Youth Village

Parent/Student Handbook

November 2020

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Youth Village Mission Statement

Our mission is to provide a safe place, a fun place, a learning place, a place for kids where people care.

We are very excited to have you join our Youth Village family! Youth Village is a non-profit organization that was formed in 1999 by Ms. Nellie Bogar to create a safe place to provide various education and recreational services to children ages 5-16 in our community. However, as our family grew, we desired to make an even bigger impact on our community. Research shows that the greatest influence on a child's development occurs from Birth to age 5, before they enter Kindergarten. Therefore, it is our goal to provide a high-quality preschool program for ages 3-5 to the community that will positively influence each child's development throughout Kindergarten and beyond.

Registration/Enrollment

All of the following is required to enroll a new student:

1. Copy of student's birth certificate
2. Florida Certification of Immunization, Form DH-680. This form must be acquired from a health care provider. The Florida Heath Department requires that children receive the following (age-appropriate) immunizations before entering childcare:
   - Diphtheria-tetanus-acellular pertussis (DTaP)
   - Inactivated polio vaccine (IPV)
   - Measles-mumps-rubella (MMR)
   - Varicella (chickenpox)
   - *Haemophilus influenzae* type b (Hib)
   - Pneumococcal conjugate (PCV13)
   - Hepatitis B (Hep B)

   Some children in care at Youth Village may not have immunizations if they qualify for a Medical Exemption. In this case, we require a Temporary Medical Exemption (DH 680 Form, Part B). This form is required to have an expiration date and the form must be updated BEFORE the expiration date.

   Some children in care may not have current immunizations

   Electronic records are acceptable for documentation as long as the records are available and accessible for review by licensing authority during an inspection.

3. State of Florida School Entry Health Exam dated within one year
4. A non-refundable registration fee of $50.

Any child who has or is at an increased risk for a chronic physical, developmental, behavioral, or emotional condition and requires additional services must have a current Emergency Care Plan, prepared by the parent/guardian or physician included in the child's file.

Tuition

Tuition is due upon your child's official start date and in advance on the Friday before each week that your child receives care. Payments will be processed through the ProCare website. There will be a $25 late fee attached to your account if your payment is made on Tuesday or later. If your payment is declined, a $30 fee will apply. If tuition is excessively late, your child may be withdrawn from the program.

Withdrawal Policy

If it is necessary for you to withdraw your child for any reason, a two-week written notice must be received by a member of management. Tuition will be prorated accordingly. Tuition for the two-week period will be due regardless of attendance for that period. Please note that once you withdraw, we will immediately fill that spot with a child on the waiting list. If you wish to re-enroll, you must be placed back on the waiting list. Youth Village reserves the right to dismiss a child from Youth Village if your child cannot/will not adjust to the rules of our program.

Hours of Operation and Holiday Schedule

Hours of Operation:

Monday-Friday

7:00 am – 6:00 pm

We are closed for the following holidays:

New Year's Eve/Day

Memorial Day

Labor Day

Veteran's Day

November 25-27 (Thanksgiving Holiday)

December 24-25 (Christmas Holiday)

We may be closed on other days throughout the year for staff training

There will be no VPK on Public School Holidays

Vacation

Each child is allotted one week vacation each school-year and one week vacation each summer based on Youth Village's school-year calendar. Your account will be credited accordingly. Management must be notified in writing in advance of your vacation time for it to be applied to your account.

Scholarships

1. A scholarship is not just a promise to let your child or children attend here for free.
2. Scholarships come from donations that people have donated to us for that purpose.
3. Not many people are donating scholarship money right now.
4. They are giving us money now mostly for sustainment for our new building.
5. Sustainment money goes toward salaries, utilities, insurance payments, van upkeep, etc.
6. If you do request a scholarship and **IF** there are funds available, there are forms to fill out and requirements to be made… it is not going to just be "here you go… no tuition payments for you Ma'am or Sir".
7. Once you fill out these forms, neither Valerie nor I will make the decision on who may or may not receive a scholarship.
8. The decisions will be made by our Board of Directors, who will have no idea who you are, so you cannot say, "well you've known me for years and you know I need some help". The Board will not even know your name.
9. Everyone will have the same chance as anyone else… and again I say **IF** scholarship money is available.

