



# Youth Village

Parent/Student Handbook

as of April 2022

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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. Florida Certification of Immunization, Form DH-680. This form must be acquired from a health care provider. The Florida Health 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.

2. State of Florida School Entry Health Exam dated within one year
3. 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. You will have a Tuition Express form in your enrollment packet, we **MUST** have this on file, regardless of how you pay your tuition each week. You may pay using cash or check, or swipe your card at the check-in station, but if no payment is received by Friday at 1:00 then payments will be processed using the bank account/credit card that we have on file. If your payment is declined, a \$30 fee will apply, and a \$25 late fee will be attached to your account if tuition is not paid in full by the following Tuesday. If tuition is excessively late, your child may be withdrawn from the program.

Tuition is due **EVERY WEEK** regardless of your child's attendance. This is to hold your child's spot in our program. We do not prorate weeks in which we are not open the full week.

### **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

Martin Luther King Jr. Day

Memorial Day

4<sup>th</sup> of July

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, but we will provide as much notice as possible.

**We close at 5:00pm on the second Monday of every month for staff training. It is possible that we may have a staff meeting on a different Monday, we will keep you posted on any changes.**

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 Procare. 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 fingerprint in the system and must have their picture in our system. Please assure that each person picking up your child must sign in and out using their fingerprint. If you someone comes in without fingerprints already saved in the system and is not on the approved list 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. No children may be dropped off before opening time and no children may be picked up after closing time. We charge \$10 for the first 10 minutes or part thereof and an additional dollar for each minute after that. Late fees are charged per family.

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.

Children who receive School-Readiness vouchers are also required to bring a doctor's note if they have more than three absences in one month. In the case that your child has more than three absences in a one-month period, the parent will be charged the difference of what the ELC would have paid us.

## Behavior Policies

Safety is of the utmost 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.

The following disciplinary policies are used in the facility

1. Reminder of the rules.
2. Verbal warning – we will explain to the child why the behavior is not acceptable.
3. Time out alone in a designated area. (Calming Corner)
4. Written notice and/or conference with parent/guardian.
5. Suspension from the program (time suspended depends on the infraction).
6. Permanent expulsion from the program.

While children are young and learning these skills, we offer supports such as a cozy/comfort corner where we use the Calming Corner calm-down method. Children are taught to use the Calming Corner and learn to take three deep breaths and think of solutions to redirect their emotions. Emotions and friendship skills are discussed daily and throughout our day. Character building is embedded in our curriculum. When challenging behaviors are continually exhibited by a child that disrupt the normal classroom learning environment and could affect the safety of staff and/or children, or when damage is caused to personal property in the classroom, the following interventions will be taken:

1. Parent/Guardian will be contacted for a conference with the Director and teacher. It is important for us to have open communication with families to best serve and help the child. We are a team!
2. Incident reports will be written for each incident and must be signed by the parent/guardian.
3. If the safety of the children or staff in the classroom is an immediate concern/issue, the parent/guardian will be called and asked to take the child home for the remainder of the day.
4. If you are receiving funding for school readiness through the Early Learning Coalition, the Child Development/Inclusion Coordinator at the Early Learning Coalition will be contacted and a request for technical assistance and on-site observation of the child in the classroom will be scheduled. If recommended by the Child Development/Inclusion Coordinator, positive behavior supports will be implemented in the classroom.

5. The Child Development/Inclusion Coordinator will ask the parent/guardian and teacher to complete an ASQ-SE2 screening to better understand the social-emotional needs of the child. The scores will be shared with the provider and family and appropriate recommendations will be given per the ASQ-SE2 guidelines and recommendations.
6. If all the above steps have been taken and the challenging behavior situations continue and/or the safety of children and staff is compromised, the child could be suspended. The child may return to care after the suspension period is completed.
7. If after all the above steps have been followed, the child has been suspended and returned to the program and the challenging behavior is not improving, the parent/guardian will be advised that perhaps the child could be better served in a different environment and the care will be terminated. This is always a hard decision for everyone is considered only after all interventions have been exhausted.

### **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.

Due to some challenging behaviors, we implement a Trial week/ Pre-screening upon enrollment for each child. This allows the opportunity to determine if Youth Village is a great fit for your child. Our goals for the policy are as follows:

- Establish a calm, orderly and safe environment for learning.
- Help children be aware and develop self-control and self-discipline.
- Promote respectful, kind and healthy staff-student and student-student interactions.

## Potty Trained

All children at Youth Village must be potty-trained. Youth Village does NOT have any changing tables in the building. If your child has too many accidents, we will disenroll your child until they are fully potty trained.

1. They must be able to tell their teacher when they need to use the bathroom.
2. They must be able to pull up and pull down their clothes in order to use the bathroom without help

## Communicating Events at Home

If a significant change occurs in your home, please consider informing the Director Valerie Bogar as soon as possible. All information will be regarded as confidential. We will accept your judgment as to the kinds of changes which may affect your child's behavior, security, and general well-being. Common causes of distress include either parent being away from home for any reason for an extended time; a new person living in the home; illness of either parent; illness of sibling; any hospitalization, accident, or death in the family; new caretaker or any new employee; or death of a pet.

The teacher/director will keep you informed of any significant change in the school environment which may affect your child.

