**Policies and Procedures Related to COVID-19**

Dear Parents:

We are all facing very trying times as we attempt to maneuver the challenges and demands of COVID-19. Moving forward, we will need to be patient with each other and realize we are all trying our best to adapt to the necessary changes. We have made decisions and implemented new policies and procedures with the health and safety of the children, families and staff as our top priority. Please continue reading to familiarize yourself with the new policies and procedures.

* We are limiting the number served at this time. We will take children on a first come, first served basis. If you have not already given us your child’s schedule, you are not on our roster. If you have not given us your child’s schedule, please email your weekly schedule, arrival and departure times and start date to beginwithus@atlanticbb.net
* Enrollment forms need to be returned to the office before service begins. Sleeping articles, extra clothing, masks, diapers, wipes, tissues, Velcro sneakers, etc. may be returned at that time. Please bring everything to the XXXXXXXX location.
* If you need assistance with the cost of care, please contact the Early Learning Resource Center (ELRC) at (xxx) xxx-xxxx to determine if you are eligible.
* Tuition will be due by each Friday, no exceptions.
* Tuition must be paid by check or money order. No cash will be accepted.
* Our adjusted operating hours will be 6:30am to 5:30pm.
* Your child must attend on the days that you have him/her scheduled for the week and in accordance with the “Agreement” and “Contract for Child Care Services Fee Agreement” that you will agree to abide by and will sign.
* We need to know what your exact arrival and departure times will be. These times will be noted on the Agreement and Contract for Child Care Services Fee Agreement forms that you will consent to and sign.
* Parents are not permitted in the buildings.
* Your child must be dropped off at the center NO LATER than 9:30am and we prefer that pick up occurs between 3:00pm and 5:30pm. We ask that you do not interrupt the day by retrieving your child earlier than 3:00pm.
* The temperatures of the parent and child will be taken at drop-off. If either have a temperature of 100.4° or above, the child will not be permitted to stay.
* Please drop off in Building A at either the front door on 7th Street or lower level door closest to 7th Street. Drop off at the front door of Buildings B, C and D.
* If you are using the alleyway behind Buildings A and B please enter the alley for Buildings A and B from 7th Street. Exit the alley onto 8th Street.
* Drop-off procedure: Arrive at your designated time. Stay at your vehicle with your child until it is your turn to drop off your child. Both your child and you will have temperatures taken. Help your child remove his/her shoes and take them with you. A staff member will help your child use hand sanitizer before he/she enters the building. The Velcro shoes that remain at the center for your child to wear will be in the child’s classroom. Please follow the traffic pattern.
* Parents will be required to answer questions related to COVID-19 symptoms and exposure. Symptoms now include fever, dry cough, tiredness, shortness of breath, difficulty breathing, [muscle or body aches and pains, chills, nasal congestion, runny nose, sore throat, fatigue, headache, nausea or vomiting and diarrhea.](https://www.who.int/news-room/q-a-detail/q-a-coronaviruses)
* One person (preferably the same person) should consistently drop off and pick up your child.
* Keep the proper physical distance of at least 6 feet from others at all times. Wear a mask.
* Children 2 years old and older will wear a mask. You must supply cloth masks that fit your child appropriately and can be kept at the center and laundered daily by our staff. You must supply five (5) masks that will be kept at the center.
* Children will not wear a mask at nap time nor during outside time. The morning mask will be removed before nap time to be laundered and replaced with a clean mask when children awake from nap. The masks must be labeled with your child’s first and last name. Your child will place a mask on upon arrival at the center.
* Temperatures of children and staff will be checked every two (2) hours throughout the day beginning at 8:30am. A child with a temperature of 100.4 or above will immediately be sent home. Parents must be prepared to retrieve their child. A child must be symptom-free for 72 hours before returning.
* Children must wear socks.
* Each child must have a pair of Velcro sneakers that remain at the center. Your child’s shoes from home will be removed upon arrival and the Velcro sneakers that are kept at the center will be placed on your child.
* The shoes will remain at the center and will be sprayed each night with a disinfectant.
* Bring only the bedding that is needed for napping. Do not bring anything extra.
* Nothing from home such as toys, books and stuffed animals will be permitted.
* Children may not be picked up until 3:00pm or after unless necessary. If so, call the office and we will meet you at the door with your child.
* Pick-up procedure: Call the center when you are outside in the parking lot. Do not come to the door and ring the bell. A staff member will walk your child outside to the designated pick-up area. Have your child’s outdoor/keep-at-home shoes ready. Have a clean mask ready if you choose for your child to wear one in the car. Please follow the traffic pattern.
* Parents and our staff will be notified in a timely manner of any positive COVID-19 cases.
* Please be respectful of our policies and procedures.
* Please be mindful and patient as we try our very best to keep all children, families, and staff members healthy and safe.
* Call the office at (814) 941-0606 if you have questions. Do not ask questions at drop off and pick up times.
* Be aware that any of these policies and procedures could change at any time, especially if we come across a process that will work better. The Center for Disease Control and/or local Department of Health may continue to recommend better guidance.

