

After School Parent Handbook 2024-2025

CITY OF
GREENSBORO

PARKS AND RECREATION DEPARTMENT



GREENSBORO
Parks & Recreation

Enhance. Expand. Connect.

Greensboro Parks and Recreation Department
301 S. Greene St. Suite 300.
Greensboro, NC 27401

Dear Parent/Guardian,

Welcome!

You have officially enrolled your child into the City of Greensboro Parks and Recreation After School Program! This handbook is designed with the parents in mind, to serve as a helpful insight into the After School Program offered by the Greensboro Parks and Recreation Department. It includes detailed information about After School activities, dates and times of operation, payment procedures, inclement weather policies, important dates, policies, and procedures.

The school year can be an exciting and busy time for our participants. When your child arrives at our program, they will be given the opportunity to participate in recreational activities, field trips, and even make new friends all while getting their homework done. It is our goal to positively impact the lives of our participants as well as fostering a truly, lifelong experience.

This handbook is provided as a key resource for you as a parent/legal guardian of a participant in our After School Program. Inside, you will find an abundance of information to ensure you can count on us to provide your child with a wonderful After School Program experience. We encourage you to read this handbook thoroughly, and keep it in a safe place for easy reference during the After School Program.

We welcome both you, and your child to the Greensboro Parks and Recreation Department.

With Anticipation,

Greensboro Parks and Recreation Staff

Mission, Purpose, and Goals

Greensboro Parks and Recreation Department - Mission Statement -

“The Greensboro Parks & Recreation Department exists to provide professional and diverse leisure opportunities through inclusive programs, facilities, parks and open space, ensuring that Greensboro is a desirable place to work, live and play.”

After School Purpose

“Our programs provide an affordable, exciting, educational, and unique experience for the youth of Greensboro, North Carolina. The After School Program strives to provide a safe, engaging, and diverse array of activities that stimulates the physical, mental, and social needs of our participants. Every child should leave each day with a stronger sense of self-esteem, confidence, and independence.”

Goals

- To provide a safe atmosphere is always our # 1 priority.
- To provide a fun, welcoming environment for children 5-12 years old.
- To teach the value of cooperation, competition, and community-building.

After School Locations & Contact Information

Brown Center 336-373-2920 302 E. Vandalia Rd. Greensboro, NC 27406	Craft Center 336-373-2922 3911 Yanceyville St. Greensboro, NC 27405
Glenwood Center 336-373-2929 2010 Coliseum Blvd. Greensboro, NC 27403	Griffin Center 336-373-2928 5301 Hilltop Rd. Greensboro, NC 27407
Leonard Center 336-297-4889 6324 Ballinger Rd., Greensboro, NC 27410	Lewis Center 336-373-3330 3110 Forest Lawn Dr. Greensboro, NC 27455
Lindley Center 336-373-2930 2907 Springwood Dr. Greensboro, NC 27403	Peeler Center 336-373-5877 1300 Sykes Ave. Greensboro, NC 27405
Warnersville Center 336-373-5871 601 Doak St. Greensboro, NC 27406	Xperience @ Caldcleugh 336-373-7617 1700 Orchard St. Greensboro, NC 27406

Hours and Dates of Operation

Program Dates and Time

Our After School Program begins **Monday, August 26, 2024 and ends Wednesday, June 11, 2025**. The After School Program generally runs Monday through Friday from 2-6 pm.

Early Release and Holidays

On holidays, the program will be closed. During winter break, some locations may offer special programs and activities. Check with your center to see what they have to offer!

Teacher Workday Camp

Teacher Workday Camp will primarily be hosted at Lewis and Lindley Recreation Centers. On November 4 and 5, 2024, the program will be ran at Leonard Recreation Center and the Xperience at Caldcleugh due to voting.

This program will run from 7:30am-6:00pm. After School program participants will pay \$15 per child and day. Participants not enrolled in the program will pay \$30 per day as a drop in. You will need to provide, 2 snacks and lunch for your student.

