

COVID-19

POLICY & PROCEDURES

- As the world around us has changed due to Covid-19 we know the health and safety of their children has become even more important to parents. Therefore, we want parents to know that we are committed to following all State Licensing and CDC health, sanitation, and safety recommendations for Child Care Centers during Covid-19.
- Below is a list of some of the main precautions and procedures we have taken to keep our center clean and our children and staff safe and healthy.

PRECAUTIONS AND PROCEDURES

- Staff and parents are required to wear masks in the building
- Children over the age of three should wear masks as much as possible when in the building and in the classroom.
 - We will try our very best to help the children keep their masks on throughout the day. However, we will not force or fight any child to wear a mask if they absolutely do not want it on. We will continue to gently remind and prompt them until they will put their mask on again.
- All children must have their temperature taken before they enter the building, and no one can enter if their temperature is 100 or higher.
- All staff must have their temperature taken before they enter the building at the beginning of their shift and before they come back from break, and they will not be allowed to work if their temp is 100 or higher.
- Staff and children must wash their hands as soon as they enter the building, any time they enter a new a classroom, anytime they touch a child, before they touch another child or something else in the room, any time they touch their face and/or anything else that would require hand washing before touching something else or someone else.
- We are still practicing social distancing as much as possible when in the building and outside

- We sanitize everything all day long. Toys are sanitized between each use, tables, chairs, and play areas are sanitized throughout the day, door handles and light are sanitized daily, the room is cleaned and sanitized several times a day as well as deep cleaned at the end of each day.
- We do our best to keep the mixing of classrooms down to a minimum. As of right now only same age classrooms are allowed to combine when necessary.
- New Illness policy: If your child exhibits the following symptoms, they are not to attend the center. If they begin to exhibit any of these symptoms while at the center they will be sent home immediately and may need a doctor's note for the child to return.
 - Fever of 100.4 or higher – this is different from our current policy and will be followed until Covid-19 threat has been reduced
 - Severe coughing – child gets red or blue in the face, child makes high-pitched croup or whooping sounds after cough, or dry persistent cough.
 - Exhibiting repeated shortness of breath unusual for child's normal behavior – child may be able to return with a doctor's note clearing them for return
 - Vomiting – child may not return to the center until 24 hours without vomiting
 - When Staff are Ill – All staff must follow the same sick policy as our children as the policy is given by State and the Health Department and applies to all people who attend or work in the center. The staff will also have to follow the temporary amendments made to our sick policy until the threat of Covid-19 is reduced.

COVID – 19 EXPOSURE

If your child or anyone in your home tests positive for Covid-19 please notify the center immediately.

In the event there is a Covid-19 exposure at the center, the following procedures and policies will be implemented:

- Once we are informed of a student or staff person testing positive, we will notify the Health Department immediately.
- We will follow the Health Departments guidance as to who will be considered a close contact and how long they will need to quarantine
 - As of right now the Health Department is requiring us to follow a 14-day quarantine for all students or staff who are considered close contacts
- Once we have received the Health Department's guidance, we will contact all close contacts and inform them of the exposure and required time to Quarantine
- Once we have received the Health Department's guidance, we will inform all parents of an exposure at the center.

COVID – 19 QUARANTINE BILLING POLICY

Due to Covid-19 there are times that either a child has quarantine and/or we are asked by the Health Department to have a classroom quarantine. In the event this occurs the following billing policy will be used:

- If your child must quarantine and/or their room is closed due to a Covid exposure for a full week will be a \$50 charge for the week instead of the regular weekly tuition rate.
- If your child is only going to attend 3 days a week due to a Covid exposure you will be charged the 3-day rate for the week.
- If your child is going to attend 2 days or less in a week due to a Covid exposure you will be informed of the rate for that week within a day of being notified of the exposure.

If you refuse to pay these rates when your child must quarantine, it will be treated like any other nonpayment situation where your child will not be allowed to attend the center if payment is not made.

Please remember any time we must quarantine a child and/or close a classroom due to Covid that it is NOT solely our choice to do so. We are following the direct instruction of our Health Department representative. Failure to do as they ask can result in violations from the health department and/or state licensing or possible closure. Also, we want to try and do whatever we can to keep the children and staff at the center as safe and healthy as possible. In these situations, both the families and the center are being

affected. We feel this Covid Billing Policy is the best way to try and meet families in the middle of an already difficult situation for both of parties.