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## Parent Handbook

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Hello and welcome to our Shining Stars Spring Sports Program!

What a crazy ride the past year has been! We hope that you and your families are all doing well and staying healthy. We understand that families now more than ever are struggling with the daily juggle of working, parenting, at-home education, social isolation and safety of your families, on top of everyday life!

Socialization for our children is needed more than ever this year, and we have been working tirelessly to create a fun, sports program in a safe environment that everyone can enjoy. We want to thank you for trusting us with your children.

We have created this handbook to share both some of our existing guidelines, and our new policies and procedures that relate to COVID-19. Please understand that your child's safety and health is always our number one priority.

Sending your child to our Shining Stars Program is a personal choice in a very uncertain time. By following the recommendations of the New Jersey State Dept. of Health, and the CDC, we are working to keep risk as low as possible.

Please read through these guidelines carefully so that you feel comfortable with our plans and are aware of what we will be asking of everyone this spring.

We look forward to spending time with your child this year and for years to come.

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## Communication

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For any program to be successful, clear communication is always key! Please see the below information regarding Shining Stars Communication.

### Parents: Communication Options

**Email Blast/Text:** The Shining Stars Program has an email/text system (Community Pass) which is used to communicate with parents. Please check your Community Pass account to ensure the correct email(s) are listed. **\*\*You must be signed up to receive text messages.** SYLS will send you e-blast/texts for emergency closings/situations, updates, closures, and reminders. See below for instructions to sign up:

#### **Community Pass Text Alerts**

To sign up for **Community Pass Text Alerts**, please follow the instructions below.

1. Log in to your **Livingston Community Pass account at Community Pass Online**
2. Under heading **"useful links"**, select **"view account"**
3. Select **edit** to the left of individual you would like to receive text alerts
4. Fill in all fields: **\*Mobile Phone** and **\*Mobile Provider**
5. Check the box to **"receive alerts via text messages"**

**\*\*Be sure to scroll down and "SAVE CHANGES"\*\*\***

**Emails:** The Program Supervisor is available through email. If you have any questions or concerns, please email [jquirk@livingstonnj.org](mailto:jquirk@livingstonnj.org). Our program supervisor is hands-on at all of our Shining Stars Program locations and may not be able to respond immediately to an email, and will get back to you as soon as it's possible.

**Telephone Calls:** Shining Stars Program staff will call you if your child needs to be picked up for sickness or injuries. Please confirm that your correct phone number is updated in Community Pass. You may also email the Program Supervisor at [jquirk@livingstonnj.org](mailto:jquirk@livingstonnj.org) and someone will contact you as soon as it's possible.

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## Participants: COVID-19 Communication

At the beginning of the Shining Stars Program, we will hold discussions and demonstrations on behaviors and precautions participants should abide by to prevent the spread of COVID-19, including:

- How and when to effectively wash and sanitize hands
  - How to practice physical distancing in various settings
  - Which symptoms to look out for, when to report them, and to whom
    - Fevers or chills
    - Cough
    - Shortness of breath
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - When to stay home
  - Coughing etiquette
  - Other Program-specific policies or guidelines
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## Staff/Volunteer Training Regarding COVID-19 Communication

- Encourage Participants to talk about how they are feeling. Tell Participants they can ask you any questions and make yourself available to talk and listen.
- Be calm and reassuring; be careful not only about what you say but how you say it.
- Be a source of comfort.
- Let Participants know that concern is a normal and acceptable reaction.
- Provide only honest and accurate information. Correct any false information they may have heard.
- Make sure Participants know how the virus can spread and how to prevent it from spreading.
- Talk about what the Program is doing to lessen risk.
- Speak in age-appropriate language.
  - Early elementary-school aged children
    - Provide brief, simple information that balances COVID- 19 facts with appropriate reassurances that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps they make every day to stop germs and stay healthy, such as

washing hands. Use language such as “Adults are working hard to keep you safe.”

- Middle School ages children- thru post High-school aged children:
  - This age group often is more vocal in asking questions about whether they indeed are safe and what will happen if COVID-19 spreads in their area. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, state, and community leaders are making to prevent germs from spreading and keep people healthy.

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## Signage

Posters and signage from the Centers for Disease Control and Prevention (CDC), and/or other accredited health agencies will be posted in appropriate places where intended audiences can be reached. Examples include: COVID-19 information; Handwashing; Cough etiquette; Symptoms associated with COVID-19; Stop the spread of germs.

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# Screening & Program Admittance

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## Pre-screening

SYLS will be requiring a self-administered pre-screening for both Participants, Staff and Volunteers prior to the start of the Shining Stars Program. Participants, Staff and Volunteers will be asked to submit a health screen document prior to attending which will include the following:

- Self-screening for the presence of symptoms (fever of 100.4°F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks.
  - Determining if the individual has traveled nationally or internationally within the past two weeks.
  - Determining if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.
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## Ongoing Daily Screening EVERY Session

Daily Health Screens will be required for all Staff, Volunteers and Participants.

