# **May 19, 2020**

# **Second Baptist Child Development Center**

# **Parent Updates Regarding Health & Safety Policy Changes**

***God has not given us the spirit of fear, but of power, love and a sound mind. 2 Timothy 1:7***

Dear Parents and Families,

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, I want to assure you that we are monitoring the situation closely. Based on information we have at this time, we will begin to reopen with priority given to children of essential workers and following current guidelines. If the situation should change, we will notify you immediately.

Effective Thursday, May 21, 2020 and for the foreseeable future, we will be taking extra precautions to ward off Coronavirus. 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**

* Families will be greeted at the door/curb where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the child care program. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
  + Have you or anyone in your immediate family/household had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
  + Do you or anyone in your household have a fever, cough and/or shortness of breath (signs of respiratory illness)?
  + Do you, your child(ren) or household members have any other signs of communicable illness such as a cold or flu including fever of 100+, cough, sore throat, chills, headache, muscle pain, loss of taste or smell, or diarrhea in the past 24 hours?
  + Have you or anyone in your immediate family/household travelled to areas with widespread, sustained community transmission?
* 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 their classroom where their hands will be washed prior to being brought to beginning their day.
* Drop off will be between 7:00-10:00 am. We will not accept children after 10:00 am.
* Upon your 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.

**Healthy Environment**

* We will separate children into smaller groups that fall within state or local guidelines.
* We will not share equipment and will clean equipment between uses.
* All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
* Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily.
* We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
* Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
* Staff will wash/scrub their hands and children’s hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
* No program tours will be given until further notice to reduce the number of visitors in the building.
* Children will not be allowed to bring items from home such as bedding and toys including stuffed animals. Each child should bring 3 full changes of clothing in individual gallon zipper baggies. We are also asking that each child ***donate*** a light blanket that is approximately 36” x 45”. Blankets will be washed daily by CDC employees. Do not label the blankets. We will not be able to make sure that each child receives the blanket they donated. We will hand them out randomly each day.

**Meal Preparation & Service**

* All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
* All staff will wash hands before and after meal preparation and feeding.
* Each child’s meal will be plated and served by staff, instead of served family-style.
* Temporarily, sack lunches will be served Mondays, Wednesdays, and Fridays. Hot lunches will be served Tuesdays and Thursdays. Children will have all meals in their classroom.

**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, will be isolated from other children until they can be picked up.
* Until further notice, all program field trips will be suspended.

**Staff Health & Wellness**

* Staff will receive additional training on infection control and workplace disinfection.
* Staff will not share their phone, devices or meal or utensils with one another or children.
* Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
* Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
* Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

**Tuition**

* Due to the closure of the CDC and no income coming in, we have to recover financially. We paid our employees throughout the closure.
* As long as we are open and your child is enrolled in the current session, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
* If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
* At this time, if the state forces a closure for an extended period of time, partial tuition will be due to retain a spot for your child.
* If you are experiencing financial hardships, please contact Ms. Sharon in the CDC office to discuss payment arrangements.

**Communication**

* If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact by the Remind app and our web page.
* You may follow our web page at 2bc.org for program updates. Click on the Child Development Center.

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.

Sincerely,

Sharon Green

Director of CDC

*Please cut on the line above and return to the CDC office.*

# **I acknowledge that I have received and read the Second Baptist Child Development Center Parent Updates Regarding Health & Safety Policy Changes.**

Child’s Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_