

***Policy and Procedures  
Handbook***



***Our Little People Child Care  
Center LLC***

***414 N Pine***

***Lancaster, Pennsylvania 17603***

***717.945.6517***

**Welcome Statement:**

We would like to welcome you and your family to Our Little People Child Care Center LLC. We would also like to thank you for the opportunity to care for your child(ren). We are providing this handbook to you because we have various guidelines that were put in place to adequately care for your child(ren). Although there are a lot of things covered in this handbook, if you ever have questions, please do not hesitate to ask. Communication is important to us and essential to our relationship with you and your child(ren).

**Philosophy/Mission Statement:**

The vision and mission of Our Little People Child Care Center LLC are to provide a safe, loving, and friendly environment for all children. Our focus is to provide a stimulating and affordable quality childcare center, in which all children's needs are being met. We take pride in providing a place where children can grow socially, emotionally, spiritually, physically, and cognitively.

**Inclusion Policy:**

Our Little People Child Care Center strives to provide a place where everyone is welcome, and their individual needs are being met. Our facility was designed to be handicap accessible and we provide information to our families in their home language if needed. Our Little People childcare center's doors are always open to outside agencies, to meet a child's individual needs.

**Age and Number of Children Accepted:**

Our Little People Child Care Center LLC will care for a maximum of 21 Children per shift. This number is based on the indoor and outdoor square footage of the childcare facility as well as the number of childcare providers on staff.

Our Little People Child Care Center LLC provides care for children between the ages of 8 weeks and 12 years. In order to provide quality child care services, Our Little People Child Care Center LLC has established limits on the number of children in each age group.

Our Little People Child Care Center LLC strictly complies with the PA DHS child care regulations regarding child-to-staff ratios.

**Hours of Operation:**

Our Little People Child Care Center LLC offers child care services Monday through Friday from 8:00 am to 5:00 pm. On occasion, Our Little People Child Care Center LLC may offer Drop-in date nights.

**Enrollment:**

The following forms must be completed and submitted prior to the child's first day of attendance.

1. Proof of ELRC documentation if needed.
2. Child Health Assessment – completed and signed by the child's health care provider (submit within 30 days of the child's first day of care). Updates are required according to state mandates (within the first 30 days of enrollment, 6 months, 12 months, 2, 3, 4 & 5 years of age). Children can be excluded for failure to update physicals.
3. Emergency form – completed and signed by a parent/legal guardian. Must be updated every six months and whenever information changes.

4. Enrollment Fee and agreement form – completed by parent/legal guardian.
5. Special Care Plan – if applicable (IEP, IFSP, Behavior Plan) **All plans are used to work with your child to meet their individual needs. Any plans that are shared will only be seen by the director and teachers. All information will be stored in a safe and secure place to protect the child's privacy. Our Little People Child Care Center is willing to help in any way to support your child's needs.**
6. Release of Information Form – completed by parent/legal guardian.

**Fees and Rates:**

Child care fees are strictly based on the scheduled hours of contracted child care services. Our Little People Child Care Center LLC will not adjust childcare fees for late arrival, early pickup, holidays, missed days, or emergency closures.

Infants (8 weeks -12 months)-\$275 a week full time

Young toddlers (13 months-24 months)-\$265 a week full time

Toddlers (25 months-36 months)-\$245a week full time (must be fully potty trained)

Older Toddlers (37 months to date child enter Kindergarten)

\$235 a week full time

Kindergarten -12th birthday school year \$225 a week full time (Summer Program)

**ELRC Fees:**

Your ELRC copay is determined by the ELRC office. If ELRC does not pay for the full tuition, the parent will be responsible for the remaining balance of the tuition

Families with ELRC may add days beyond your approved days from ELRC for an additional fees.

The rates are as follows:

<b><i>Infant Daily Rate</i></b>	<b><i>\$53.00 per day</i></b>
<b><i>Young Toddler Rate</i></b>	<b><i>\$49.00 per day</i></b>
<b><i>Older Toddler Rate</i></b>	<b><i>\$47.00 per day</i></b>

***Preschool/School-age Rate***

***\$43.00 per day***

**Registration Fee:**

Our Little People Child Care Center LLC charges an annual \$75.00 per family registration fee. The registration fee is non-refundable. If you receive ELRC, this fee will be paid by the ELRC.

