



WLWV After School Care
State Guidance During COVID-19

**Camp Fire Columbia's Before & After
School Programs 2020/21**

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As a licensed child care provider with the State of Oregon Office of Child Care, Camp Fire Columbia's Before & After School Department is implementing the following required policies and procedures until further notice. Please note that these requirements may change as mandated by the State of Oregon Office of Child Care, Early Learning Division, and Oregon Health Authority.

This document is intended to cover new rules and regulations associated with providing child care during COVID-19 and does not take the place of information shared in our Family Handbook, Payment Policies & Procedures, child care description, website, or other resources Camp Fire uses during enrollment and programming.

Please be aware that the term "mask" will be used throughout this guide as reference to a facial covering that fits snugly around a person's nose and mouth to reduce the spread of COVID-19. [CDC approved facial coverings](#) include disposable face masks, cloth face masks with replaceable filters and/or multiple layers of tightly woven fabric (e.g., cotton), and clear plastic face masks. At this time, the CDC does not recommend facial coverings that are either too tight or too loose (large gaps along the edges, most commonly seen on the sides), ill-fitting plastic face masks, single-layered cloth face masks that use non-breathable (e.g., leather) or loosely woven (light can pass through) fabric, vented face masks, face shields, and medical grade face masks (which need to be conserved for first responders and healthcare workers).

Pick-Up Procedures

To help keep all Camp Fire families and staff safe, families are required to pick-up their children from a Camp Fire team member outside of the licensed program area. If you do not see a Camp Fire team member outside when you arrive, call or text the site phone to let them know that you have arrived.

We have implemented a [no-contact](#) process for children to be checked-out of program. There will be signage posted and visible markings to guide families through the daily [health checks](#). All family members and authorized contacts must wear a [mask](#) AND maintain physical distancing during the pick-up of their child. Please limit the number of people who pick-up your child; the same person each day is ideal.

Family members can only be allowed to enter the program area if there is immediate concern for the health and safety of their child. If a family member has a concern about the health and safety of the program and would like to enter, they must do so by first contacting the [Before & After School Program Director](#) and then scheduling a time to visit. Any family member who enters must follow all of the requirements set-in-place for adults in the facility.

No Contact Check-Out

All family members with account access need to have ProCare's InSite Connect app setup on their phones as long as they have a child enrolled in WLWV After School Care. Camp Fire is using InSite Connect for the daily check-ins and check-outs, Daily InSites (shared photos or stories from the day's activities), and announcements.

To setup InSite Connect:

1. Download the free InSite Connect app to your phone*.

(No Contact Check-Out continued)

- a. Android: [Google Play Store](#)
- b. iOS: [App Store](#)
2. When you first open InSite Connect, it will request an “Authentication Code” to link you to your Camp Fire account.
 - a. To access your authentication code, log-in to your [Family Portal](#).
 - b. Select “Account” in the upper right-hand corner.
 - c. Your authentication code will be listed under your username and it will be bold.
 - d. Enter your four-digit authentication code into the InSite Connect app then select “Submit”.
3. After you have submitted your family’s authentication code, enter the username and password you use to access your Family Portal.
 - a. When there are two primary family members associated with an account, they will each have their own username and password. If one of the primary family members does not know their username and password, the family member who does have access to the Family Portal can locate the unknown username in the “Personal” section. The located username can then be used with the forgotten password feature to create a new password.
4. As you log-in, you will receive a pop-up asking you to allow InSite Connect to send you notifications and to determine your location. Select “Allow”.
 - a. If you select “Do not allow”, you may miss important Camp Fire notifications and you will not be able to check your child in or out of program.

We understand this may take some time getting used to. Please be patient with us as we adapt to our new system and find new ways of working in these times. Staff is also documenting check-in and out times and health check questions on our clipboards, but hope that we can go completely no contact for this procedure.

To check-out your child using the InSite Connect app:**

1. One of the buttons available to you when you open the InSite Connect app will say “Check In/Out”. The check-in/out button will be red until you are within 500ft of site then it will turn green.
2. When green, select the “Check In/Out” button then select the child, or children, who will be attending program that day.
3. Select “Check In/Out”.

If your child will be checked-out by one of your authorized contacts, they will not have access to the InSite Connect app so you will need to make sure that they have a PIN setup within their profile in your Family Portal. The authorized contact will then give their PIN to the Camp Fire team member who meets them outside so they can complete the digital or check-out. Camp Fire will not be able to check your child out to anyone without a PIN or state-issued ID. Make sure your authorized contact also has the phone number for site so they can call us if there are no Camp Fire team members outside.

