



## Temporary Policy Updates

We thank you for allowing us to continue to be a part of your child's early education. We appreciate all you do, and continue to do, to support our ministry. Below are policy updates in response to COVID-19. Please keep in mind that these changes are temporary due to the increased restrictions that have been placed upon childcare centers. The policies began upon re-opening 6/1/2020 and are in addition to the permanent policies located in the handbook. These policies will be in place until further notice.

**Hours of Operation** Due to new ratio requirements, reduced group sizes, cleaning requirements our hours of operation will be **Monday-Friday 7am-5pm**. Please be sure that you arrive in time that your child is out of the center at 5pm. Currently we are not scheduling tours and pre admission visits.

**Ages Served** Due to new space requirements and reduced group sizes, we will be serving infants, toddlers, and preschool/pre-k. We are sad to announce that at this time, we will not be able to serve our summer school age children starting June 1st as planned.

### Drop Off / Pick Up Procedures

As encouraged by the state and the CDC, parents and families are not recommended to enter the Center. Please know you can call and speak with your child's teacher or administration at any time. Per the Governor's statewide mandate, any person picking up or dropping off a child is required to wear a mask since you come into contact with the staff at the door. When you arrive please ring the doorbell and a staff member will ask you some routine health questions and take your child's temperature. Parents will remain outside the door while this procedure is completed. The staff member will then accompany your child to wash their hands and then be taken to his/her classroom.

If there is already a family waiting at the door we ask that you remain in your vehicle until there is no one at the door. Please note that it is now required that children wash their hands when leaving the center, so it will take more time to get the child at the end of the day. We understand that this is inconvenient and will add additional time to drop offs and pickups, so please plan accordingly. If you arrive and the children are on the playground, please do NOT enter the playground. Ring the bell, identify who you are picking up and the staff member will retrieve the child, wash their hands and deliver them to the family. The CDC and ODJFS recommend that the same person pick up and drop off each day. We understand that may not be feasible, but if possible that is ideal. We appreciate your patience at peak drop off and pick up times as the children safely enter / exit the building. Outside Food No outside food will be permitted to be brought into the center unless it is required as dietary restriction. For those children with milk allergies or food allergies your substitutions will still be required. Substitutions due to preference will not be allowed at this time. Some parents would bring in breakfast for their child to eat upon arrival, this will no longer be allowed. Please be sure to feed your child breakfast at home.

Items from Home One breathable blanket (for ages 1+) may be dropped off with your child on their 1st day of attendance. The blankets will stay at the center and be laundered by the center. No pillows or toys permitted at all. A swaddler or sleep sack (ages under 1) can be brought in and will also be laundered at the center. No other items permitted.

Infant 1 Food All bottles and food should be packed in 1 bag and labeled correctly. This bag will be returned at pick up each night with the empty bottles/food containers. Please be sure that your child's daily sheet carefully to know when your child is running low on diapers and wipes. All food and bottles must be labeled with first name, last name, and full date (month, day, year). Breast milk must in addition have the expressed date (month, day, year).

Children's Supplies Children who require diapers and wipes can drop these off with your child. We ask that they be placed in a bag and labeled with your child's name for ease of delivery to the classroom by our staff. If extra clothes are needed, please place in a sealed zipper bag labeled with their name.

Children's Schedule Loreen or Theresa spoke with you regarding your child's enrollment and schedule. Your child will only be permitted to attend during the times discussed with administration. Please call the center for any schedule changes. It is extremely important that families adhere to their schedules during this time of reduced ratios. We are trying to service as many families as possible.

Masks are required to be worn by all staff during the day unless a safe distance can be maintained. Staff are not required to wear them when on the playground or outdoors. All staff working at the door to intake or retrieve children for families are required to wear masks also. Any person picking

up or dropping off a child at the Center is also required to wear a mask since you come into contact with the staff. Please be sure to discuss this with anyone who is picking up or dropping off your child. The CDC states that children 2 and under should NEVER wear any type of face covering. For children 3 and older, we do not require or recommend that your child wears anything that covers any part of their face.

**Medication** Children who require medication will still need to comply with the requirements. This includes a signed medication form. For new meds (sunscreen), you will need to request a medication form or download it from our website. Medications will not be able to be dropped off until a Medication Form is on files at the center. We will assist in helping families fill out as they can be confusing.

**Payments** Families are required to pay at drop off on your child's first day of attendance, each week. Cash, check, money order, or mailed bank checks are accepted. At this time we will require that all payments be put in an envelope or zipper bag labeled with your child's name and amount in the envelope/bag. Please do your best to remember this policy, but envelopes will be available if needed. In the event of illness, full payment is due except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the center for more than five consecutive weekdays. Half payment is required for extended illness to maintain the child's spot. Please remember to call off your child if this policy is not followed repeatedly, a \$5 fee will be added onto the weekly account.

**Response to a Positive COVID-19 Test** In the event that a child or staff member is diagnosed with COVID-19 the Center will contact the local Health Department and our ODJFS by the next business day for instructions on how to proceed via state law. We will work with our local health department and take all recommended steps to ensure the safety of our children enrolled and our staff. Families will also be notified of any positive diagnosis and told of the regulations put into place. This may include possible classroom/center closure. Please be prepared and have an alternate care plan in place for required closures due to COVID-19, as there may be short notice of unexpected closures.

**Exclusion from Care** New regulations from the CDC and ODJFS require us to implement a strict illness policy. If your child has a fever of 100 degrees or higher they will not be permitted to attend and sent home immediately. The child must be fever free without the use of fever reducing medication for 36 hours. This will be strictly enforced with no exceptions (even a doctor slip). In some circumstances, depending on symptoms, a doctor excuse may be required to return after the 36 hour fever free period has been completed. In addition to your child's health, if anyone in the child's residence has a fever or other COVID-19 symptoms, you should keep your child at home as a precaution. In the event that the child's sibling or other person that resides in the child's residence has a fever or other COVID-19 symptoms, please contact the center before bringing your child for the day to discuss the situation. This discussion must take place with Administration (not other staff) prior to arrival for care to be approved or denied. Any notification attempted at drop off will be

denied.

If your child or anyone in the child's home has been exposed to, tested, diagnosed, or urged to self quarantine due to COVID-19 you must notify the center immediately via phone (330-832-8812) or email ( [fbcseedsofhope@gmail.com](mailto:fbcseedsofhope@gmail.com) ). The Center must then follow the restrictions that will be given to us from our local Health Department. Due to the seriousness of COVID-19, any family that does not follow, or purposely withholds health information, will be immediately removed and unenrolled from the center. The health and safety of our staff, children, and families are our number one priority. Please help us keep everyone safe during these unprecedented times. Please see the chart below to help you to know when to keep your child home:

\*If you have specific questions about these temporary policies, please send your questions and/or concerns to [fbcseedsofhope@gmail.com](mailto:fbcseedsofhope@gmail.com) Thank you for helping us maintain a safe environment for the children we serve!