**Past Due Payments:**

Parents must pay child care fees every Friday by 6:00pm for the following week. Payments may be made by check, cash, Cash App, and Bright Wheel. If fees are not paid in full and on time, parents will be charged a \$25.00 per day late fee. If fees are not paid on that Monday, before service begins, the child will not be allowed to attend the facility until all amounts due are received in full.

**Returned Check Fee/ Credit card Decline:**

The parent must pay a \$40.00 fee for all checks returned unpaid. If a check is returned unpaid or a credit card charge is declined, all future payments by the parent must be made in cash.

**Overtime Fees:**

Our Little People Child Care Center LLC will charge an overtime fee of \$2.00 per minute if a child is not picked up by the scheduled time. If a child is not picked up within 5 minutes of the scheduled time, the per minute late fee will start accruing from the scheduled pickup time. This overtime fee must be paid with the next scheduled payment.

**Collection Fees:**

If any payment obligation is not paid when due, the parent is responsible for paying all costs of collection, including reasonable attorney fees, whether a lawsuit is started as part of the collection process.

**Trial Period and Termination of Child Care Services:**

The first two weeks of enrollment in Our Little People Child Care Center LLC is considered a "trial period". Child care may be terminated by either the provider or the parent during this trial period with five-day notice. **No fees will be returned if this should occur.**

**Termination of Child Care Services:**

After the trial period has passed, child care may be terminated by the provider or the parent only by providing the other party with a two-week advance written notice. If the parent fails to provide two-week advance written notice, payment for the two weeks is still required. Our Little People Child Care Center LLC retains the right to terminate a child's enrollment without notice for the following reasons:

- A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made at the sole discretion of the Provider.
  
- A parent's behavior is threatening or abusive to the other children or providers at the care facility.

- Child care fees are 5 days or more delinquent.

- A child is absent for 5 days or more without reasonable explanation or payment from the parent.

All terminations of this type can be made effective immediately. Upon termination of child care services, Our Little People Child Care Center LLC is willing to assist with referrals. However, it is the parent's responsibility to find alternate childcare.

**Holidays, Vacations, Miscellaneous Closings:**

Our Little People Child Care Center LLC will not provide childcare on federal holidays, training days for staff, and emergency closures. Signs and notifications of these closing will be posted throughout the childcare facility and posted on Bright Wheel. The childcare fees will not be adjusted for these closings.

Our Little People Child Care Center LLC will give a two-week notice for closings, except for closings due to emergencies, and severe weather.

The childcare fees will be reduced to half of the tuition if we close down for center vacations or if the center is closed due to COVID-19. The parent is responsible for arranging alternate childcare during all closings.

The parent must provide Our Little People Child Care Center LLC with a two-week advance written notice of expected family vacations. The childcare fees will not be adjusted for a family vacation.

**Attendance Policy:**

Together we have contracted a schedule for specific drop-off and pick-up times. We plan our staffing to accommodate these hours. If you need to change these times for any reason, please notify the director and teaching staff. It is essential to have your child at Our Little People Child care Center LLC by 9:15 a.m. This allows for a maximum educational experience and accommodates field trips and walks for the center. If your child is not in the center by 9:30 am, they will not be permitted into the center for that day. No payment adjustments will be given.

**For ELRC only:**

If a child is absent for 5 consecutive days, the child becomes ineligible for ELRC funding and will be discharged from Our Little People Child Care Center LLC at this time. According to ELRC regulations, a child may only be absent 40 days within a fiscal year (7/1 – 6/30). If a child is absent for more than 40 days, the parents will be responsible for paying the full cost of the child care services.

**Extended leave of absence:**

- Any extended leave of absence needs to be approved by the director prior to the start of the absence. For private pay families, the family will be responsible for 100% of their weekly tuition in order to hold their spot during the leave. This fee will not be applied to future tuition when the child returns.
- Extended Leave absences will not be approved for families with ELRC.

**Program Activities:**

Our Little People Child Care Center LLC will provide daily activities, toys, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's physical, intellectual, social, and emotional development. A child should not bring toys from home. Toy weapons, such as guns or knives are absolutely prohibited. Our Little People Child Care Center LLC is not responsible for lost or broken toys brought from home.

