



Pod Squad Information

PROGRAM DESCRIPTION

The Buffalo Grove Park District has partnered with local school districts to provide an in-person program for remote learning. The purpose of this program is to provide working families an opportunity to enroll their children in a safe, supervised, and quiet environment where they can complete remote learning. The Park District is committed to following all COVID-19 guidelines as recommended by Illinois Department of Public Health and the Center for Disease Control.

PROGRAM DETAILS

Participants will be required to register for a minimum of three days per week. Schedules cannot be interchanged week-to-week, so whichever days you register for will be your permanent schedule. Participants and staff will be required to wear a face covering secured over mouth and nose while indoors. Whenever possible, the program staff will provide opportunities for participants to go outdoors to eat lunch and take mask breaks. When weather does not permit breaks outdoors, each location will have a designated room for mask breaks and lunch will be eaten in their designated pod.

Pods will consist of small groups between 6 – 10 participants. Pod sizes will be based upon state guidelines for facility capacity while maintaining 6-ft distance between all participants. Each pod will be provided Wi-Fi access. Pods will be supervised by a combination of Park District and School District Staff. Remote learning will be led virtually by each participant's assigned school teacher.

PROGRAM LOCATION

Pod Squad will be held at one of two Park District facilities:

1. Alcott Center: 530 Bernard Drive, Buffalo Grove, IL 60089
2. Community Arts Center: 225 McHenry Road, Buffalo Grove, IL 60089

Please note, if the state of Illinois reverts back to Phase 3, the Park District reserves the right to transfer participants to additional Park District facilities in order to meet smaller group size guidelines.

WHAT TO BRING TO POD SQUAD EACH DAY

1. Face Covering
2. Remote Learning Device (fully charged)
3. Charger for Device(s)
4. Headphones
5. Lunch
6. Water Bottle (water bottle filling stations will be available)
7. Hand Sanitizer
8. Snack
9. Any additional supplies deemed necessary to complete remote learning and/or independent activities
10. Towel (for outdoor eating & mask breaks)

POD SQUAD HOURS

To ensure a successful remote learning environment, all participants attending Pod Squad will need to be dropped off at least 15 minutes early and picked up on time. Times have been determined by the participating school district, and the extra 15 minutes has already been included in the Pod Squad hours. For detailed information on pick-up and drop-off procedures read the Pod Squad Guidelines attachment.

Clubhouse will be offered both before and after remote learning for participants who need extended care.

Participants who register for Clubhouse will remain in the same location and Park District staff will ensure a smooth transition between both programs.

- District 21
 - Participants assigned to AM In-Person learning will attend Pod Squad from 11:15 am – 3:30 pm daily.
 - Participants assigned to PM In-Person learning will attend Pod Squad from 9 am – 1:15 pm daily.
- District 96: 8am – 3pm
- District 102: 8:45am – 3:30pm

REGISTRATION PROCESS

Due to limited space and the high demand for care, enrollment will be taken by the Buffalo Grove Park District on a first come first serve basis. Families who are interested in signing up their child/ren should fill out the Pod Squad Registration Forms and return them to the Buffalo Grove Park District via:

- Fax: 847.459.5741 or 847.459.0674
- OR
- Drop off at the Alcott Center – 530 Bernard Drive, Buffalo Grove
 - Front Desk – Open: 8:30 am – 3:30 pm
 - Parking Lot Dropbox (available 24/7 and picked up each morning)

POD SQUAD FEES BY SCHOOL DISTRICT

- District 21(1/2 day): \$22 per child/per day
- District 21 (full day): \$35 per child/per day
- District 96: \$35 per child/per day
- District 102: \$35 per child/per day
 - Due to the recent changes in school schedules, and potential future changes, Pod Squad/Clubhouse will be re-evaluating our billing cycle each month in an effort to bill each family in the most accurate manner possible.
 - There will be no refunds issued for payments already processed. Future payments will be cancelled and a final payment may be issued if days utilized were not previously charged for due to fees being accumulative.
 - The fees listed are per child/per day.
 - Half days & early releases are included in the fees.
 - School holidays and institute days are not included in the fees. They may be purchased at an additional cost.



Clubhouse Information

CLUBHOUSE DETAILS

Clubhouse is a before and after school program committed to providing a safe and recreational program for families that need extended day care. The Clubhouse program offers a wide variety of recreation activities. Children can participate in physical fitness games, arts and crafts projects, team sports, and many other activities. Clubhouse also provides homework help and the opportunity to work on school projects and assignments. A snack is provided during the afternoon program. Children with food allergies or restrictions are permitted to bring their own snack. Clubhouse partners with ten elementary schools in three school districts. Clubhouse attendance options include morning service, afternoon service, or a combination of both.

