



Tarrytown Children's Center

Policies Updated Post COVID-19

Introduction

We place special emphasis at Tarrytown Children's Center on our employees as individuals and recognize that no manual can cover all situations.

Arrival Procedures

Upon arrival at Tarrytown Children's Center the parents or the adult dropping the child off must sign the child into care at specific parking lot spots marked for drop-off and pick up. We strongly recommend, if possible, that people in high risk groups refrain from dropping off or picking up children. A health check will be completed on both the child/children and parent/adult. If either present with a temperature above normal or signs of a possible illness, the child will be excluded from care. Children will be escorted to class by designated staff. Parents may enter the facility only if necessary.

Access to Facility

In an effort to reduce the number of people accessing our facility, daily access will be limited to:

- TCC and Sanctuary staff
- Persons with legal authority to enter, including law enforcement officers, Texas Rising Star staff, Licensing staff, and Department of Family and Protective Services Staff
- Professionals providing services to children
- Children enrolled at the center
- Parents who have children enrolled and present at the center. Parents should, however, only enter the center when necessary.

Dismissal Procedures

When picking up your child at the end of the school day, parents will park in specific parking lot spots marked for drop off and pick up. We strongly recommend, if possible, that people in high risk groups refrain from dropping off or picking up children. A designated staff member will escort your child to you with his/her belongings and have you sign your child out of care at that time. Parents may enter the facility only if necessary.

Illness Exclusion

Children will not be admitted into care if they have the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

- Diarrhea that cannot be contained in a diaper
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees

When children are ill, they must not return to the facility until they are symptom free without medication for **72 hours**.

Pandemic Tuition Policy

Should the center need to close for Pandemic reasons, full tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 50% of tuition will be due. Parents may give a 30-day notice to withdraw from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 30-day notice period. A full registration fee will be required to reenroll in the program after the pandemic.

Disclosure Statements

Our families will be required to sign disclosure statements that read: I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders. I will immediately notify Tarrytown Children's Center management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness. Further, I will immediately notify Tarrytown Children's Center management if anyone from my place of employment is presumed positive or tests positive for COVID-19 or any other infectious illness whether or not I have had direct contact with that person.

Hygiene Stations

Parents and employees will use the hygiene stations located outside the front door prior to entering the facility.

Out of the State Travel

Parents will notify Tarrytown Children's Center management anytime they have traveled outside of Texas. Tarrytown Children's Center has a right to exclude the child from care if they or a member of the household has traveled to a state/country that has been identified by the CDC as "at risk".

Employee Illness Exclusion

- Employees will not be allowed to work if they have the following symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees

When employees are ill, they must not return to the facility until they are symptom free without medication for **72 hours**.

Employees may use earned paid time off when they are absent. Employees who are absent more than five days and do not have earned paid time may be subject to disciplinary action including termination of employment.

Material Sharing

Children will be given individual boxes of materials and are discouraged from sharing materials when possible.

Mixing Classrooms/Combining Children

Employees are not to combine classrooms or mix groups without approval from center management. Combining classrooms and mixing groups is strongly discouraged unless absolutely necessary.

Snacks and Lunches

All parents will need to provide a morning snack and lunch for their own child. Snack and lunch containers that your child can easily open on their own, if possible, are preferred.

Personal Protection Equipment

Employees are required to use Personal Protection Equipment such as masks, gloves and faces shields as needed. Our students are not required to wear face masks. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation. If you send your child (older than age two) to school with a face mask and request that your child wear one, we will do our best to try and keep your child in his/ her mask when possible, but cannot guarantee that your child will wear his/her face mask.

Extra Changes of Clothing

Students must bring multiple changes of clothing in sealed Ziploc-type bags that are labeled with their child's name. Changes of clothing should contain complete outfit including a pair of socks, underwear (if applicable), a top, and pair of bottoms.

Temperature and Health Checks

Staff, students, and guardians dropping off will have a health and temperature check upon arrival. All students and staff will have additional health and temperature checks every two hours throughout the school day.

14 Day Waiting Period for New Enrollments

We will follow a 14 day waiting period between the time of enrolling a new student and that child's first day of care in our center.

Employee Disclosure Statements

Our employees are required to sign statements that read: I understand that outside of the center, in order to control my exposure in the community, I will comply with any and all state, county or local stay-at-home orders. I will immediately notify Tarrytown Children's Center management if I become aware of any person with whom I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness.



Tarrytown Children's Center

COVID 19 Public Health Emergency- Acknowledgement & Disclosure

This must be initialed and signed by BOTH parents.

Please read and initial each statement below.

1. _____ I understand that during this COVID-19 Public Health Emergency, I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present in the facility and to limit, to the extent possible, everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.
2. _____ I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area, I MUST disinfect my hands before entering and wear a mask. While in the facility, I must practice social distancing and remain 6ft from all other people, except for my own child.
3. _____ I understand that to enter upon the facility premises, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be pick-ed up from the facility within 30 minutes of being notified.

Symptoms include,

- fever of 100.4 degrees Fahrenheit or higher
- dry cough
- shortness of breath
- chills
- loss of taste or smell
- sore throat
- muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we MUST proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected, so please take them seriously. Your child will need to be symptom free, without any medications, for 72 hours before returning to the facility.

4. _____ I understand that my child's temperature will be taken throughout the day while on facility premises.
5. _____ I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.

6. _____ I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders. I will not take my child out to stores unless it is absolutely necessary and then only to shop for essential items like food, medicine, and toiletries. I will follow any recommendations from the CDC that limits my child's risk for exposure including wearing a mask in all public areas (if over the age of two) and remaining 6 ft from all other people.
7. _____ I will immediately notify the director of Tarrytown Children Center if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 1 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, I will immediately notify the director of Tarrytown Children's Center if anyone from my place of employment is presumed positive or tests positive for COVID-19 whether or not I have had direct contact with that person.
8. _____ I understand that while present in the facility each day, my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by Tarrytown Children's Center will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action, unnecessarily exposes another employee, child, or their family member to COVID-19.

Child's Name/ Children's Names and Dates of Birth: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____

TCC Director's Signature: _____ Date: _____