Our Little People Child Care Center LLC may occasionally take the children on field trips. A child will not be allowed to participate in a field trip unless the parent has signed a permission form. Parents will be given advance written notice of the dates and locations of all field trips. Additional fees may be charged to the parent in order to reimburse Our Little People Child Care Center LLC for admission prices, transportation costs, and/or meal costs in connection with the field trip.

If a parent chooses not to have his/her child participate in the field trip, the parent is responsible for arranging alternate child care. The child care fees will not be reduced for the time period of the field trip for non-participating children.

At various times, Our Little People Child Care Center LLC may structure excursions, such as walks, bike rides, or car trips with the children. The parent must sign a general release authorizing with Our Little People Child Care Center LLC to engage in such activities.

#### **Transition Policy:**

As a child grows and is ready for new challenges/milestones, we work closely with parents to meet their individual needs. We encourage parents to share their input with us. We take pride in providing a daily routine that will help with transitions to help with the child's individual growth. If there are any major changes, we will give a notification ASAP.

#### **Dress Code:**

- Dress children according to the weather (Winter, Spring, Summer, and Fall).
- All children must wear closed-toe shoes that slip on or have Velcro.
- Do not put jewelry on children while in our care, we will not be responsible for lost or broken items.

The children play hard and do lots of messy and entertaining activities. We suggest comfortable, casual, wash and wear clothes that are appropriate for the weather. We go outside each day, weather permitting, so that children can run, jump, climb.

#### **Meals**

Mealtimes are as follows:

Breakfast: 8:30 a.m. until 9:15 a.m. ( No breakfast will be served after 9:15 a.m)

Lunch: 11:00 a.m.

Afternoon snack: 3:00 p.m.

These healthy meals and snacks will be served by Our Little People Child Care Center LLC and are included in the childcare fees. Our Little People Child Care Center LLC will post a weekly menu for parents to review. Our Little People Child Care Center LLC participates with the CACFP to help reduce child hunger and obesity.

- Our Little People Child Care Center LLC does not provide meals for children with special dietary needs.

- Our Little People Child Care Center LLC is a nut-free environment. **Please don't send any nut products in with your child.**

All meals provided by Our Little People Child Care Center LLC comply with the United States Department of Agriculture's nutritional guidelines.

### **Birthday Snacks**

If you wish to provide a birthday snack to share with the children and staff, please purchase a store-bought snack to share. Make sure all snacks are sealed, and all ingredients are listed on the packaging.

### **Infants:**

Infants will be fed either formula or breast milk, both of which are to be supplied by the parent. The parent is responsible for providing baby food for as long as that is necessary. (Our Little People Child care center LLC, may offer formula and baby foods. This will be determined and listed on the contract/agreement form.)

The parent should provide Our Little People Child Care Center LLC with information regarding feeding times and other feeding instructions.

### **Diaper Changing Procedure:**

Diapers are checked every two hours or less and changed whenever reasonably necessary. After the diaper is changed, the diaper-changing area will be sterilized, and the provider's and child's hands are washed. Parents should provide Our Little People Child Care Center LLC with any special instructions regarding the use of diaper-changing products, such as ointments. All diapers, wipes, and ointments are supplied by the parent. If we provide diapers or pull-ups for your child, you will be charged \$2.00 per diaper/pull-up. These charges will be applied to your next tuition payment.

### **Toilet Training:**

Our Little People Child Care Center LLC will assist with toilet training. However, the parent should first initiate the training at home. When the training has started, the parent must supply extra clothes, training pants, pull-ups, and or underwear.

### **Naps and Rest Periods:**

Naptime is as follows: 12:00pm-2:30pm. It is helpful if parents do not drop off or pick up their children during scheduled nap times. Each child will also need to bring a clean blanket/sheet every Monday for nap time. Blankets and sheets will be returned to the parent every Friday to be washed and returned for the following week.

### **Supplies**

The parent is responsible for providing the following items to Our Little People Child Care Center LLC for the benefit of the child whenever reasonably requested by Our Little People Child Care Center LLC: diapers, wipes, special diet foods/drinks, formula, bottles, cups, change of clothing and blankets. All request will be sent through Bright Wheel. If supplies are not provided by the parent, OLPCCC will provide the requested items and the parent will be charged an addition fee. All fees must be paid by 6:00pm Friday.