Prior to your Participant exiting your car and entering the building, our staff will follow these guidelines:

1. All participants must hand in a COVID checklist at EVERY session. Entry will not be allowed without this.
  2. Next, staff will check the temperature of the Participant, using a No-Touch thermometer. Thermometers will be cleaned with an alcohol wipe between use.
  3. If a Participant or staff are suspected to have COVID-19 based on this assessment, they will be sent home immediately and all Program areas will be disinfected immediately.
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## Drop-Off Procedures:

**Parents will not be allowed to enter the building for any reason. \*Restroom-OK\***

Our spring program will be OUTSIDE. A staff member will open the car door and retrieve the pre-screening Covid check list and take your child's temperature. Once cleared, we will assist your child out of the car and have them use hand sanitizer to disinfect their hands. Then we will walk them or show them to the field entrance.

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## Pick-Up Procedures:

**Parents will not be allowed to enter the building for any reason. \*Restroom-OK\***

When the program is over, a staff member will again make sure each participant uses hand sanitizer and will allow them to exit the designated field area. Parents should be waiting at the field or their cars in order for staff to release the participant to their parents.

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## Visitor Guidelines:

**Visitors will not be allowed.** Our Shining Stars Program will be limited to Staff, Volunteers and Participants only. \*Outside, parents may watch socially distant.

- **If you must pick up your child early and you know ahead of time:** Please send your child with a note stating their pick-up time for them to give to the staff. The staff will make sure your child is ready at that time.
- **If it is a last-minute change and you must pick up your child early:** Please call the SYLS office (973) 535-7925 x8 to give them notice you are on your way to pick up your child if this is during the **weekday classes only\***
- If it is a Sports class held at Monmouth Court Community Center, please line up at the car line at the desired time, and a staff member will check often and then will bring your child to the car.

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## Participant Groups

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### Group Sizes & Staff/Volunteers

The Junior League will have up to 10 participants and 4 volunteers plus the Coach and the Program supervisor. A total of 18 people on the field or \*in the gym with inclement weather\*

The teen/young adult league will be together again and will have up to 20 participants on the field plus the Coach and the Program Supervisor as well as some Shadows. Skill stations will be set up to spread out participants and maintain social distancing as much as possible.

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### Shining Stars Location and Hours

**Sports classes:** Class is held at Monmouth Court Community Center, 26 Monmouth Ct Livingston, NJ Classes are held on Saturday mornings.

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## **PPE/Masks for Staff, Volunteers & Participants:**

Participants, Staff and Volunteers will NOT be required to wear a mask outside. Parents should send a mask with their child if they need to use the restroom.

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# **Hand Washing & Hygiene**

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## **Hand Hygiene**

### **When to Wash or Disinfect Hands – Participants, Staff and Volunteer**

- Prior to attending each session-Wash hands at home.
- Prior to entering the field-Sanitize
- During Water Breaks-Wash and or sanitize
- After using the restroom-Wash
- After coughing, sneezing, or blowing your nose-Wash
- Prior to leaving the field-Sanitize
- As soon as you get home-Wash

### **How to Wash Hands**

- Wet your hands with clean, running water. Turn off the tap and apply soap.
- Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.).
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or an air dryer. You may use paper towels to turn off the faucet and/or open doors of the bathrooms.

### **How to Use Alcohol-Based Hand Sanitizer**

- Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol.
- Apply the product to the palm of one hand.



- Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
- Continue to rub your hands together until your hands are dry (about 20 seconds).

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## Cleaning & Disinfecting

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### Following CDC Guidelines

The CDC goes into great detail about which products to use and how frequently to clean high-touch (and low-touch) areas. They also include step-by-step instructions on how to clean and disinfect various surfaces.

#### At SYLS we will:

- Use EPA cleaning products approved for COVID-19.
  - Use cleaning solution disinfectant approved by CDC and EPA to kill Coronavirus:
    - Spray Nine Heavy Duty EPA #6659-3
    - Diamond Disinfectant 1000 (Maquat 10) EPA#10324-63
- Clean and disinfect frequently touched surfaces and common spaces multiple times daily.
- Clean and disinfect shared items between uses
- Clean and disinfect activity areas between groups.
- Provide hand-washing stations, hand sanitizer, sani-wipes, and cleaning and disinfecting wipes.
- Post signs and give reminders about washing hands.

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## Response Management

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### If a Participant, Staff Member or Volunteer has Symptoms

If a Participant, Staff member or Volunteer has symptoms of COVID-19:

- We will notify parents who have a child in that specific group.
  - The ill Participant, Staff person or Volunteer will be immediately separated from their group and will remain separate until they can leave the Program.
  - All areas that the ill Participant, Staff member or Volunteer has been in contact with will be disinfected immediately.
  - Staff, Participants or Volunteers must be symptom free for 72 hours prior to returning.
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## If a Participant or Staff Member Tests Positive

If a Participant or staff member has tested positive for COVID-19, we will notify all Shining Stars Program parents at that location. Shining Stars Program will be suspended for a minimum of 72 hours to ensure all areas can be completely disinfected. Children and staff in the specific group will be required to visit their doctor and follow all doctor recommendations **prior to returning to the program.**