## 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, crocs, or open-toed shoes 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. Keep in mind that we are not able to heat up or refrigerate children's food at Youth Village. Please provide nutritious, well-balanced lunch for your child. **NO CANDY, NO SODA, NO SUGARY DRINKS.** If you forget your child's lunch, we will have to pick something up for them from McDonalds or Lunchable if we have some at the center already, and we will charge you the cost of the lunch plus a \$5 service fee each time. Youth Village provides morning and afternoon snacks.

### **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**

Students 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.

# Covid-19 Policies and Protocols

As of 4/6/2022

## IMPORTANT NOTICE ABOUT UPDATED COVID POLICY FROM DEPARTMENT OF CHILDREN AND FAMILIES

### COVID-19 Guidance for Child Care Facilities and Providers:

- Children who have a COVID -19 exposure or close contact, but have no symptoms, are not required to quarantine and can remain in the classroom.
- If a child is COVID-19 symptomatic or COVID-19 positive, they should stay home while symptoms persist. The child will be able to return to the classroom after 5 days have passed since the onset of symptoms and are fever free for 24 hours.
- After an exposure, close contact, or positive COVID-19 diagnosis, a negative COVID-19 test is not required for a child to be able to return to school.
- Masking Guidance - Children in a child care facility are not required to wear a mask or face covering.
- Child care facilities are encouraged to continue to routinely clean classrooms and high traffic areas.
- Children and staff are encouraged to practice routine handwashing throughout the day.



### Social Distancing Strategies

- 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.
- We will stagger arrival and drop off times and we will limit direct contact with parents as much as possible.

### Screen Children and Visitors

- All persons who have a fever of 100.4 or above and also show 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 by staff's discretion.
- 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.
- 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.

### **Check-in Process for Families**

- Voluntary Prekindergarten Education Program (VPK) Classes
  - No parents will be allowed past the lobby. One of our staff will walk your child to their classroom.
  - A staff will do a temperature check and health check if your child appears ill.
- Afterschool Children
  - We will be picking up your child from their school.
  - Our staff will do a visual health check of your child and if your child appears ill, they will get a temperature check.
  - 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 recommend 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**

- We will bring your child to you from the classroom. You may not go past the lobby.

### **Check-in Process for Visitors**

- Come inside to our foyer.

- A staff member will give a visual health check and give a temperature check based on staff's discretion.

### **Check-out Process for Visitors**

- Go to the foyer, sign-out

### **Check-in and out Process for Volunteers on Non-Operating Days**

- Face masks are highly recommended at our facility.
- Please stay home if
  - temperature is higher than 100.4
  - you are experiencing any of the following symptoms:
    - fever
    - shortness of breath
    - muscle or body aches,
    - headache
    - new loss of taste or smell
    - sore throat
    - nausea or vomiting
    - diarrhea
- When the volunteer job is complete there is no need to sign out. You are free to leave.

### **Clean and Disinfect**

- Caring for Our Children provides national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth will be cleaned and sanitized. Other hard surfaces, countertops, tables, doorknobs, and floors can be disinfected.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This will also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, desks, chairs, cubbies, and playground structures. Use the cleaners that are used at our center.
- We will provide the selection of appropriate sanitizers or disinfectants for child care settings.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC site. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

- If possible, we will provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, we will provide an alternative
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- We will only use toys that can be cleaned and sanitized.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. We may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys will be used by one individual at a time or will not be used at all. These toys will be laundered before being used by another child.
- We will not share toys with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
- We will set aside toys that need to be cleaned. We will place the toys in a dish pan with soapy water or put in a separate container marked for "soiled toys." The dish pan and water will be kept out of reach from children. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Parents must bring in bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Mats will be labeled for each child. Bedding that touches a child's skin must be cleaned weekly. All parents are required to take home all bedding on Fridays to be washed and brought back on Mondays.

### **Covid-19 Plan Protocols During Operation**

- Masks are highly recommended for children and anyone else entering the building.
- Children are to wash hands before entering the classroom, before every meal, after using the restroom, after outside play, and after large group activities.
- Staff are to wash hands before entering the classroom, before every meal, before delivering snacks to children, after using the restroom, after outside play, after large group activities, before using anything inside kitchen, touching their own face, giving first aid to a child, etc.
- Staff must use gloves when doing screening and when opening children's snack packages or helping opening containers for lunch

## **Confidentiality/Privacy Obligations**

- All medical information of employees will be maintained in separate confidential medical files - separate from regular personnel files
- All medical information regarding parents/ students will be maintained in confidential files.

## **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 we receive a doctor's note or letter from the health department saying that your child can come back.

## **Exposure in the Workplace**

- If employees have close contact (within six feet for 15 minutes or more) with anyone with a confirmed or suspected case of COVID-19, THEY WILL NOT BE ALLOWED TO REPORT TO WORK.
- We will report positive tests to local health authorities.
- We will NOT disclose name of positive individual to anyone other than health authorities unless that individual consents in writing.

## **Employee Tests Positive for Covid-19**

- An employee who tests positive for COVID-19 will be directed to self-quarantine away from work and consult their doctor.
- We will not allow the employee to return to work until they have a note from the doctor or letter from the health department saying that it is okay to return to work.

## **Employee Has Close Contact with Covid-19 Positive Individual**

- If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, they will need to alert the Director of the close contact.
- Close contact is defined as six (6) feet for a prolonged period (about 15 minutes or longer). Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) should be directed to self-quarantine for fourteen (14) days from the last date of close contact with that individual.
- Determination of what to do next will be based on CDC recommendations.