Policies and Procedures

Communication

It is essential for us to be able to communicate openly with each other about any issues regarding the care of your child. The parents are the most important people in a child's life. We always want you to feel comfortable bringing your child to Youth Village. Please feel free to communicate with us any concerns that you may have. We will always follow your guidelines for your child to the best of our abilities.

Every classroom will provide multiple ways for parents and teachers to communicate. We will be utilizing a preschool management system called KidReports. Using this program, teachers will be able to send pictures, announcements, and daily reports to each parent via email. They will have bulletin boards in their classrooms with information about the teachers, lesson plans, daily schedules, and any other important information. Teachers will also provide a monthly newsletter highlighting important news and activities that are happening.

Please make sure that we always have up-to-date contact information for both parents including your phone number, address, and place of work. This is very important in the case of an emergency.

Arrival and Dismissal

Youth Village utilizes a secure check in and check out procedure to ensure the safety of all children and staff in the building. Every person who is authorized to check a child in or out must have a code and must have their picture in our system. Please assure that each person picking up your child has their own code. If you give someone else your code and they come to pick up your child, their picture will not match the picture in our system and they will not be allowed to take your child. If you have an emergency and you need someone different to pick up your child, please let us know in writing so that we will be aware and make sure they bring their identification. This can be done via email or text along with a telephone call from the parent/guardian.

No children will be allowed in the building until official opening time. There will be a charge for every ten minutes that your child remains at Youth Village after closing time.

VPK and half-day only students may only come during their designated class times. All VPK parents must initial daily on a paper form when checking their child in and out. These forms must be completed daily. This is very important as the Early Learning Coalition often audits this paperwork and makes sure that it is being filled out properly. This is how we receive funding for your child's attendance.

If you are picking up your child during an emergency drill, you may not take your child until the drill is complete. You must have the permission of management before you are allowed to check your child out.

Your child may have a rough time transitioning into an unfamiliar classroom. This is a normal and expected reaction to a child separating from their parents. Teachers and staff are trained to use compassion and patience during this time to ease the process. We understand that it is hard to leave your child when they are crying but as your child gets to know their teachers and classmates it should become easier over time.

Due to the uncertainty surrounding COVID-19, our sign-in and out procedures are subject to change depending on the needs of Youth Village and the safety of children and staff. We will strive to always provide the most up-to-date information to parents at all times. Please see our COVID Policies and Protocols for more detailed information.

Attendance

We understand absences will occur due to illness or family emergencies. If you know in advance that your child will be absent, please notify the child's teacher and the front office to let us know. Due to Florida Childcare Regulations, if your child has an unexpected absence, we are required by law to contact you to assure that your child is okay. VPK students are required to bring a doctor's note if they have more than three absences in a one-month time period. If a VPK child misses more than 20% of a month they may be dismissed from the VPK program.

Behavior Policies

Safety is of the upmost importance for both children and staff members. Therefore, if a student is acting in a manner that places others at risk, Youth Village will act to resolve the problem to ensure the safety of all students and staff. All teachers and staff do their best to solve conflicts in the classroom through positive reinforcement and redirection. We strive to always use kind, uplifting language with all children. It is prohibited by Florida law to use disciplinary practices that subject children to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by staff and personnel. Furthermore, parents may not use physical punishment with their child on Youth Village property. Please remember that all of our staff are mandated by law to report suspicions of child abuse. We will provide a copy of our Behavior Policy in this handbook. When you sign the Behavior Policy you will be acknowledging understanding of our disciplinary practices.

Biting

We understand that biting can be upsetting for some parents. In most cases, children bite because they are struggling to communicate with the other children. If your child begins to bite, we will do everything in our power to find the root of the problem. However, if the biting becomes excessive, we may have cause to withdraw your child.

If a biting incident occurs, we will call each parent immediately and the biting child may be sent home depending on the circumstances and severity of the bite.

