

## **QCARE After School and Kindergarten Extension Q&A:**

### **What are QCARE's Program Days and Hours?**

- Our program is scheduled to operate Monday, Tuesday, Thursday, and Friday 30 minutes prior to the start of the school day (7:15 for early schools, 7:45 for late schools) until 5:30pm. On Wednesdays the program begins at the same time but closes at 4:00pm. NOTE: if a program is not fully enrolled, parents will be notified if program hours must change on a school by school basis.
- The kindergarten extension program will begin at the end of the kindergarten school day and end at the school bell (the end of the regular school day).
- The after-school program hours will be from the dismissal bell until 5:30pm.
- All Families arriving after their scheduled pick up time (either 30 minutes after the QPS school day ends or the close of the program) will be subject to our "late pick-up policy". Late pick-ups will be charged \$2/minute.

### **Where will QCARE's programs be located?**

- QCARE has been granted use of school gym spaces. If gym space becomes unavailable, we will attempt to relocate within the school building or may have to close the program at that school and offer services at an alternative location.

### **Will QCARE support remote learning during full day care/school day care?**

- Yes, children will be supported by QCARE staff. While our staff are not tutors and cannot provide 1:1, our staff will support children to answer questions and assist them as best as possible with technology issues. Our staff will also monitor/supervise them and encourage them to accomplish their assignments.
- Staff will assist children in logging on to their remote learning while in our care. Each child should come with their log in information written down to make the process of logging on easier.

### **Do I need to send my child with a laptop/Chromebook/tablet for remote learning?**

- Yes. If children wish to engage in remote learning during the day, they will need to come with a fully charged device (sending in charging cords is also really helpful) that can support remote learning.
- Children will also need to bring headphones with a microphone for remote learning.
- QCARE is not responsible for loss or damage of electronic devices that are sent in for remote learning.

### **How will the staff know when my child needs to log on?**

- We are asking parents/guardians to supply the staff a written schedule of your child's remote learning schedule and update staff whenever there are changes.

### **What happens if my child refuses to do remote learning while in your care, or needs a break from it?**

- As always, if a child exhibits unnecessary stress or frustration with schooling, we will redirect them to alternative activities so that they can take a break.

- We will schedule the school day part of our programming to support learning, but also to ensure adequate breaks, enrichment and physical activity.

### **Will each child be given their own work station?**

- There will be work areas set up at tables in the gym for remote learning.

### **How will children be grouped?**

- Staff members will remain consistent with the children.
- We are following the guidance by the Department of Early Education and Care and are also working closely with Quincy Health Commissioner, Ruth Jones, and Quincy Public Schools Administrative Leadership team to ensure that we are operating in as safe a manner as possible.

### **If I choose to register my child in QCARE programs, what is QCARE's policy on withdrawing from the program?**

- QCARE requires a three-week notice to withdraw from care.

### **How will I be notified of a forced closure and will I be charged for the forced closure?**

- If any Federal, State or Local authority forces our program to close due to COVID-19 concerns, we will notify all families via email as soon as we are informed.
- Families will be charged 35% tuition for a forced closure of the program.
- For all weather-related or non-COVID related emergency closures families will be charged regular tuition per existing QCARE policy.

### **Will I be required to pay tuition if my child is absent for the day?**

- QCARE requires all families to pay tuition when a child is sick, injured, on vacation, planned and unplanned absences, travel and in mandated quarantine.
- If a family requires multiple periods of mandated quarantine throughout the school year, they should consult with the QCARE Billing Coordinator to discuss if a tuition reprieve is possible.

### **What are the after-school activities? Indoor and Outdoor**

- QCARE is accustomed to planning an enriching and fun-filled after school program. Things will be a bit different this year, but our team is focused on normalizing new requirements as best we can and will still greet children warmly and pay careful attention to address their emotional needs. Even though there will be requirements for physically distant play, masks, etc. we will still ensure that our participants have an enriching, educational, fun and social experience while in our care.
- Children will spend lots of time outdoors engaging in play and physical activity. Games and activities will be planned that naturally encourage physical distancing and still allow time for kids to be kids!
- Individual activity supply kits will be available for each child to limit sharing of materials as often as possible. Shared supplies will be cleaned and disinfected after use. Any shared supplies shared by groups (such as sports equipment) will be cleaned and disinfected between groups.
- Even during winter months, we will be playing outdoors. Please dress your child in layers, a coat, and hat and gloves during winter months.

### **Will my child be required to wear a Face Masks/Coverings?**

- Face masks/coverings will be required to be worn by children. Please discuss with a QCARE Program Director any medical condition that prevents your child from wearing a mask.
- Face masks/coverings are required to be worn by staff.
- Your child is encouraged to bring **two** of his/her own clean masks (please be sure to pack two, labeled with your child's initials or name on the outside of the mask). QCARE will supply masks for those who are in need.
- Children will be educated about the proper way to wear, remove and store face masks/coverings.
- Children will be given "mask breaks" when needed.