Here are the dates of operation for Teacher Workday Camp:

10/18, 11/4 & 11/5, 1/3, 1/27, 2/17, 3/31, 4/1

Spring Break

This would be hosted at both Lindley and Lewis for the 4 days of care. This program will run from 7:30am-6:00pm. The fee will be \$60/child for ALL who participate. This will be listed as a separate program. After School parents will get priority registration. You will need to provide, 2 snacks and lunch for your student.

Registration Procedures

Registration will be taken in person on a first come, first served basis beginning, the first Monday in August. We will continue to accept registration during normal operating hours until all slots are filled. Please call your center of choice for details and to check availability. We recommend registering for the entire school year so you can ensure your child has a spot all year long. Please pay close attention to our cancellation and refund policy.

Please note that we must have at least 7 children signed up two weeks prior to the start of the week to hold the program. If enough children are not signed up, you will be contacted by staff to arrange for a refund or credit of any payments you have made.

Admission Criteria

Children must be between the ages of 5 and 12 (5 year olds must be in kindergarten) to be admitted into our After School Program. A letter from school or copy of the report card may be required for verification.

Payment Procedure

Each week is \$30 per child. Payment is due the Monday before the week your child will be attending the After School Program. For example, the payment for Week 2 of After School is due on the Monday of Week 1. Please see the payment due dates on the next page.

A full payment of \$30 for the first week you are registering for is due at the time of registration.

If only registering for a Teacher Workday, the cost will be \$15 for program participants.

- Accounts with outstanding balances will not be able to register a child.
- Returned checks are charged a \$25.00 service fee. Returned checks will result in all future payments made in cash or money order.
- Please pay close attention to our refund and cancellation policy.

2024-2025 After School Program Payment Due Dates

If you are not paid by the date listed below, your child will not be permitted to attend After School and will be removed from our roster to make room for children on our waiting list.

Make payments online by visiting www.greensboro-nc.gov/login

Week	Dates	Payment Due Date
Week 1	August 26-30	At time of Registration
Week 2	September 3-6	26-Aug
Week 3	September 9-13	3-Sep
Week 4	September 16-20	9-Sep
Week 5	September 23-27	16-Sep
Week 6	September 30 – October 4	23-Sep
Week 7	October 7-11	30-Sep
Week 8	October 14-17	7-Oct
Week 9	October 21-25	14-Oct
Week 10	October 28 - November 1	21-Oct
Week 11	November 6-8	28-Oct
Week 12	November 12-15	6-Nov
Week 13	November 18-22	12-Nov
Week 14	November 25 – November 26	18-Nov
Week 15	December 2-6	25-Nov
Week 16	December 9-13	2-Dec
Week 17	December 16-20	9-Dec
Week 18	January 6-10	16-Dec
Week 19	January 13-17	6-Jan
Week 20	January 21-24	13-Jan
Week 21	January 28-31	21-Jan
Week 22	February 3-7	28-Jan
Week 23	February 10-14	3-Feb
Week 24	February 18-21	10-Feb
Week 25	February 24-28	18-Feb
Week 26	March 3-7	24-Feb
Week 27	March 10-14	3-Mar
Week 28	March 17-21	10-Mar
Week 29	March 24-28	17-Mar
Week 30	April 1-4	24-Mar
Week 31	April 7-11	1-Apr
Week 32	April 21-25	7-Apr
Week 33	April 28-May2	21-Apr
Week 34	May 5-9	28-Apr
Week 35	May 12-16	5-May
Week 36	May 19-23	12-May
Week 37	May 27-30	19-May
Week 38	June 2-6	27-May
Week 39	June 9-11	2-Jun

Cancellation Policy

If you will not be attending a week, you must notify us in writing during the work week prior to the week you are cancelling. For example, to cancel week 23, you must notify us by 5 pm on Monday of week 22. If we do not receive a cancellation notice, you will be required to pay for the week, even if your child does not attend.

Refund Policy

The Greensboro Parks and Recreation Department reserves the right to cancel a program at the sole discretion of the department, including when a program's minimum enrollment is not met. In the event of a program cancellation, the department will attempt to provide as much advance notice as possible to all participants. In addition, the department reserves the right to alter schedules, fees, and instructors as necessary. In the event the department cancels a program, registration fees are 100% refundable except in cases when an alternative refund policy has been provided in writing to registrants at the time of registration.