**If you do not have a smart phone, please let us know so we can assist you with check-in and check-out.*

***If for any reason you are unable to complete check-out through InSite Connect, go to your profile within your Family Portal to locate your PIN. You will then need to give your PIN to the Camp Fire team member who meets you outside so they can complete the digital check-out for you.*

Health Checks

Camp Fire must follow the Office of Child Care's Exclusion Summary for operations of Emergency Child Care during COVID-19. For a complete overview and flowchart of the regulations, please reference page 11 of the Early Learning Division's [Health and Safety Guidelines](#). Based on those guidelines, we will conduct a daily health check for ALL children, staff, and any other people (family members, maintenance, etc.) coming into the licensed program area.

The following five questions will be asked of all entering adults and children (if a child is not able to reliably answer, the adult who is checking-in the child will be asked for them):

- 1) Has the adult or child been exposed to a person with a positive case of COVID-19 in the past 14 days?
 - a. If so, was the exposure during the infectious period, 2 days before through 10 days after the person with COVID-19 started showing symptoms? If the person with COVID-19 never had symptoms, use the time period of 2 days before through 10 days after the test was taken as the infectious period.
- 2) Has the adult or child been exposed to a person with a presumptive case (someone who has been exposed to COVID-19 and showed symptoms within the past 10 days) of COVID-19 in the past 14 days?
 - a. If so, was the exposure during the infection period, 2 days before through 10 days after the person with presumptive COVID-19 started showing symptoms?
- 3) Is the adult or child experiencing a new loss of taste or smell, an unusual cough, shortness of breath, or fever greater than 100.3F?
- 4) Does the child or adult have symptoms of diarrhea, vomiting, headache, sore throat, or rash?
- 5) Is anyone in your household waiting on the results of a COVID-19 test?

If the answer is yes to either question 1 or 2, the child or adult must quarantine for 10 days. The 10-day quarantine starts on the day that child or adult last had contact with the COVID-19 case. The 10-day quarantine can be shortened to 7 days if the person takes a COVID-19 test between days 5 and 7 of their quarantine period which comes back negative and the person is asymptomatic. The 10-day quarantine cannot be shortened by getting a note from a medical professional.

If yes to question 3, that person must be excluded from the program for at least 10 days and be symptom-free, without the aid of medication, for at least 24 hours prior to returning to program. If they take a COVID-19 test after the fifth day of their quarantine period which comes back negative, they can return once they have been symptom-free for 24 hours. With regard to people who only have a cough and shortness of breath, but no fever, the person can return to program once they have been checked and cleared by a medical professional. People who have a fever without any cough or difficulty breathing can return to program once they have been fever-free for at least 24 hours.

If the answer is yes to question 4, that person must be excluded until documentation can be provided showing that they have been seen and cleared by a medical professional or until the symptoms have been resolved for 24 hours without the need for medication.

If yes to question 5, the Camp Fire team member who is conducting the health check will ask additional clarifying questions about the reason for the COVID-19 test. Next steps will be determined based on the answers to the clarifying questions.

(Health Checks continued)

All children and adults who are entering the licensed program area are also required to have their temperature taken. Camp Fire staff may self-screen and attest to their temperature on a daily basis. If anyone has a temperature of 100.4F or greater, they must be excluded from program.

The five questions and temperature are all recorded as “pass” or “fail” only to maintain the privacy of our families and staff. We do not record any symptoms. A “fail” on any of the health check questions or temperature will result in the child or team member needing to stay home from program until all of the questions and temperature can be documented as “pass” again.

Remember, the illnesses you would be looking for during non-pandemic times will continue to show up. As always, know when to have your child stay home (such as for symptoms of diarrhea, vomiting, headache with a stiff neck, “pink eye,” rash, etc.). The child may return after the symptoms have been resolved, without the aid of medication, for 24 hours (48 hours for vomiting or diarrhea) or with approval from a medical professional.

Daily Schedule

Below is an example schedule. Individual site schedules may look a bit different based on how staff decide to structure their programs.

