



DROP OFF AND PICK UP POLICY / PROCEDURE

Family MAY NOT Enter Program

This pandemic has changed the way we look at early childhood education and our daily practices and procedures in a group setting. Changes in Procedures and Practices have been developed to support the health and safety of your children, your families, and our staff and to do all we can to remain open for families. The changes are meant to ward off Coronavirus and they are based on thorough research and guidance being recommended by experts such as the CDC. Thank you for your understanding and patience as we implement these new Policies and Procedures.

Drop Off and Pick Up Procedure and Child(ren)/Family Daily Health Screenings:

In order to reduce direct contact and limit the risk for coronavirus transmission, Valley Day Care and Preschool is restricting access to its facility to its essential staff and children enrolled in the program. Accordingly, families WILL NOT be permitted to enter the building during drop off and pick up. Instead, a staff member will greet family at their car and the subsequent procedures will be followed:

- Families will be greeted at their car by a staff member.
- Families will be required to wear masks when interacting with Staff during drop off and pick up.
- Daily Health Check Questionnaire:
 - Each morning before Drop Off, each family will be greeted at their car by a staff member assigned to review Daily Health Check Questionnaire with family before child(ren) will be admitted to the program.
 - Please have form with you and filled out prior to drop off. If the answer to any of the questions on this form is yes, please call us ahead of time to review.
 - Staff Member will take the family member's and child's/children's temperature.
 - If a family members answers 'yes' to any of the questions in the Questionnaire or if either child/children or family member fails the temperature check, their child/children may not enter the program.
 - If there are no issues with the Family Health Check, the Staff Member will:
 - Escort child along with his/her lunch and belongings into the program.
 - take the child to the nearest handwashing location.
 - direct/assist child in washing their hands.
 - store lunch and belongings in child's cubby or other appropriate location.
- Upon your arrival to pick up your child, please call 845-528-4755 to announce your arrival and a staff member will bring your child out to you.

VALLEY DAY CARE & PRESCHOOL DAILY FAMILY HEALTH CHECK – QUESTIONNAIRE

Prior to child/children drop off, answers to the following must be no:

DATE: _____

Yes or No?

In the past 14 days have you, your child, or anyone in your household...	
Been in close contact with someone confirmed or suspected to have COVID-19? *For Health Care workers -- see next question	Y / N
If you are a healthcare worker, are you symptomatic?	Y / N
Has anyone in your house traveled domestically (anywhere in the country), or Internationally(out of the country)?	Y / N
Have you had any visitors, or have you visited anyone that has travelled to/from one of the states on New York's COVID-19 Travel Advisory?	Y / N
Have you given your child any symptom relieving medication (Tylenol, Ibuprofen, Cough Medicine, Lozenges) in the last 24 hours?	Y / N
Do you or your child have any of the following symptoms?	
Temperature above 100°F (check temperature w/ forehead thermometer)	Y / N
Cough	Y / N
Sore throat	Y / N
Runny nose	Y / N
Shortness of breath	Y / N
Mild flu-like illness (fatigue, chills, muscle aches)	Y / N
Gastrointestinal intestinal issues (nausea, vomiting, or diarrhea)	Y / N
Rash	Y / N
STAFF will take Family member and Child's Temperature daily upon Drop Off:	Temperature Must be below 100°F
Adult Family member Name:	
Child's Name:	
Child's Name:	
Child's Name:	

- **Have you applied sunscreen to your child/children today? (circle)** Yes / No
- For New York State's COVID 19 Travel Advisory list please visit:
- <https://coronavirus.health.ny.gov/covid-19-travel-advisory>
- If family member answered "NO" to all these questions, he/she may drop-off their child.
- If family member answered "YES" to any of the above, the child and parent or family member may not enter the facility. Staff will direct families to the following CDC resource to determine their next steps.
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>