



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# KIDS CLUB

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We build strong kids, strong families, and strong communities.



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## **Welcome to Kids Club**

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Kids Club is a child care service for the children who are **potty trained (no adult assistance needed) to 9 years of age of YMCA members with a family membership during their use of the facility.** Kids Club reservations are free of charge to children who are members of the Duluth Y through family memberships as part of their member benefits. Children and families can enjoy this service for **up to ninety minutes per day, per child.** Parents may not leave the property while using this service unless they are involved in a YMCA activity outside of the facility or parking/picking up their car.

## **YMCA Mission**

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The Duluth YMCA is dedicated to putting the principles of caring, honesty, respect and responsibility into practice through programs that build healthy spirit, mind and body for all.

## **YMCA Core Values**

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Respect, Responsibility, Caring, and Honesty

## **Staff Qualifications**

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All Kids Club employees and volunteers are required to pass a Criminal Background check and receive safety training in: Adult, Child, and Infant CPR, First Aid, AED Administration, Blood Borne Pathogens, Child Abuse Prevention, and Emergency Procedures.

All Kids Club employees have been trained by our Human Resources team and our Youth Development Director. Each staff member has received a copy of this plan and families will be notified that the plan is available upon request. This plan will remain posted in the director's office. Any amendment to this plan will be communicated to all staff in writing and further training will be provided.

## Philosophy

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Kids Club is designed to create a positive environment for children that fosters a sense of responsibility to others, as well as respect for each person's uniqueness.

We believe the following strategies are successful:

- Develop a supportive, trusting relationship with each child.
- Offering a variety of activities that appeal to a wide range of personal interests.
- Offering each child as much choice as possible
- Keeping each child busy and encouraging while safely interacting with other participants and staff.
- The use of natural and logical consequences for incidents of misbehavior.
- Modeling appropriate behavior.
- Teach children the four core values of the YMCA- Caring, Honesty, Respect, and Responsibility.
- Keep parents informed of child's activities and any concerns regarding behavior.



## Keeping Participants, Families, and Employees Safe

Safety is our number one priority here at the YMCA and we have prepared a space where your child is supported to grow, learn, and play. We have created a program to support social distancing, free play, physical activity and enrichment.

In accordance with Executive Order 20-48, critical businesses are required to follow guidance from the MN Department of Health and Center of Disease Control and Prevention to mitigate the spread of COVID-19. As guidance changes, this plan will be amended, staff will be notified and trained accordingly, and families will be notified of these changes.

### **Handwashing**

The first line of defense in the transmission of this virus is frequent and thorough handwashing by every person entering the facility. Hand sanitizing wipes have been placed at the facility entrance for families and staff to use along with hand sanitizer containing an alcohol concentration of at least 60% alcohol throughout the hallway. All children and staff are required to wash hands before engaging with others.

Throughout the day, all children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after administering medication or medical ointment
- After coming in contact with bodily fluid
- After handling garbage

Our employees are eager to promote and support washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Our employees will:

- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including toddlers who cannot wash hands alone. After assisting children with handwashing, staff will also wash their hands.

## **Source Control and Cloth Face Coverings**

Cloth face coverings will be worn by all staff members who have been trained how to properly use the face coverings. We recommend that you talk with your child about what Kids Club staff will look like when they first arrive. Thanks in advance for helping us with this habit change to keep our campers, families, staff, and community safe.

Children ages 2-5 and up are required to wear a face covering unless they are not able to reliably and independently apply, wear, and take off face covering.

We ask that you and your child arrive to the YMCA wearing a face covering that is able to be worn throughout your child's stay in Kids Club. The YMCA has disposable masks for the purchase of \$1 as needed.

## **Social Distancing Throughout Your Child's Stay**

We are following the current guidelines for group size as directed by the CDC and MDH. At the present time, the capacity of our Kids Club spaces both at the Downtown Y and the Y at the Essentia Wellness Center allows 10 individuals per site. We will operate at a 2 staff to 8 child ratio per current indoor group size guidance and current YMCA occupancy standards. We will utilize child-friendly wall and floor markings to maintain social distancing throughout your child's stay.