Other Aggressive Behaviors

As stated above, safety is of the utmost importance for both children and staff members. We will not tolerate children who intentionally hurt other children and staff. Parents will be notified if your child is behaving aggressively and a conference may need to be scheduled to discuss the issue with management and teachers. While we understand that children may become upset, it is the responsibility of the parents and teachers to work together and help your child learn how to cope with those feelings without harming others.

Sick Child Policy

For the safety of staff and other children, any children exhibiting symptoms of illness including a fever of 100.4° or higher, difficulties breathing, coughing, or runny nose will not be permitted to be on the premises. We will be doing temperature checks periodically throughout the day including on arrival and during lunch time. We will also call you to pick your child up if they are showing other signs of illness, including but not limited to loose stools, vomiting, or rashes**. It is up to the discretion of the Youth Village staff if we feel that your child should be sent home with the health and safety of the other children and staff in mind.** Any child who should exhibit these symptoms during care will be sent home immediately. Parents will have no more than 20 minutes to pick up their child. After 20 minutes the parent will be charged the regular late fee of $10.00 for the first minute and $1.00 per minute thereafter. This fee will be necessary to ensure that children are picked up promptly and isolated while in care and awaiting pickup.

Due to the uncertainty surrounding COVID-19, our sick-child policies and procedures are subject to change depending on the needs of Youth Village and the safety of children and staff. We will strive to always provide the most up-to-date information to parents at all times. Please see our COVID Policies and Protocols for more detailed information.

Injuries or Accidents

If your child is injured at school our teachers and staff are trained to care for minor injuries. Every parent will receive a written accident report for all injuries.
All accident reports must be signed by the teacher, member of management, and the parent. We will make copies for you if necessary. Youth Village will contact parents immediately for all head injuries, no matter how minor. If an injury is beyond the scope of our ability to care for, we will call 911 and contact the parents immediately.

Meals and Snacks

Please bring your child's lunch and drink everyday packed in containers that are easy to open. Youth Village promotes healthy meals and nutritious food consumption. We do not allow children to bring carbonated beverages or canned drinks. Candy is prohibited for lunches or snacks. If you send items for your child that require utensils, please provide them in your child's lunch box.

All containers must be labeled with your child's first and last name. We may not heat up or refrigerate student lunches. They must be packed ready to serve. We suggest you use cold packs in your child's lunch boxes to keep food and drinks cold.

Please notify Youth Village of any allergies that your child has so that we may take proper precautions. Allergies will be posted in the classrooms for the safety of the children. Children will be kept separated from any of their trigger foods.

Personal Items

We do not allow outside toys to be brought into Youth Village with the exception of teacher-planned activities such as show-and-tell. If you choose to allow your child to bring an outside toy into school, it will be placed in their cubby for the day and we are not responsible for the item if it is lost or stolen.

If your child will be staying for nap time, please send your child with one item to sleep with including a small blanket and one snuggle item such as a stuffed animal or a pillow. Please do not bring toys that light up or make noise for children to use during nap time. Please take your child's items home every Friday or as needed to be washed. Please label all items brought from home (jackets, lunch boxes, water bottles, extra clothes, blankets, stuffed animals) with the child's first and last name. The teachers have many students in each class and will have a hard time keeping track of each and every child's items so this will help them immensely with that potential problem.

Dress Code

Please bring your child in everyday in clean, comfortable, weather appropriate clothes. We prefer children wear closed toed shoes for safety reasons. No flip flops will be allowed. Young children have a hard time keeping their shoes on as it is and putting shoes that fall off of them when they run only adds to the problem. Please keep up with the extra clothes in your child's cubby and assure that they fit your child and are appropriate for the weather outside.

Please keep in mind that the activities children enjoy the most tend to be the messiest. Sensory activities (such as finger painting, water and sand tables, play dough, shaving cream play, etc) are very important for children's cognitive development and will be done often. We will do everything in our power to keep your child's clothes clean but accidents happen.

