

Family Pandemic Policies and Procedures

The following guidance is intended to help families transition their children back into our child care routine and to keep our child care community healthy and safe.

New Policies: Drop off/Pick up

If your child is not feeling well PLEASE keep your child home.

- If YOU or a family member that resides with your child/children at home has symptoms or is getting tested for Coronavirus YOUR CHILD and SIBLINGS NEED TO STAY HOME until a negative test result (from the sick family member) is given. Sending your child in with someone who has symptoms at home may spread Covid to children and staff at the center.
- Please notify us immediately for guidance.
- Families will contact the center if their child/ren display any signs of illness (fever ≥ 100.4 F or respiratory symptoms: dry cough, runny nose, sore throat, diarrhea, shortness of breath, fast breathing, loss of taste/smell, muscle aches, and chills) and stay home. - **Child/ren will be allowed to return when they are fever free without medication for 24 hours and without more symptoms accompanied by a doctor's note .**
- Children that do not appear to be unhealthy, but pass all health check questions will be monitored closely
- Upon arrival at the center all children will have a health check prior to entering the building. Health checks will be administered outside of the building in a covered space. Your child/rens temperature will be taken by a contactless thermometer and a survey. No one over the temperature of 99.5 will be accepted into the building.
- Designated person to drop off or pick up a child should **not** be a “vulnerable person” such as a grandparent or person with serious underlying medical conditions if possible.
- The health check will include a temperature check by staff and a health survey.
- Children may not enter the facility unless all answers to the health screen are answered “no”.
- Parents may not enter the facility. If an emergency arises and a parent must enter, they must have a mask and remove their shoes before entering child care space. They must wash their hands before entering their child’s classroom.

- CDC guidance states that we need to have staggered drop off times. It is IMPERATIVE that you communicate with the school your work schedule /drop off times. (PLEASE respond to the survey emailed).
- Families MUST adhere to their designated drop off time to follow social distancing guidelines.
- When approaching the health screening area please wait your turn at the designated 6 feet markers AND WEAR A MASK Children 2yrs and older are required to wear face masks.effective 7/13/20. The screener will allow only one family at a time to approach the entrance and check the temperature for fever of child/ren.
- Staff Screener will screen your child using the CDC #3 Personal Protective Equipment (PPE) • Use PPE if within 6 feet of a child • Wash hands or hand sanitizer, put on face mask or cloth face covering • Use eye protection (i.e. sports goggles, regular glasses are not enough; need coverage on sides and top/bottom) • Use disposable gloves, possibly gown, or smock, long sleeves • Take the child's temperature and visually inspect the child. • After screenings, remove/discard or wash PPE; hand wash/ hand sanitizer.
- Staff will escort your child into the center and classroom. Please prepare your child for this new policy.
- (suspended until further notice)Children need to bring an extra pair of shoes "school shoes" with them to enter the center: these shoes will stay at the center and put on before entering their classroom. The shoes your child comes in with "home shoes"will go into a labeled bag and stored in the hallway, they will change back into these shoes when they go home.

ABSOLUTELY NO OUTSIDE TOYS, FOOD, ETC. ALLOWED IN THE CENTER
EXCEPT MEDICATION WITH A DR.'S NOTE

PICK UP PROCEDURES:

- Once you have arrived at the center to **pick up** your child you need to send a REMIND stating you are here to pick up your child. Please do NOT call us before you arrive. If someone new is picking up your child and does NOT have REMIND they must call the school @ 610 275-3181 on arrival.
- All persons picking up children MUST have proper identification as well as be on your EMERGENCY CONTACT LIST.
- If sending someone for pick up that is NOT on your emergency contact list an email or phone call must be made to the center as soon as possible. This pick up person MUST have identification **and** be over the age of 16. **Otherwise we will not release your child/children.**

- A staff person will bring your child out to you. If you are walking please stand by a designated cone for social distancing.
- If for any reason you cannot contact us for pick up, Please ring the doorbell and wait outside for your child in the designated area.
- Please be patient with these new procedures. We will do our best to make sure we are quick and safe in the release of your child.

Additional New Policies:

- Make sure your child has a change of clothes at the center in case bodily fluids get on the outfit they wore, if this happens they will need to change. If no change of clothing is available, your child will need to be picked up within 30 minutes.
- **If your child falls ill at the center**, you will be called immediately. Your child will be separated from the rest of the staff and children. Your child will be brought to the office/ isolation area. Your child will remain there with a staff person until pick up; you must pick up your child within 30 minutes. **Your child may NOT return without a Dr's note.**
- New Emergency Contact lists or updates to your emergency list will be done upon reopening. PLEASE provide multiple emergency contacts that can be reached and within a 30 minute radius of the center if possible.
- **In the event a staff member or child tests positive for Covid-19, a suspected outbreak of covid 19 or any public health concern**, a general communication will be shared to inform enrolled families via Tadpoles AND Remind app. Specific details regarding the individual(s) will not be shared. Parents should follow up with their own medical professional to determine their next steps. We are required to notify DHS (Dept of Human Services), DOH (Department of Health), Regional Certification office and EHS (Early Head Start if applicable).
- In the event that there was a POSITIVE case of Covid 19, the facility will be required to close for a minimum of 48 hours for cleaning and disinfecting guidelines from the CDC.
- Tuition: All tuition, co payments, and late fees will be paid strictly on-line. Please email Rochelle @ crayonkidsconcern@gmail.com for information in different methods of payment. We will reach out to families when co payments will resume and when you can pay in person.