## **Workplace Ventilation**

Our facilities do not have windows that open which minimizes the amount of fresh air allowed in the building. Our maintenance staff will continue to keep our ventilation system in working order. We have central air and the use of fans is not needed.

## **Pre-Arrival Symptom Check**

We are ready to welcome your child to Kids Club as we have prepared an enriching program and have taken steps to ensure participants and employees are able to maintain a safe and healthy environment while learning and growing. You can help us keep Kids Club safe by monitoring your child(ren) for 14 days prior to their arrival to Kids Club. The following are recommendations to help us achieve pre-arrival symptoms checks of all children participating in Kids Club.

- Take and record your child's temperature for 14 days before your reservation (refer to the individual instructions provided with your personal thermometer).

- Self-screen your child and family for the presence of COVID-19 symptoms (fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) for the two weeks prior to Kids Club participation.
- Note if, within the past two weeks, your child has traveled nationally or internationally outside the region (e.g. beyond northwest corner of Minnesota/northeast Wisconsin). Consider, especially, if the child has traveled to an area with a known outbreak of COVID-19.
- Determine if your child has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.

If your child or others in your household have displayed the above symptoms or have possibly been exposed to COVID-19 in the two weeks preceding your reservation, we ask that you keep your child home and contact the Youth Development Director (please see contact information at the end of this handbook).

Additionally, to help keep your child, other children, and our staff stay safe, we ask that your family follow current social distancing and Minnesota Department of Health guidelines for group gatherings and face coverings for the two weeks prior to, and while participating in Kids Club.

The YMCA requests that all parents, guardians, and staff self-report if they or their child have COVID-19 symptoms (please see symptoms list and decision tree at the end of this handbook).

## Health Guidelines

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Children are required to be healthy and able to comfortably participate in activities. A child exhibiting any of the following conditions will not be admitted to Kids Club:

- Fever: 100.4 degrees or higher.
- COVID-19 Symptoms (see symptoms list).
- Children who are not potty-trained.
- Nasal Discharge: that is green, yellow, or gray in color or in excessive amounts.
- Eyes: that are actively pink, mattered, or draining.
- Chicken Pox: until all pox have dried.
- Strep Throat: 24 hours after medication begins.
- Lice: where no nits are present.
- Pink Eye: 24 hours after treatment begins and eyes are clear.
- Open sores, skin lesions and other skin conditions need to be fully bandaged.

## In the past 14 days have you had any of the following:

- Fever or feeling feverish (above 100.3 degrees)
- Chills
- A new cough
- Shortness of breath
- New sore throat and/or cough
- New muscle aches or fatigue
- New headache
- New loss of smell or taste
- Nausea or vomiting
- Diarrhea
- Nasal congestion or runny nose
- Have you been in **contact** with another person who has been diagnosed with COVID-19 in the past 14 days?

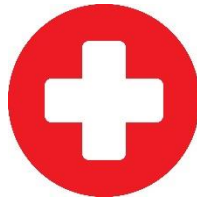


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Parents are asked to contact Kids Club if your child has been diagnosed with a communicable disease and has recently visited Kids Club. If we are notified of a communicable disease that we feel necessary to post, we will communicate this information immediately.

While all Kids Club staff are trained in CPR/AED and Basic First-Aid, they are NOT trained to administer life-saving medication (inhalers, insulin, epinephrine, etc.) to children during their visit to Kids Club. Please contact the Kids Club Director if your child has any health concerns that may be life-threatening.