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## Cleaning Protocols

For a suspected or confirmed case of COVID-19, the following enhanced CDC cleaning protocols will be followed:

- First, clean visibly dirty surfaces, then perform disinfection.
  - **NOTE:** Products that are specific to coronavirus, have an “emerging viral pathogen” claim, and require less than 1 minute of contact time are preferred.
  - Make sure products have not passed their expiration date.
- Use disposable wipes/paper towels to clean surfaces if possible, rather than reusable cloth wipes, as the latter can re-contaminate surfaces.
  - All cleaning and disinfecting materials (e.g., paper towels, cloth wipers, sponges, mop heads, etc.) should be disposed of in sealed bags or containers after use.
- In each area, pay particular attention to high-touch areas, including handrails, door handles, cabinet and drawer handles, shared sports equipment, or craft tools.
- Clean and disinfect areas identified as locations visited by the individual who is sick or that the individual used or occupied, including the entire bathroom and any common or activities areas.

- These include high-touch objects in common areas, including handrails, exterior door entry handles, cabinet handles, and restroom door handles, as well as crafting tools or sports equipment.
- Use dedicated cleaning and disinfecting materials to disinfect a potential source area.
  - These materials should not be used to clean other areas until they are thoroughly cleaned and disinfected.
- Clean a potential source area by progressing from the entrance to the most distant point to avoid re-contaminating surfaces that have already been disinfected (i.e., clean your way out).
- Clean soft and porous surfaces such as carpeted floor, rugs, and drapes also, using the procedure noted above for porous surfaces.
  - **NOTE:** If some porous surfaces are not suitable for cleaning with disinfectants, clean them as much as possible and attach a sign to them saying they are not to be used or touched for three days.

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## Those with Higher Risk Factors

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Those at higher risk for COVID-19 include people of all ages with underlying medical conditions, particularly if not well controlled. These include individuals with:

- Chronic lung disease or moderate to severe asthma.
- Serious heart conditions.
- Impaired immune systems.
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- Severe obesity (body mass index [BMI] of 40 or higher).
- Diabetes.
- Chronic kidney disease undergoing dialysis.
- Liver disease.

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## What to Bring to the Shining Stars Sports Program

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### What to Bring/Wear to every class

- **Wear** comfortable clothing, sneakers and **sunscreen**.
- **Bring a water bottle**-Please label the water bottle with the participant's name, **hat**.
- **Mask**- Any cloth face covering to use the restroom.

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## Behavioral and Disciplinary Procedures

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Our main goal and focus is always to provide our Participants with a safe and fun environment to learn and play. We thank you in advance for your cooperation and understanding.

### Disciplinary Investigation

Disciplinary matters involving any of the bullet-points listed below will be thoroughly investigated by Shining Stars Program Administration. Consequences will be issued on a case-by-case basis and may result in penalties ranging from suspensions to permanent removal from the program. (Please be reminded that in the event of a child's suspension or expulsion, there will be NO refunds issued)

These decisions will be rendered at the discretion of the SYLS Administration with NO APPEALS process.

- Any acts of physical aggression, intimidation, bullying of any kind
  - Communications of any kind that contain or reference racial slurs, homophobic slurs, gender expression/identity slurs, explicitly sexual material or explicitly violent material
  - Any behaviors that Administration deems a threat to the overall safety and welfare of the program and its participants.
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## Protocols

In order for our programs to operate in a safe manner, it is important that all participants adhere to a set of guidelines that will ensure a welcoming environment for all. A caring and positive approach will be taken regarding discipline. Program staff will reinforce appropriate behavior through positive reinforcement, various behavioral strategies, firm statements and redirection when possible. We ask that parents/guardians please review and reinforce these procedures with their children.

In cases of unruly behaviors such as, but not limited to, inappropriate language, defiance, not following directions, etc., the protocol for addressing the issue will proceed as follows:

### **First Offense: Warning**

Discussion with parent/guardian regarding the incident . Strategies will be discussed and then implemented. This is a warning.

### **Second Offense: Suspension**

Discussion with parent/guardian regarding the incident. After implementing strategies without success, the child will serve a ONE CLASS suspension.

This decision will be rendered at the discretion of administration with NO APPEALS process. (Please be reminded that in the event of a child suspension or expulsion, there will be NO refunds issued)

### **Third Offense: Dismissal**

In the event of a third offense, and after implementing strategies without success, and the child has served a ONE CLASS suspension, the child will be dismissed from the Program with NO refund.

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## Thank you

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We understand there are a lot of uncertainties and concerns during this time. Our main priority is to keep all staff and children safe and healthy!

The guidelines in this document have been taken directly from the State of New Jersey with guidance from the CDC. They are subject to change as the State and CDC continue to provide updates.

We hope everyone feels confident with the policies and procedures we have put into place, and we look forward to a healthy and happy Fall/Winter season. If you are still not comfortable after reading these guidelines, we look forward to seeing you next time, when we hope things will be more “normal!”