

# **WWSC Daycare Procedure and Attendee and Employee Expectations**

## **1. Before Care & Drop Off**

WWSC Day Care Attendees are to be checked in directly outside of the facility. A designated check in zone has been established in front of the WWSC Main entrance. In case of multiple attendees, markers have been placed to ensure 6ft distance between all visitors. The below measures should be read and understood by all parents and guardians before arriving at the facility.

- Before care begins at 8:00am. Thus, the check-in process may start promptly at 8:00am. Day care attendees must be checked in between the hours of 8:00am and 9:30am.
- If no individuals are in line, parents and guardians are welcome to walk directly up to the check-in table for Covid-19 screening including temperature check and contact-based questions.
- Once the camper is checked in, a WWSC employee will escort the child inside of the facility to the handwashing station, then to his/her group. No parents or guardians shall enter the facility during the check-in / drop-off process.
- If individuals other than WWSC staff are seen at the check-in table, parties shall enter the established line marked off on the sidewalk approaching the main entrance. A party as a whole may designate one marker. A WWSC employee will instruct those in line when to move up to the next marker. Once the camper is checked in, a WWSC employee will escort the child inside of the facility. No parents or guardians shall enter the facility during the check-in/ drop-off process.

## **2. Daycare Outline and Structure**

WideWorld Sports Center has been deemed as designated Disaster Relief Child Care Center by the State of Michigan Department of Licensing and Regulatory Affairs. WWSC Daycare is open to those ages 6 years to 10 years old. This Daycare shall have a daily attendance cap of 20 individuals per day. WWSC will follow it's Kids K.A.M.P. structure with amendments made to limit the amount of contact between both camper-to-camper as well as camper-to-counselor.

- As stated in section 1, no parent or guardian shall enter the facility during Daycare hours.
- Before Care shall take place between the hours of 8:00am and 9:30am. During this time, campers may attend different stations which feature activities such as; coloring, drawing, arts and crafts, free play, and reading.
- During the hours of 9:30am and 4:00pm (with breaks such as snack and lunch) campers shall participate in structured activities led by the WWSC staff. The activities will include contactless sports as well as other educational non-contact games and activities.
- Temperature will be taken for all participants at all scheduled breaks.
- Snacks shall be taken in the morning between the hours of 9:30am and 11:30am. Snack options are to be provided by the attendee only. If an individual is to consume food or beverages during snack, this must be brought and stored in their belongings which will be stored in designated areas (6ft apart) within the facility. Snack rules will be explained to the attendee before each period. Such rules include no sharing of food or beverages of any kind. Consumption of food and beverages only allowed in designated areas and attendees are to participate in this period at a distance of 6ft from each other with the aid of a seating chart.
- Lunch shall be taken in the between the hours of 11:30am and 1:00pm. Lunch is to be provided by the attendee only. If an individual is to consume food or beverages during lunch, this must be brought and stored in their belongings which will be stored in designated areas (6ft apart) within the facility. Lunch rules

will be explained to the attendee before each period. Such rules include no sharing of food or beverages of any kind. Consumption of food and beverages only allowed in designated areas and attendees are to participate in this period at a distance of 6ft from each other with the aid of a seating chart.

- After Care shall take place during the time of 3:00pm to 4:00pm. During this time campers may attend different stations which feature activities such as; coloring, drawing, arts and crafts, free play and reading.

### **3. Daycare Pick-Up and Sign Out**

Similarly to the check-in process in section 1, no parent shall enter the facility for pick up. WWSC Daycare attendees are to be checked out directly outside of the facility. A designated check-out zone has been established in front of the WWSC Main entrance. In the case of multiple pick ups, markers have been placed to ensure 6ft distance between all visitors. The below measure should be read and understood by all parents and guardians before arriving to pick up an attendee. Please note that all attendees are subject to a health screening at the time of check-in. For example, contactless temperature checks.

Those who show symptoms of respiratory infections such as cough, fever, shortness of breath or contact to confirmed individuals diagnosed with COVID-19 within the last 14 days will not be admitted to the WWSC Daycare Center and are suggested to stay home.

- Parents and Guardians picking up/ checking out a camper must bring photo identification. Identification must match a pick-up eligible individual within our WWSC record. Pick-up eligible individuals are listed in both the online or in person registration options. This list may also be edited within a WWSC members online account.

- If no individuals are in line, parents and guardians are welcome to walk directly up to the check-out table. Once the pick-up individual provides a photo ID, a WWSC employee will escort the child outside of the facility. No parents or guardians shall enter the facility during the pick up process.
- If individuals other than WWSC staff are seen at the checkout table, parties shall enter the established line (if not more than 4 total parties) marked off on the sidewalk approaching the main entrance. A party as a whole may designate one marker. A WWSC employee will instruct those in line when to move up to the next marker. Once the pick up individual provides photo ID, a WWSC employee will escort the child outside of the facility. No parents or guardians shall enter the facility during the pick up process.
- If there are 4 total parties visible in an established line at WWSC, we ask that the next party remain in their vehicle. At this point, please call the WWSC phone to notify our staff that you are here to pick up and the description of your vehicle. At this point you shall wait in your vehicle and await for a WWSC employee to come to your vehicle and notify you when to join the line. At that point, WWSC employees will instruct those in line when to move up to the next marker. Once the pick up individual provides photo ID, a WWSC employee will escort the child outside of the facility. No parents or guardians shall enter the facility during the pick up process.

#### **4. WideWorld Sports Center (Childcare Facility)**

WideWorld Sports Center has been deemed as designated Disaster Relief Child Care Center by the State of Michigan Department of Licensing and Regulatory Affairs. The below information details safety measures taken by WWSC.

- Daycare is not operated in a private home

- Background Checks conducted on all employees using Internet Criminal History Access Tool (ICHAT) and Michigan Public Sex Offender Registry (PSOR) check.
- WWSC provides, at a minimum, a general telephone, 734-913-4625 to all entities of the essential workforce and the parents and guardians to be served as well as the name and contact information of the charge of the licensed center: Zach Artinian 734-913-4625.
- WWSC has 4+ individuals certified infant, child and adult cardiopulmonary resuscitation (CPR) and First Aid.
- WWSC follows handwashing requirements provided by the State of Michigan Executive Order 2020-16.
- WWSC requires and solicites about attendees' medicines, allergies, food allergies, other special needs and medical conditions.
- WWSC requires emergency contact information for all daycare attendees.

##### **5. Daycare Staff Requirements & Expectations**

As stated in section 4, all daycare staff have been background checked. Wideworld staff also includes more than 4 CPR and First Aid trained individuals. WideWorld Sports center is determined to provide a safe place for both its visitors as well as staff. Below covers daily requirements and cleanliness expectations of WWSC Staff.

- WWSC staff members shall be medically screened before entering the facility.
- WWSC staff must thoroughly wash hands in a designated hand washing station before assuming the assignment of any daycare activities.
- WWSC staff assigned to tasks related to check-in or drop off shall wear gloves and approved masks.
- WWSC staff assigned to tasks related to snack, lunch or the monitoring of attendee food and drink consumption shall wear gloves and approved masks.
- WWSC staff are required ample opportunities to wash hands throughout the day.
- WWSC staff are given a designated staff area and lounge to partake in activities

such as eating, drinking, break. This designated area may also serve as a place to store limited belongings.