

Health & Safety Guidelines

Enclosed in this document we have established guidelines, procedures and policies based on best practices to keep students, staff and families safe and healthy during the school year.

1. HOURS OF OPERATION

*ECCEC hours allow time for extra cleaning at the end of each day. **We will be open from 7:15am-5:15pm.** Our afternoon staff work until 5:30pm, having pick up by 5:15pm will ensure time for them to properly put away items and clean/disinfect before going home.

2. HEALTH CHECK PRIOR TO AND DROP OFF

*Prior to arriving at school, parents should assess child's health for symptoms such as:

- Fever of 100.4° or higher within the past 48 hours
- Heavy drainage from nose
- Diarrhea within the past 24 hours
- Vomiting within the past 24 hours
- Persistent cough in last 24 hours
- Unknown body rash
- Eye infection (redness, itching, "crusty" drainage from eye)

** Children developing symptoms of illness or fever will be removed from group and sent home.*

3. SNACK AND LUNCH

*Handwashing will be done both before and after eating.

*Tables will continue to be disinfected both before and after eating.

*Lunch boxes kept on back of chairs, not under chairs.

4. DIAPERING/TOILETING

*If your child is not yet toilet trained, please be sure to bring in a supply of diapers/pull ups with Velcro sides for your child, as well as a package of wipes.

*If your child is still in diapers/pull ups please be sure they are dropped off in a fresh diaper/pull up in the morning.

*If you are in the process of toilet training, please communicate with the teachers so you can work together to reach this important milestone. Bring a supply of extra underwear and pants in the case of potty accidents.

*Please note once children are fully toilet trained teachers are no longer able to wipe a child, they can only talk the child through it. Please be sure your child has practice wiping at home.

OTHER PRECAUTIONS AND PROCEDURES

*All families must enter through one bank of doors: Upper Lobby Entrance-W2.

*An email will sent out if there is a case of any communicable illness in a classroom to ensure families receive the notice in a timely fashion.

*Fire drill practiced twice monthly

*Tornado drill practiced monthly from April through October.

*Active Shooter protocol is known and practiced by ECCEC staff. Children practice by learning to follow teacher's direction.