Lunches

Please remember to pack a lunch for your child if they are staying for extended care. Keep in mind that we are not able to heat up or refrigerate children's food at Youth Village. If you forget your child's lunch, we will have to pick something up for them from McDonalds, and we will charge you the cost of the lunch plus a $5 service fee each time.

Allergies

Please keep Youth Village Staff/Management up to date with any allergies that your child has. This needs to especially be updated in the front office so that it can be put into your child's file, even if you tell the teacher. This ensures that all Youth Village staff have all of the important information that we need to keep your child safe.

Medications

Any medication that you would like us to give to your child must be accompanied by a prescription and/or doctor's note AND you must fill out a medication form that gives clear instructions on when and how to administer the medication. This includes sunscreen and insect repellent. If the doctor's note includes a name brand, the medication provided must be the same brand. We may not administer any medication to your child without a doctor's note. Please send any medications in the original container and do not send any loose pills or medication to Youth Village.

Emergency Procedures

Fire, tornado/hurricane, and lock down drills will be held each month pursuant to Florida emergency laws. Emergency procedures are posted on classroom walls.

Weather and Outside Play

Student are given the opportunity to play outside twice per day weather permitting. If the heat index exceeds 95 degrees, it is raining, or there is lightening in the area then recess will occur inside the building. Please be sure to provide a jacket for your child if the weather is 60 degrees or cooler. Outside time during severe temperatures may be shortened as needed.

Severe Weather

Youth Village reserves the right to close in case of severe weather. If a hurricane should come into our area, we may close for the safety of students and staff. We will re-open when the weather and building are deemed safe. Typically if the public schools close due to inclement weather we will close as well. All announcements regarding unexpected closing will go out as soon as possible.

Active Family Involvement

We consider Youth Village a family and encourage parents to be involved as much as possible. Youth Village will hold special events, programs, and community activities throughout the year. We encourage parents and relatives to be involved in these activities.

Birthdays are special events for the children and we welcome special snacks to be brought in to celebrate. Due to allergies, we encourage the treats to be store bought. Please do not bring any home baked or cooked food to be passed out to the other children. The teacher will incorporate the special snack into one of the scheduled snack times. Please notify your child's teacher in advance so the appropriate change to the snack schedule can be made. If you choose to bring anything that requires cutting, please provide appropriate disposable utensils and disposable plates for easy clean up.

Volunteers are required to provide a Notarized Volunteer Affidavit to be kept on file at Youth Village.

Note: Due to COVID-19 all family and community activities will be suspended until further notice.

COVID-19 Policies and Procedures

Social Distancing Strategies

- All our childcare classes will be in the same group each day
    - Each group of children will be kept in a separate room or space.
    - We will limit the mixing of children, by staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
    - Class sizes will be no more than 13 children per classroom **UNTIL FURTHER NOTICE.**
- During nap time, we will ensure that children's naptime mats are spaced out as much as possible, ideally 6 feet apart. We will place children head to toe in order to further reduce the potential for viral spread.
- The same childcare providers will remain with the same group each day.
- There will be no special events such as festivals, holiday events, and special performances.
- We will have curb side drop off and pick up to limit direct contact between parents and staff members and adhere to social distancing recommendations.
- Hand hygiene stations will be set up outside, so that children can clean their hands before they enter. If the sink with soap and water is not available, we will provide hand sanitizer with at least 60% alcohol.

- We will stagger arrival and drop off times and we will limit direct contact with parents as much as possible.
- We will assign a couple of our staff to greet children outside as they arrive. They will also help the parents sign-in, screen children with temperature and wellness checks, and walk them to their classrooms
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up or drop off children, because they are more at risk for severe illness from COVID-19.

