Policy Highlights 1/2/2025 ALL CHANGES ARE IN BLUE!

There may be changes to these policies if we receive notification from OCDEL, DOH or CDC. We are doing our Best to maintain a healthy environment to remain Open for our families.

**Hours**- We will **Open at 6:15 AM** and **Close at 5:30 PM**

 Drop off times will only be at 6:15 AM- 6:30 AM

 7:00 AM- 7:30 PM

 8:00 AM- 8:30 PM

 9:00 AM- 9:15 AM

**YOU WILL STILL NEED TO SUBMIT A SCHEDULE!**

 **No other drop off times will be available**.

**Doors LOCK 15 to 30 minutes after dropping off**

**This will be enforced due to staff schedules and the start of Preschool class time.**

**PLEASE BE ON TIME FOR YOUR SCHEDULED DROP OFF TIMES.**

**Entering the building**

No parents will be permitted into the building unless there is an emergency or special circumstances. There will be staff who will come out to each of the daycare doors to take your child.

The children wash their hands upon arrival to their classroom.

**No one will be permitted into the facility after 9:15am**.

**Doctors Appointments**-

If your child has a doctor’s appointment in the morning, they will be permitted to enter the building until 10:00 am with a written excuse from the Dr. stating you may return to the facility. **After 10:30am, there is NO ADMISSION**.

**Daycare Items**

Children will not be permitted to bring anything into the daycare.

We will wash all bedding weekly.

Diapers should be in full unopened packages.

No Car seats will be permitted into the building.

If your child does not feel well, we will provide them with a mask. If your child is coughing, sneezing or has a runny nose we will provide a mask. We will notify you on Brightwheel if this is necessary.

**Health Check**

**Temperatures**- We will take your child’s temperature throughout the day if needed. We will Brightwheel you if the temp. is above 100.4 If your child is sent home with a temperature over 100.4, they will need to be out of care for **48** hours and return fever free **WITHOUT** medication.

If a child is sent home vomiting or with diarrhea, NO FEVER they must stay out for **48** hours.

**Illness**- If your child has an runny nose with colored discharge or a deep cough, please keep them home for the day.

**If one child in a family is home ill or we send a child home ill, siblings will NOT be permitted to attend.**

**MINIMUM DAYS**

There is a 3-day minimum for all children in the facility. The days per week and availability is as follows:

3 days- As scheduled no changes permitted at any time during the week

4 days- Same as above

5 days- Same as above

You will always pay for all days scheduled.

If you go over 10 hours, there is additional $10 an hour fee, per child.

**BILLING and PAYMENTS**

**We only accept payments through the Brightwheel app. ALL fees are due regardless of attendance. Billing Credit will not be given for any missed days for any reason.**

**Payment Late Fee is $25 if payment is not received by due date.**

**Over 10 hours of care is $10 for additional hour of care**

**LATE PICKUP FEE- ANY PICK UP AFTER 5:30 pm will result in a $25 per child fee.**

**Brightwheel credit card and ACH fees—Please refer to Brightwheel site.**

**Cancel Policy-** If you need to cancel your child for the day, you may send a brightwheel message, email or call. **If you keep 1 child home, all siblings must stay home.** If 1 child stays home for a well appointment, the siblings may come, please provide an excuse from the Dr. for the appointment.

**CLEANING PROCEDURES-**

We will provide increased cleaning.

Bathrooms are checked several times daily and cleaned daily

Classrooms are cleaned while children are outside or in the gym and at the end of the day

Tables and chairs are wiped down after AM and PM snack, lunch, and table activities

Bedding is washed weekly

Playground equipment is sanitized daily

**Covid 19 Policy**- **If your child tests positive for Covid, they are required to be out of childcare for 5 days and return with a well-fitting mask for 5 days.**

**---Infants, 1’s and 2’s- will be out for 2 days with a direct exposure and will be out 5 days with a positive test and must return with a negative test. 2 year old children may return earlier after an exposure providing a negative test and wearing a well fitting mask.**

**---PreSchool and School Age Children may return after 5 days and return with a well-fitting mask.**

**--- If your child is Exposed to Positive Covid in the classroom or at home, they may return providing a negative test.**

**These Policies are subject to change if needed. We will let you know of any changes.**

**--** **If you or someone in your family has tested positive or is awaiting test results for Covid, your child is not permitted in the facility. If your child is not permitted in school due to exposure, your child is not permitted in the daycare facility.**

**NOTIFICATION OF COVID OUTBREAK POLICY- When we are made aware of a child/staff are Covid positive, will then notify all staff and parents through email and Brightwheel.**

**THERE IS NO CREDIT GIVEN FOR TIME MISSED CHILDCARE DAYS**

**Please sign below and return (1 PER CHILD) —Thank you**

**Noahs Ark Policy page—Effective Sept. 3, 2024**

I have read the enclosed information and understand the policies and procedures listed in the Policy Updates from Chippewa Noahs Ark LLC. I have discussed any issues or concerns with the director.

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please sign below and return—Thank you**

**Noahs Ark Policy page-- Effective Sept. 3, 2024**

I have read the enclosed information and understand the policies and procedures listed in the Policy Updates from Chippewa Noahs Ark LLC. I have discussed any issues or concerns with the director.

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_