



UPDATED INTERIM Daily Procedures & Practices Checklist

These guidelines go into effect as of September 13th, 2021 and will remain so until such a time that further guidance is issued.

With the ongoing plethora of changes to best practice recommendations for camps, centers and schools, it can be difficult to imagine what each day will look like for our children, families, and teachers. We've clarified our current applicable guidelines to include recommendations from the CDC for best practices and created the following checklists for some of our daily activities/routines. We think you'll be pleased to see that while we are taking every possible precaution in accordance with these guidelines, we are still able to offer the high quality and engaging programming you have come to know and love!

As guidance and recommendations are reviewed and updated over time, so too will our own policies and procedures. Please note that where guidance in this document differs from guidance issued by New York State, or the respective licensing or oversight body, such as the New York State Office of Children and Family Services (OCFS), DOH, or the New York City Department of Health and Mental Hygiene, the most recent guidance shall apply. Note that wherever any precautions (such as masking, distancing, etc.) is demonstrated as required it will be regardless of vaccination status whether for staff, visitors, or children. Even with strict adherence to these guidelines, there is inherent risk of communicable illness (including COVID-19) when attending any child day care, camp, or education program. Attending such programs is an acknowledgement and assumption of that risk by the parents/guardians/families who are enrolling their children.

Designated Contact (responsible for responding to COVID-19 concerns):

Rose Blanchard, Owner/Director
msroselilschooladk@gmail.com
518-524-1421 (w) – Monday through Friday during open facility hours
518-524-7515 (c) – Emergency/After Hours number

Arrival of Staff

What Each Staff Member Needs (to consider/bring/maintain on premise):

- Face Coverings-** Approved face coverings sufficient for full length of shift (may include combination of face masks and shields).
- Extra Clothing-** Maintain extra changes of clothing on premise to ensure soiled clothing can be changed whenever needed; utilize teacher aprons as needed.

Staff Arrival Procedure

- Conduct Health Screening at Home-** Staff are required to engage in health screening prior to shift start by answering the required screening questions and a temperature check. Staff must ensure they pass the health screening before coming on premise. Call Director immediately if screening is not passed.
- Wear Approved Face Covering-** Ensure your face covering is being properly worn once entering the building and whenever unable to maintain proper social distancing while coming on premise.
- Report and Record Health Screening upon Arrival-** Upon arrival to the facility, staff will engage in proper hand hygiene, then report and record the results of the daily screening either in their designated binders or via digital clock-in procedure. The Director will review and document the review of the daily staff screenings during arrival times each day by initialing next to the documented screenings in binders and/or digital review of clock-in procedure data.

Arrival of Children

What Each Child Needs for School/Camp:

- Maintain on Premise:
 - **Extra Clothes-** Maintain on premise at least two (2) full sets of clothes for each child and additional as needed for younger children who may “soil” their clothing more frequently.
 - **Infants & Toddlers need Indoor School Shoes-** One (1) pair for infants/toddlers only to be left on premise. Preschool and School Age children do not require a designated pair of indoor shoes.
- Bring Back and Forth to Program:
 - **Small Backpack or Diaper Bag-** (dependent on child’s needs) to carry necessary personal items for that day. Other than a jacket & nap mat that may hang separately, all other items must fit inside the child’s personal bag.
 - **Lunch Box and/or Bottle Bags and Water Bottles-** Food items must be stored in a closed lunchbox/bag with child’s full name written on the outside. Infants must bring a gallon Ziploc baggie, small reusable wet/dry bag, or something similar to store used bottles. Water bottles should have a capped/lidded top so that they are less exposed and must be labeled with full name.
 - **Nap Mats or Crib Sheets-** For toddler/preschool children that nap one of the approved nap mats/cases and for infants that nap a fitted crib sheet must be supplied at the beginning of every week and brought home at the end of every week (or additionally if soiled) to be properly cleaned.
 - **Face Masks-** A supply of extra face masks for children ages preschool through school age should be in child’s backpack in the event that they need to change it out- if it becomes wet, soiled, or broken.
 - **Mask Break Bag-** Preschool children require a small, reusable fabric tote/bag supplied with appropriate toys, books, art materials from home for child’s use during “mask break” periods. Electronic toys and toys that promote fighting (such as action figures with weapons) are not permitted.