Screening Children and Visitors

- All persons who have a fever of 100.4 or above or other signs of illness will not be admitted to the center.
- We encourage all parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
- We will take every child's temperature upon arrival at the center or upon arrival on our vans. We will take temperature of the parent/guardian who are dropping their children off to our program as well.
- We will ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Staff will need to wear personal protective equipment (PPE) even if they can maintain a distance of 6 feet while conducting screening, wellness, and temperature checks of all families and visitors.
- While conducting the screening the staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity, fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below)
    - Perform hand hygiene
    - Wash hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
    - Put on disposable gloves.
    - Check the child's temperature.
    - If performing a temperature check on multiple individuals, the staff will ensure to use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
    - If the staff uses disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, they will not need to change gloves before the next check.
    - If staff use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each child, parent or visitor. You can reuse the same wipe if it remains wet.
- Upon arrival, staff will wash their hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves.

- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Ask parent/guardian a series of questions:
    - Are you or your child experiencing any of the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
    - In the previous 14 days, have you or your child had any contact with someone who: has a confirmed diagnosis of COVID-19; is currently waiting for COVID-19 test results, or is ill with a respiratory illness?
    - If yes, were you/ your child wearing the appropriate personal protective equipment?
    - In the previous 14 days, have you or your child traveled to a state or international country with widespread, sustained community transmission, or been on a cruise ship?
- Take the child's temperature.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol based hand sanitizer.

Check-in Process for Families

- Voluntary Prekindergarten Education Program (VPK) Classes
    - Because the check-in process is longer than usual we recommend arriving 15 minutes before class starts so teachers can start class on time.
    - Drive up to the marked spots in the parking lot. There will be staff guiding you where to go.
        - If you arrive late, you will need to park your vehicle and come inside. Our building requires all adults to wear a face covering
    - Our staff will ask you a few questions:
        - Are you or your child experiencing any of the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
        - In the previous 14 days, have you or your child had any contact with someone who: has a confirmed diagnosis of COVID-19; is currently waiting for COVID-19 test results, or is ill with a respiratory illness?
        - If yes, were you/ your child wearing the appropriate personal protective equipment?

        - In the previous 14 days, have you or your child traveled to a state or international country with widespread, sustained community transmission, or been on a cruise ship?
    - Our staff will ask your child to exit the vehicle so that they can make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
    - Our staff will do a temperature screening on both the parent/guardian and the child
    - After the screening check we will have you sign a form confirming your child is well enough to enter our building and that a screening check was conducted. We will also write the child's temperature on the form.
    - After that we will then walk your child to their VPK class
    - If you need to come into the foyer, you must park your car and wear a face mask before entering. We are only allowing no more than 4 people at a time in our foyer.
- 3-year-old preschool classes (K3)
    - Because the check-in process is longer than usual we recommend arriving 15 minutes before class starts so teachers can start class on time.
    - Drive up to the marked spots in the parking lot. There will be staff guiding you where to go.
        - If you arrive late, you will need to park your vehicle and come inside. Our building requires all adults to wear a face covering
    - Our staff will ask you a few questions:
        - Are you or your child experiencing any of the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
        - In the previous 14 days, have you or your child had any contact with someone who: has a confirmed diagnosis of COVID-19; is currently waiting for COVID-19 test results, or is ill with a respiratory illness?
        - If yes, were you/ your child wearing the appropriate personal protective equipment?
        - In the previous 14 days, have you or your child traveled to a state or international country with widespread, sustained community transmission, or been on a cruise ship?
    - Our staff will ask your child to exit the vehicle so that they can make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
    - Our staff will do a temperature screening on both the parent/guardian and the child

