

Subject: Notice of Important Well-being, Health, Hygiene, and Cleaning Practices

TO: VECC Families

FROM: Christina Guirland & Kaity Annecchini

The safety and well-being of your child is important to us! We realize, too, in this uncertain time, it is of great concern to you as parents and caregivers of young children. We recognize the importance of our families entrusting the care and well-being of your children in our program. Accordingly, we wanted to make sure that you are aware of all the practices we are implementing in order to keep our program clean and to minimize the spread of germs. The following list outlines our current and additional practices. This list is subject to change as new guidelines and recommendations are developed. These policies and guidelines are effective as of June 1, 2020.

Business Operations

- Parents & Caregivers are required to wear face-coverings at drop-off and pick-up
- At this time, parents & caregivers will not be permitted to enter into the facility.
- Upon arrival, a tent and table will be set-up by your child's designated entrance for temperature checks & COVID-19 Questionnaire. It is required that you check-in at the tent.
- **Infants, Sprouts, and Toddlers will use 155 Parkway Entrance (Office Entrance)**
- **Infants, Sprouts, and Toddlers:** After clearance at the check-in tent, the parent will bring the child to their designated drop-off classroom egress door. An email will be sent out with your child's summer classroom and supply list.
- **Tykes and Pre-K 3 & 4 will use the main entrance door located at 150 Harriot Ave (Church Parking Lot Entrance)**
- **Tykes and Pre-K 3 & 4** After clearance at the check-in tent, a staff member will bring the child to their designated classroom.
- If more than one family arrives at the same time, we ask that you practice social distancing and remain 6ft apart until the staff member can greet you.
- **Infants, Sprouts, and Toddler** Families will use their designated classroom egress door for dismissal.
- **Tykes & Pre-K3 &4** Families will check in at the 150 Harriot Ave Table and a staff member will bring your child out for dismissal.
- Parents with children in classes who would use different drop-off /pick-up locations are to use the **155 Parkway Entrance location (Office Entrance)**

Hours of Operation

- Temporarily the 9-12 program **will not** be offered to help minimize transitions during drop-off & pick-up
- Temporarily hours of operation will be 7:00 am to 5:30 pm to accommodate additional cleaning procedures.

- Temperature checks are from 7:00 am until 9:00 am. All children must arrive no later than 9:00 am

Personal Protective Equipment (PPE)

- Staff will wear face coverings.
- It is the parents' discretion if they choose to have their child wear a face covering. This face covering will be removed during eating, sleeping, outdoor play & indoor gross-motor play. It is encouraged but not mandatory for children over 2 years old to wear a cloth face covering.

Classroom/Playground Practices

- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Large group activities will be eliminated unless social distancing can be maintained.
- Equipment will be cleaned between class use
- Time standing in line will be minimized (each child will be given a "spot" to stand or sit while waiting).
- Staff will have access to antibacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands frequently at key transition times as this is recommended by the CDC as the most effective measure to reduce the spread of germs:
 - when arriving for the day
 - before and after meals
 - after toileting/diapering
 - after being outside
- We will minimize item sharing among children when possible, for example: give each child a set of his/her own markers, etc.
- We will refrain from sensory or water table activities including playdough unless each child is assigned their own container.
- The number of toys and other items in the classrooms will be reduced and rotated to permit washing and sanitizing frequently.
- Soft toys, blankets, dress-up clothing, stuffed animals will be removed temporarily to make cleaning and sanitizing easier and effective to reduce the spread of germs.
- Children will not be permitted to bring toys from home
- When feasible, we will increase the amount of outside time while maintaining required smaller group sizes.
- Classrooms will stagger outdoor time so only one group is out at a time.

Cleaning

- Classrooms will have large bins to place toys that need to be sanitized.
- Daily, staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play

- Nightly, after all children have left the building, we have implemented more extensive cleaning and disinfecting of the entire program.

Communication

- Families will receive communications on any changes to our policies and procedures.
- The Directors will communicate with families via email, telephone, Remind App or other means of communication as needed.
- It is important for families and staff to communicate often and to be transparent with one another. Please voice concerns or questions you have with staff and/or Directors as soon as possible.
- If the current situation changes and it becomes necessary to update our policies and procedures or close our program temporarily, we will notify families by an above noted form of communication immediately.

Meals & Service

- We will not combine groups or classrooms of children during meals or snack time.
- All surfaces will be disinfected before and after meal preparation and feedings using EPA-approved disinfectant products.
- All staff will wash hands before and after meal preparation, serving and feeding.
- Staff will guide and direct children to wash hands before and after each meal or snack.
- Each child's meal will be plated and served by staff, instead of served family-style
- If you choose to send in meals and snacks, they should not require heating or refrigeration. This does not apply for the Infant classroom.
- Food should be packed in a disposable paper or plastic bag and kept in the child's cubby. Label the disposable bag and all food items with your child's first and last name.
- Teachers will distribute meals and snacks to children.

Staff Training & Wellness

- All staff will have received training and education on COVID-19 symptoms, infection control, workplace disinfection and preventative measures including practices and procedures.
- Upon arriving at the program, all staff will answer a Daily Health Questionnaire and have their temperature taken to assure it is within acceptable limits.

We wanted to take this time to communicate our practices which will be implemented so that you are aware of all the things we are doing to keep our program clean, minimize the spread of germs and support the health and well-being of children and staff. Please do not hesitate to reach out to Christina Guirland and Kaity Anecchini via email: Discovernps@gmail.com or telephone: (201) 767-9909 should you have any question or concerns.