



5/15/20

Hawthorne Community Center is remaining open as an essential business. Below is an update on Adult and Youth Programs.

Adult Programs

- All staff are currently working remotely but we are still providing services through phone and email.
- If you need support with basic needs (food, rent / mortgage and utility assistance), assistance with applying for benefits, support in accessing essential items or case management – **please call 317-637-4312.**
- If you are a current Center for Working Families, YES or Great Families 2020 participant - please feel free to contact your case manager directly or call 317-637-4312.
- Hours of Operation: Monday – Friday from 9:00 – 5:00
- **NOTE: Drive Up Food Pantry will be each Thursday from 1:00 – 3:00**

Youth Programs

- Hawthorne will provide youth programs and childcare (Early Childhood and School Age) on a limited basis to essential workers beginning on 5/18/20 (Phase 1).
- We are currently accepting applications for our Hawthorne Summer Camp scheduled to start on June 1st.
- If you are a current or prospective family and interested in your youth attending programs, please contact Tonya Ayris at 317-637-4312 or tayris@hawthornecenter.org. Due to COVID-19 precautions, space will be limited.
- **NOTE: Please refer to the COVID-19 Plan of Action below for information regarding procedures in place to ensure staff and youth safety.**

Building Stability. Transforming Lives.

Hawthorne Social Service Association, Inc. - Executive Director, Caleb Sutton
2440 West Ohio Street, Indianapolis, Indiana 46222 | Phone 317-637-4312 | Fax 317-637-8216 |
www.hawthornecenter.org



COVID-19 PLAN OF ACTION

As the Coronavirus (COVID-19) pandemic continues to evolve within our community, and as the need for essential employees increases, it is becoming increasingly difficult for these everyday superheroes to find a safe place to take their children. Hawthorne Community Center has been in tune with the needs of parents for over 97 years, providing trusted high quality before- and after-school programs and early childhood programs for children while parents focus on their careers. Childcare is an essential service. This means that the operations of childcare are necessary to continue to support the function of societal operations. In these times of need, we want to do everything we can to provide a safe environment for essential employees to take their children while they focus on saving the lives of others and providing the necessary services for our community to survive.

Opening During a Pandemic:

1. Priority shall be given to children of Hawthorne staff members already enrolled, first responders, medical professionals and other professionals whose work is essential for the general community to stay healthy and safe. This includes children of workers who provide access to food (grocery stores) and/or work in the general supply chain for goods and services.
2. Entry to the building will only be available to employees, essential employees' children presently attending Hawthorne Community Center, necessary vendors to continue serving the school during this time, local law enforcement and government agencies.

Reopening with Increased Safety Precautions (Phase I)

Hawthorne Community Center understands the importance of social distancing and maintaining a clean program during this critical time. Therefore, Hawthorne Community Center is only offering safe and enriching programs **for children of essential employees** at this time and will be taking extra precautions to protect your children from COVID-19. Please be advised that the policies and procedures below take precedence over any like information in the parent handbook. Due to the ongoing COVID-19 outbreak and constantly evolving guidance and information, all protocols are subject to change due to CDC requirements and government announcements. We will continue to work with key health partners and will be constantly reviewing the most up-to-date information to ensure our program policies and procedures are correct. Please be on the lookout for communications from us indicating procedure changes.

In order to keep you and your children safe as well as our staff and their families, please be prepared to follow the daily precautions below:

1. Before entry is granted, each child will receive a daily wellness check before entering the building. (Please see Pick-up/Drop-off Procedures)
2. Face masks are recommended to be worn throughout the day by anyone over 2 years of age.
3. Hands must be washed upon arriving at the center, before meals or snacks, after outside time, after going to the bathroom, after blowing your nose or coughing, and prior to leaving for home.
4. To maintain social distancing, children will be in small groups of 10 or less with one staff member present to maintain 6-foot social distancing guidelines (9:1 ratio). This includes outdoor spaces. Children will not be combined with groups anytime throughout the day. Children will stay with the same group of children each day. Outdoor play will be in staggered shifts.
5. Meals and snacks will be provided in the classroom if possible, to avoid congregating in large groups. School age meals and snack will be done in staggered groups. Children will be separated as much as possible during meal/snack times. Staff (not children) will handle utensils and serve food and milk to reduce spread of germs.
6. All belongings will stay in the room with the children. No backpacks, jackets, or any other items will be hung on the hooks in the hallway.
7. Children will not be drinking directly from drinking fountains but will use these fountains to fill up their personal water bottles. Cups and a water container will be provided in each room.
8. Children, families, and staff will be advised to avoid touching their eyes, nose and mouth with unwashed hands.
9. To maintain social distancing, large group activities will be eliminated, activities that are planned will not require close contact between multiple children and increase the distance between children during table work each group will be separated by at least 6 feet. Staff will also minimize time standing in lines.
10. Staff will be frequently cleaning and sanitizing of tabletops, chairs, doorknobs, toys, restrooms, and other surfaces that children touch the most.
11. Public touch points such as entry/exit handles, hallway rails, bathrooms, etc. will be cleaned and sanitized at least twice a day.
12. Staff will provide adequate supplies for good hygiene, including clean and functional handwashing stations, soap, paper towels and alcohol-based hand sanitizer.
13. To maintain social distancing, as much as possible, EC cots will be placed at least 6 feet apart during rest periods, if space permits.
14. Sensory play in sensory bins, playdough, slime, or other community items that are not easily sanitized are completely off limits during this time. Children will be given a sealed container for crayons, markers, pencils, etc.
15. Staff will work reduced hours at school, as much as possible, to provide lessons at school and e-learning for students at home. We will have two shifts; a morning and afternoon shift.
16. Adjust the HVAC system to allow for more fresh air to enter the program space.

Payment of Childcare Fees

1. Advance payment is required. Payments are due by Friday for the upcoming week. Payments not made by close of business day on Friday will not be admitted the following Monday.
2. To avoid non-payment, we recommend setting up automatic payments.
3. Schedule changes require minimum 48-hour notice.
4. Phone calls to make card payments are acceptable.
5. Any cash transaction will need to be placed in an envelope with child's first and last name and parent's first and last name. Please try and have exact amount for tuition payment. Change will not be given until you pick up your child that afternoon.
6. Payments will be taken daily depending on staff availability.
7. CCDF swipes will have to be approved when staff enters in late attendance.
8. Seats for this program are very limited. We ask that you please notify us if your child will not be attending so that we may open a spot for someone else.

What to Bring/Not to Bring

1. Each child has the option to bring a water bottle from home. Children will not be drinking from water fountains but will have the opportunity to refill their personal water bottle.
2. Children should bring any needed materials and devices to complete e-learning assignments, if applicable.
3. Children should wear comfortable play clothes and tennis shoes.
4. Please do not bring toys from home. Any toys or stuffed animals that are brought into the facility will be kept at the front desk and it will be returned to the parent, explaining that it cannot return at this time.
5. School age children will need to bring their lunch daily. If child does not have a lunch when being dropped off, we will charge a fee of \$10 a day.
6. Each child needs to have two sets of extra clothes at the center.

Drop-off/Pick-up Procedures

A staff member will be stationed at the door during the key drop-off period (7:30am-9:00am) and key pick-up period (4:00pm-5:00pm). Please remain in your vehicle during drop-off/pick-up to socially distance yourself from others.

Drop-off (Car Rider Line):

1. Please have your child wash his/her hands and check their temperature immediately prior to getting into your vehicle and heading to the program site.

2. Upon arrival at the program site and before your child exits the vehicle, a Hawthorne Community Center staff member with Personal Protective Equipment on (face masks, face shield, gown, and gloves) will ask you to verbally answer the following question: “Has your child or any member of your household experienced any cold or flu-like symptoms in the last 14 days?”
3. Anyone entering the program (children, staff, parents, etc.) will be required to go through a health screen. A designated Hawthorne staff member will screen everyone before they enter the program. This screening will check for symptoms such as fever (over 100 degrees), sore throat, cough, gastrointestinal problems (diarrhea or vomiting), nasal congestion not due to seasonal allergies, shortness of breath. If any of these symptoms are present in anyone, or if anyone has been exposed to anyone with recognized or suspected COVID-19, this person will **NOT** be permitted to enter the building. You will be sent home and unable to return for 72 hours. **Each parent will need to wait for an “all clear” prior to leaving their child at the program.** Once allowed entrance into the building, each child will enter in the building, the runner will take them to the sink to wash their hands for at least 20 seconds with warm soapy water immediately before entering any classroom.
4. Please plan for at least 15-20 minutes for check-in. We ask for your patience during check-in to allow enough time for a staff member to screen each participant.
5. If a child requires medication, a medication consent form will need to be completed.

Pick-up:

1. Every parent will be asked to place a clearly visible placard in their windshield that clearly denotes the first and last name(s) of the child(ren) they are picking up. Hawthorne Community Center will provide this placard.
2. Please call the program when you arrive and **remain in your vehicle**. Staff members will communicate children’s names to other staff members via radio based on the name(s) on each placard. A staff member will direct the child to wash his/her hands immediately prior to leaving the program and will then escort them to the vehicle.
3. A staff member will be stationed at the door during the key pick-up period (4:00pm – 5:00pm).
4. If a parent would like to discuss anything, we encourage them to set up a meeting (via phone) with the youth programs manager (Tonya Ayrís).
5. We may need the cell phone numbers of anyone who is eligible to pick up a child in the event that a child is showing symptoms of illness and needs to be picked up immediately. In this event, we will move the child to a separate room and a parent or other authorized pick-up will be contacted immediately. We ask that all parents have an individual that can pick up the child within 30 minutes of Hawthorne Community Center outreach.

