**SonShine Child Care Center COVID-19 Protocols and Procedures**

Parents: If there is one thing we have learned over the last few months, it is that COVID-19, and all that is involved in it, is ever-changing and fluid. And, so goes the information here. Protocols like cleaning are straightforward. But procedures like the Welcome Center may need to be perfected as time goes on. We ask for your patience as we move ahead contending with the virus and re-opening our “small village” her at SonShine!

**A Word About Cleaning Procedures**

Staff of childcare facilities are not strangers to cleaning/disinfection and handwashing. These practices are repeated throughout a typical program day…every day. Teachers clean and disinfect tables, countertops, toys, nap mats, faucets, handles. You name it. They bleach it. And, they wash their own hands and the children’s hands…before and after eating, after using the bathroom, after diaper changing, after coming in from outdoors. And the list goes on. These are all NYS Regulations for Child Care. And so, SonShine purchases a lot of soap and bleach every year. And we clean. And we disinfect. EVERYTHING.

This is laid out to point to the fact that, whereas other businesses opening up are only now implementing cleaning, disinfecting and hand washing because of COVID 19, childcare centers already had the procedures in place. We are already trained in the implementation of them. And we are ready and willing to amp up what we already know to meet the challenge before us.

What is included here as far as cleaning protocols are the heightened procedures we are implementing due to COVID-19. Practices that are already in place are not communicated here. For instance, toys that are mouthed by infants have always been placed in a bin out of their reach to be cleaned at a later time. That will not be listed in these procedures. But, you will see that cribs will be cleaned and disinfected after their use, which is an amped up procedure due to COVID-19.

A Cleaning Crew has been appointed to accompany all eleven hours that the childcare is open. This is one of many COVID-19 added expenses but one that is absolutely necessary. This crew will be going wherever necessary throughout the day to clean and disinfect whatever is necessary.

**A Word About Masks at SonShine**

Adults, including SonShine staff, parents, delivery people, etc. must wear a mask inside the building.

Unless they will be off the grounds or in public, children are *not required* to wear a mask at daycare, per NYS Regulations, Children under the age of two should not wear a mask.

For ages 3 and up, please send a mask into SonShine with your child daily. Although we do not anticipate exposure to the public during the child care day at this time (teachers have been directed not to go on walks until further notice), one would be needed in the unlikely event that the children are exposed to the public in an emergency.

**General Protocols and Procedures Throughout SonShine:**

**Welcome Procedure**

Check in/Check out:

* What to expect at Check In:
  + There will be **two** **Welcome Centers at SonShine beginning Tuesday, September 8th.** Welcome Center 1 will be located at the Nursery Wing Door on the far right side facing the building. Welcome Center 2 will continue to be the area at the top of the first flight of stairs inside the middle set of doors of entry (near the Reception Area).
  + When you arrive in the parking lot for drop off or pick of your child, parents of children in classrooms other than 108 and 109 (these parents should see \*below/may proceed to their child’s classroom) are asked to ***please call the center at (315) 682-2895***. In an effort to avoid over-congregating inside the building, the receptionist may ask that you wait just a few minutes before proceeding to come inside. We will do our best to keep wait time to a minimum. It shouldn’t be long before the receptionist calls you back so you can proceed to the building.
  + At a Welcome Center, the child’s temperature will be taken, (if the parent will be walking to the classroom door), the parent’s temperature will be taken and you will be asked (or hand in) a series of COVID-19 related questions for your child. A child, parent or teacher who is found not to be in compliance with SonShine’s COVID-19 Sick Policy and, for parents and teachers, OCFS Form 6040 *CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS HEALTH SCREENING ONE-TIME ATTESTATION,* will need to be sent home. Please note, the maximum fever allowed is 100.0. Please become familiar with the SonShine Child Care Center COVID-19 Sick Policy.
  + Where to Check in Your Child:
    - **Nursery** Wing Children should use Welcome Center 1 (Nursery parents, please see \*\*below). **Children in Rooms 208, 209, 211, 212, Preschool, and School Age** should use Welcome Center 2. \***Rooms 108/109** children should enter SonShine through the middle set of doors and can be brought directly to the door of their child’s classroom where they will undergo the check in process (including both the parent and child temperature check).
    - \*\*Nursery Children: After check in, nursery children can be brought directly to the door of their classroom. Parents should not enter any classroom, handing their child to the teacher at the classroom door and giving any instructions to the teacher from there. Parents should proceed to exit the building by following the arrows down the remainder of the nursery wing in the opposite direction of the parking lot turning left before the stairs to go through SonShine’s Auditorium. Once you are at the back of the auditorium, take another left, go through the double doors, up the stairs, through another doorway where you will see the Receptionist on your left. Bear right to exit the building as usual.
    - \*\*If you have more than one child, and one of them attends the Nursery Wing, please enter through Welcome Center 1 and drop your infant off first. From there, please follow signs/arrows to Welcome Center 2 or Room 108/109 to sign remaining sibling(s) into care.
* Attached to this email, you will find SonShine’s Entrance Checklist (the questions asked at the Welcome Center each day). This is for your convenience to make copies of at home. Also, copies will be made available at the center. These can be filled out ahead of time and handed to your child’s teacher/at the Welcome Center to save time in the morning.
* Parents will need to allow extra time for drop off and pick up as the sign in/out process could take more time than the usual morning/afternoon routine.