Program withdrawal and refund requests initiated by participants will be processed in accordance with the criteria set forth below. All requests for a refund of program fees must be received by the department in writing. Refund requests are processed according to the guidelines included below and generally take 3-5 weeks to process, with the exception of payments made by check, which may take additional processing time. The refund check will be mailed to the address provided on the written refund request.

Please note that since registration is taken by the week for the After School Program that each week is considered its own program.

- **Prior to Program Start Date:** Fees are fully refundable less a \$10 processing fee per week.
- **After Program Begins:** No refund is available except in extenuating circumstances as determined by the program supervisor.
- **After Program Ends:** No refunds granted.

Inclement Weather Procedures

If school is dismissed early due to inclement weather, parents will have 1 hour from dismissal to pick their children up from the After School Program. On days when school is closed due to inclement weather, the After School Program will also be closed. Below are fee considerations during longer times of inclement weather.

If, due to inclement weather, the After School Program is closed for:

- 1 Day in the Week: No fee adjustment will be applied; cost is \$30 for the week.
- 2 Days in the Week: No fee adjustment will be applied; cost is \$30 for the week.
- 3 Days in the Week: Fee adjustment of \$10; cost is \$20 for the week.
- 4 Days in the Week: Fee adjustment of \$20; cost is \$10 for the week.

5 Days in the Week: Fee adjustment of \$30; no charge for the week.

Sign-Out Procedures

For the safety of our participants, we require the parent/legal guardian to sign their child out at the front desk every day they attend our After School Program. The parent/guardian will need to show proof of identification to center staff in order for them to check out their child from the program.

We understand life is full of surprises and the parent/legal guardian may not be able to pick their child up from program. If the parent/legal guardian is not able to pick their child up, one of the persons listed on the emergency contact list may do so, provided they show proof of photo identification. If your emergency contact information were to change, it is your responsibility, as the parent, to provide the recreation center with the updated information.

Late Pick-up Policy

Parents should make every effort to pick up their children before 6 pm daily. Please consider weather and traffic conditions when making your pick-up arrangements. **If a child is not picked up by 6 pm, a late fee of \$5 will be charged, beginning at 6:01 pm, for every 15 minutes, or portion thereof, you are late. AT 6:30 pm the Greensboro Police will be called to pick up your child.** Parents arriving after 6 pm will be asked to sign a form confirming the late pick up time and recognizing that a late pick up fee will be assessed. If the fee is not paid at the time you pick up your child, the child will not be able to return to the After School Program until the fee is paid.

A maximum of 3 late pickups in a calendar month will result in a one week suspension from the program, and possible termination from the program.

Custody Issues

It is the Center's intent to meet the needs of children, especially when their parents/guardians are experiencing a difficult situation such as a divorce, separation, or remarriage. However, the center cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the center has been provided with current legal documents restricting the non-custodial parent from having access to the child. Copies of court documents will be kept in the child's file.

What is Inclusion?

Inclusion refers to a philosophy that goes well beyond non-discrimination and takes a proactive approach to including people of all abilities in parks and recreation programming to the best of their ability. Awareness and sensitivity to individual differences will hopefully lead to attitudes of acceptance and reduce barriers in the community.

How do I receive assistance from Inclusion Services?

Requests should be made when you register for a program, camp, or event and at least **two weeks** in advance of the start of the program, camp, or event. This will give us enough time to develop accommodations and identify appropriate staff to have in place. Please note that we make every attempt to provide requested services, however due to staffing limitations we cannot guarantee these services. **Note: We do not provide one-on-one services.**

Steps to the Inclusion Process:

1. Register for the program, camp, or event. When registering, please check **yes** in the accommodation request box. Questions? Please call our Inclusion Services team at 336-373-2954.
2. Complete the accommodation request form and submit online. Or, print the form and return it in person or by mail to the address below, or call us at 336-373-2954 to fill out the form over the phone.
Inclusion Services, 301 S. Greene St. Ste. 300, Greensboro, NC 27401
3. Our team will contact the parent/guardian within five (5) business days to discuss this information and answer any additional questions.
4. Next, print and complete the participant information form and return it in person or by mail to the address above, or call us at 336-373-2954 to fill out the form over the phone. You may also e-mail the form to us at the addresses listed below.
5. Our team will create an action plan and work with the staff of the program, camp, or event to create a successful recreation experience. The role of the inclusion team throughout the program may change from direct to indirect support.