Health Checks and Check-In 1:30-1:45	Children arrive and go through their health checks . Once checked-in , they may put their belongings away, wash their hands, and participate in individual quiet activities.
Community Meeting 1:45-2:00	Children will meet with their stable group and discuss plans for the day, go over special announcements, play a small group game, and engage in general community building activities and games.
Snack and Recess 2:00-3:00	Children will be excused from community meeting to go wash their hands for snack. If they choose not to eat snack, they may work on homework or read/look at a book. Once snack is complete, children will wash their hands and go outside or to the gym for recess.
Clubs 3:00-4:00	Children will wash their hands and return to the community meeting space. A quick meeting will take place to discuss clubs and activities. Children will be dismissed to their club groups at this time. Clubs are staff-led. Camp Fire staff will create club activities based on the interests and age of their group.
Clean-up and Transition Games 4:00-4:30	Staff and children will work together to clean-up after club activities are completed for the day. Once the space is clean, children will wash hands and return to their community meeting space to play a variety of small group, table, card, or rhythm games. This is also a time for a small, second snack.
Academic Time and Brain Stations	Brain station activities are pre-designed challenges for children to work on independently. This is also time for children to work on homework, complete assignments from earlier in the day, and engage in social learning through puzzles,

4:30-5:00	board games, spelling/math games, etc. Children will ask for support from staff as needed.
Free Choice 5:00-6:00	Children can finish projects or do independent activities until they are picked up at 6:00pm.

Check-In

Please do not send your child to school if they are experiencing COVID-19-related symptoms and report any positive or presumptive cases to Camp Fire immediately. In addition to the daily [health check](#), we have a sink with soap and water AND hand sanitizer (60%-95%) at or near the entrance of the program area so that the children and Camp Fire staff can clean their hands as they enter or immediately after entering program. The hand sanitizer requires a medication release and is kept out-of-reach of the children unless it is being used with supervision.

Distance Learning Support

As Camp Fire navigates this new environment with families, we hope to provide safe, engaging programs to reintegrate children into social and learning atmospheres. We will do our best to support children’s online, asynchronous homework during appropriate program times. We are not affiliated with the school districts however, nor are we able to guarantee one-on-one support for all children as they need it. Our goal is to offer an option for families to address their child care needs while creating a program that promotes social-emotional development, physical fitness, relationship building, and enrichment activities using a trauma-informed care and a culturally responsive approach.

Snack

Children will be served one nutritional snack each day. Camp Fire uses USDA guidelines to determine nutritional content for snacks. If your child has specific food allergies (e.g., nuts, gluten, dairy), please make sure that this information is listed on their registration form and that the Site Supervisor is notified verbally or via email about your child’s needs. Additional snacks may be provided from home and may not be shared with other children.

Activities

Camp Fire will provide opportunities for children to engage in outdoor recreation, arts, community-based learning, life skills, and leadership development. Planned club activities by team members include, but are not limited to, arts and crafts, group games, active recreation, reading, homework help, science projects, team building, academic connections, world cultures, community-based learning activities, creative expression, and more!

Items from home

Only academic/learning related supplies and supports will be allowed to come to program. They must be taken home each day and Camp Fire is not responsible for lost or damaged items. Please keep all other toys, games, and non-necessary personal items at home to avoid the spread of germs.

Stable Groups and Physical Distancing

Camp Fire is required to keep all children and staff in stable groups of up to 15 children when there is a single team member or 20 children when there are two or more team members. If the state or county guidance return communities to baseline status, the stable group sizes will be reduced. Specific stable

(Stable Groups and Physical Distancing continued)

group sizes will then be determined by the Early Learning Division Office of Child Care. We will work to build stable groups of like ages/grades and a child may be moved to a different stable group only if it is a permanent change.

While at program, Camp Fire team members will practice physical distancing from all children and adults who are not members of their stable group. However, the children and staff are not required to maintain physical distancing with the other members of their stable group.

Personal Protective Equipment

Camp Fire is required to have all adults* and children* (5 years and over) who participate in check-in and check-out or who enter the licensed program area wear a [mask](#) that meets the CDC's guidelines for face coverings.

Families are responsible for providing acceptable masks for their children. Reusable masks must be washed after each day's use or a new disposable mask must be provided daily. Please consider packing extras each day. Camp Fire will have disposable masks on-site in case a team member or child needs an extra but they are available for emergency use only and we cannot guarantee they will fit appropriately.

Each child needs to be able to remove their mask without assistance. If a child removes their mask, or demonstrates a need to remove their mask for a short-period of time, a Camp Fire team member will:

- Supervise the child to ensure that they maintain six feet or more of physical distancing from all other children and adults while the mask is removed.
- If needed, show the child how to effectively wear a mask.
- Guide the child to re-engage in safely wearing a mask.

Children will never be disciplined for the inability to safely wear a mask.

**Camp Fire staff and children who have a medical condition or disability, as documented by their doctor's order, that prevents them from wearing a mask will not be required to wear one.*

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