The only items that we require and will permit to be brought from home include the following:

* Diapers and wipes
* Bottles
* Sunscreen
* Tissues
* Medical necessities
* Water bottle
* Seasonal clothing to be kept in your child’s cubby including pants, shorts, shirt, underwear and socks
* Velcro sneakers
* Sleeping bag and pillow

Please label everything with your child’s first and last name. Please place the items in a disposable bag to hand off at drop off.

Read our current Attendance and Absence policy that is located in the “Handbook for Parents” to understand and familiarize yourself with our policy. Parents are required to keep their child at home if he/she displays any of the conditions listed in that policy. If your child becomes sick at home with any symptoms including cough, fever, muscle aches, shortness of breath, chills, repeated shaking with chills, new loss of taste or smell, or generally not feeling well, we ask that you notify us and keep your child at home. If your child’s symptoms are consistent with COVID-19, please phone your child’s pediatrician immediately and ask for guidance. Please phone us and share that guidance so that we will know how to proceed with our next steps including notifying the local Department of Health.

If your family would like to discuss anything you might need during this time, including resources for food, Children’s Health Insurance Program (CHIP) or mental health support, please reach out to our in-house support, Oksana Trimble, Child and Family Advocate, at (814) 515-1044. Oksana will be happy to confidentially discuss anything that your family needs to help with your wellbeing.

We appreciate your cooperation during this time of change. We will do our best to be sure your child has safe and fulfilling days with us. Please be patient with us. Our administration and staff have been trained to follow the guidance that was put forth from the Office of Child Development and Early Learning (OCDEL) and the Center for Disease Control (CDC). As new guidance becomes available from the OCDEL or CDC, we will make adaptations to our policies and procedures. Parents must return the attached “Acceptance of Policies and Procedures Related to COVID-19”.

Respectfully,

Executive Director

**Acceptance of Policies and Procedures Related to COVID-19**

Parents who are using the center for service must read, agree to abide by, follow, and sign in acknowledgement of the **Policies and Procedures Related to COVID-19** in order to participate in the ***PROGRAM NAME*** programs.

I/We have read and fully understand the **Policies and Procedures Related to Covid-19**. I/We also understand that they can be changed or updated at any time with or without notice.

I/We understand that the safety, health and the well-being of children, families, and staff rely upon my/our due diligence to follow the **Policies and Procedures Related to COVID-19** including physical distancing procedures. I/We also understand that my/our child will be cared for in a group setting which significantly expands my/our child’s exposure to infectious diseases, including COVID-19. Both parents must sign below indicating that they have thoroughly read the **Policies and Procedures Related to COVID-19** and agree to abide by them. I/We have received, reviewed, and understand the **Policies and Procedures Related to COVID-19**, and I/We was/were given an opportunity to ask questions.

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Parent Signature Date

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Parent Signature Date