Possible reasonable accommodations include (but are not limited to):

- Adaptive Equipment (when available)
- Modify or Adapt activities that do not alter the program
- Action Plan (strategies for success)
- Provide trained staff for inclusion support (**not one-on-one assistance**)

Health/Safety/Medications

Medications

The After School staff will not dispense any medication unless the parent or guardian completes a Greensboro Parks and Recreation Center permission to give medicine form. If the child needs to bring medication to the program, it must be in the original prescription bottle with the original label. The container should include the prescription on the bottle or a medical prescription if the medication is over the counter. Medication not in its original container, or over the counter medicine without a prescription, will not be accepted. In case of a medical emergency, we will have the original bottle on hand to give to EMS.

The child is responsible for taking the medication under the supervision of a facility staff member. The staff member will sign, date and record the time the medication was taken.

Child with Illness

Any child that cannot participate in the After School activities due to illness will need to remain at home. Your child will not be able to attend the program if they are not feeling well. If a child vomits for any reason, they must be picked up by a parent/legal guardian or authorized individual. No child may attend the After School Program if they have ringworm, pink eye, flu or any contagious infection. A doctor must treat any contagious infection; virus or fever. Certain illnesses may require a doctor's note before the child will be allowed to return.

Procedures for Handling Medical Emergencies

In the event of an accident or an illness, every effort will be made by our staff to address the situation and notify the parent/guardian and/or emergency contacts. If a situation requires immediate medical attention, we will call 911 and the child will be transported to the hospital by ambulance.

Fire/Emergency Drills

We conduct fire and emergency evacuation drills regularly. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to ensure successful fire and emergency/evacuation plans. During a fire/emergency drill, parents may not sign children into or out of the center. They must wait until the drill has been completed and the children have returned to the building with program staff.

Behavior Guidelines

Participants are asked to:

1. Use appropriate language at all time.
2. Cooperate with staff and follow rules/directions.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.
5. Stay in program areas; running away is not acceptable.
6. Will not be disruptive during any activity or with any group assigned.

The Discipline Policy – Minor Offense

If a child is unable to comply with the behavior expectations:

1. Strike One: Verbal warning/Discussion
2. Strike Two: Time out during a time deemed appropriate by the after school staff (i.e. loss of game time, field trip, etc.) The length of all time outs will be determined by the age of the participant and severity of the offense.
3. Strike Three: An additional time out and parent will be made aware of the behavior or situation.
4. Strike Four: Offenses will be considered serious and a parent conference may be scheduled.

The Discipline Policy – Serious Offense

1. Strike One: Immediate removal from activity and an incident report will be written and sent home to the parent. The parent will be contacted and a parent conference may be scheduled.
2. Strike Two: One day suspension from the program
3. Strike Three: Expulsion from the program

Behaviors, which may result in immediate dismissal, include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the participant, other participants or staff. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, threats, name calling, bullying or intimidation.
2. Fighting or inappropriate physical contact.
3. Possession of a weapon of any kind.
4. Vandalism or destruction of property.
5. Sexual misconduct.
6. Possession of or use of alcohol or controlled substance unless under the prescription of a doctor.
7. Running away.
8. Inappropriate behavior during field trip transportation such as; opening the emergency door, hanging out the window, climbing over or under seats, throwing things off the bus, etc.
9. Any child, who exhibits behavior that threatens his or her well-being, or the well-being of others, is subject to dismissal from the After School Program.

Parent Code of Conduct

Upon presentation of identification, parents/legal guardians have the right to enter and visit the After School Program facility which their child(ren) is/are receiving care. The law prohibits discrimination of retaliation against any child or parent/legal guardian to exercise their rights to visit.