**On May 14, 2020, the CDC released an update on Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID – 19.**

We ask that you monitor your child for the following symptoms associated with MIS-C:

- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling extra tired

Be aware that not all children will have all the same symptoms. Seek emergency care right away if the child is showing any of these emergency warning signs of MIS – C or other concerning signs:

- Trouble breathing
- Pain or pressure in the chest that does not go away
- New confusion
- Inability to wake or stay awake

- Bluish lips or face
- Severe abdominal pain

## **Children with Pre-Existing Medical Conditions**

Currently, information indicates that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Primary care providers are in the best position to make a professional judgement based upon an individual's health status and their suitability for the Kids Club environment at this time.

## **Reservation System**

**Beginning Tuesday, September 8<sup>th</sup> 2020, all Kids Club participants must reserve their space using our Alaris child watch software program.**

- Alaris software uses the adult's membership barcode linked to their account to complete reservation process.
- Families are allowed to reserve up to ninety minutes per child per day, reserving those spaces in thirty-minute increments. Please note that these thirty-minute reservation periods must be consecutive from the hours of 8:30-10:00 a.m., 10:15-11:45 a.m., and 12:00-1:30 p.m.
- Kids Club will be temporarily closed from the times of 10:00 – 10:15 a.m. and 11:45 a.m. – 12:15 p.m. for cleaning, disinfecting, and sanitizing between reservation periods.
- Reservations may be made by visiting our website at [www.duluthymca.org](http://www.duluthymca.org) following the programs drop-down menu, selecting family under the family and community tab, selecting Duluth Area YMCA, and selecting the Kids Club category.
- Reservations are allowed to be made up to 72 hours in advance with the option to modify or cancel the reservation up to 24 hours prior to reservation day and time.

**Please follow these steps to secure your child's Kids Club reservation:**

1. Enter parent or guardian name.
2. Enter family membership barcode.
3. Select YMCA branch location.
4. Enter child's name (must enter one child at a time).
5. Select date and time of reservation to be made.
6. Receive confirmation email with link to follow if needing to modify or cancel reservation.
7. Option to click link to complete reservation for another child.
8. Families may cancel or modify reservation within one hour of reservation start time.

## Sign In/Out Procedures

We ask that your family enters the YMCA and approach the front desk where our staff will take the temperature of you and your child using a touchless thermometer.

- If the temperature is 100.4 °F or greater, the parent and child may step aside, wait a few minutes and re-take the temperature. If the reading persists, the child will not be permitted to attend Kids Club that day.
- Y staff performing the check-in will 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 irritability while maintaining a minimum of 6 feet of social distance.
- The Y staff will then ask if the child is displaying any of the following symptoms:
  - Fever or feeling feverish (100.4 or greater)
  - Chills
  - A new cough
  - Shortness of breath
  - A new sore throat and/or cough
  - New muscle aches
  - New headache
  - New loss of smell or taste
  - Nausea or vomiting
  - Diarrhea
  - Nasal congestion or runny nose

Children will not be allowed into Kids Club if they are displaying two or more COVID-19 symptoms. MDH requires that children experiencing 2 or more symptoms must remain home for 10 days since last experience of symptoms.

Upon entering Kids Club, you will find our door to be open and floor markings indicating proper social distancing. You will find our Lead Staff ready to greet you and your child(ren) upon your entrance to Kids Club. Our Lead Staff will guide you through the following steps to sign your child(ren) into Kids Club:

- Lead Staff will call you up to the sign-in desk where they will once more take your child's temperature using a touchless thermometer to confirm your child's temperature of 100.3 degrees F or below. Lead Staff will review the symptoms list with you and your child(ren) and review the

acknowledgement of risk document.

- Lead Staff will confirm your child's reservation using our Alaris software and our tablets.
- In the event that Alaris software is down, children will be checked in/out on a paper sign-in/out form and hand-written stickers will be issued.
- Children may be signed in/out by any adult that is on the child's family membership account. Additional adults may be linked to the child's account by filling out the Authorized User form available in Kids Club at sign-in.
- Please advise our staff of any YMCA activities that your child may be participating in during their stay, or of any special instructions due to allergies or special needs.