Though attendance is determined by the needs of each participant there is a 3 day minimum requirement for each service (before and/or after). All participants will be required to choose a pre-determined schedule that can only be changed if facility space and staffing allows; in all cases, such requests will be handled on an individual basis by the Park District. Clubhouse registration will be due at the same time as the Pod Squad.

CLUBHOUSE HOURS & FEES

DISTRICT 21

Kilmer & Longfellow

Hours: 7am – 9am & 3:30pm – 6pm

Mornings: \$9.50

Afternoons: \$13.25

DISTRICT 96

Country Meadows, Ivy Hall, Kildeer, Prairie & Willow Grove

Hours: 7am – 8:15am & 3pm – 6pm

Mornings: \$6.25

Afternoons: \$15

DISTRICT 102

Meridian, Pritchett & Tripp

Hours: 7am – 9am & 3:30pm – 6pm

Mornings: \$9.50

Afternoons: \$13.25

POD SQUAD GENERAL GUIDELINES

1. For safety purposes, there will be a zero tolerance policy for licking/spitting/biting. Any incident will result in removal from the Pod Squad program.
2. Staff and participants must have a face covering with them at all times.
3. While indoors, all staff and participants must wear secure face coverings over their mouth and nose and follow 6-ft distancing.
4. Face coverings will not be required while outdoors unless 6-ft distancing cannot be maintained.
5. Pods will be limited to 20 participants and 1 staff. There will be no intermixing of groups.
6. Pods will be designated one room/space for the duration of the day.
7. Pods must maintain 30-ft between them (when applicable).
8. Pods will have outdoor breaks (weather permitting) if/when everyone in each pod has the same break time from E-Learning.
9. Frequent hand washing will be enforced and all pods will have a supply of hand sanitizer.
10. Drop-off and pick-up for all participants will be contact-less. Anyone picking up a participant will need to be prepared to show ID through vehicle window. Families will receive a sign to hold up with their child's name for a smoother pick-up process and will be required to show each day.
11. Water bottle refill stations will be available at each site. Push button drinking fountains will be turned off.

HEALTH MONITORING

1. All staff and participants will be required to complete a wellness screening self-assessment before arriving on-site each day. A copy of this assessment can be found at the end of this document.
2. Any staff or participant who is exhibiting one or more COVID-19 symptoms will be prohibited from attending Pod Squad.
3. If a staff or participant exhibits one or more symptoms, with no known exposure to someone with COVID-19, they should inform the Park District and follow these procedures.
 - a. If they are getting tested, share the results with the Park District.
 - i. If the test comes back positive, see #8 below.
 - ii. If the test comes back negative, they may return when at least 72 hours have passed since all symptoms have resolved (without the use of pain/fever-reducing medication), no new symptoms have developed, they can reply "no" to all items on the Wellness Screening Questionnaire, and a copy of the written "negative" test result or a "Result Acknowledgment Form" has been submitted to the Park District.
 - b. If they are not getting tested, they can return when they have been fever-free for at least 72 hours (without the use of pain/fever-reducing medication), respiratory symptoms have improved and all other symptoms have resolved (a "Safe to Return" doctor's note must be provided to return while any symptoms are present), they can reply "no" to all items on the Wellness Screening Questionnaire, and at least 10 days have passed since onset of symptoms.
 - i. **The Park District is aware minor symptoms may not indicate COVID-19. A doctor's note clarifying the individual has a history of a symptom or that a symptom is unrelated to COVID-19 may allow the individual to return to the Park District sooner. These situations will be handled on a case-by-case basis with the Park District administration.
4. If a staff or participant lives with a person who has developed symptoms of COVID-19, contact the Park District immediately. The staff or participant is not to attend in-person programming for at least 72 hours to monitor for symptoms or until testing indicates a "negative" result. All situations will be handled on a case-by-case basis.

