

Parent Handbook Addendum:

Emergency Procedures due to Pandemic

The center will implement the Pandemic Section of the Parent Handbook under the guidance and direction of the program administration, local licensing agency, federal, state and local governmental agencies. To ensure the safety of children, families and staff, the center will monitor the situation and take into account the guidance and suggestions from the authorities. Decisions made by the center will consider the safety of children, families and staff. Program changes may include:

Unplanned Center Closures:

On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our center, as well as work as creatively as possible to provide care and support to our families and staff.

Remote Learning Opportunities During Closure (if staff remain employed):

- Teachers will maintain ongoing communication with families and children.
- Online platforms (such as Zoom, Google classrooms, apps like Flipgrid or Brightwheel) will be utilized for activities, sing along and story time; individually and in group setting in the event that we had to close the center.
- Phone calls, emails and newsletters will be sent regularly from teachers and administrators.

Changes When Program is Reopening:

When the program reopens, all required protocol mandated by our local licensing agency, and our Health Care Consultant will be initiated. Some examples of practices that may be implemented are:

- Temporary reduction of program hours: hours will be determined based upon staff availability and parent need. Reduced hours may also be considered to provide staff with enough time for extra cleaning and program planning.
- Enhanced health screenings and temperature checks upon arrival.
- Stricter child exclusions for signs of illness: Refer to Health Policy.
- Limitation of family members in the building: Rest assured, you will always have access to your children, but in an effort to reduce the number of people coming into

the building we have amended our drop off/pick up policy. Please note, if you do enter the building, you will be required to follow our health screening procedures, must wear a mask and follow physical distancing guidelines.

- Elimination of non-essential visitors into our building.

Pick Up and Drop Off:

To create a safe and manageable way for children to arrive and leave our program, we will be implementing the following protocol:

- Children will be received from our main front door.
- Families can walk their children to the vestibule and drop their children off. Their children will be screened daily and temperature will be taken before entering the building.
- You must bring your cellphone with you to sign your child in. If you don't have a cellphone, you will be given a code. Please let us know ahead of time!
- At the end of the day, as you come to the building please line up at the curb in your vehicle and call the center, a staff member will escort your child to the vestibule where you will sign your child out and take him home.
- For families that are walking to the center a staff member will be at the front door to receive your child at their scheduled time. Again, please adhere to physical distancing when picking up and dropping off your child.
- Teachers will communicate with families via, phone, email or our center app (Brightwheel).

Personal Items from Home:

- Because we are limiting the cross contamination of bodily fluids, even more stringently at this time, staff members will provide you a list of mandatory supplies for your child. These supplies must be maintained on a daily basis in order for your child to attend the program. (for example: extra change of clothes, extra bibs for the infant/toddlers).
- Children over the age of 12 months may bring a lightweight blanket, sheet for their cot, and small stuffed animal.
- Food and other items from home will NOT be permitted without director approval.

Meal Times:

- Family style dining will be temporarily discontinued. Food will be plated for each child individually by the Teacher. There will be extra food available if the children want extra portions.

Amplifying our Daily Cleaning Efforts: While this is part of our normal routine, there will be additional efforts made to disinfect the classrooms, gross motor spaces and high traffic areas, paying special attention to doorknobs, phones, tables, chairs, keyboards, handrails, gates etc. We will be disinfecting with a higher concentrated bleach/water as recommended by the CDC. In addition to classroom cleaning, all staff members will be assigned various areas of the building for frequent disinfecting.