### **Medical Care Information:**

The parent must provide Our Little People Child Care Center LLC with updated medical information regarding his or her child, such as information regarding the child's medical problems, immunizations, allergies, regular medications, physical handicaps, or restrictions on the child's physical activities. Information should also be provided as to whether the child has had measles, chickenpox, mumps, whooping cough, or any other contagious disease. This information should be provided to Our Little People Child Care Center LLC prior to the child's first day of care.

If a child becomes ill, Our Little People Child Care Center LLC will first try to reach the parent. If the parent cannot be reached within 15mins, Our Little People Child Care Center LLC may contact the child's emergency contact person and or physician.

In case of a medical emergency, Our Little People Child Care Center LLC will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The parent will be responsible for all costs and expenses incurred in connection with any medical care provided to the child, including the cost of transportation.

***Sick Child Policy:***

The goal of Our Little People Child Care Center LLC is to keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child must be symptom-free for 24 hours to be allowed to attend the child care facility. Unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the child care facility will be made at the sole discretion of the provider.

This policy applies to the following symptoms and can be found at Caring for Our Children, which is a collection of national standards that represent the best practices, based on evidence, expertise, and experience, for quality health and safety policies and practices for today's early care and education settings.

- Fever of 100.4 or higher
- Vomiting
- Diarrhea two or more times.
- Earache or draining ears with pain
- Pink eye- until treated With a doctor's written permission or prescription
- Impetigo- until treated With a doctor's written permission
- Ringworm- until treated With a doctor's written permission
- Pinworms- until treated With a doctor's written permission
- Head Lice- until treated After treatment
- Scabies-until treated With a doctor's written permission
- Influenza With a doctor's written permission
- Chicken Pox May return 6 days after the rash appears or when all scabs are crusted and dry
- Active TB State Health Official Approval
- Unexplained Rash With a doctor's written permission
- Measles May return 6 days after the rash appears and with a doctor's written permission
- Cold sores When healed (no oozing or bleeding), a small scab may be present
- Strep infection 24 hours after antibiotic treatment
- Scarlet fever with a doctor's written permission

If a child exhibits any of these symptoms while present at the child care facility, the parent will be notified and must immediately remove the child. The child may be isolated from the other children at the child care facility until the parent arrives. Parents must pickup the child within 45 minutes of the notification from OLPCCC.



Our Little People Child Care Center LLC will notify the parent of any contagious diseases to which the provider has knowledge that a child may have been exposed to while at the child care facility.

The parent is expected to inform Our Little People Child Care Center LLC of any illness or problem of a child that might affect other children at the child care facility.

The parent is responsible to arrange for alternate care if the child is sick or is otherwise unable to attend the child care facility. Child care fees will not be adjusted for the days that a sick child does not attend the child care facility.

Our Little People Child Care Center LLC will administer prescription medication to a sick child. The parent must complete a medication consent form listing the type of medication, the dosage, the time of day it should be administered, and any side effects or special instructions. All medications must be in the original container with the child's name, birth date, expiration date, and instructions on it.

### **Emergencies:**

Emergency telephone numbers are posted by each telephone. Emergency evacuation plans are posted at each exit. Periodically, the children will practice the evacuation plans and fire drills.

In case of an emergency, Our Little People Child Care Center LLC will first try to reach the parent. If the parent cannot be reached, Our Little People Child Care Center LLC will then contact the child's emergency contact person(s) as listed in the Day Care Contract.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated by Our Little People Child Care Center LLC with soap and a bandage. Our Little People Child Care Center LLC will inform the parent of the minor injury and the treatment provided.

### **Discipline:**

Our Little People Child Care Center LLC will explain the rules of the child care facility to all children under its care, as appropriate. When a child understands the rules but chooses not to follow the rules, then Our Little People Child Care Center LLC may discipline the child using age-appropriate techniques, which consist of the following: We will redirect a child's attention. If the behavior has not changed, we will give your child a Thinking time period. We will also speak with parents to come up with an action plan to resolve discipline issues. If necessary, Our Little People Child Care Center LLC will discuss other options with the parent.

### **Pickup of a Child:**

**All unoccupied vehicles must be turned off and parked in an available parking space during drop-off and pickup.**

To ensure the safety of the children attending the child care facility, Our Little People Child Care Center LLC has established the following procedures for the pickup of a child from its facility: Only the parent or individuals designated by the parent may pick up a child. If a parent wants another individual, not listed to pick up the child, the parent must provide a written consent letter or call the director/teacher immediately and the information must be documented.