## Expectations, Communication, & Activities

**Expectations:** We ask that your child has used the restroom and has clean hands prior to entering Kids Club for their stay. All children should have comfortable and appropriate clothing. Socks are required for all children (socks may be borrowed if needed) as no shoes allowed in Kids Club.

**Potty Training & Restroom Procedures:** At this time, we are not allowing children into Kids Club unless they are potty trained (able to use the bathroom without adult assistance).

- Kids Club employees will not be diapering at this time.
- YMCA staff assumes potty trained children are self-sufficient in restroom procedures unless otherwise noted.
- Please provide appropriate undergarments and extra clothing in the case of an accident. If any clothing is soiled, it will be bagged and placed in the child's cubby.
- If children need assistance in the restroom (buttoning/un-buttoning pants or handwashing) a single staff member will assist. During this time both the restroom door and stall door will be open to ensure the safety of both the child and staff member.
- Bathrooms will remain locked during normal Kids Club activities for the safety of both the children and YMCA staff. Children will need to alert a staff member if they need to use the restroom, at which point the child will be allowed in the bathroom one at a time for toileting purposes. During this time a staff member will stand in the doorway of the rest- room in case of emergency.

### **Inappropriate Behavior**

- Children with a tendency to act in an aggressive manner such as hitting, kicking, biting, spitting, throwing objects towards other children, or name calling will first be redirected, followed by a time-out, then a

parent/guardian will be called in to remove the child from Kids Club for the day. If a child is a continuous threat to the safety of themselves, other children, or staff, additional action may be necessary on a situational basis. The Duluth YMCA maintains the right to suspend children and/or families from Kids Club due to safety concerns and/or abuse of Kids Club or Y policies.

Under state law, all YMCA employees who work with children are considered mandated reporters in regard to child abuse and neglect, and are required by law to report any information regarding an incidence of child abuse. If an employee suspects that a child is in immediate danger, the local police or sheriff's department will be called immediately. If it seems a child is not in immediate danger, Child Protection will be called.

**Communication:** Kids Club employees are committed to providing an environment that encourages growth and enjoyment. Leads and Attendants will make every effort to inform parents of any developments during their stay and to answer any questions. Should an incident or accident occur, parents will be informed of the details and any steps that were taken by Kids Club staff.

Parents will be contacted immediately if/when:

- An injury that requires attention of a parent.
- There is aggressive or inappropriate behavior.
- There are symptoms of illness or child appears to be uncomfortable during participation.
- There is an incident that requires cleanup of bodily fluids, including potty accidents, blood, vomit, etc.
- The child's reservation time is up and parent is not present for pick-up.



**Activities:** We keep our center stocked with appropriate toys and activities for children up to age nine. We request that children **DO NOT** bring personal toys into Kids Club, as we cannot be responsible for their safe return.

- Electronic items are NOT allowed in Kids Club.
- Other items to leave at home include: money, children's medications, electronic and fragile items, small hair accessories, and jewelry.

**During your child's stay with Kids Club, participants will:**

- Engage in free playtime.
- Enjoy time for physical activity.
- Spend time with crafts and educational enrichment focused around the Y's core values of respect, honesty, caring, and responsibility.
- Enjoy time in a safe, clean, and positive environment that fosters a sense of responsibility and respect to both themselves and others.

## Cleaning, Disinfecting, and Sanitizing

All toys, supplies, and equipment will be properly cleaned, disinfected and sanitized between use by staff using EPA approved N-List cleaning sanitizers and/or disinfectants proven effective against COVID-19.

