	Distance Learning
10:00 AM	Healthy Snack	Healthy Snack	Healthy Snack	Healthy Snack	Healthy Snack
11:00 AM	Distance Learning	Distance Learning	Distance Learning	Distance Learning	Distance Learning
12:00 PM	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Half Day Program – Afternoon Session

Time	Monday	Tuesday	Wednesday	Thursday	Friday
1:00 PM	Arrival	Arrival	Arrival	Arrival	Arrival
1:15 PM	Activity Centers	Activity Centers	Activity Centers	Activity Centers	Activity Centers
2:00 PM	Distance Learning	Distance Learning	Distance Learning	Distance Learning	Distance Learning
3:00 PM	Healthy Snack	Healthy Snack	Healthy Snack	Healthy Snack	Healthy Snack
3:30 PM	Catch/ Physical Activity	Catch/ Physical Activity	Catch/ Physical Activity	Catch/ Physical Activity	Catch/ Physical Activity
4:30 PM	Homework Help	Homework Help	Homework Help	Homework Help	Homework Help
5:15 PM	STEAM	Social Emotional/ Mindfulness	STEAM	Social Emotional/ Mindfulness	Choice Clubs/ Enrichment
6:00 PM	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Full Day Program

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM	Arrival	Arrival	Arrival	Arrival	Arrival
7:00 AM – 7:45 AM	Activity Centers	Activity Centers	Activity Centers	Activity Centers	Activity Centers
7:45 AM	Choice Clubs	CATCH/ Physical Activity	Choice Clubs	CATCH/ Physical Activity	Choice Clubs
8:30 AM	Character Development	Mindfulness	Social Emotional Learning	Mindfulness	Character Development
9:00 AM	Distance Learning	Distance Learning	Distance Learning	Distance Learning	Distance Learning
10:00 AM	Healthy Snack	Healthy Snack	Healthy Snack	Healthy Snack	Healthy Snack
11:00 AM	Distance Learning	Distance Learning	Distance Learning	Distance Learning	Distance Learning
12:00 PM	Lunch	Lunch	Lunch	Lunch	Lunch
Transition to PM Extended Care					
1:00 PM	Choice Activities	Choice Activities	Choice Activities	Choice Activities	Choice Activities
2:00 PM	Distance Learning	Distance Learning	Distance Learning	Distance Learning	Distance Learning
3:00 PM	Healthy Snacks	Healthy Snacks	Healthy Snacks	Healthy Snacks	Healthy Snacks
3:30 PM	Catch/ Physical Activity	Catch/ Physical Activity	Catch/ Physical Activity	Catch/ Physical Activity	Catch/ Physical Activity
4:30 PM	Homework Help	Homework Help	Homework Help	Homework Help	Homework Help
5:15 PM	STEAM	Social Emotional/ Mindfulness	STEAM	Social Emotional/ Mindfulness	Choice Clubs/ Enrichment
6:00 PM	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal