

Kids Academy August 2020



KIDS ACADEMY

FAMILY HANDBOOK

2020-2021

TABLE OF CONTENTS

[Introduction](#) 2

[Family Commitment and Standards](#) 3

[Student Commitment and Standards](#) 4

[Kids Academy Responsibilities](#) 6

[Family Responsibilities](#) 6

[Administrative Policies](#) 7

[Acknowledgement/Consent Form](#) 8

[COVID-19 Policy](#) 9

[Daily Cleaning Checklist](#) 12

[Wellness Questionnaire](#) 15

INTRODUCTION

Kids Academy is a program designed to give students an opportunity for academic growth and physical development in a fun, engaging atmosphere. COVID-19, its spread, governmental and public school guidelines, social responses, and the needs of our families have been in constant flux. Our plan and procedures for how we address these issues must be adaptable, purposeful, based in science, and according to the regulations put forth by city, state and federal governments. As the situation remains fluid and in a constant state of change, we must continually re-evaluate our policies and procedures to adjust our responses. We will do our best to create an environment suitable for children, families, and staff.

The health and safety of our children, their families, and our staff is the paramount force driving all decisions made by Gym Magic, Inc. As we return to school in the midst of the Covid-19 outbreak, our decisions and procedures are made in the interest of safety and health, both mental and physical. All decisions evolve from our mission statement:

Mission Statement

Growing Young Minds through Sports and Education

*Children are our most precious resource and worthy of our greatest efforts.
Our program was created and designed to help develop healthy, happy,
responsible kids, i.e., a great place to grow!*

LEARNING PODS

Each learning pod will have its own dedicated space, cohort group, and supervisor. Students will be distanced six feet apart. There will be no sharing of educational materials. Personal hygiene rules will be followed including hand sanitizing prior to entry and exit of the space. Throughout the day, each supervisor will disinfect commonly touched surfaces. See schedule for daily and weekly sanitization at the end of this document. Deep cleaning procedures will be done at the end of the week. After cleaning, UV lights will be used nightly to sanitize each space. HEPA M-13 air filters will be used in each classroom to filter the air during class. Students & staff will wear masks/face shields.

Any environment in which two or more persons from different households come near each other present a chance for communicable diseases such as Covid-19 to be spread between those persons, despite any and all precautions. Our job is to make that risk as low as possible for the environment we are providing our students, families, and staff. (Biron, 2020-2021 Handbook)

FAMILY COMMITMENT AND STANDARDS

Family commitment is critical to risk management and the health of our staff as well as other families. Before your child is sent to Kids Academy and throughout their attendance with us, you must ensure that your child and your entire household, including association groups in contact with your household, meet the following criteria:

- No one in your household has any of the Covid-19 symptoms

- No one in your household has traveled outside of Las Cruces in the last 14 days
- No one in your household has been exposed in the last 14 days to any person with a confirmed Covid-19 diagnosis
- No one in your household currently has Covid-19

If your child, a member of your association group, or a household member fails to meet the criteria above, your child will not be allowed to return to Kids Academy for 14 days and must show a negative COVID-19 test.

STUDENT COMMITMENT AND STANDARDS

Every student and family must understand and adhere to their responsibilities and guidance policies set forth in this handbook. Each student’s parents and/or guardians are expected to explain the rules and reinforce them. Each student, parent, and/or guardian are required to sign the consent form and return it before their first day of attendance. Students will be expected to treat their academics seriously and to follow all procedures and policies. Some behaviors will not be allowed or tolerated. These expectations are outlined below.

Student Dress Code

Students should wear appropriate and comfortable clothing that allows free movement as students will have daily physical activities. Bring a pair of shoes to be worn only in the building. These will stay in their cubbies overnight and be worn during their time in the classroom. Shoes & socks are not worn inside the main gym.

Network and Internet Policies

- Use of Gym Magic’s network must be appropriate and used in a manner that is not disruptive
- Students must follow facilitator or teacher guidelines and instructions concerning appropriate use of the network
- Cyberbullying of any form will not be tolerated
- Off-task behaviors are not allowed
- Accessing inappropriate content is strictly prohibited
- Students should only access course related materials for educational purposes
- Violating the privacy of other students or people using the internet will not be tolerated
- Breaking this policy or misusing the internet will result in expulsion and forfeiting all paid tuitions

Disclaimer of Connection Responsibility

Gym Magic makes no warranties for the provided internet access and is not responsible for connectivity to our network including but not limited to any of the following: service provider interruption; device incompatibility; school provided device malfunction; device function or power issues; inclement weather or power outages; application or device troubleshooting; any other cause outside of our control. Refunds will not be issued because your student was unable to connect to the internet.

