

New Arrival Procedures— Reliance on Social Distancing

DROP OFF TIME:

- 1) Parents should park in the parking lot and form a socially distanced check-in line *toward* the gym doors (NE corner of the parking lot).
- 2) Each child should have ONE parent/adult wait with them, with each family waiting on the “lines” in the sidewalk. The line will begin at the top of the stairs.
- 3) Drop off (and pick up) times are staggered to allow time to manage the morning health check process and limit social contact as much as possible. One designated staff member will check in all children, and teaching staff will be present at their specific times to collect their children. Both classes at each drop off time will be socially distanced.
- 4) The designated staff member managing the health checks will be masked and wearing gloves (and “gown”/extra layer if checking in infant-toddler children).
- 5) Temporal thermometers will be used to take each child's temp every morning, and cleaned with alcohol between each child. Temperatures will be recorded daily.
- 6) A verbal assessment of the child with drop off adult will be conducted via a planned set of questions. Any shortness of breath? Any cough? Any health concerns?
- 7) The designated staff member receiving the child will then conduct a visual examination of child, noting any concerns. Flushed cheeks? Fatigue? Extreme (beyond a norm) fussiness?
- 8) The child will sanitize their hands prior to joining their group.
- 9) The child will be escorted/directed to their waiting teacher. (Children will be collected by their teacher outside whenever possible. Gym will be health check station when outside is not possible.)
- 10) The designated health check staff member will sanitize their hands between every child.

PICK UP TIME:

- 1) Pickup will be done via gym door, and one child released at a time. The socially distanced line must be maintained while waiting on your child. One staff member will check out all children at the designated time.
- 2) If early pickup is necessary, it **MUST** be coordinated with your child's teacher.
- 3) Door codes will not be functional.

Notes:

By relying on *social distancing* as our healthy drop off method, along with the fact that classrooms need to remain separated, we will be making our drop off routine similar to how it used to be years ago— if anyone remembers... ? A designated staff person will perform the duties above, handing off the arriving children to their teacher to “collect” them. All drop offs and pick ups must take place via the gym door. We must receive children from their parent/adult **ON OUR FLOOR**, per licensing, so the circle drive cannot be used. Plus, the church has only given us permission to utilize our floor of the building. Two classes will be dropped off and picked up at a time. And, until further notice, parents will not be allowed entrance to the building. (Staff will post lots of activity pictures to the parent Facebook page!!) It WILL take some practice to get this right!! Please bear with us!!

Our goal is simply healthy, happy, learning kiddos! We also want to be healthy, happy, and learning WITH THEM! The lowest risk for any potential exposure to germs is best, and being safe for them is worth it.

Thank you, in advance, for your assistance and cooperation with everything!!