The law authorizes the person in charge of the After School Program facility to deny access to the parent/legal guardian under the following circumstances:

- The parent/legal guardian is behaving in a way that poses a risk to the children in the facility.
- The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

Under no circumstances should a parent/legal guardian approach another child other than their own. While in the facility parents are expected to act appropriately by speaking in an appropriate tone and using appropriate language at all times. Any parent who does not behave in this manner will be asked to leave the facility.

Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontation with a center staff member will not be tolerated.

Parent Grievance Procedure

If you have a grievance regarding the After School Program, immediately set up an appropriate time to discuss it with the Center Director. We want to address any questions or concerns you or your child might have regarding the program. Please encourage your child to speak directly to any staff member in the program about issues they are uncomfortable with, so that we can address them in a timely manner.

Parent Feedback

We welcome and encourage regular feedback from our parents. If you have a comment or concern, please set up a time to discuss it with the facility supervisor.

Program Details:

Our Afterschool Program promises to allow participants to spend time working on homework, engaging in fun and creative activities while socializing with friends. Our goal is for each participant to beg their parents/guardians to “come back later and pick me up” at the end of each day!

- Participants may be broken up into small groups when necessary for activities.
- Activities may be modified based on the needs of the groups.
- Outdoor time will be scheduled as frequently as possible, weather permitting. This will include utilizing picnic shelters, trails, playgrounds and fields.
- Bathroom breaks will be worked into the schedule and individual breaks will be allowed as well.

Example of a Daily Schedule:

2:30pm - 3:00pm: Participants arrive off bus/parent drop-off – Choice play in cohort classroom
3:00pm - 3:30pm: Organized activity in classroom or outside
3:30pm - 3:40pm: Bathroom break and handwashing
3:40pm - 4:20pm: Snack, homework, quiet activity
4:20pm - 5:00pm: Organized activity in classroom or outside
5:00pm - 5:10pm: Bathroom break and handwashing
5:10pm - 5:45pm – Organized activity in classroom or outside
5:45pm - 6:00pm – Prepare to go home

After School Program Activities:

Field Trips

Field trip information will be provided to parents in advance and may require children to have extra money for entry to the activity/site. If your child will not be able to attend a field trip, please make other child care arrangements for your child. Attending trips is a privilege. Staff reserves the right to deny a child a field trip if they feel it is unsafe or hazardous for that child to attend the trip or if the child’s behavior warrants removal from the field trip.

Field Trip Transportation

The Greensboro Parks and Recreation Department uses city-owned vehicles for transporting participants to and from field trips. Vehicles range from minivans to 50-60 passenger buses. All children will be seated in their own seat with their own seatbelt* when using any method of transportation. At no time will staff's personal vehicles be used to transport campers.

*Some buses that are used are similar to school buses and do not have seatbelts.

The following procedures are followed by City staff when transporting After School Program participants:

- One or more staff members will carry emergency medical consent forms and emergency contact information for each child.
- Staff members will take attendance of all children that are being transported and will take attendance frequently to account for the presence of all children.
- Only authorized City employees are allowed to operate the vehicles. All authorized drivers must be at least 21 years of age, have a valid driver's license, and must contain a clean driving record.
- Vans and/or buses will be used to transport participants and volunteers. At no time will a private vehicle be used to transport participants or volunteers.

Clothing

If a child brings an extra pair of clothes to the program, make sure the child's name is on the tag or place masking tape on the article of clothing with the child's name on it. Clothing should be appropriate for both indoor and outdoor play and may not display offensive material. Children must have closed toed shoes on at all times.

Snack

All children should bring a snack each day. Please do not pack anything that needs to be microwaved or refrigerated. We suggest children bring a bottle of water. We have vending machines that children can buy a drink and a snack for \$.75-\$2.00 per item. Please fill out any allergies your child has on the registration form.

Toys and Electronics

Toys, electronics, cell phones, and gaming devices are not permitted in the After School Program. Greensboro Parks and Recreation is not responsible for damaged, lost or stolen toys that a child brings.

