

Covid-19/Virus Pandemic Response

Policies and Procedures

Effective July 6, 2020

Due to the Kentucky declared state of emergency, Wee Care will incorporate the following policies and procedures in response to the Covid-19 pandemic temporarily until the order is removed or until further notice.

Reopening date: July 6, 2020

Wee Care will follow CDC guidelines, Division of Regulated Child Care, and Barren River Area District Health Department requirements to ensure that staff and children stay healthy and safe.

Hours of operation: 7:30 AM-5:30 PM

Based on these new policies and procedures, our operating hours will temporarily change to allow staff to properly clean and sanitize.

Entry to Building-- In order to protect the health and safety of children and staff, entrance to the building will be limited. Parents are asked to remain outside during this time. Those permitted to enter at any time: Cabinet staff or a person with legal authority, breast-feeding mothers, professionals providing medical or therapeutic services for children with special needs, utility or emergency personnel, and facility staff. Tours of the facility will be conducted virtually. Anyone who enters the building, including all children and staff, will have a health and temperature check.

Non-emergency care and respite child care- Available to families based on classroom availability and regulations. Respite care will be free for those who qualify. Fees for drop-in will follow fee schedule per child for those who do not meet criteria. Children attending will only be admitted to the same classroom group each time in attendance. Parent and child will follow all policies and procedures as listed in the Wee Care Parent Handbook and Covid-19/Virus Pandemic Response Policies and Procedures.

Fees upon Reopening- Parents will be charged the normal per day rate, prior to Covid-19 closure. If Child Care Assistance Program contract ended, parent will be responsible for the regular rate until a new contract is in effect.

Payment Schedule- Payments are due EVERY MONDAY for the current week of service or based on payment plan which is set up between the Childcare Director and parent at enrollment. Preferred method of payment will be credit/debit card, money order or check, to limit cash exchange. Payments may be made via credit/debit card by calling, placing on file for future payments, or on a reoccurring automatic payment cycle. Money order or check can be made payable to Family Enrichment Center.

Mask requirement- All staff and parents are required to wear a mask during drop/off pick up. All staff will wear a mask, only infant/toddler rooms are permitted to wear a face shield if preferable to assist with language acquisition. Children are not permitted by licensing to wear a mask due to safety and suffocation hazards.

Drop off- 7:30-9:00 AM All children must be dropped off by 9AM, unless child has an appointment or visit. We prefer that the same person pick up and drop off if possible, to limit contacts. Upon arrival parents will pull up into car line; staff will come to the vehicle and perform a health check on the child by observation and asking required questions. Temperatures will be taken using a thermal, non-touch thermometer. Well children will be signed in. Parents should bring their own pen, to limit cleaning and sanitizing after each use. A staff member will take the child into the building, to their classroom. Hands will be sanitized and gloves will be changed after contact with each child or family. Person dropping off will need to assist with health check responses and are required to wear a mask. If a staff member is not outside, text/call upon arrival and we will be out to assist. Individual doing drop off must remain in vehicle and while waiting for their turn.

Pick Up- Children should not be picked up between 11 AM-2:30 PM due to lunch and nap schedule, unless there is an appointment or visit scheduled. Individual picking up will pull into car line; if a staff member is not outside then notify us of your arrival via text or phone call. **Staff will be outside for pick up from 4:00-5:30 PM.** Only the Parent/Guardian, or authorized individual over the age of 18, will be permitted to meet staff at the ramp for their child. Please stand on the marked 6ft distanced space, if possible. Individuals picking up must remain in the vehicle while waiting for their turn. Person picking up must wear a mask, bring ID, bring pen for sign out and be listed on the pickup list. **All children must be picked up by 5:30PM. Staff will not place infants or children in car seats for pick up.**

Covid-19 Health Check/Illness— Staff and Children will have a health and temperature check upon arrival. Temperature checks will be again from 2:00-2:30 PM and on an as needed basis. Wee Care will follow current sick policy included in the Parent Handbook with the addition of these changes related to Covid-19. If your child has signs or symptoms of Covid-19 or has been exposed/ in contact with anyone showing signs/symptoms or testing positive for Covid-19 then the child will not be permitted to stay. Wee Care will follow CDC and Barren River Area District Health Department guidance on testing and quarantine. Child will not be allowed to return until they have met the requirements. If anyone in the home has been exposed, tests positive, or shows symptoms Wee Care must be notified. This is the same for staff members. **If children have a temperature of 100 degrees they will not be permitted to stay (as per original sick policy). They must be fever free with no medicine for at least 72 hours prior before returning.** All children who are sick can only return with doctor's note and after following any health department requirements. Parent must present the quarantine/isolation release letter from the health department in order for child to return if this was required for child and family members.

If a child becomes sick while at Wee Care, the child will be removed from the classroom. The area will be closed, cleaned and sanitized immediately. The child will be placed in the sick room, separate from other children, where they will remain with a staff member until parent picks up. A

SICK CHILD MUST BE PICKED UP WITHIN 1 HOUR. This is due to licensing requirements. If child is not picked up within one hour, the appropriate authorities will be notified.

Covid-19 Positive Case-- If there is Covid-19 positive case among staff, children, or families; Wee Care will notify the Barren River Area District Health Department, staff, and families while maintaining confidentiality. Wee Care will follow all guidance of the Barren River Area District Health Department in response.

Personal Belongings- All items sent in are to be placed in a disposable plastic bag. Please send in diapers for at least 1 week at a time. Each child also needs at least 2 outfits. Soiled items will be removed from classroom immediately and placed in disposable bag. All diaper bags, backpacks, or personal items not listed above will not be allowed in the building. Infant bottles must be covered with a top, prepared, and placed in a disposable bag for drop off. Children 1 and over will be using disposable cups and straws. If the child is transitioning between bottle and cup, please discuss this with Childcare Director. Food sent in due to allergies or religious reasons should be sent in using a disposable ziplock bag or container. Car seats may be left only if needed for safe afternoon transport.

Classroom Grouping— Children will be grouped into classes of 10 until further notice from licensing. Staff and children will not be permitted to change classrooms. Staff may sub or have a sub on a very limited capacity. Upon reopening if a child moves up to the next classroom early, a transition plan will be completed as required by licensing. Monthly emergency drills will be conducted by individual classrooms.

Classroom Safety—Cleaning and sanitation will follow the posted, approved cleaning plan in accordance with Division of Regulated Child Care, and Barren River Area District Health Department. During meal time, children will continue to be served individual plates and use disposable utensils, plates, and cups. Extra tables and seating are added to ensure that children safely sit spaced apart. During nap time, children will be placed 6ft apart if possible and lying rotated head to toe, in order to give adequate space. Each child has their own bedding and cot for nap. Infants have their own cribs and sheets. All soft toys, dress up items, and rugs have been removed from the classrooms. Children will have individual supplies. Toys will be cleaned and sanitized after each use. Teachers will provide more outside time and activities that allow children to play individually to help with social distancing as much as possible.

Hand washing— Please continue practicing hand washing at home. Staff and children will follow proper hand washing techniques and requirements given by CDC, Barren River Area District Health Department and Division of Regulated Child Care. Throughout the day children will be doing more hand washing other than just at required times. Sanitizer may be used outside only when there is no access to a sink.

Teacher and Director Contact- Teachers and Director will be communicating via text, phone, and email. Paper usage will be limited. All parents must have a valid, current email on file. If at any time contact information or emergency contacts change, parent must notify Wee Care.

Future Closure due to Covid-19 or Licensing Request- All parents will be notified as soon as possible via text, call, and email. Parents will not be charged tuition during closure.