### **How often will children Handwash or use Sanitizer?**

- Children and staff will wash their hands frequently throughout the day.
- Children will be educated and reminded about proper handwashing techniques.
- QCARE staff will ensure that soap and disposable paper towels are available during program hours.
- At times when proper handwashing is not immediately available, approved hand sanitizer will be provided to children (with permission from their parent).

### **What are QCARE's Cleaning Procedures?**

- Cleaning and disinfecting according to strict State guidelines will take place at frequent and scheduled intervals throughout the day. High touch areas and surfaces have been identified and scheduled for frequent disinfecting.
- Each evening Quincy Public Schools custodial staff will conduct deep cleaning and disinfecting using specialized equipment.

### **Will QCARE provide Snacks & Water?**

- QCARE will supply an afternoon snack each day. To limit potential contamination, most snacks will be individual prepackaged servings. If you would like to send snacks from home, please feel free.
- Children will eat snacks/lunch together with their group at a distance of at least 6 feet from peers, in their assigned group space or outdoors – we will eat picnic style as much as possible.
- Refrigeration and heat-ups are not available.
- Children must bring a refillable water bottle each day. Please label with their name or initials.

### **Will QCARE provide Lunch to the Kindergarten extension/ children?**

- QCARE will not provide lunch, but all children are eligible for the free lunch program through Quincy Public Schools.
- There will be no toothbrushing at the program until further notice.

### **How will QCARE Manage Children or Staff Who Exhibit Symptoms?**

- Children/employees who are sick or experiencing any of the COVID-19 symptoms are not permitted to attend care. If illness is observed, we are required to exclude the child/employee from the care setting.
- Children who complain of being sick will be cared for in a manner consistent with normal QCARE procedures. However, persistent symptoms of illness (more than 15 minutes) or certain symptoms will be treated more seriously.

- In the event that a child is persistently sick or symptomatic during the program day, there is a designated separate space to isolate that child. Sick/Isolated children will be supervised by a QCARE staff wearing PPE while observing proper distancing.
- Parents will be called for immediate pick-up. *We are asking that pick-up occur within 45 minutes of receiving the request by phone call.* Please arrange for an emergency pick-up person to support your family this school year if the 45 minute emergency pick-up window cannot be easily accomplished otherwise.
- If an *employee* is symptomatic, they will be dismissed from duties and will depart the program immediately. They will not be permitted to return to work until they meet the safe return criteria.
- Parents will be informed of possible exposure via email in accordance with recommendations by the Quincy Health Department/EEC.
- If a child or staff member exhibits symptoms and has been exposed to an individual who is COVID-19 positive or presumed to be COVID-19 positive, then they may not return to the program for 14 days.
- The Department of Public Health/EEC will be notified of any COVID-19 positive individuals or of individuals confirmed to be a close contact of a COVID-19 positive person as required by regulation. QCARE will follow the guidance of DPH/EEC and communicate to families what action is recommended.
- Safe Return Criteria: If an individual has left the program due to illness or a symptom, the person can return to the program if no other symptoms arise and once they are symptom free for a full 24-hours without any fever reducing medication, *or* the individual can return with a doctor's note indicating that they are safe to return. Please note, if your child exhibits any symptoms of COVID-19, QCARE asks that you contact your child's pediatrician for consultation of your child's symptoms, as some may require longer periods of program exclusion or may require a COVID-19 test.

#### **TRAVEL and Program Attendance:**

- QCARE is upholding The Commonwealth of Massachusetts travel guidelines listed HERE.
- To ensure that the QCARE Community remains as safe as possible, travel outside of the areas deemed "safe" by the Commonwealth by enrolled children or QCARE staff must be disclosed to QCARE.
- Any program family/QCARE staff traveling outside of the regions/states deemed safe by the Commonwealth must adhere to travel guidance to return to the program. This means that in order to return to QCARE after travel a family or staff member must produce negative test results administered in the recommended timeframe and manner required by the state, or will face a 14 day quarantine.
- Please remember that periods of quarantine are subject to tuition charges, similar to all other absences.
- Note: a PCR test is required (rapid test results will not suffice). Also, children under 10yo do not need to test according to State guidance, however, QCARE will require negative test results from household members who traveled with the child before the child can return to care.
- At this time, international travel will require quarantine prior to program admittance.

- For ANY questions related to travel, please contact at Program Director at the QCARE main office: 617-773-3299.
- To gain entry to QCARE programs, families and staff members must be able to successfully complete the Daily Attestation Form, which asks for locations visited since the last time in the program. Please pay special attention to this section.

**Additional resources**

- [QCARE Parent/Guardian Handbook](#)
- [EEC Minimum Health & Safety Requirements \(for reopening\) and FAQ Sheet](#)
- <https://www.mass.gov/info-details/covid-19-travel-order>
- <https://quincyafterschool.org/wp-content/uploads/2020/09/Daily-Attestation-Form.pdf>

**QCARE WILL PROVIDE ADDITIONAL INFORMATION ABOUT NEW PROTOCOLS AND PROCEDURES AS NECESSARY.**