Parent/Guardian/Assigned Drop-Off Adult Procedure:

- **Conduct Health Screening at Home-** Parents/Guardians/Drop-Off Adults, the enrolled children, and any other household members are required to engage in health screening prior to coming to the program by answering the required screening questions and conducting a temperature check. Parents/Guardians/Families must ensure that they, their children, and all other household members pass the health screening before coming on premise. If any member of the household does not pass the health screening, no household members can come on premise. Call or email Director immediately if screening is not passed for further instruction and support.
- **Bring ONLY Required Personal Items-** As listed above and additional items for program specials as requested; only bring to school the items each child is required to have.
- **Limit Number of People-** Only the individuals that are required to approach the building should be on premise to the greatest extent possible (ex. The child(ren) that are registered for our program and ONE assigned adult to accompany them). Limit the number of different adults that regularly/pick-up and drop-off child(ren) each day to as few as possible- typically one or two designated adults per family.
- **Wear Approved Face Covering-** Adults wear an approved face covering at all times when on premise, including outside. Ensure the face covering is being properly worn before getting out of your vehicle. Adults not wearing a face covering will not be permitted to drop-off their children to our program as it is a health risk to our staff and other families.
- **Maintain Social Distancing-** Child(ren) must stay immediately near their parent/guardian/drop-off adult at all times when proceeding to the program to ensure social distancing measures of 6 feet are maintained at all times; do not allow children to “run ahead.”
- **Use Designated Doors for Drop-off-** Proceed to assigned entrance for the child’s group OR a sign will be posted on the door to signify outside arrival; if groups are inside, Infants/Toddlers use the exterior door of the classroom while Preschool and School Age children use the front main entrance. At this time, families will still drop off to the designated entrance(s) and staff will help children transition to the program to avoid congregation inside the building.
- **Participate in Health Screening-** Answer daily health screening questions and support staff in temperature screenings for child(ren) and parents/guardians/drop-off adults. As needed, staff will also screen siblings upon arrival and escort child(ren) to their assigned classrooms.

- **Transition Quickly-** Transition child(ren) to the program quickly and avoid entering the facility to prevent congregating indoors. Families with younger children who may need extra transitional support (such as infants) should contact the Director to make a transitional plan in advance.
- **Continue Social Distancing & Face Coverings-** Follow the designated exit paths to return to your vehicle; do not remove your face covering until you are in your vehicle.

Staff Procedure for Arrival of Children:

- **Staggered Arrivals and Ensure Social Distancing-** Designated staff will welcome children/sibling groups one at a time and ensure consecutive families are waiting at appropriate distances.
- **Conduct Health Screenings-** Upon arrival each child and parent/guardian/drop-off adult will be screened through the required questions and a visual check for symptoms. Children attending the program will also have their temperatures taken by staff before entering.
- **Review and Document Health Screenings-** Classroom staff will review and document their review of the daily health screenings during arrival times each day by initialing next to the documented screenings as they are completed. Screenings must be passed to be accepted into the program each day. Any screenings which are unclear or need further evaluation will be forwarded to the Director.
- **Attendance and Arrival/Dismissal Log-** Classroom staff record the drop-off times as well as which individual is dropping off each child on the attendance upon arrival each day.
- **Hand Hygiene and Transition Children-** Staff will assist all children to engage in proper hand hygiene, store their personal items in their individual storage cubbies, and transition to the classroom. Infants/Toddlers will also be supported in changing into their indoor shoes.