Greensboro Parks and Recreation does not allow any toys that look like or resemble the shape of a weapon. A child is not allowed to bring BB guns, air soft guns, pocket knives, or any item that may cause harm to themselves, other After School Program participants, staff, or any one in the facility. If the staff discovers that a child is in the possession of a toy that resembles a weapon, the toy will be taken from the child and returned to the parent/legal guardian at the end of the day.

Staff Qualifications

All After School Program counselors are employed by the City of Greensboro. Each counselor has received clearance through a competitive interview process, as well as, drug and background screenings. All staff members are American Red Cross First Aid, CPR and AED certified and receive in depth training prior to the start of the program.

COVID-19

The health and safety of all who are involved in our programs remains our highest priority. As much as possible, we will promote behaviors and implement processes that can help reduce spread of COVID-19. This will include, but not be limited to: implementing new standards related to facilities, education and training on cleaning and good hygiene practice, communicating new responsibilities and expectations for staff, participants, volunteers, and spectators, and establishing protocols for reporting cases. Below you will find a summary of actions we may take to ensure we are lowering COVID-19 risk as much as possible.

Please note: These protocols may change based on Centers for Disease Control (CDC) guidelines as well as guidelines from the federal, state and local public health agencies.

What to Bring:

- Participants are required to bring a face mask with them each day from home and wear it throughout the program.
- Participants are required to bring a labeled re-fillable water bottle.
- Snack will not be provided. If you would like your child to have a snack in the afternoon, please send a pre-packaged snack, labeled with their name on it.
- Participants are not allowed to share supplies. We are asking that each child bring in their own school supplies (pens, markers, pencils, scissors, etc) in a ziplock bag or small box with their name on it.
- A jacket or sweater as we will be doing as many activities outside as possible.

On-site Protocols:

Handwashing:

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community. Greensboro Parks and Recreation will provide adequate supplies to support healthy hygiene behaviors. We will work to establish an expectation of compliance with hand hygiene guidance, while increasing monitoring to ensure adherence among participants and staff by:

- Identifying handwashing opportunities within afterschool and transition time periods. These will be stated on printed daily schedules around the facilities.
- Creating a staggered handwashing and bathroom break schedule to avoid multiple groups being in the bathroom at once.
- Encouraging all students and staff to wash their hands with soap and water whenever possible rather than using hand sanitizer.

- Hand sanitizer should be limited to times when soap and water are NOT available.
- Continuously teaching and reinforcing handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Systematically and frequently check and refill hand sanitizers.
- Providing hand sanitizer with at least 60% alcohol at EVERY building entrance and exit, and every room being used for afterschool.
- Ensuring that students and staff wash their hands before going to shared spaces (i.e., gyms, outdoors).

Seating Arrangements and Social Distancing:

Social distancing is a key tool that Greensboro Parks and Recreation has to utilize in order to minimize the spread of COVID-19. Social distancing or (“physical distancing”) means keeping space between yourself and other people outside of your home. Our staff will utilize social distancing floor/seating markings in ALL areas of the facilities in order to ensure that participants and staff remain at least 6 feet apart in lines and at other times.

- Keep participants and afterschool staff in small cohort groups that stay together as much as possible during the day, and from day to day.
- Try to limit mixing between cohort groups as much as possible (i.e. snack time, arrival and dismissal, etc.)
- Limit the mixing of participants by staggering playground times and keeping groups separate for special activities such as art, music, and physical activity.
- Utilize assigned seating and seating charts to help track virus spread if a participant/staff tests positive for COVID-19.
 - Staff will arrange desks/tables and chairs so that all participants are separated from one another by 6 feet at all times.
 - Participants will remain in same cohort each day/week (i.e. table will be in same room at same spot with same staff everyday)
- All tables and chairs should be turned to face the same direction rather than facing each other to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Avoid community supplies when possible (i.e. writing utensils).
 - Participants will be required to bring the necessary supplies that they will need to complete homework each day – see “What to Bring Section”
- If shared supplies are deemed necessary, we will use designated bins for clean and used supplies, as community supplies are considered high-touch and should be cleaned frequently.
- Keep participants’ personal items separate and in individually labeled cubbies or containers.
- ALL daily group activities that may promote transmission will be halted.
- Visitors to the facility, including internal Greensboro Parks and Recreation staff will be limited to only necessary business.