CLASSROOM GUIDELINES:

All children over the age of 2 years are REQUIRED to wear a face mask during the day.

Special considerations can be made for face masks depending on medical conditions and the ability to remove their mask on their own.

The CDC Guidance advises strategies to maintain social distancing which focus on group management within child care while recognizing it is not feasible to maintain a 6-foot separation for young children.

- Crayon kids will make efforts to maintain children in the same groups and assigned to the same staff daily. In addition, groups should not interact or change rooms to the extent possible.
- Classrooms have removed all toys that cannot be washed or disinfected as well as minimized the amount of toys to prevent the spread of germs.
- Each child will have their own art tools such as: crayons, markers, scissors, glue sticks etc. They will be disinfected daily with a mist of bleach water solution and stored in each child's personal cubby.
- Playground times will be staggered to promote social distancing guidelines. Classrooms will not combine
- All blankets, bedsheets, and bibs will be washed daily (according to CDC guidelines) by Crayon Kids until the Green Phase or instructed by health officials.
- Staff will not share toys with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
- Staff will set aside toys that need to be cleaned. Staff will place dirty toys in a dishpan with soapy water or put in a separate container marked for “soiled toys” until disinfected.

IEP/IFSP INFO: If your child has an IEP/IFSP, according to Governor Wolf's mandate, therapists are not permitted to return to the center while in the yellow phase. Some therapists are doing virtual therapy. If your child's therapist would like to do

virtual therapy sessions for your child, Crayon Kids will do their best to provide your child with a laptop and supervision for their therapy session.

HEALTH AND SAFETY GUIDELINES:

Caring for Our Children (CFOC) provides national standards for cleaning, sanitizing and disinfecting educational facilities for children on a routine basis. Crayon Kids has and will continue to diligently use these guidelines. **COVID-19/or any public health crisis mitigation requires that child care providers increase the frequency of their existing cleaning and sanitizing.**

Cleaning and Disinfecting

- All Toys that have been put in a child's mouth will be cleaned and sanitized before placed back into play space. The use of the UV (ultra violet) sanitizing machine may be used.
- Other hard surfaces, including diaper changing stations, door knobs, and floors will be disinfected multiple times a day.

Intensify cleaning and disinfection efforts:

- Crayon Kids has developed a schedule for cleaning and disinfecting throughout the day and has a cleaning service to disinfect at night.
- Crayon Kids staff will routinely clean and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
- Crayon Kids will use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. Crayon Kids will primarily use Clorox Germicide bleach solution made daily.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection. We will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

- If available, we will provide EPA-registered disposable wipes (clorox wipes) to all staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
- **All cleaning materials will be kept secure and out of reach of children.**

Crayon Kids staff members will follow a healthy hand hygiene routine outlined by the CDC.

All children, staff, and volunteers will engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- Crayon Kids Staff, children, and volunteers will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Children will be supervised when they use hand sanitizer to prevent ingestion.
- Children will be assisted with handwashing, including infants who cannot wash hands alone.
- After assisting children with handwashing, staff will also wash their hands.

Crayon Kids staff will do the following when washing, feeding, or holding a child:

- It is important to comfort crying, sad, or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children, our staff will protect themselves by wearing a smock, over-large button-down, or a long sleeved shirt, and a mask.

- Our staff will wash their hands, neck, and anywhere touched by a child's secretions.
- Our staff will change the child's clothes if secretions are on the child's clothes. They will change their own clothing, if there are secretions on it, and wash their hands again.
- Children's contaminated clothes will be placed in a plastic bag and sent home for washing. They may be washed at the center depending on time.
- Children and staff **MUST** have multiple changes of clothes on hand in the child care center. Children **WILL NOT** be allowed to wear other children's clothing.
- Our staff will wash their hands before and after handling infant bottles prepared in the facility.
- Bottles, bottle caps, nipples, and other equipment (e.g. bottle warmers) used for bottle-feeding will be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water and then disinfected/sanitized.
- Crayon Kids families will be kept informed often about new policies and procedures in reference to health concerns via ZOOM meetings, Remind app and Tadpoles

Crayon Kids staff will do the following to ensure optimal food safety:

- Our staff will **NOT** serve family style meals. Each child will be provided individual meals and snacks.
- Meals will be served in the classroom and teachers will directly serve children in their classrooms.
- Sinks used for food preparation will not be used for any other purposes.
- Our staff will ensure that children wash hands prior to and immediately after eating.
- Our staff will wash their hands before preparing food and after helping children eat.
- All serving pieces and dishes will be washed and sanitized before reuse. Our staff will use soap and water to wash, sanitize, rinse and air dry using bleach solution for sanitizing.
- **The correct procedure for sanitizing dishes with Clorox® Regular or germicidal Bleach₂ is to first wash and rinse dishes, glassware, and utensils. After washing, soak for at least 2 minutes in a solution of 2 teaspoons of bleach per 1 gallon of water, drain and air dry.**

Crayon Kids will strive to exercise the best practices in keeping a high quality education and environment for all families and staff. We will do our very best to keep us all healthy

and safe. If you have any further questions, concerns or suggestions please send us an email to: crayonkidsconcerns@gmail.com

Sincerely,
Patricia Klemp
Crayon Kids Inc.