Daily Practices

- **Communication-** The program will continue to utilize the Kaymbu app, email, and social media as primary methods of communication with staff and families. Families and staff should communicate important information for each day via app messaging as much as possible to help limit the amount of time spent on premise during arrival/dismissal times.
- **Postings, Signs, and Trainings-** The program will post signs and provide instruction for staff/children/families consistent with DOH guidelines for such practices as face covering and PPE use/care/disposal, physical social distancing, COVID-19 symptoms and resources, hand hygiene and disinfection, and respiratory hygiene/etiquette.
- **Visitor Control-** Visitors that are assisting with and providing programming activities will be permitted on a limited and highly controlled basis. Visitors are subject to the same screening and social distancing/masking/hygiene procedures required of staff.
- **Social Distancing and PPE Measures-** Measures will be enacted in such a way so as to not interfere with the quality of care and programming being delivered to children. Staff will wear approved face coverings regardless of vaccination status and maintain social distancing practices when appropriate in accordance with DOH guidelines and our safety plan. When outside, staff may remove face coverings while maintaining proper distance in accordance with DOH guidelines. Staff may also remove face coverings inside at specified times indicated by the DOH guidelines including eating, drinking, swimming, when not in the presence of children, etc. Teaching smocks/aprons are available upon request for each staff member and it is recommended that staff wear their hair tied back/up.

Face Coverings for Children on Premise

- Face coverings should not be used by children under the age of 2, or for anyone who is unable to medically tolerate such covering, including children/campers for whom such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to the child care or day camp programs.
- Face coverings for indoor activities are required for Preschool and School-Age children enrolled in and attending the program aligned with current CDC recommendations. In accordance with guidance, if our county (Franklin) is identified as having “substantial” to “high” risk of transmission as defined by the CDC, all children in Preschool and School Age groups will resume indoor masking according to protocol. If it is the child and/or family’s preference for their own child to wear a mask at the program during times when it is not a requirement, an individualized plan must be discussed with the Director prior to attendance in order for

appropriate accommodations to be made. Families will be notified of current masking requirements by the program via Kaymbu and/or email mass notifications. The last guidance given by our program will remain in effect until it is changed in writing by our program and supplied to the families.

- **Group Size-** Groups will remain as the regular state mandated group sizes plus the required number of staff in accordance with regulations governing maximum group size and staff to child ratios for each group.
- **Group Stability and Separation-** Groups are as static as possible by having the same group of children stay with the same staff whenever and wherever possible.
- **Classroom Activities/Materials-** Quality programming, care, and educational experiences will continue to be delivered by providing a well thought-out environment. Shared toys/materials are easy to sanitize and sensory activities are changed regularly so that appropriate collaboration and play between children will still be supported. Materials that are difficult to sanitize may be provided to each child individually. These measures will ensure accessibility to a wide range of activities while still taking appropriate precautions.
- **Sanitation/Cleaning-** Program will adhere to hygiene and cleaning/disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” signage, as applicable. Furthermore, the program will engage in additional scheduled sanitation times throughout the day as well as regular cleaning/disinfection of restrooms and sanitizing/disinfecting playground spaces.
 - **Cleaning/Sanitation/Disinfection Product:** Force of Nature (EPA Registration No. 93040-1)
- **In the Event of a Positive or Suspected case of COVID-19-** Program will adhere to all procedural measures indicated in the “Interim Guidance for Child Care and Day Camp Programs During the COVID-19 Public Health Emergency” as well as any updated measures that may be provided.

Nap and Rest Times

- **Individual Storage-** Children who nap must purchase an approved nap mat and storage bag to ensure personal items are not exposed. Child-specific nap mats/cots are not shared and are stored in such a way that napping surfaces do not touch. Infants who nap in cribs must supply clean fitted sheets. Cots/cribs are sanitized after each use before storing and mats/blankets/sheets are sent home to be washed at the end of each week.
 - **Approved Nap Mat:** Urban Infant Tot Cot All-in-One Nap Mat
 - **Required Carrying Case:** Urban Infant Zippered Carrier
- **Distancing Measures-** Children who nap/rest will be spaced appropriately head-to-toe and/or physical barriers such as furniture may be used to separate children as feasible.