The parent must inform Our Little People Child Care Center LLC in advance if someone other than the parent will pick up the child. If the parent has not provided Our Little People Child Care Center LLC with such information, the child will not be released to the individual(s), and the parent will be notified.

**Parent Participation:**

Parent participation is always encouraged. If a parent wishes to volunteer services, the following documentation are needed: PA Criminal Background Check, PA Child Abuse Background Check, and FBI Fingerprints. Please see the director if you wish to learn more about our volunteer process.

Communication between parents and the provider are important in maintaining high-quality child care. All comments and suggestions regarding services are welcome. Each year we will have two conferences with parents to discuss the child's growth.

**Equal Opportunity:**

Families are served regardless of race, color, religion, national origin, sex, or disabling condition. We are an equal opportunity employer. Any individual, who believes they have been discriminated against, may file a complaint of discrimination with:

<b>Commonwealth of Pennsylvania</b>	<b>PA Human Relations Commission</b>
<b>Department of Human Service</b>	<b>Harrisburg Regional Office</b>
<b>Bureau of Equal Opportunity</b>	<b>333 Market Street, 8th Floor</b>
<b>Room 225, Health &amp; Welfare Building</b>	<b>Harrisburg, PA 17101</b>
<b>P.O. Box 2675</b>	
<b>Harrisburg, PA 17105</b>	

**U.S. Department of Health and Human Services**

**Office for Civil Rights**

**Suite 372, Public Ledger Building**

**150 South Independence Mall West**

**Philadelphia, PA 19106-9111**

**Confidentiality:**

Confidentiality applies to all verbal and written information about potential, enrolling, and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrollment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Pennsylvania law or when information is subpoenaed by the court.

**Video Surveillance:**

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our child care facility, Our Little People Child Care Center LLC, is equipped with a 24-hour video surveillance system, and security cameras are installed throughout the facility. Video/security cameras will be positioned in appropriate places within and around our child care center facility and used in order to help promote the safety and security of children, staff, and our center. Because we respect the privacy of all children, parents, and staff in our child care center, our 24-hour video surveillance system/security cameras are for ***internal purposes only***. If at any time it is necessary for parents/guardians to review video of their child, they will only be permitted to view pertinent video of their child in the center including classrooms where other children may be present. Our Little People Child Care Center pledges to keep all information about your child and your family confidential. This means we will not release any information or video unless we are required to under state law or if you give us written permission to do so. State law mandates that we release certain information when requested by child care licensing, law enforcement agencies, child protection agencies, or government health officials.

**\*ONLY selected members of the Our Little People Child Care Center LLC have access to our live security cameras/ video footage. \***

**Child Abuse and Neglect:**

All childcare staff members are mandated by PA state law to report any signs or suspicions of child abuse that may happen. All staff members receive mandated reporter training within 30 days of hire. Parents and guardians are asked to do the same. At the time of filing a report, staff members are asked to report all suspicions to the center's director and owners.

**Call ChildLine for all reporting at 1-800-932-0313 or report online at  
<https://www.compass.state.pa.us/cwis/public/home>.**

**Child Care Regulations:**

Our Little People Child Care Center LLC operates in full compliance with all Pennsylvania state and local child care regulations.

**To View the PA Child Care regulation please visit:**

<http://www.dhs.pa.gov/provider/earlylearning/childcareregulations/index.htm>

## COVID-19 POLICIES for OLPCCC

(The following policies supersede any normal operating policies when a health pandemic is taking place).

### ILLNESS PERTAINING TO COVID-19

Children who present with COVID-like symptoms will be excluded from OLPCCC. Children may return once they have received a negative COVID test, If you choose not to get your child tested for COVID, they will not be permitted in OLPCCC for 14 days. No discounts or payment adjustments will be given. If OLPCCC should have to close down due to COVID-19, you will be responsible to pay half of the tuition during the closure period.

If your child is not feeling well, please keep them home. We all have a responsibility to keep each other healthy and safe. If your child becomes sick or has any of the below symptoms, you will have 45mins to come to pick your child/children up. Please respond back to OLPCCC within 15mins if we should contact you. Contact the director immediately if your child has been exposed to COVID-19 or tested positive for COVID-19.

