



Dear Parents and Guardians,

Given the COVID-19 crisis, we want to assure you that we are monitoring the situation closely. Based on information we have at this time, we will continue to operate our Extended Day Program in order to minimize disruption to you and your family. If the situation should change, we will notify you immediately. We will be taking extra precautions to ward off COVID-19. We are taking these extra steps to support the health and safety of your children, your family, and our staff.

Please take note of the following changes to our policies and procedures:

Check-In and Pick-Up

- Parents and other family members will not be allowed inside the child care facility. Upon arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.
- A trained staff member will take the temperature of child(ren) prior to entering.
- Children and staff will be required to wash their hands immediately upon entering the building, and throughout the day. When children are received for drop-off, they will be escorted to the nearest handwashing sink where their hands will be washed prior to being brought to their child care area.

Healthy Environment

- We will separate children into groups of 25 or fewer during Phase 2. Group sizes may increase to 50 or fewer during Phase 3.
- All groups will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- As long as static groups are required due to COVID-19 guidelines, the drop-in tuition option will not be available.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys, and games that children play with on a routine basis.
- Staff will wash their hands and children's hands a minimum of every two hours.

Child Health

- Staff will receive education on [COVID-19 symptoms](#), as well as preventive measures.
- Children who start to experience [symptoms of respiratory illness](#), including a fever of >100.4 while at child care, cough or runny nose, will be isolated from other children until they can be picked up.

If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify you. Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption, while at the same time keeping you, your family, and our staff healthy and well.

Building Foundations for the Future