

C.E.S.S.A Youth/Parent Guide/Policies and Procedures



Welcome to C.E.S.S.A Child Care Program(s)!! Please take time to review the following guidelines and discuss the policies with your child.

C.E.S.S.A is looking forward to providing Chicago's youth with a fun-filled opportunity of possibilities through our many programs. Our staff is looking forward to connecting by engaging in fun, safe, and inclusive activities. Due to space limitations, space is limited to first come, first served. Also, if your child misses 10 or more days, they will be dropped to make room for other families.

Our programs will be packed with loads of fun that will include sports, arts, fitness, and outdoor activities, along with brain play, inclusion, friendship and kindness, journaling, and team building activities. Programs will run in accordance with state and city guidelines.

C.E.S.S.A Mission

Colorful Effects Social Service Agency, LLC seeks to serve marginalized groups, children and youth, elderly, people with functional impairments, substance abusers, victims of violence, the downtrodden, the forgotten, the homeless, poverty stricken, individuals, families, teams, communities, and organizations. C.E.S.S.A, LLC provides holistic approaches, resources, ongoing supportive services through linkage and collaboration with other stakeholders. C.E.S.S.A, LLC will help meet immediate needs of clients with enthusiasm and compassion. C.E.S.S.A, LLC aspires to uplift, stabilize and assist in maintaining wellness for clients. C.E.S.S.A, LLC will help anyone with a need judgment free.

“POD” or Group Sizes In accordance with the City’s Program guidelines,

Groups: Will be limited to no more than 20 individuals • Staff to camper ratio will be 2:20 • multiple pods may utilize the same facility as long as 30 feet of distance can be maintained between groups

Face coverings/masks: All students and staff will be required to wear face coverings that cover both their nose and mouth. Students will need to bring their own face coverings that may be comfortably worn throughout the day. A limited number of additional face coverings will be available for campers and staff should their face coverings get lost or damaged.

Hygiene Requirements: The CDC hygiene guidance is to promote a healthy environment for staff and students. Everyone will be required to wash their hands with soap and water or use hand sanitizer regularly.

Cleaning/disinfecting: This location have increased cleaning and disinfecting plans in place, to ensure the utmost safety of each staff and students.

What items to bring:

Backpack, change of clothes (if needed), disposable water bottle (water fountains will not be accessible), sunscreen.

Snack/Lunches: All students will have access to a free snack and lunch for the duration of camp. Lunches from home are not recommended, however in the event that a child must bring a lunch they will need to keep lunch in an assigned bin, and not remove it until it is time to eat.

Medical/emergency policies:

1.C.E.S.S.A will provide a safe and healthy environment for your child/children. In the event of an emergency, the staff will adhere to the following procedures:

2. C.E.S.S.A staff will call 911 for medical professionals to handle all serious accidents/episodes/illnesses.

3. A call will be made to you to inform you of the situation. If a parent is not available, the staff will call the first and second emergency contacts listed in the online account information. (Be sure those are the primary numbers to be called.)

4. Medication: C.E.S.S.A always attempts to make any special accommodations to help children have a successful and enjoyable experience. If medication administration is required, please inform the supervisor in advance. The parent /guardian is to fill out the appropriate forms. The supervisor will fill out and distribute the medication that is required. The medical manager will review the medication requirement. This will be on a case-by-case basis. If necessary, or request a meeting with parent/ guardian (This is not a guarantee of medication administration.)

5. Severe Allergies: Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to their specific allergens. If the parent/caregiver requests that the C.E.S.S.A nurse administer emergency treatment to a child during certain emergencies such as an anaphylactic reaction (including the administration of epinephrine or "Epi Pen"), the parent/caregiver must request and complete a "Release of Waiver and Liability For Administering Emergency Treatment To Child With Severe Allergies." All medical devices and equipment must arrive and leave with child C.E.S.S.A does not store/hold medicine overnight. Public health concerns contagious diseases, is any illness which may be transmitted from one person to another, and will be dealt with quickly to prevent their spreading among the general population. The most common conditions observed among children are: • Ringworm (Tinea): small worm-like lesions just beneath the skin which spread outwardly • Head lice (Pediculosis): itchy scalp, most commonly found in hair and base of the neck • Pink Eye (Conjunctivitis): red coloring of the eye, slight swelling and fluid discharge Also of concern are: • Mononucleosis • Hepatitis • Meningitis • Mumps If a member of the C.E.S.S.A. staff suspects that a child may have a communicable disease, the child's parent/caregiver will be contacted. The child must be picked up immediately and cannot return to programs until a doctor's statement is presented. C.E.S.S.A will only notify the parents of other children enrolled in the program. Please know, the name(s) of any child/children in these cases this will remain confidential. If you, the parent/caregiver suspects that your child has one of the above communicable diseases, please refrain from bringing them to the program.

6. Illness: If your child is ill or has a fever/vomiting/diarrhea, please do not send him/her to the program. Children attending any programs must be well enough to participate in all scheduled activities. If for any reason your child will be absent from scheduled programs, you must notify us by phone or note. If your child falls ill, they will be isolated and you will be called to pick them up. If there is no answer, every number on the

emergency contact list will be exhausted in order to pick up the child. A doctor's note is required to return.

Absences:

If your child is to be absent for an extended period or if you wish to have your child dismissed early, you must send a note to the supervisor listing the days and times, as well as a phone number where the supervisor can reach you. If a student leaves without permission, a meeting will be scheduled with the parent or caregiver to discuss the matter. If a student leaves the facility repeatedly, he or she may be dropped from the program with no refund of fee.

Students Expectations:

All students are expected to wear a face covering at all times and adhere to social distancing. The purpose of discipline is to help the child develop self-control and learn to assume responsibility for his or her own actions. Ultimately, rules help create a fun, safe environment. We use positive statements and reinforcement to redirect negative behavior. For continued negative behavior, a "time-out" period may be initiated.

Consequences will be administered for one or more of the following:

1. A child disturbing or hurting others, verbally or physically.
2. A child damaging equipment or property.
3. A child placing himself/herself or others in a dangerous situation.

In the event that your child is misbehaving, the staff will escort the child away from the situation and discuss the matter with the child. Under no circumstances will corporal punishment be used. A child has continued misconduct will be handled as follows:

First Notice: Continued inappropriate behavior will be discussed with the parent/caregiver or a written notice will be forwarded to the parent/caregiver to request a meeting with them to discuss the matter. Parental failure to respond may result in indefinite suspension of the student.

Second Notice: If a second written notice or meeting is needed due to continual inappropriate behavior by the child, it may result in a 3 – 5 day suspension from the programs

Third Notice: Your child may be dropped from the program after a third notice of inappropriate behavior is documented. If a child physically or verbally abuses a staff

person, the child's parent(s) will be called immediately and the child will be terminated from the program. All participants and parents are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any program.

Cell Phone Policy/Social Media:

For the safety of all staff and students, no cell phones are permitted in the program(s). If the students are getting to/from program (s) alone and staff is alerted to the exception, phones can be brought, turned off during programs hours, and only used at the completion of each day. Cell phones being used by students during program hours will be confiscated by the staff and only returned at the end of program. To that end, taking photos of fellow students and staff is not permitted. While it may seem fun and harmless, this policy of the C.E.S.S.A is to specifically prevent photos being posted via social media without the consent of the parents/caregiver.