

Imagination Childcare Academy, Inc.
Parent Handbook Addendum: Emergency Procedures due to Pandemic

Imagination Childcare Academy will implement the Pandemic Section of the Parent Handbook under the guidance and direction of the program administration, local licensing agency, federal, state and local governmental agencies. To ensure the safety of children, families and staff, the center will monitor the situation and take into account the guidance and suggestions from the authorities. Decisions made by the center will consider the safety of children, families and staff. Program changes may include:

Unplanned Center Closures

On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our center, as well as work as creatively as possible to provide care and support to our families and staff.

Changes in Protocol

All required protocol mandated by our local licensing agency, and our Health Care Consultant will be initiated. Some examples of practices that may be implemented are:

- Enhanced health screenings and temperature checks upon arrival.
- Stricter child exclusions for signs of illness: Refer to Emergency Health Policy.
- Limitation of family members in the building: Rest assured, you will always have access to your children, but in an effort to reduce the number of people coming into the building we have amended our drop off/pick up policy, see below. Please note, if you do enter the building, you will be required to follow our health screening procedures, must wear a mask and follow physical distancing guidelines.
- Elimination of non-essential visitors into our building.
- **Pick Up and Drop Off:**

To create a safe and manageable way for children to arrive and leave our program, we will be implementing the following protocol:

- Only one parent/caretaker will be allowed to escort the child into the building to the classroom door. The teacher will greet each child at the door and conduct a daily health check (temperature check, symptoms check and ask Covid 19 screening questions).
- We are asking that parents DO NOT enter the classroom. Instead, please stand at the classroom door and wait for your child's teacher to greet you. This will help limit the amount of exposure in the classroom.
- At the end of the day, one parent/caretaker may enter the building and go directly to the door of the classroom, where the parent will be greeted by a staff member

who will help the child gather his/her belongings and then be released to the parent.

- Again, please adhere to 6 feet physical distancing when picking up and dropping off your child. Make sure there is only one family in the lobby area at a time and one person standing in the classroom door at a time.
- PLEASE REMEMBER....THIS IS NOT A TIME TO TALK WITH THE TEACHER as their focus needs to be on the children at all times. Teachers will communicate with families via, phone, email or our app (Class Tag) or you can call to make an appointment with the teacher when they are not responsible for directly supervising the children.
- **Personal Items from Home:**
 - Because we are limiting the cross contamination of bodily fluids, even more stringently at this time, staff members will provide you a list of mandatory supplies for your child. These supplies must be maintained on a daily basis in order for your child to attend the program. (for example: indoor shoes in all classrooms, extra bibs for the infant/toddlers).
 - Children may bring a lightweight blanket, sheet for their cot, and small stuffed animal.
 - Other items from home will NOT be permitted without director approval.
- **Amplifying Our Daily Cleaning Efforts:** While this is part of our normal routine, there will be additional efforts made to disinfect the classrooms, gross motor spaces and high traffic areas, paying special attention to doorknobs, phones, tables, chairs, keyboards, handrails, gates etc. We will be disinfecting with a higher concentrated bleach/water as recommended by the CDC. In addition to classroom cleaning, all staff members will be assigned various areas of the building for frequent disinfecting.

I have read and understand these new policies and procedures and agree to follow them.

Parent/Caregiver Signature

Date