Cleaning and Sanitation:

A routine cleaning schedule has been established to ensure accountability for routine environmental cleaning and disinfecting of high-touch surfaces. Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface; while disinfecting kills germs,

viruses, and bacteria on surfaces. In cooperation with the North Carolina Department of Health and Human Services (NCDHHS) and the CDC, the following cleaning, sanitizing, and disinfecting guidelines have been developed to assist staff in combating the spread of infectious diseases. It is critical to note that NO cleaning or disinfecting will be performed with participants in the area or surrounding spaces.

- Staff will routinely check and refill hand sanitizer and soap dispensers throughout the week.
- Staff will continuously be wiping down high touch surfaces such as door knobs, railings, restrooms, etc. In addition, enhanced facility cleaning will be done early each morning by City of Greensboro Custodial staff.
- Staff will clean surfaces using soap and water, then use disinfectant.
 - *When EPA-approved disinfectants are not available, alternative disinfectants can be used. (For example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).*
- Staff have been advised not to mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in.
- Soft surface items when possible will be laundered according to the manufacturer's instructions.
- All cleaning supplies will be in a locked area where participants cannot access.

Suspected COVID-19 Case:

Should a participant or staff begin showing symptoms while in the Afterschool program, report a confirmed positive case of COVID -19 or confirm close contact with someone who has tested positive for COVID-19, Greensboro Parks and Recreation will immediately call the Guilford County Department of Health and Human Services and follow the guidance that they set forth. All parents/guardians of participants will also be notified immediately and proper measures will be taken to clean the facility thoroughly, as well as, follow the GCDHHS guidance on when to reopen and allow staff and participants to return to the program.

Eligibility Requirements:

Participant eligibility requirements will be applied to all Greensboro Parks and Recreation programs and services until the recommendations related to COVID-19 have been removed or reduced. If an individual registered for a program demonstrates the inability to follow the requirements listed below, they may be removed from the program upon the first incident of violation and will not be allowed to return for the duration of the program. If the participant is removed, a parent/guardian will be expected to pick up immediately. The participant will be withdrawn from the program and a full refund for the remaining program dates will be granted.

In accordance with program modifications and guidelines, the following participant eligibility requirements are in effect for all Greensboro Parks and Recreation programs and services. Participants and staff will be required to complete wellness screenings prior to entry into a Greensboro Parks and Recreation facility. Any participant or employee that does not clear the screening will not be allowed to enter the building.

All individuals must be able to:

1. Maintain a safe social distance of a minimum of six (6) feet from staff, volunteers, other participants, members of the general public, etc. when possible.
2. Wear a face mask that covers the mouth and nose, to reduce the risk of disease transmission with an exception of physical activity.
3. Perform all aspects of personal care, to include but not limited to toilet hygiene, bowel/bladder management, changing clothes, feeding, etc. independently of staff, volunteers or other participants.
4. Self-administer any routine medications or medical care needed during program participation, to include but not limited to placing medication in mouth, applying medicated patch, utilizing a rescue inhaler, checking blood glucose, etc. independently of staff, volunteers or other participants.
5. Practice positive hygiene related to personal cleanliness and handwashing, including the ability to wash and dry hands with soap and water independently of physical assistance from staff, volunteers or other participants.
6. Self-manage behaviors and reactions to a variety of situations and environments that may elicit various physical and/or emotional responses without the physical intervention of staff or volunteers, or without physical contact with other participants.
7. Maintain specific proximity with minimal re-direction to staff as designated without physical intervention of staff, volunteers or other participants.
8. Move safely in program environment, around facility and outdoor spaces on varied surfaces, etc. with limited physical assistance of staff, volunteers or other participants.
9. Communicate illness/symptoms/etc. of self or others to staff.
10. Understand that all staff, volunteers or other participants will wear face masks that cover the lower portion of the individual's face.