### *This is defined as showing at least one of these symptoms:*

- New or persistent cough
- Shortness of breath
- New loss of sense of smell
- New loss of sense of taste

Or at least two of these symptoms:

- Fever greater than 100.4 degrees F
- Chills
- Muscle pain
- Headache
- Sore throat
- Nausea/vomiting
- Diarrhea
- Fatigue
- \*Sneezing
- \*Congestion/runny nose

**ALL CHILDREN 2 AND UP MUST HAVE 2 CLEAN MASKS IN THEIR CUBBY. IF A CHILD DISPLAYS ANY OF THE ABOVE SYMPTOMS, A MASK WILL BE REQUIRED AND THE CHILD WILL NEED TO BE PICK UP WITHIN 45 MINS OF PARENT BEING NOTIFIED. YOU WILL BE CHARGED \$2.00 PER MASK IF OLPCCC PROVIDES A MASK FOR YOUR CHILD.**

### **CLOSURES PERTAINING TO COVID-19**

- If Our Little People Child Care Center LLC, should have to close down temporarily due to COVID-19. All parents are responsible to pay for half of the tuition during the closure period of the center.
- If a child is in quarantine, due to a positive COVID test or Exposure to COVID-19, the parent will be responsible to pay the full tuition payment while the child is in quarantine.
- If the center should have to close down for 2-3 days to clean/disinfect the daycare facility, no payment adjustments will be given.

### **FACE MASKS FOR CHILDREN**

The CDC has recommended children **2 years of age and older** wear cloth face masks. We are encouraging families to provide their children with 2 cloth masks each day. Prior to returning to the center we strongly suggest you have your child practice wearing a mask.

Review the following tips:

- “Never touch the outside of the mask. If you, do wash your hands.”
- “When you take it off, take it off by your ears.
- Masks should NEVER be worn when sleeping or running around inside or outside.

The masks should be washed each night. Never use the outside of the mask for the inside of the mask.

### **PICK-UP AND DROP-OFF PROCEDURES**

The same parent or designated will be required to drop off and pick up the child every day. The person should not have been exposed to a person with COVID-19, under quarantine for COVID-19 or positive for COVID-19. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children because they are at more risk for illness such as COVID-19. Adults dropping off or picking up children must wear a face mask.

During drop-off, the child and the designated person dropping off will have their temperature taken by a staff member. If the Child or the designated person has a temperature of 100 degrees or higher, the child will not be permitted in the facility for 24 hours. When the child returns, documentation must be provided from the doctor stating that the child/designated person is fever-free and able to attend child care.

All children must be dropped-off before 9:30 a.m, and only one designated person is able to be inside our facility at a time. Please wait patiently outside our door and stay 6ft away from one another. All unoccupied vehicles must be turned off. All families will be greeted by a staff member who will take temperatures and conduct a daily health screening of all family members present. If all family members have a normal temperature and appear healthy, a staff member will take supervision of the child(ren) and escort them to wash their hands.

### **RELEASING A CHILD**

Children will not be released to any person not specifically authorized by a parent/guardian. The people permitted to drop off and pick up your child must be written on the Enrollment Agreement and be the same people for Emergency Contacts. We require a minimum of two people other than the parents/guardians to be identified as emergency contacts. It is the parent's/guardian's responsibility to notify the Center if anyone other than the parent/guardian will pick up or drop off the child. No child will be released without previous permission from the parents/guardians.

During the pandemic we ask that any parent who may have worked with, been exposed to, or at risk of COVID -19 during the workday should not pick up children; as this puts the staff, children, and other families at risk.

Upon arrival to pick up a child the designated adult will wait in the doors while a staff member retrieves the child and brings them to the door to leave. Only one adult at a time may wait in the entrance area. Others waiting to pick up their child should wait outside in a line spread at least 6 feet apart.

### **DAILY HEALTH SCREENINGS**

Persons (including and not limited to staff, therapists, parents/guardians, children, etc.) who have a fever of 100<sup>0</sup>F or above or other signs of illness **will not** be admitted to the facility. They will not be permitted to return without a doctor's note clearing the child and/or adult to return to the center. Parents and guardians must be on the alert for signs of illness in their children and keep them home when they are sick. All adults and children will be screened upon arrival.

There are several methods we use to protect our teachers, children, and parents while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact with a child who has symptoms during screening.