5. Any staff or participant who has had close contact with any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and seek a COVID-19 test at a state or local testing center, healthcare center or other testing locations. If the staff or participant is caring for this person or are unable to isolate, the 14-day quarantine cannot begin until after that person meets the criteria to end home isolation.
6. If a participant exhibits signs during the day, staff will remove and isolate them from their pod and call a parent/guardian for pick-up. If the parent/guardian is not available, the staff will call the individuals listed on the participant's pick up permission form. New this year, the Park District will ask that parents/guardians highlight those individuals who can make it to the site for pick-up within 30 minutes.
7. If a staff or participant is identified as being COVID-19 positive by testing, the following will occur:
 - a. Local health officials, staff, and participants will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with privacy laws.
 - b. Cleaning and disinfecting will be performed according to CDC guidelines.
 - c. All staff and participants should be alert for signs of COVID-19 by watching for symptoms such as fever, cough, or shortness of breath and by taking their temperature if symptoms develop.
8. A staff or participant who has been confirmed with COVID-19 may not return until the following is met:
 - a. If they will be follow-up tested:
 - i. They receive two negative COVID-19 test results taken at least 24 hours apart
 - ii. They have been fever-free for at least 72 hours without the use of fever-reducing medication,
 - iii. Respiratory symptoms have improved and all other symptoms have resolved,
 - iv. They can reply "no" to all items on the Wellness Screening Questionnaire, AND
 - v. Copies of both written "negative" test results OR the "Result Acknowledgment Form" have been submitted to the Park District
 - b. If they will not be follow-up tested:
 - i. They have been fever-free for at least 72 hours without the use of fever-reducing medication,
 - ii. Respiratory symptoms have improved and all other symptoms have resolved,
 - iii. They can reply "no" to all items on the Wellness Screening Questionnaire,
 - iv. They have isolated at home for a minimum of 10 days after symptom onset, or if asymptomatic, from the day testing took place, AND
 - v. They provide a "Safe to Return" doctor's note.

DISINFECTING/CLEANING PROCEDURES

1. Cleaning and disinfecting of each room will be performed according to CDC guidelines.
2. Hand sanitizer and sanitizing stations will be available.
3. Common areas and surfaces will be disinfected frequently.
4. Shared spaces (if applicable) will be disinfected between groups.
5. Shared objects and equipment will be disinfected before and after use.

WELLNESS SCREENING SELF-ASSESSMENT

Below is the questionnaire referenced in the beginning of this document. All participants are required to review the questions below each day prior to attending a Park District program, event, or facility. If a participant answers "yes" to any of the questions, they should contact the Program Supervisor and not attend in-person. Temperatures should be taken before coming to the Park District each day and participants should not attend on-site if their temperature is higher than normal. No-touch thermometers will be available upon request for self-assessment for those who do not have one. By entering a Park District facility or program, the participant or parent/guardian acknowledges that this questionnaire has been completed properly, that the participant has said "no" to each item, and is symptom-free.

Wellness Screening Questionnaire

Name:

Date:

Yes No

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Do you have congestion or a runny nose (e.g., not related to allergies)?
- Have you been experiencing fatigue?
- Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors¹?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact² with anyone who has tested positive for COVID-19?

¹ Rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature

² Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

CLUBHOUSE GENERAL GUIDELINES

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2. Staff and participants must have a face covering with them at all times.
3. While indoors, all staff and participants must wear secure face coverings over their mouth and nose and follow 6-ft distancing.
 - a. Exceptions may be made for exercise and/or physical exertion activities that cannot be held outdoors due to weather. During these situations, staff and participants will be required to maintain increased physical distancing of 8-ft or more. If 8-ft cannot be maintained, staff and participants will be required to wear a face covering, or participation in the activity will be halted.
4. Face coverings will not be required while outdoors unless 6-ft distancing cannot be maintained.
5. Clubhouse will be limited to 20 participants and 2 staff. There will be no intermixing of groups.
6. Clubhouse groups will be designated one room/space for the duration of the day.
7. Clubhouse groups must maintain 30-ft between them (when applicable).
8. Frequent hand washing will be enforced and all groups will have a supply of hand sanitizer.
9. Drop-off and pick-up for all participants will be contact-less. Anyone picking up a participant will need to be prepared to show ID through vehicle window. Families will receive a sign to hold up with their child's name for a smoother pick-up process and will be required to show each day.
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3. If a staff or participant exhibits one or more symptoms, with no known exposure to someone with COVID-19, they should inform the Park District and follow these procedures.
 - a. If they are getting tested, share the results with the Park District.
 - i. If the test comes back positive, see #8 below.
 - ii. If the test comes back negative, they may return when at least 72 hours have passed since all symptoms have resolved (without the use of pain/fever-reducing medication), no new symptoms have developed, they can reply "no" to all items on the Wellness Screening Questionnaire, and a copy of the written "negative" test result or a "Result Acknowledgment Form" has been submitted to the Park District.
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Date:

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- Have you been experiencing fatigue?
- Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors¹?
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