Positive Case or Symptoms Procedure

If a positive case/suspicious case of COVID-19 has occurred for a child or caregiver, the facility will take the following steps:

1. A Hawthorne Community Center staff member will immediately distance the individual from the rest of the program and instruct the individual to stay home.
2. The child's parents will be contacted immediately for pick-up.
3. All Hawthorne Community Center's parents will be notified of a possible exposure via phone call and written letter. Staff, students, and their families will be discouraged from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places.
4. Indiana State Health Department will be notified of potential exposure.
5. Hawthorne Community Center's Child Care Licensing Consultant and School Age Consultant will be notified.
6. All youth program services will be closed immediately.
7. Dismissal procedures will include:
 - a. Not alarming the children or invoking fear.
 - b. A face-to-name headcount of every person in the building.
 - c. Teachers will begin to bag up every child's personal items to be sent home with them.
 - d. Emergency contact phone calls to every child's parent in the building, requiring pick-up via the car-rider line with-in 30 minutes of phone call. If first emergency contact cannot be reached, administrations will immediately continue down the line of emergency contacts until they are able to contact someone for pick-up. If none of the provided contacts were reached, law enforcement will be called.
 - e. Once the building is cleared of all children and has been thoroughly checked and cleaned, the building will be closed to everyone, including administrators, for 5 consecutive days. The building will then be open for staff only for 2 consecutive days to detail the building before reopening to families.
8. Once the dismissal process has been completed, administrators will notify governing bodies of the dismissal.
9. Areas used by the individuals with COVID-19 will be closed off and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors will be opened to increase air circulation in the area.
10. If possible, Hawthorne staff will wait up to 24 hours before beginning cleaning and disinfection. Staff will clean and disinfect thoroughly. If needed a professional will be called to complete cleaning. Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

11. Administrators will keep in close contact with the local Health Department and governing bodies to make sure the building is thoroughly cleaned and safe to reopen before reopening to families. This is estimated to take 7 consecutive days but will change as needed.
12. Families will be notified of closure updates and reopening via Remind App and Phonevite.
13. Teachers will be able to continue e-learning during this time for all students.
14. Upon reopening, Hawthorne Community Center will follow the procedures outline in this document.

Loosening Restrictions (Phase II)

In the coming weeks and months, Hawthorne will begin to loosen the above restrictions and procedures as evidence of the pandemic slowing or subsiding begins to emerge. In order to keep you and your children safe as well as our staff and their families, we ask that you become familiar with the revised daily precautions below:

1. Non-essential employee children may return to the center
2. Entry to the building will be open to families, for main lobby purposes only (tuition payments, or accessing the CCDF machine).
3. Upon entry temperatures will be checked, anyone having a temperature over 100 degrees will be sent home and unable to return until fever-free and symptom free for 72 hours.
4. Personal Protective Equipment will still be used during all temperature checks.
5. Anyone entering beyond the main doors will need to wash their hands before entering any room.
6. Hands must be washed before meals, after meals, after outside play, after blowing their nose or coughing, after using the restroom, and as needed throughout the day.
7. All stuffed animals or toys will NOT be permitted at this time. Children who bring a stuffed animal, must keep it at the front desk and it will be returned to the parent, explaining that it cannot return at this time.
8. Sensory bins, playdough, slime, or other community items that are not easily sanitized are completely off limits during this time.
9. Classroom ratios will return to normal, unless directed otherwise by governing bodies.
10. Classes will resume as normal, with children in their correct classroom placements.

Resuming Normal Operations (Phase III)

When things begin to return to normal, Hawthorne will transition back to more normal operations. In order to keep you and your children safe as well as our staff and their families, please be prepared to follow the remaining precautions below:



1. Hours of operations will resume as normal, operating during normal business hours from 6:30am – 6:00pm, Monday through Friday.
2. Entry to the building will resume as normal. Parent will be able to take their children to their designated rooms.
3. Drop-off time – without notification – will still not be permitted after 9:30am.
4. All children and staff will wash their hands before entering into their designated room.
5. Hands must be washed before meals, after meals, after outside play, after blowing their nose or coughing, after using the restroom, and as needed throughout the day.
6. Anyone having a temperature over 100 degrees will be sent home and unable to return until fever-free and symptom free for 24 hours without medication.
7. Children who have not returned to the center will forfeit their spot if no effort in communication has been made from the child's family.