### **Screening Methods**

- Parents/guardians take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
- Parents/guardians should confirm that the child does not have a fever, shortness of breath, or cough.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
  
- child care providers will stand behind the doors that will serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) can be used when within 6 feet of a child.
- Staff/child care providers will **make a visual inspection of the child(ren) and adult** for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- The adult will be surveyed with the following questions:
  - ✓ Have you or anyone in your household traveled outside the state?
  - ✓ Have you or anyone had a sore throat?
  - ✓ Have you or anyone had a cold?
  - ✓ Have you or anyone had a cough?
  - ✓ Have you or anyone had shortness of breath?
  - ✓ Have you or anyone had diarrhea/G.I symptoms?
  
- If everyone appears healthy a staff member will open the door **wearing a cloth mask or surgical mask, water-resistant gown, medical goggles OR face shield, medical gloves** to conduct temperature screening
- Check the child's temperature, reaching around the door.
- If performing a **temperature check on multiple individuals**, staff will ensure they use a **clean pair of gloves for each family (use hand sanitizer on the gloves between each temperature check for that family)** and the **thermometer must be thoroughly cleaned** with rubbing alcohol wipes of 60% alcohol in between each check of each person.
- If staff use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.

- If staff uses non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- **After each** screening, wipe the face shields/medical goggles with PDI disposable cloths.
- **Remove and dispose of gloves, and wash/sanitize hands.**
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

### **ILLNESS**

Parents are responsible for bringing their children to the center in good health and capable of participating in the day's activities. For the protection of the other children, your child should be kept home if he/she exhibits any of the following:

1. The illness prevents the child from participating comfortably in program activities.
2. The illness results in a greater need than Child Care Center staff can provide without compromising the health and safety of other children.
3. The child has any of the following conditions: fever, runny nose, congestion, unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.
4. Diarrhea (defined as two or more watery, explosive, foul-smelling stools possibly containing mucous and/or blood).
5. Vomiting, two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
6. Mouth sores associated with an inability of the child to control his/her saliva, unless the child's physician states that the child is non-infectious (note from a physician is required).
7. Rash with fever or behavior change until a physician has determined the illness to be a non-communicable disease (note from a physician is required).
8. Purulent (drainage of pus) conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved for re-admission, with or without treatment (note from a physician is required).
9. Tuberculosis, until the child's physician or local health department authority states that the child is non-infectious (note from a physician is required).
10. Impetigo, until 24 hours after treatment has been initiated and there are no weeping lesions.
11. Streptococcal pharyngitis until 24 hours after treatment has been initiated and until the child has been without a fever for 24 hours.
12. Head Lice (pediculosis) until the morning after the first treatment.
13. Scabies, until after treatment has been completed.
14. Chicken Pox, until the sixth day after the onset of rash or sooner if all lesions have dried and crusted. In mild cases with only a few lesions and rapid resolution, children may return sooner if all lesions are crusted.
15. Whooping Cough (Pertussis), confirmed by a laboratory, or suspected based on symptoms of the illness or because of cough onset within 14 days of having face-to-face contact with a person in a household or classroom who has a

laboratory-confirmed case Pertussis, until 5 days of appropriate antibiotic therapy (currently Erythromycin) has been completed. (Total course of treatment is 14 days).

16. Mumps, until nine days after onset of parotid gland swelling.
17. Hepatitis A virus infection, until one week after onset of illness and jaundice, if present, has disappeared or until immune serum globulin has been administered to appropriate children and staff in the program, as directed by the responsible health department.
18. Coronavirus or suspicion of Coronavirus will be based on local health department authority statements/guidance that the child is non-infectious (note from a physician is required).

Any child who is absent with a contagious disease, rash, etc., **will not be permitted to return to the Center without a doctor's note. No payment adjustments will be made during the time the child is out of the center** Information regarding the occurrence of contagious illnesses will be emailed to inform parents/guardians of any illnesses within their child's age group. Please be sure to inform the Center if your child is diagnosed with a contagious illness.

If your child becomes ill at the Center, we will notify you. For his or her comfort, please plan to have your child picked up **within 30 minutes**. If the childcare staff is uncertain about whether the child's illness poses an increased risk to others, the child will be excluded and placed with one staff member in a separate area from other people until a parent arrives.

When your child is dismissed from the Center for any of the previous reasons, he or she may return to the Center after he/she has been symptom-free for at least and after **72 hours** has passed. If you bring your child in before the time period has passed, you will be asked to take your child home for the day.