Bring Your Own Device Policy

Students are required to bring their own device and to successfully complete their learning programs. Headphones are mandatory. Students must assume all responsibility for their devices. Gym Magic is not responsible for the security of any device. Students must power off and put away any unnecessary devices as instructed by the classroom supervisor. Students must ensure that their

devices do not disrupt the learning of others, violate the privacy of others, or be involved in any inappropriate conduct.

Gym Magic will strive to maintain a safe and healthy cyber environment, but we reserve the right to remove a student from the program should their actions on any device violate the Kids Academy Handbook, policies, or be used to access or distribute inappropriate content. Our responsibility is to cooperatively work with parents and educators to teach healthy habits, reinforce policies, and supervise students in the classroom setting.

Responsibility for Equipment and Supplies

Students are responsible for the care of all supplies and technology brought to Kids Academy. Gym Magic is not responsible for any damages to devices, including loss of data. Students are required to provide their own print copies of any documents not accessible electronically. Black and white printing for students at \$0.25 per page, single sided, is available. Students must provide their own learning supplies such as pens, pencils, erasers, markers, or etc. needed for assignments or studies. Headphones are mandatory.

KIDS ACADEMY RESPONSIBILITIES

Technology

- A double power outlet
- A single ethernet port
- Wi-Fi access
- Black and white printing at \$0.25 a single, sided page

Information and Details

- All class schedules, e-learning details, log in information, usernames, passwords, websites, portal details, app details, or any other information needed to ensure your child is able to log on to all their virtual learning classes, meetings, assignments, and homework.
- Contact information for all teachers, tutors, specialists, administrators, or other third party individuals who we may need to communicate with if problems arise.

Supplies

- Reusable tools such as hole punch and staplers
- Hand sanitizer for each pod and throughout facility
- Meals and snacks

FAMILY RESPONSIBILITIES

Technology

- A device suitable for connection and use with virtual classes
- Headphones - noise canceling headphones are highly recommended
- All cords, chargers, and/or adapters needed to connect and charge their devices

- A school provided Wi-Fi device or hot spot if it was given to you

Supplies

- Paper, notebooks, or any other writing surfaces
- Pens, pencils, markers, highlighters, or any other writing instrument
- Any special supplies required for specific assignments, such as poster board, tape, glue, etc.
- Any textbooks, books, or reading material needed
- Any organizational supplies they may need, such as binders, sticky notes, dividers, etc.
- Water bottle which can be refilled at Gym Magic
- Medications are not administered. Parents' are responsible to administer.
- A facemask or face shield
- An extra pair of shoes which will remain at Gym Magic during program

ADMINISTRATIVE POLICIES

Billing

A credit or debit card must be kept on file. Tuition is payable by the 25th of the prior month. Payment can be divided into 2 equal payments (25th of prior month & 10th of the month) if approved through the office. By signing this document, you consent to auto-billing of that card on the 25th of each month. If the card is declined for any reason, a \$40 fee is assessed each time the card is declined. Cash or check can be used if tuition is paid by the 20th of the prior month. If not paid, your card on file will be charged on the 25th.

Non-Refundable Deposits

A \$100 deposit is required to reserve a spot and is non-refundable for any reason.

Cancellations

All money paid (deposits and tuition) is non-refundable for any reason including dis-enrollment from the program due to policy violations. Withdrawal requires a 30-day written notice.

Lost Items and Security

Gym Magic is not responsible for any items brought into or left at the facility. Students will be responsible for keeping up with their personal belongings.

Acknowledgement/Consent Form

Mandatory Adherence

Gym Magic, Inc will be enforcing all the policies and procedures listed in this handbook to protect the health and safety of our families and staff. If a child, family or staff member is unwilling to adhere to these policies and procedures, they will not be allowed to attend, view, participate or work in our facility. The policies and procedures outlined in this document must be agreed to by all parties.