Parent/Teacher Communication:

We hope that the Check in/Check Out process does not stand in the way of the ever-present sense of family at SonShine. If it makes you feel at all removed, that is not our intention and we hope that this practice is only temporary. If you have information you need communicated to your child’s teacher, as always, you may call the center at any time of day. One of our receptionists would be happy to patch you through to the classroom to speak with your caregiver directly.

Masks and the Welcome Center:

I**f your child is waiting with you to be checked in at the Welcome Center, those age three and over will need to wear a mask.** This is because the parents around that child are considered “the public.” If there are no parents around a child, it is up to the parent whether or not to have their child wear a mask. The teacher escorting a child to the classroom will know how to safely fold the mask and place it inside a labeled Ziploc bag to go home at the end of the day.

Staff Expectations

* Hand in OCFS Form 6040 *CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS HEALTH SCREENING ONE-TIME ATTESTATION* (attached to the email accompanying this document). Abide by this document.
* Wash hands upon each entry to SonShine.
* Attend all trainings.
* Wash or assist child/ren with handwashing upon entry to program.
* Wash or assist child/ren with handwashing upon exit from program.
* Teach children handwashing and respiratory hygiene.
* Remain in compliance with all NYSOCFS Regulations for Child Day Care and NYSOCFS Emergency Regulations during work hours/while on the premises.

Parent Expectations

* Hand in OCFS Form 6040 *CHILD CARE EMPLOYEE, VOLUNTEER, PARENT, CHILD AND ESSENTIAL VISITORS HEALTH SCREENING ONE-TIME ATTESTATION* (attached to the email accompanying this document). Abide by this document.
* Hand any updates to contact info into the Reception Desk.
* If your child has a special health care concern (asthma, allergies, etc.), please email the director at [lorisonshinecc@gmail.com](mailto:lorisonshinecc@gmail.com).
* Medications other than topicals need to have the proper paperwork filled out and handed in. Please use the attached forms to have this accomplished. The forms can be faxed to (315) 682-8799, emailed to Judy at [judysonshine107@gmail.com](mailto:judysonshine107@gmail.com) or dropped of at the Reception Desk.
* Make SonShine Child Care Center COVID-19 Protocols and Procedures available to all authorized pick up people so that they are aware of SonShine’s procedures.

Hand Washing

* Children’s hands will be washed by Welcome Staff before or upon entrance to their classroom.
* Throughout the day, children will be assisted or will wash their hands according to NYS Regulations for Child Day Care.
* Staff will wash their hands upon entry to the program and throughout the day according to NYS Regulations for Child Day Care.
* Children will learn hand hygiene through books, at circle time, through signage, practice and example. Continued education in proper hand and respiratory hygiene will be delivered to the children at age appropriate levels.

Personnel

* Staff temperatures will be taken upon arrival to the program and every four hours of the day.
* Children’s temperatures will be taken upon arrival to the program and every four hours of the day.
* Staff will be educated in the signs and symptoms of COVID-19 and the COVID-related illness in children.
* Staff will monitor children for signs and symptoms of COVID-19 and the COVID-related illness in children and will take appropriate measures if a child is found to have any symptoms.
* Staff will self-monitorfor signs and symptoms of COVID-19 and will take appropriate measures if they are found to have any symptoms.

