



Due to the Covid-19 pandemic some new policies and procedures will be put into place in accordance with the new regulations of the Office of Child and Family Services. These measures must be taken to ensure the safety of the children and the staff while they are in our building. We know things will certainly look different than in years past but are hopeful that these changes will be just be temporary. However, until the status of things return to its previous state, it is imperative that these procedures are followed closely so we can continue to serve our families safely. **Please read procedures below, sign and return by August 31<sup>st</sup>.** We thank you in advance for your understanding and patience.

### **Interim Policies and Procedures**

1. At this time it is required that we do not mix the classes during the school day. To ensure this practice during drop-off and pick-up times, each class will be assigned specific door for drop-off and pick-up. Caregivers must line up at the door assigned and each child will be accepted and dismissed individually by their teacher.

2. Temperatures of all persons entering the building must be taken and recorded prior to entrance. If your child has a temperature that reads **99.6 degrees Fahrenheit or higher** or present signs of illness they will not be permitted into the building. Children who show symptoms of illness such as but not limited to excessive coughing, running and/or colored nasal secretions, or any respiratory issue will not be admitted to our program. Teachers will do a daily health check at the door to ensure your child is well and fully capable to participate. If your child is not accepted due to any of these reasons you must wait until your child is symptom free for at least 24 hours before returning to our program

3. To limit interaction with adults other than your child's teacher, it is recommended by the OCFS that caregivers refrain from entering the building during drop-off or pick-up times unless absolutely necessary. If you must enter to speak with a director or have an urgent matter use the main entrance on Grandview Ave after 9:30am. Adults must have their temperature taken prior to entry use hand sanitizer and wear a mask for the entire duration of their visit.

4. If your child falls ill during the school day, you will be called to pick them up. While waiting, your child will be in a separate room from the other children and supervised by a staff member. Your child will be allowed to do calm activities such as read books or do puzzles until they are picked-up. We ask that you are reachable and respond promptly if this should occur. Please have emergency contacts and those authorized to pickup made aware that they may be called if you are unreachable.

5. If someone in your household develops symptoms of Covid-19, or you believe they've been exposed to a person who has it, your child must remain home for 14 days to quarantine before returning to our program or until the person with symptoms receives a negative test result.

6. Children will wash hands upon entry into their classroom and every hour thereafter including any outside play, before meals, and after using the restroom. They will also wash hands any other time they are soiled.

7. Teachers and staff will follow an updated cleaning schedule that includes hourly cleaning of tables and touchable surfaces with bleach solution and sanitizing of toys daily.

8. We must be informed if you or anyone in your household has traveled outside of the country or to states that currently require quarantine upon return. If you have in fact traveled to such places your child must quarantine for 14 days before returning to our program.

**I have read, understand, and agree to these interim policies. I agree to follow the protocols set forth and understand that they are subject to change.**

Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_