

WNC Child Development Center

COVID-19 PUBLIC HEALTH EMERGENCY-Family Policies

The Child Development Center will be adjusting policies and procedure due to COVID-19 precautions. Additional changes may occur as needed.

Center hours

Center hours will be 7:30am-5:30pm Monday – Friday. This will give staff additional time to perform cleaning and duties.

Drop off and Pick Up Procedures

Drop off and pick up procedures will be adjusted to maintain social distancing and limit the number of individuals entering the center. Please know that you are able to enter the center if you wish, but we are **STRONGLY ENCOURAGING** you to follow our drop off and pick up procedures to maintain limits and distancing. All adults will be required to wear a face mask at drop off and pick up. Please let all emergency pick ups know about the new procedures. Drop off and pick up will take longer than usual. We are all working together to be as safe as possible. We do not know how long these procedures will be in place. **Your patience is appreciated.**

Drop off:

Parents and children are to remain outside the center during drop off times. Please ensure you are keeping social distancing during drop off. Children will be pre-screened by a WNC staff member to ensure there are no symptoms or concerns. Staff will bring children into the center and classroom, along with all belongings, and sign them in.

Pick up:

Parents arriving to pick up will call the center phone and alert staff they are present. They will then exit their vehicle and wait for their child outside, while maintaining social distancing. A staff member will bring the child out with their belongings to the parents and sign them out.

COVID-19 Symptoms

Children will be screened for possible symptoms at drop off. Temperatures will be recorded. If the child and/or any family member has experienced any of the following COVID-19 symptoms, please keep them home. They should be isolated until symptom free in order to prevent possible spread.

If at any time during the day, any of the COVID-19 symptoms appear, children will be isolated from others and the family will be notified. Children must be picked up within 30 minutes of being notified. The 30-minute timeframe will be strictly enforced in order to prevent exposure. We understand many of these symptoms are common, but due to the possibility of symptoms being connected to COVID-19, children showing



these must be excluded for the safety of everyone in the center. Because of this, if a child is showing any of these symptoms as determined by members of the Child Development Staff, the child must be excluded from the center.

Symptoms include:

- Fever over 100.4
- Cough of any kind
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches
- Swollen hands or feet
- Lethargic, overly tired, unusually calm or quiet
- Mild respiratory illness/ issues
- Any other concerning health issue
- Any contact with someone with COVID-19 within the last 14 days

Cleaning Procedures

The Child Development Center will follow state mandated cleaning guidelines. We will complete additional cleaning throughout the day to prevent exposure. Professional cleaning will be completed nightly.

Handwashing

The Child Development Center will follow handwashing guidelines. Children and adults will wash hands throughout the day following CDC and state mandated guidelines.

Payments

Payments can be made via credit card by calling the main office Mon -Wed 10:00-2:00. Payments made by check may be given at drop off/pick up to the Director.

What can families do to help?

Extra clothing-please make sure to bring in appropriate summer extra clothing for your child. Seasons have changed and children have grown.

Sunscreen-please bring in a sunscreen for your child as warmer temperatures have arrived. Sunscreens will be kept at the center to be applied throughout the day.

Shoes-you may choose to bring in shoes for your child to wear exclusively while at the Child Development Center. If you would like shoes that your child will only wear while at the CDC, please bring in an extra pair. Your child's "home shoes" will be removed



upon arrival and “school shoes” will be put on. At pick up time, “school shoes” will remain at school and “home shoes” will be put on before leaving.

Lunch pails: please wash your child’s lunch pail. Often, this is forgotten, and these can carry germs. Please wash at least once a week, if not more. We encourage lunch that does not need to be microwaved. This allows us to focus more on the children in our care.

Jackets/sweater: Please wash your child’s outerwear. Often, this is forgotten, and these can carry germs. Please wash at least once a week, if not more.

Items from home: please do not bring in extra items from home. We will not be having share days to limit items coming from home. We ask that anything that is not needed for their day at school stay home. This includes backpacks, toys, etc.

Handwashing: This is on repeat in everyone’s mind, but one of the best ways to help prevent the spread of disease. Please show your child the importance of handwashing, by modeling and doing it as a family.

Sick children and families: Please keep your child home if they or anyone in the household is feeling ill. Because COVID-19 looks like so many common illnesses, it is important that if any of the symptoms arise in your home, your child stays home.

Car Seats: Car seats should remain in your car. We ask that no car seats are left at the Child Development Center.

Possible/Confirmed cases: Please alert the Child Development Center if anyone in your family has been exposed or tests positive to COVID-19 so that we may respond appropriately. Your child should not be in our care during this time, but it is important we know so we can track any possible spread.

Please explain to your child the new procedures (drop off, pick up, masks, etc.) to help with the adjustment. We are all so excited to get back to school, but with that, we need to be prepared for some changes.

I acknowledge I have read and understand the COVID-19 PUBLIC HEALTH EMERGENCY-Family Policies and agree to follow them in addition to WNC existing policies. I understand it is my responsibility to follow these procedures, and if it is determined that I am not following them, my childcare may be terminated.

Child Name: _____ Parent Name _____

Parent Signature: _____ Date: _____