#### **ADMINISTRATION OF MEDICATION**

Inform your child's teacher if your child is on any medication at home. Some medications cause behavioral changes or allergic reactions.

No medication of any type, for example, cough drops, vitamins, aspirin, ear drops or cough syrup, shall be given to a child without a physician's current (period of time specified on the instructions) written instruction and written consent from the child's parent/guardian.

As a result of the COVID-19 Pandemic the center and health officials strongly recommend aerosol medications only be given at home. If a child needs asthma medication during care in the center, it is strongly suggested the parent ask the doctor if the child may be treated with an inhaler with a spacer while in the center.

If medications are to be given at the Center, the parent/guardian must fill out an authorization form (provided by the Center) for each day the medication is to be given. The staff will fill in the time of administration and the dose on the authorization form.

#### **Positive COVID-19 CASE in the Center**

- \*\*\*\* Child Care Center will be ready to follow CDC guidance on how to disinfect building or facility if someone is sick.
- If a sick child has been isolated in the facility, staff will clean and disinfect surfaces in the room/area used for isolation after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
  - Close off areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or if possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.



- o If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- o Continue routine cleaning and disinfection.

### **SOCIAL DISTANCING & OTHER HEALTH PRACTICES**

- Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. We will try our best to provide social distancing but considering the ages of the children, it is often difficult. We will assess group sizes and space of rooms, playgrounds, etc.
- Staff members should wear face coverings within the facility. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.
- Special events such as festivals, holiday events, family events, special programs, and etcetera will be canceled or postponed.
- The Center will consider whether to alter or halt daily group activities that may promote transmission.
- The Center will try to keep each group of children in a separate area.
- The Center will try to limit the mixing of children.

### **NAPTIME AND CLEANING AND DISINFECTING BEDDING**

- Children may use bedding (sheets, blankets) that can be washed and provided from home.
- The center will be keeping the bedding separate and will send them home every Friday to be washed.
- If a child goes home sick or bodily fluids are visible, the bedding will be sent home to be washed immediately. Cots, mats, and cribs are labeled for each child.
- During nap time staff will try to space children apart as much as possible hoping to reach 6 ft of separation between each child. Children will be placed head to toe in order to further reduce the potential for viral spread.

### **ITEMS BROUGHT FROM HOME**

- Children should only bring a clean change of clothes and indoor shoes/slip-resistant slippers.
- Lunches, food, and containers, bottles, etcetera should be placed in a clear and clean Ziploc Bag.
- **NO toys or personal items** should be brought to the center. No school bags will be permitted.

### **SANITATION OF THE CENTER'S TOYS**

- ❖ Toys that cannot be cleaned and sanitized will not be used.
- ❖ Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion will be set aside in a "dirty toys bin/basket" and out of reach, until they are cleaned by hand with water and detergent, rinsed, sanitized and air dried or washed in a mechanical dishwasher.
- ❖ Each group of children in diapers (infants and toddlers) will have their own toys and not share toys with other groups.
- ❖ Water tables, where more than one child plays in the same water, will not be used unless the container and toys are sanitized before each use of the table.
- ❖ All the children will follow hand hygiene and be supervised to be sure that no child drinks the water or has any contact between body fluids (from the child's nose, mouth, eye)
- ❖ Playground equipment of each age group will be sprayed with the appropriate bleach water solution for sanitizing after and between usage of individual classes.

### **CHILD CARE PROVIDER PRECAUTIONS**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers of infants and toddlers will protect themselves by wearing a gown or an over-large button-down, long-sleeved shirt or having several changes of clothes available to change. Also, providers should wear long hair up off the collar in a ponytail or other updo.

- Child care providers will wear a face mask and smocks.
- Child care providers will wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers will change the child's clothes if secretions are on the child's clothes. They will change their clothes if there are secretions on it and wash their hands again. If providers are wearing water-resistant gowns, they will be washed if any bodily fluids, secretions are on them. The gowns can be washed in the washing machine with a cup of Clorox with a hot temperature setting.
- Contaminated clothes will be placed in a plastic bag and washed at home.
- Infants, toddlers, and their providers will have multiple changes of clothes on hand in the child care center.

***Our Little People Child Care Center will be sure to continue to adhere to the State and Local licensing policies unless otherwise notified or provided other guidance by the local health department.***