Meal and Snack Times

- **Lunch Time Procedures:**
 - **Snacks and Lunches:**
 - Toddler/Preschool/School Age children are supplied with two (2) snacks by the program and must bring lunch from home.
 - Infant children who are not yet eating our supplied snacks must bring all meals/snacks/bottles they will need for each day, as well as the number of bottles needed so that there is one for each feeding.
 - **Labeled with Full Name-** Every child must have their own lunch box/bag to store personal food items which must be labeled on the outside with the child’s full name. Infant bottles and containers with formula/breastmilk must each be labeled individually as well.
 - **Program Will Not Wash-** The program will not wash any personal containers, utensils, bottles, etc.
 - **Provide Containers to Eat Out of and Utensils-** Ensure that your child can eat their full meal out of the containers in their lunchboxes/bags and provide the utensils they will need. The program will not supply utensils or dishes for lunch times; only snacks.
 - **No Heat-Ups-** The program will not microwave or otherwise heat up any food items (with the exception of bottles in bottle warmers for infants). Children may bring “cold lunches” or utilize a thermos to keep food warm until lunch times.
 - **Adhere to Allergy/Nutrition Policy-** Ensure the meals that are brought to our program align with our allergy and nutritional policies.

- **No/Limited Refrigerator Storage-** Other than for infant feeding purposes (such as formula and breastmilk), no refrigerator storage will be available. All children's food items must be stored in their own lunchboxes/bags with adequate ice packs to keep food items cool as needed.
- **Social Distancing During Meals-** Children will be encouraged to eat snacks and meals in smaller groupings throughout the day so that eating times are staggered within each group. Seating will be such that children have adequate space.

Dismissal of Children

Parent/Guardian/Assigned Pick-Up Adult Procedure:

- **Conduct Health Screening at Home-** Parents/Guardians/Drop-Off Adults, the enrolled children, and any other household members are required to engage in health screening prior to coming to the program by answering the required screening questions and conducting a temperature check. Parents/Guardians/Families must ensure that they, their children, and all other household members pass the health screening before coming on premise. If any member of the household does not pass the health screening, no household members can come on premise. Call or email Director immediately if screening is not passed for further instruction and support.
- **Limit Number of People-** Only the individuals that are required to approach the building should be on premise to the greatest extent possible (ex. The child(ren) that are registered for our program and ONE assigned adult to accompany them). Limit the number of different adults that regularly/pick-up and drop-off child(ren) each day to as few as possible- typically one or two designated adults per family.
- **Wear Approved Face Covering-** Adults wear an approved face covering at all times when on premise, including outside. Ensure the face covering is being properly worn before getting out of your vehicle. Adults must be wearing a face covering to pick-up their children from our program as it is a health risk to our staff and other families.
- **Maintain Social Distancing-** Child(ren) must stay immediately near their parent/guardian/drop-off adult at all times when leaving the program to ensure social distancing measures of 6 feet are maintained at all times; do not allow children to "run ahead."
- **Use Designated Doors for Drop-off-** Proceed to assigned entrance for the child's group OR a sign will be posted on the door to signify outside dismissal; if groups are inside, Infants/Toddlers use the exterior door of the classroom while Preschool and School Age children use the front main entrance. At this time, families will still pick-up to the designated entrance(s) and staff will help children transition from the program to avoid congregation inside the building.
- **Participate in Health Screening-** All parents/guardians/pick-up adults must answer daily health screening questions at dismissal times.
- **Transition Quickly-** Transition child(ren) from the program quickly and avoid entering the facility to prevent congregating indoors. Families with younger children who may need extra transitional support (such as infants) should contact the Director to make a transitional plan in advance.
- **Continue Social Distancing & Face Coverings-** Follow the designated exit paths to return to your vehicle; do not remove your face covering until you are in your vehicle.

Staff Procedure for Dismissal of Children:

- **Staggered Dismissals and Ensure Social Distancing-** Designated staff will dismiss children/sibling groups one at a time and ensure consecutive families are waiting at appropriate distances.
- **Conduct Health Screenings-** Upon arrival each parent/guardian/drop-off adult will be screened through the required questions and a visual check for symptoms.
- **Review and Document Health Screenings-** Classroom staff will review and document their review of the daily health screenings during dismissal times each day by initialing next to the documented screenings as they are completed. Any screenings which are unclear or need further evaluation will be forwarded to the Director.
- **Attendance and Arrival/Dismissal Log-** Classroom staff record the pick-up times as well as which individual is picking-up each child on the attendance upon arrival each day.
- **Hand Hygiene and Transition Children-** Staff will assist all children to engage in proper hand hygiene, collect their personal items in their individual storage cubbies, and transition from the program. Infants/Toddlers will also be supported in changing out of their indoor shoes.