1. **Acceptable Use and Network Policies:** I accept and agree with Gym Magic’s acceptable use and network policies. I understand and agree that by giving my child an internet connected device, the ultimate responsibility for what my child has access to on the internet is my own.
2. **Bring Your Own Device Policy:** I give my child permission to use his/her internet enabled device(s) for instructional use in their e-learning or virtual classes while at Gym Magic. I understand and agree that Gym Magic is not responsible for the loss or damage (physical or data), nor the content of their device. I will provide Gym Magic with the passwords necessary for my child to use the device.
3. **Covid-19 Risk and Release:** I understand that despite any and all reasonable precautions and policies, it is impossible to completely prevent the spread of communicable diseases (including Covid-19) in a public environment, such as attendance at Gym Magic. I understand and accept that risk for my child.
4. **Kids Academy Family Handbook Commitment:** My household agrees to abide by the health standards and protocols as outlined in the Kids Academy Handbook.
5. **Waiver and Release:** I have received a copy of Gym Magic’s Waiver and Release and fully agree to its terms and accept its policies and conditions.
6. **No Refund Policy:** I agree and understand that all deposits paid are non-refundable for any reason. I understand that tuition is paid in advance and is non-refundable for any reason.
7. **Auto Debit Agreement:** I understand and agree that my credit or debit card must be kept on file, and I give Gym Magic permission to auto-bill my tuition on a monthly basis beginning the 25th of the prior month. I agree to pay a \$40 fee if my card is declined for any reason.
8. **Covid-19 Quarantine Policy:** I agree and understand that should my child be required to be quarantined away from Kids Academy for any reason, I will not receive a refund.

STUDENT’S NAME _____ DOB _____

PARENT/GUARDIAN SIGNATURE _____ Date _____

COVID-19 Gym Magic Kids Policy

We Are All Responsible for the Health and Safety of Each Other

How COVID-19 Can Be Spread

The Virus can be spread in four main ways: airborne, airborn-to-surface-to skin (droplets), skin-to-skin contact, and skin-to-surface-to-skin contact. These four rely on three sources of delivery: airborne, surface, and skins.

Airborn

breathing, coughing, & sneezing



Direct Contact

hugs, high fives, & handshakes



Indirect Contact

Touching door handles, faucets, railing, ect.



Gym Magic Kids Staff

Responsible for ensuring the facility policies are being executed, they are also responsible for the guidelines outside of work, their own health, and their travel and leisure activities.

The New Mexico Environment Department (NMED) filed an emergency rule that requires employers to report positive COVID-19 cases to NMED within four hours of being notified of the case. The employer must notify NMED by email at:

Email: NMENV-OSHA@state.nm.us

If unable to email, the employer may report by phone or fax at:

Phone: (505) 476-8700

Fax: (505) 476-8734

Doing Our Part

Due to the nature of the virus and how it spreads, in order for all of us to be as healthy as possible, we must all do our part.

Staff Policies:

- Must stay home if they or anyone within their household have symptoms
- Must stay home for 14 days and self quarantine if they have traveled out of state or to a location known as a hotspot
- Upon arriving at the facility you will have your temperature checked with a no contact touchless thermometer. If you have a temperature of 99.4 degrees, you will be asked to return home.
 - Employees sent home with a fever can return to work when:
 - He or she has not had fever for at least three days **without taking medication to reduce fever during that time;** AND
 - Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; AND
 - At least seven days have passed since symptoms began
- All staff must wear a face mask or face covering at all times

Class Policies:

- All class ratios are reduced to meet the guidelines provided by the State
- Cleaning before, after and as best as possible in-between rotations
- All students and staff must sanitize their hands before and after each rotation
- Classes are being altered to reduce sharing of equipment
- No physical contact, high fives or hugs
- Classes are to follow 6ft social distancing

Best Practices

- Social-emotional needs of children must be taken into consideration, and staffs' knowledge and judgement should be used to allow social interactions while keeping children safe. Staff should assist children with turn-taking, sharing, and safety.
- Be prepared with staff in case another staff member needs to be excluded due to illness or other reason.
- Communicate with families and staff about staying home when they are sick.
- Educate families and staff about COVID-19 symptoms and taking temperatures.
- Place posters around the facility describing handwashing steps near sinks and sanitizing hands.
- Provide clear, reassuring guidance to students.
- Keep siblings together in the same group, if possible.
- Ensure adequate supplies to minimize sharing of high touches materials and equipment. Assign equipment to a single individual or limit use of supplies and equipment by group and clean and disinfect between each use.
- Establish and continue communication with local and state authorities to determine current mitigation levels in the community. Check state and local health department notices daily about transmission in the area and adjust operations accordingly.

Positive Cases of COVID-19

5 Ways a COVID-19 positive case may be identified:

1. Testing by the Department of Health at an assigned facility
2. Report by a parent/guardian that their child tested positive
3. Employee or student develops symptoms
4. Employee is tested at a public testing site and reports to the direct supervisor
5. Complaint received through the child care complaint hotline

Steps To Take If A Child, Parent Or Staff Member Develops COVID-19 Or Symptoms

1. Staff or children with fever (99.4 F or higher) and cough or shortness of breath or at least two of the following symptoms:
 - a. fever
 - b. chills
 - c. repeated shaking with chills
 - d. muscle pain
 - e. headache
 - f. sore throat
 - g. new loss of taste or smell

Should be excluded from child care facilities until diagnosis and referred for testing.

