



## Updated Response to COVID-19

September 1<sup>st</sup>, 2021

### Face Coverings/Masks

- **We require masks to be worn in our building and on our playgrounds by all staff, parents/guardians, vendors, and visitors.**
- **All children in our Pre-Kindergarten, Private Kindergarten, AM/PM Kindergarten, and Before and After School program are required to wear a mask while inside our building.**
- Due to a federal requirement for mass transit, students and staff must wear a face covering/mask while on the bus.

### Drop Off Procedure

- Check in station is in the lobby just inside the doors.
- Parent/guardian must accompany their child(ren) to the check in station.
- Dropping children off in the parking lot is prohibited.
- Parents/Guardians must help take their child's temperature; we have touchless thermometers mounted in the lobby as well as handheld touchless thermometers. A staff member will record the child's temperature and continue with admittance.
- We will refuse admittance to anyone with a temperature 100° or above.
- Your child will be escorted to their classroom by a staff member. If parent/guardian wants to take their child to their classroom they must go through the same screening and please drop off at classroom door.
- CDC suggests Infants be brought in car seats. Car seats may be stored at our center in the lobby closet.

### Pickup Procedure

- 6ft markers show where to wait in lobby or outside
- Parents must get out of their vehicle to meet their child.
- Staff member will escort child to parent
- If a parent wants to go to their child's classroom they must go through the same screening as drop off.
- To expedite the pick-up process, parents/guardians are welcome to call the center to inform the front desk of a pick-up. Please provide our center with at least a ten-minute notice.

### Action Plan for a Sickness

- **Families or employees who have come in contact with anyone who has been confirmed to have COVID-19 must notify us by phone. We require the child/ren or employee to have a medical release before returning to our school.**
- Please take your child's temperature at home prior to drop-off.
- We do request a child exhibiting COVID-19 symptoms to remain home until a doctor clears the child to return to the center. We require a doctor's note upon return.

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- Hand washing times have been increased in all classrooms with all staff and children. Children will also wash hands at arrival and before departure.
- If a child becomes ill in our care, they will be immediately isolated in our Boo Boo Room under the supervision of a staff member. Parent/guardian will be called to pick up the child. A child cannot return without a physician's clearance.

#### **Measures to Prevent Group Mixing**

- The café is closed for dining. All meals and snacks will be served in classrooms.
- All drinking fountains are closed. Water is readily available and water will be served in disposable cups.
- Playgrounds will be entered through the back-classroom door. Each class will play on the playground at separate time as other classrooms.

#### **Personal Protective Equipment (PPE) and Employee Practices**

- **Mandatory that all employees wear face coverings/masks while inside our center.**
- Employees must wear gloves outlined by ODJFS.
- We have our employees go through the same screening as anyone else entering the building and are additionally asked to take their temperatures at home before attending work.

#### **Disinfecting Practices**

- Enhanced cleaning procedures are currently in practice:
  - All children wash their hands while transitioning to a new activity or station.
  - High contact areas such as: door handles, surfaces, toilet handles, and sink areas will be sanitized every hour.
  - Any toy a child puts in their mouth will be shelved for the remainder of the day to be cleaned with the rest of the classroom's toys at the end of the day.
  - All toys will be sanitized at naptime as well.
- Our staff will be here before we open and after we close for extra cleaning.
- Cleaning will be monitored by Mr. Dave, our Assistant Director.
- The entire center is cleaned every weekend by our cleaners.

#### **Cot Practices**

- Cots are stored by stacking, cots must be disinfected with each use.
- Any nap items (linens, pillows, or stuffed animals) to be used by your child for nap must be provided and laundered by the parent/guardian.
- Nap items will be stored in the child's cubby for parent/guardian and will be sent home every Friday for parents/guardians to launder.
- We will have a small amount of backup linens for children if theirs are forgotten.

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### **Outside Belongings**

- Students should not bring outside belongings unless absolutely necessary
- Coats and outerwear will be stored in students' cubbies.
- Each child should have a change of clothes available in their cubby.

### **Meetings**

- All meetings must be scheduled by calling administration at 937-748-1260.
- No staff member is available for spontaneous meetings.
- We prefer meetings be had on the phone or via video meeting site Zoom.
- You will receive daily communication from your child's teacher via Tadpoles.
- You may email your teacher if you have questions, emails can take 24-48 hr to respond.
- Any pressing questions we advise you to contact our administrative team.

### **Payments**

- We offer the same forms of payment as always, Automatic Deduction (ACH), Credit Card, or Cash/Check.
- Payments can be made at the front desk during drop off or pick up. Our front desk staff will be behind plexiglass for additional protection.

### **Tuition**

- Tuition is due whether or not your child is in attendance and whether or not the center is open.

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