- Toys, supplies and equipment will be used on a rotation basis to promote proper disinfection between uses.
- Each ninety-minute rotation of care will utilize their own set of toys and activities that will be cleaned, disinfected, and sanitized during each fifteen-minute closure of Kids Club between each ninety-minute reservation block.
- We will utilize our dishwasher to wash, sanitize, and rinse toys at the end of each rotation.
- Soft materials, such as stuffed animals, pillows, and costumes will remain in their rotation and will be laundered weekly.
- All counter tops and table surfaces will be washed with soap and water solution during each fifteen-minute closure for cleaning and disinfecting.
- High-touch surfaces such as doorknobs, light switches, counters, tables and chairs, and shared toys will be cleaned during each fifteen-minute cleaning closure by Kids Club Staff.
- Staff will wear gloves when handling any soiled clothing and place in a sealed bag on the child's hook. This includes clothing soiled with saliva.
- At the end of the day, staff will spray a bleach solution on counter tops and table tops and let air dry.
- Nepsis Cleaning Team will clean and disinfect the Kids Club Space according to their checklist.
- In the case of a suspected or confirmed case of COVID-19, Nepsis will do a full clean and disinfection of the Kids Club space.



## Communication in event of a COVID-19 Exposure

As previously stated, all children and staff must conduct a health screening before being allowed to attend the program for the day. Identifying these signs of illness and requesting exclusion if symptoms are present will help mitigate transmission.

Any child who develops symptoms while in attendance will be immediately isolated from the rest of the group in the cozy corner which has a specific place for sick children. The child's parent(s) will be notified and expected to pick up immediately.

Please review the 'Decision Tree' provided by the MN Department of Health for further detail regarding exclusion of sick individuals. This decision tree can be found at the end of this handbook. Please have an arrangement for someone to pick up your child if any symptoms present themselves. Staff supervising the affected child will need to wear a face mask to help prevent becoming infected. Masks will be available in the office. After the child has left the cozy corner, the Director will disinfect the 'sick area.'

Any staff experiencing symptoms will be sent home immediately. The center director may request that the employee contact a health care professional and/or have a test for COVID-19.

If a positive case for COVID-19 occurs in the center, staff will follow guidance from the Minnesota Department of Health. This will involve contact tracing, notification of families, and thorough disinfection of the facility.

## Emergency Procedures

**If attending Kids Club at the Downtown Y, please follow the emergency procedures listed below:**

In case of fire or gas/chemical leak, children will be taken to the nearest door or emergency exit and escorted to the Holiday Center at 207 W Superior St, by Kids Club staff.

In case of tornado or severe weather, children will be taken to the closest safe location by Kids Club staff (typically the bathrooms in Kids Club or the sub-basement hallway outside the Rock Wall).

In the event of a fire or tornado, parents may wait with their children, but will not be permitted to leave with them. Once the "all clear" has been given and all the children are accounted for, parents will be able to sign their children out.



In case of power outage, parents/guardians will be asked to pick up their children immediately.

In case of these or any other emergencies, please remain calm and follow appropriate exit procedures.

**If attending Kids Club at the Y at the Essentia Wellness Center, please follow the emergency procedures listed below:**

In case of fire or gas/chemical leak at the Y at the Essentia Wellness Center, children will be taken to the nearest door or emergency exit and escorted to the outdoor shed across the parking lot in the back of the building.

In case of tornado or severe weather, children will be taken to the closest safe location by Kids Club staff.

In the event of a fire or tornado, parents may wait with their children, but will not be permitted to leave with them. Once the "all clear" has been given and all the children are accounted for, parents will be able to sign their children out.

In case of power outage, parents/guardians will be asked to pick up their children immediately.

In case of these or any other emergencies, please remain calm and follow appropriate exit procedures.

## Questions, Comments, or Concerns?

For general questions or clarification on our policies and procedures please stop in and ask a Kids Club Lead Staff or contact Kids Club directly at 218.722.4745 x141, 218.241.8008 ext. 522 or [krothstein@duluthymca.org](mailto:krothstein@duluthymca.org)

## Duluth YMCA Kids Club Hours

Monday—Friday                      8:30 a.m. - 1:30 p.m.



**Thank you for visiting the YMCA Kids Club.  
We hope that it has been an enjoyable experience for  
you and your child. Please do not hesitate to contact  
us, we welcome your feedback.**

## COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

- More common: fever greater than or equal to 100.4°F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.
- Less common: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.

