



## Policies Updated Post Covid-19

### **Introduction**

*We place special emphasis at Smith Early Care and Education on our employees as individuals and recognize that no manual can cover all situations.*

### **Arrival Procedures**

Upon arrival at Smith Early Care and Education, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located at the front door. A health check will be completed on both the child/children and parent/adult. If either present with a temperature above normal or signs of a possible illness, the child will be excluded from care. Children will be dropped off at the front door and escorted to class by a member of management or designated staff. Parents are encouraged to drop off at the front door but may enter the facility if necessary.

### **Illness Exclusion**

Children will not be admitted into care if they have the following symptoms:

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

Loss of taste or smell

Diarrhea that cannot be contained in a diaper

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees

When children are ill, they must not return to the facility until they are symptom free without medication for **72 hours**.

### **Pandemic Tuition Policy**

Should the center need to close for Pandemic reasons, full tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 50% of tuition will be due. Parents may give a 30-day notice to withdraw from the program if they feel it is in the best interest of their family. 50% of

the tuition will be due during the 30-day notice period. A full registration fee will be required to re-enroll in the program after the pandemic.

### **Absent Credit**

If your child is absent due to illness exclusion for three consecutive days, you may request an absent credit equal to one half tuition for the days absent. **Parents must request an absent credit in writing by email. Absent credits are not automatically given when the child is absent.**

### **Disclosure Statements**

I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders.

I will immediately notify Smith Early Care and Education management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness. Further, I will immediately notify Smith Early Care and Education management if anyone from my place of employment is presumed positive or tests positive for COVID-19 or any other infectious illness whether or not I have had direct contact with that person.

### **Hygiene Stations**

Parents and employees will use the hygiene stations located outside the front door prior to entering the facility.

### **Out of the Country Travel**

Parent will notify Smith Early Care and Education management anytime they have traveled outside of the United States. Smith Early Care and Education has a right to exclude the child from care if they or a member of the household has traveled to a country that has been identified by the CDC as an "at risk" country.

### **Employee Illness Exclusion**

Employees will not be allowed to work if they have the following symptoms:

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

Loss of taste or smell

Diarrhea that cannot be contained in a diaper

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees

When employees are ill, they must not return to the facility until they are symptom free without medication for **72 hours**.

Employees may use earned paid time off when they are absent. Employees who are absent more than five days and do not have earned paid time may be subject to disciplinary action including termination of employment.

### **Material Sharing**

Children will be given individual boxes of materials and are discouraged from sharing materials when possible.

### **Food Service**

Children will be served individual plates of food. Family Style meal service is discouraged until further notice.

### **Mixing Classrooms/Combining Children**

Employees are not to combine classrooms or mix groups without approval from center management. Combining classrooms and mixing groups is strongly discouraged unless absolutely necessary.

### **Personal Protection Equipment**

Employees may use Personal Protection Equipment such as masks, gloves and faces shields as needed, as long as this is done in a way that does not harm or scare the children.

### **Employee Disclosure Statements**

I understand that outside of the center, in order to control my exposure in the community, I will comply with any and all state, county or local stay-at-home orders.

I will immediately notify Smith Early Care and Education management if I become aware of any person with whom I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness.

### **Disposable Items**

The center will use disposable items such as cups, spoons and plates when serving meals to reduce risk and cross contamination.