



COVID-19 Procedures and Guidelines for Families

- **CDC and LCHD guidelines will be followed**
- **Social distancing of 6 feet will be in place when possible.**
- **Isolating sick children:** An isolation room has been put into place for children who become sick while at the center. A staff member will be available to care for the child in the isolation room while waiting for the parents to pick up. Parents must pick up within the hour of receiving the phone call. Pick up procedure will remain the same as outlined below. Once the child has been picked up, the staff member will clean and sanitize the isolation room. Sick children will not be able to return until they are symptom free for 24 hours and medically cleared by a doctor. Please refer to the Parent Handbook on our sick policy and regulations. As a reminder, parents need to notify the center if their child will not be at school for the day for any reason.
- **Drop off Procedure:** Parents can line up on the sidewalk to wait for check in. The right side of the sidewalk is designated for check in entry. The left side of the sidewalk is exiting the check in process. Parents and children will be required to wear a face mask. Use the QR code posted to check in your child through the Brightwheel App. Once it is your turn for check in, you may enter the building. Anyone with a temperature of 100.4 or higher will not be allowed to remain in the building or attend school.
- **Pick up Procedure:** Upon arrival, parents will line up on the sidewalk the same way as the drop off procedure. Use the QR code to check your child out for the day through the Brightwheel App. A staff member will bring your child/children to the exit door for pick up. Parents will not have access to the inside foyer area for the pick up procedure. Staff members will be checking IDs before releasing the child to the pickup guardian if he/she is not recognized. ID's must match the name given as that day's approved pick up. Celebration Childcare families: Text Celebration Childcare's cell phone number when you have arrived to pick up your child.
- **Cleaning and sanitizing:** High-touched surfaces will be sanitized frequently. Outdoor shared play space will be sanitized in between classroom use. Classrooms will be cleaned and sanitized throughout the day, specifically at times children are not in their classrooms (ex. Outside playing). Sanitation bins will be in each classroom for toys that have been put in someone's mouth, sneezed or coughed on, etc. These toys will be sanitized and air-dried before being put back for play. Cots will be sanitized after use each day. Children and staff will be washing hands frequently throughout the day. Hand sanitizer will only be accessible by adults. Air purifiers will be used in the classroom during operational hours. UV wands will be accessible by staff as an additional sanitizing option.
- **Daily Health Checks:** Daily health checks will be completed upon arrival at the center for both staff and students (see drop off/pick up procedures). Continued monitoring of symptoms will take place throughout the day by the child's classroom teachers. Persons who display signs of illness may not enter the building or will be asked to leave.
- **Face coverings:** Face coverings will be required for all persons over the age of 2 when in hallways, entering/exiting the building, and in classrooms to the extent practicable. Staff will be required to wear face coverings. During outdoor play, face coverings for children and staff are optional. Face masks will be provided for each student by their parent or guardian. Additional masks shall be provided. Children's masks must be labeled with their name.
- **Plan for testing positive for COVID-19:** The Director will contact and report any positive cases to the local health department and DCFS. The center will follow all guidelines and regulations that will need to be met in this event. Families and staff will be notified of the positive case. Names will not be given in the notification email. Parents will be informed of health department guidelines. Although we will do our best to provide ample time, families need to be aware and prepared for possible short notice being given on the center/classroom closing.