2. Children with household members have these symptoms, or who are known to have COVID-19 (or who come into contact with a positive case), should quarantine for 14 days from their last date of contact with the positive case. This period may be prolonged if the child develops symptoms. Follow NMDOH instructions for quarantine/isolation.
3. If a child or staff member develops symptoms of COVID-19 (fever of 99.4 F or higher, cough or shortness of breath) while at the facility, immediately separate the person from the well people until the ill person can leave the facility. Call the DOH Coronavirus Hotline at 1-855-600-3453.
4. If a child or employee tests positive for COVID-19, contact an NMDOH epidemiologist at (505) 827-0006. (This line is open 24 hours per day, 7 days per week, 365 days per year.) A DOH epidemiologist will identify the close contacts who will need to quarantine. It is likely that members of the infected person's group would be considered close contacts.
5. Facilities with a confirmed case of COVID-19 will be closed temporarily for deep cleaning. The center should immediately air out the facility for 24 hours and then follow the guidance below on **Recommendations For Cleaning Staff If You Have A Person Who Is Sick At Your Facility** and **Cleaning and Disinfecting Surfaces If You Have A Person Who is Sick At Your Facility**. The duration of closure will depend on multiple factors, including the most up-to-date information about COVID-19 and the specific cases in the impacted community.
6. Symptom-free children and staff should not attend or work at another facility; doing so could expose others.
7. Staff who refuse to be tested can be excluded from the facility. Families of enrolled children who refuse testing for their children can also be excluded from the program for 14 days.

Cleaning and Disinfecting Surfaces If You Have A Person Who Is Sick At Your Facility

1. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
2. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
3. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:

1. 5 tablespoons (1/3rd cup) bleach per gallon of water or
2. 4 teaspoons bleach per quart of water
3. Products with the EPA-approved emerging viral pathogens icon are expected to be effective against COVID-19 based on data for harder-to-kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, contact time, etc.).
4. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
5. If the items can be laundered, launder items in accordance with the manufacturer's instructions. Use the warmest appropriate water setting for the items and then dry items completely.
6. Otherwise, use products with the EPA-approved emerging viral pathogens icon that are suitable for porous surfaces

Recommendations For Cleaning Staff If You Have A Person Who Is Sick At Your Facility

1. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
2. Gloves and gowns should be compatible with the disinfectant products being used.
3. Additional Personal Protective Equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
4. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
5. Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
6. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
7. Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
8. Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Daily Cleaning Checklist

Clean & Sanitize areas	M	T	W	T	F
Sanitize tables and chairs before and after meals					
Clean toys after children use					
Set HEPA M-13 air filtration up in classrooms					
Disinfect sinks					
Disinfect restrooms					
Disinfect playground after use					
Disinfect door handles					
Disinfect windows					
Disinfect floors					
Disinfect trash cans					
Disinfect computers, tables, speakers,					
Disinfect children's face-shields					
Disinfect equipment after use					
Set UV Lights at the end of the day					
Disinfect countertop, refrigerator, sinks, microwave, warmer, and floors					
Disinfect the common area, table, printer, electronics, window, and floors					
Disinfect hallway windows, door handles, light switches and floor					
Disinfect main restrooms					
Vacuum gym carpet after use					
Disinfect teacher lounge after use					

Weekly checklist	M	T	W	T	F
The daily cleaning system covers all the areas for the week					
We set up additional disinfecting stations throughout the building					
Monitor checklist and stations					
Cleaning crew					



We are asking for your Help.

With the global spread of Covid-19 we are trying our best to keep our community safe.
We are asking you to answer the questions below.

If you answer **YES** to any of these questions for yourself, your child or anyone living in your household, we would ask you not to enter our building and return when you can answer all the questions with **NO**.

1. Within the last 14 days have you or anyone in your household had symptoms of:
 - a. Fever of 99.4 or higher
 - b. Chills
 - c. Cough/Sore throat
 - d. Body Aches
2. Have you or anyone in your household traveled out of state in the last 14 days?
3. Have you or anyone in your household come into contact with a person diagnosed with Covid-19 within the last 14 days?
4. Have you or anyone in your household traveled to a location where Covid-19 has an increased number of incidents reported within the last 14 days?
5. Have you been told by a healthcare professional to self quarantine due to Covid-19 exposure or have been suspected of having Covid-19?

We appreciate you taking the time to answer these questions. Please know that our staff are answering these questions every day as well.

Student Name: _____ Parent/Guardian: _____

Parent/Guardian Signature: _____ Date: _____