**Covid-19 Policies & Procedures**

**May 2020**

**Daily routine:**

* Drop off will be done outside with as little contact as possible and a well check done on each child. Each family will be given a staggered drop off time. One parent from each family will be the drop-off and pick up person. We will meet each child at the gate.
* Parents dropping off will be required to wear a mask. Hand sanitize your child’s hands and your hands when exiting car.
* Teachers will wear a mask daily; for children it is recommended but not required. Shoes will remain outside.
* We will have shortened business hours to allow time for cleaning at end of day. Business hours may vary and change due to needs of children attending within each day.
* No items will go back and forth between daycare and home. This includes bags, clothes and toys. Each family will provide a large zip lock with 2 sets of clothes and a light jacket and a hat that will remain at daycare. A swim suit for summer will be needed.
* We will spend most of the day outside; weather permitting. Please provide sunscreen labeled with your child’s name.
* We are asking for donations of Lysol wipes or spray, gloves and paper towels so we may remain open and safely clean per CDC.
* Inside your child will be given an area to play using materials that are not shared and practicing social distancing. Lunches will be staggered and children will sleep 6 feet apart.
* Families are expected to continue social distancing outside of daycare including no playdates, family gatherings or group outings. We can only remain open and safe if everyone follows the rules and takes this situation seriously.

**Sick policy:**

* Your child may not attend daycare with **ANY** symptoms of illness.
* Your child may not be sent to daycare on any medicine. If your child needs medication for any reason they need to stay home.
* Children will be screened at drop-off; temperatures will be taken throughout the day.
* Any child that has a fever over 99.0 will be sent home and must remain home for 72 hours. Siblings must stay home as well.
* Any child that has symptoms of Covid-19 including fever, cough, runny nose, breathing problems, stomach upset or headache will need to stay home for 10 days (per Barton and the CDC)
* Parents must call before arrival with any concerns or possible illness. If your child is not eating or sleeping they are most likely sick or getting sick and should remain home.
* If any child, parent, family member or staff contracts Covid-19 we will be closed for two weeks.

**Payment reminder:**

As per the contract signed when you enrolled your child, monthly payments will be required and will continue to be made each month regardless of closure or attendance. This includes vacation, snow days, sick days, holidays, pandemic closures, quarantine closures or natural disasters. No refunds or credits will be given due to closures of any kind.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_

I agree to the procedures, policies and payment requirement