    - After the screening check we will have you sign a form confirming your child is well enough to enter our building and that a screening check was conducted. We will also write the child's temperature on the form.
    - After that we will then walk your child to their K3 class
    - If you need to come into the foyer, you must park your car and wear a face mask before entering. We are only allowing no more than 4 people at a time in our foyer.
- Regular Child care/Homeschooled Children/Before Care Children
    - Park your vehicle and come inside with your child. We will require you and your child to wear a face covering. Only one parent/guardian may come enter our foyer with their child or children.
    - Our staff will ask you a few questions:
        - Are you or your child experiencing any of the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
        - In the previous 14 days, have you or your child had any contact with someone who: has a confirmed diagnosis of COVID-19; is currently waiting for COVID-19 test results, or is ill with a respiratory illness?
        - If yes, were you/ your child wearing the appropriate personal protective equipment?
        - In the previous 14 days, have you or your child traveled to a state or international country with widespread, sustained community transmission, or been on a cruise ship?
    - Our staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
    - Our staff will do a temperature screening on both the parent/guardian and the child
    - After the screening check we will have you sign a form confirming your child is well enough to enter the classroom and that a screening check was conducted. We will also write the child's temperature on the form.
    - After that we will then walk your child to their classroom
- Afterschool Children
    - We will be picking up your child from their school.
    - Our staff will stand outside our van to make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath before the child is allowed to enter the van.
    - Our staff will also take the temperature of each child that comes onto the van using a non-contact infrared digital thermometer.
    - If your child has a temperature of 100.4 or higher, your child will not be admitted onto our van. Your child will then be directed back into the school

with the help of the school's teacher where the school will then contact you to pick up your child from their school.
    - We will notify the schools in advance of our safety procedures in the above matter so that they will know why your child will not be allowed on our vans.
    - We require all children to wear a mask while riding the van.
    - Once the van arrives to the center we will then walk your child to their classroom.

Check-Out Process for Families

- For VPK and K3 (not including children who are in extended care)
    - Drive up to the marked spots in the parking lot. There will be staff guiding you where to go.
        - If you arrive late (15 minutes after preschool classes ended), you will need to park your vehicle and come inside. Our building requires all adults to wear a face covering
    - One of our staff will approach your car to confirm which child you are checking out. You will then sign your child out on your form and a staff will bring your child to your car
    - If you are not on our approved pick-up list, please come inside and speak with our staff in the front office. You must wear a face covering before entering our building
- For After school program children, childcare for homeschoolers, and extended care children
    - You must park your vehicle and wear a face covering before coming inside.
    - Let the person in the front office know who are checking out. We will then bring your child out to you. You will not be allowed to go past the foyer

Check-in Process for Visitors

- Come inside to our foyer. There will be no more than four people in our foyer at a time
- There will be a staff that will ask you a few questions:
    - Are you experiencing any of the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
    - In the previous 14 days, have you had any contact with someone who: has a confirmed diagnosis of COVID-19; is currently waiting for COVID-19 test results, or is ill with a respiratory illness?
    - If yes, were you wearing the appropriate personal protective equipment?

    - In the previous 14 days, have you traveled to a state or international country with widespread, sustained community transmission, or been on a cruise ship?
- Our staff will take your temperature
- After the screening check we will have you sign a form confirming you are well enough to enter the building and that a screening check was conducted. We will also write your temperature on the form.
- You will then proceed to the window where you will sign in and receive a visitor pass for that day only. You MUST return the pass to the front office before you leave.

Check-out Process for Visitors

- Go to the foyer, sign-out, and return the visitor pass to the front office

Rules for Illness

- Any child or staff member that displays ANY sign or symptom related to COVID-19 or any other illness, will be immediately removed from the classroom.
- No child or staff member should be permitted to return until they meet appropriate return criteria.
- Once a child displays any sign or symptom related to COVID-19 or any other illness, parents will be immediately contacted and will have 30 minutes to pick up child.
- Children will not be allowed to return to the center until it has been 10 days since the onset of symptoms and they have been symptom free for 48 hours.

Tips for Parents

- Practice social distancing (avoid play dates)
- Practice hand-washing, sneeze and cough protocol
- Children older than 2 should wear cloth face covering when not at home
- Encourage children to play outdoors
- Parents must be good role models!
- Watch your child for any signs of illness. If you are concerned your child may have COVID-19, stay at home and contact your healthcare provider.
- Parents should read Youth Village's COVID-19 Plan and Protocols

Participation Agreement, Waiver and Release

- Parent will affirm they have been furnished a copy of COVID-19 Plan
- By enrolling their child, they agree to comply with the protocols in the Plan
- Parent acknowledges the risks of illness or injury
- Parent expressly waives any claims, releases the owners/operators/employees of Youth Village from any cause of action arising as a result of participating in the program or activities.