We wanted to re-list some of the more important points about our safety and sanitary protocols.

1. **Stay in our “bubble”!** All specials are canceled, and children will not be moving between buildings (Polaris). We will still be including our “special classes” in our curriculum on a weekly basis- just in our rooms! Staff and parents should go between buildings and classrooms as little as possible.
2. **Look for illness!** All children, parents, and staff will be monitored for signs of illness upon arrival. The CDC illness guidelines will be enforced.
3. **Self-report!** Please monitor your child’s health and report **any** suspected illness. The CDC lists dry cough, fatigue, fever over 100.4, and body aches as the most common symptoms of

COVID-19.

1. **Mask Up!** Our staff will be wearing masks as much as they possibly can during the day. Parents are required to wear masks in entering the center. Children over 3 are allowed to wear masks, but please make sure you have talked with your child about keeping their mask on or in their cubby, and not sharing with others.
2. **Wash hands!** All staff and children are required to wash hands as soon as they enter the classroom, and then frequently throughout the day! Children will be directed to take hand-washing breaks at both routine intervals and random times.
3. **Keep us posted! *Please make sure that we are aware if your child has asthma or a health condition***. We want to make sure we are monitoring these children for unusual behavior.
4. **Clean vigilantly!** We know that this is on your mind, as it should be. The chemical cleaner/sanitizer that we use at all locations are effective in killing the coronavirus. We have also contracted our HVAC company to clean and change our air filters on a more rigorous schedule. We have also increased the frequency of mopping and professional carpet-cleaning.
5. **Prep food safely!** Gloves and masks will be worn during all food prep. Shared food containers (juice pitchers, carts, etc) will be sanitized between uses.
6. **Talk to the kiddos!** Our kids are getting used to the new safety measures that they are seeing. We still ask that you discuss frequent handwashing, keeping hands to themselves, and giving friends space while playing.

We have created a list of the items that your child will need for daily attendance. Our hope is that this will, again, help the drop-off and pick-up process go more smoothly and keep your child’s belongings together!

We are asking each child to have a standard size backpack, large enough to hold their lunch and paperwork each day. Your child’s teacher will be placing a folder in the backpack and we will use these folders to send important paperwork, art, pictures, etc. **Please check the folder every night for important information, and please leave the folder in the backpack!**

On a daily basis, your child will need:

* Backpack
* Insulated lunch box with cooling pack
* Take-Home Folder for information

On a weekly basis, your child will need:

* Bedding that includes a full cot covering. This can be a nap roll, crib or bassinet sheet, or ready-made cot cover. Our toddler cot measures appx. 40”x21”, and the preschool cot measures appx. 51”x21”. Bedding will be sent home on a weekly basis for laundering.

On your child’s first day of attendance (and then as needed):

* Two complete, weather-appropriate changes of clothing (not including shoes). If your child is working on potty-training, we suggest a total of 4 underwear & 4 pants/shorts.

Optional:

* A water bottle or cup with lid. (These will be sent home daily for washing.)

Label Everything!! (seriously, just go crazy with the sharpie!)

While we continue to minimize the number of people in and out of our buildings, we want to make our drop-off and pick-up process as smooth as possible. We prefer most students being dropped off and picked up from the parking lot. If you haven’t done so already, it will be really helpful if you could give us an estimated drop-off and pick-up time so we can be ready. If you are returning to the center for the fall, you can send us a message or just stop by the desk and let us know**. Our current operating hours are 6:30-5:30.**

* **Please make sure you are following the direction signs in all areas of the lots. Please DO NOT turn down the lanes designated for exiting.**
* **Please drive SLOWLY in the lots!**

When you are dropping off:

* Please pull into a parking spot and walk your child to the sidewalk in front of the doors. This is the best way to do hugs and kisses goodbye before we walk them into the building. For safety reasons, Hugs-n-Hearts will not be able to assist with cars eats, car doors, or crossing the parking lot.

When you are picking up:

You will be receiving a brightly colored sign with your child’s last name on it.

* Please hold or display your name sign prominently in the front or side window so that we may see it when you pull in.
* You do not need to call to let us know you are here – we will be diligently watching the lots to get your children in a timely manner. Phone calls can slow down the process, actually!
* You will need to park and walk up to the sidewalk so you can greet your children at the end of the day. For obvious safety reasons, we need to be able to clearly see and identify you. Once we see you, we will bring them out as quickly as we can.
* Thank you so much for respecting our 5:30 pick-up time!

We are also continuing to minimize the number of people in and out of the buildings. *If you are the parent of a toddler or new/returning student, and you feel that they will have a better transition if you come in the building, you are still welcome to come in until they are comfortable with a front door drop off.* We were really excited with the ease of these transitions for the summer, and we are hoping for the same for fall!

Communicating with your child’s teacher:

With this limited contact, we want to assure parents that the lines of communication are open! Our teachers will be including lots of content on the daily reports in Tadpoles and checking the messages frequently! Please reach out if you have questions about using Tadpoles! \*\*You may need to log out and log back in to refresh your child’s classroom! This has worked for a few parents!