General Building

* Children’s bathrooms will be cleaned/disinfected after each use by the Cleaning Crew. Staff bathrooms will be cleaned/disinfected on a routine basis throughout the day.
* High contact surfaces (tables, countertops, door knobs, hand railings, faucets, etc) will be targeted by the Cleaning Crew throughout day on a routine and as needed basis by teachers and staff.
* Minimum contact will be practiced for deliveries, services and other visitors to the building to the greatest degree possible until further notice.
* Visitors will be discouraged. If a visitor does need to enter the building (i.e. required maintenance, essential therapists, etc), their temperature will be checked, they will need to wear a mask and they will record their name and phone number at the Reception Desk for contact tracing purposes should the need arise.

Classrooms

* ***Toys from home are not permitted during this time. Yes, comfort items are allowed.***
* Classroom size is limited to fifteen children or less (not including teachers).
* All classes will consist of the same children every day. Children will not visit classrooms or go to a different room at the beginning or end of the program day.
* Activities where children would normally group together will be replaced with activities that avoid groupings as much as possible (taking a sensory table out of a classroom and replacing it with individual sensory bins).
* Cribs and mats will be spaced either six feet apart or children will be placed in an alternate head and toe fashion to avoid face to face transmission.
* Cribs and mats will be cleaned/disinfected daily.
* Classroom traffic by staff will be kept to a minimum. Deliveries to rooms, such as food or supplies, will be placed outside the door. Teachers will need to have a purpose for entering a room such as taking the place of a teacher for the end of her shift.
* To the greatest degree possible, staffing will be scheduled for the same times to the same classrooms every day.
* All classroom toys and equipment will be washed/disinfected on a rotating basis.

Indoor Large Motor Areas

For use in these areas, each classroom will have a mesh bag of toys full of easily cleanable equipment for that classes’ use only. When classes go to the large motor space, instead of pulling toys from the closet there, they will use the toys from their bag. Upon leaving the large motor area, they will take the bag back to their classroom for cleaning/disinfecting. For the cleaning and disinfecting of the large motor space, we are allowing a half hour in between each group when the cleaning crew will tend to the entire area as well as well as any miscellaneous equipment that may have been used (i.e. the horses in the Bike Room). The gym will be used only by the School Age Program for now.

Outdoor Space

Guidance suggests that outdoor play be encouraged and increased as ventilation is optimal and distancing can be maintained. It also suggests that playground equipment does not require extra sanitizing. However, out of an overabundance of caution, swings and frequently touched areas of larger equipment on the stones areas will be cleaned/disinfected by the cleaning crew.

Extra Activities

Sadly, the following are suspended until further notice. Parents will be notified when these programs are set to begin again:

* Chapel
* Soccer Shots
* Fits Kids
* Dance

Staff Training

* Prior to re-opening on June 1, and again on September 4, 2020, SonShine held/will hold training days for staff. Procedures and protocols, as well as education on COVID-19 and the COVID-related illness in children, reducing stress in children as well as ideas in how to promote distancing activities in the classrooms will be presented to current/returning staff. Trainers will include Sheri DuShane of Education by Design, Sue Titus SonShine RN and Lori Potter Director.

If there were to be a case of COVID 19 at SonShine

* Families and Staff would be notified.
* The center would close at least temporarily.
* The Onondaga Cty Health Dept. would be notified.
* SonShine’s licensor would be notified.
* Families would be notified as to the Health Department’s Guidance
* A plan would be put in place and communicated to parents as to when SonShine could re-open.

*A note from the director:*

*I have had numerous consultations with the Onondaga County Health Department in regards to next steps should there be a case of COVID-19 at a daycare center. The common denominator in every conversation is that each case is different and next steps are on a case by case basis. Because of this, there is no way to plan ahead. The COVID case would need to happen, a conference had between all parties involved regarding times, days, etc. and contact tracing would pursue from there. Please be assured that, should a case be found at SonShine, the above steps would be followed and an investigation/plan mapped out and lead by the experts at the Onondaga County Health Department.*

***Be sure to turn in any updated contact information at the Reception Desk***.

As always, we thank the parents of SonShine Child Care Center for their continued support! We so appreciate all of the kind words and gestures during this difficult time as we strive to continue to provide the best care possible for your family!