

Dear Parents:

We are all facing very trying times as we attempt to maneuver the challenges and demands of COVID-19. Moving forward, we will need to be patient with each other and realize we are all trying our best to adapt to the necessary changes. We have made decisions and implemented new policies and procedures with the health and safety of the children, families and staff as our top priority. Please continue reading to familiarize yourself with the new policies and procedures.

- **CHILD CARE:** We will take children on a first come, first served basis. If you have not already given us your child's schedule, you are not on our roster. If you have not given us your child's schedule, please email or call your weekly schedule, arrival and departure times and start date to mpolley@stpaulsumc.com
- Enrollment forms need to be returned to the office before service begins.
- Tuition will be kept current, **NO EXCEPTIONS.**
- Tuition must be paid by check or money order. No cash will be accepted. (CC and KK utilizes credit cards)
- Child Care hours will remain 8am.- 5pm. Preschool hours will stagger in the mornings from 8:45 am - 9:15am. and afternoons 12:15 pm - 12:45 pm. classes last 2 ½ hours (except Lavender which is 2 hours in length until January 12, 2021)). Kids Korner will operate from 6:30am. -5:30am.
- Child Care and Kidz Korner before 8:45am or after 9:15am, and between 12:15pm -12:45pm.
- Adults/caregivers are not permitted in the buildings.
- The temperatures of the adult/caregiver and child will be taken at drop-off. If either have a temperature of 100.4° or above, the child will not be permitted to stay. There will also be a Health Screening administered addressing symptoms and exposure for COVID-19.
- Lunches brought into the Drop- In Child Care must be in disposable containers, we will not return anything. There will be **NO** Preschool snacks. Kidz Korner's packed lunches must be in disposable containers, nothing will be returned. Lunches will be served according to our COVID-19 precaution plan based on CDC recommendations. All children will be social distanced.

Drop-off and Pick-Up procedures:

Drop-In Child Care

Drop-Off Procedure

- Please park and walk your child to the door.
- If there are adults/caregivers waiting to drop off, please wait on the marked social distancing mats. If the line is to the curb, please wait until an adult/caregiver has left.
- Adults/caregivers are not permitted in the building at this time. A staff person will be stationed at the door for morning drop offs until the morning rush is over. If no one is at the door press the buzzer and someone will come out.
- Staff person will perform the daily temperature and health screening. Both child and adult dropping off the child will have their temperature taken.
- The adult dropping off each child will sign their child into SAGE using their ID number, which is the last four digits of the mother's phone number plus an additional number (1 for the oldest child, 2 for the next child, 3 for the youngest, etc.)
- Tablet/stylus will be sanitized between uses (or used by staff only if not able to sanitize between uses).
- Staff will ask the adult/caregiver dropping off each child who will be picking up the child in the afternoon, record any changes.
- Adult/caregiver and child can say goodbye. Child will enter the building and wash hands.

Pick Up Procedure

- Please come to the entrance to the Drop-In Child Care. If there are adults/caregivers waiting to pick up, please follow social distancing and wait on the marked mats. If there is a line to the curb, please wait in your car until a parent has left.
- Adults/caregivers will buzz the door and identify themselves and who they are picking up.
- A staff person will bring the child to the door.
- Staff will open the door to release the child, having the adult/caregiver enter the ID number to sign the child out.
- If the adult/caregiver is unknown, please bring ID for staff to check. Especially for new families until we get to know you.
- If anyone besides the parent is coming to pick up a child, that person needs to provide photo ID to be cross-referenced with our child-release list we have on file. Please notify us ahead of time.

- If for any reason, a child is being picked up by someone NOT on the child-release list, Parents must call ahead of time to advise. Child Care will then hang up and recall the parent at the phone number on file to verify.
- Without proper identification, the child will not be released.
- Late pick-up fees after 5:00 p.m. costs \$1 per minute and will be charged to your account.

Preschool

Drop-Off Procedure

- Each family will be given a specific parking spot number.
- Please enter the parking lot and park in the your child's class color area (at your parking spot number)
- You will stay with your car until a staff member comes to walk your child into the building.
- A staff member will conduct a temperature check on you and your child as well as a quick health screening.
- The staff member will then guide your child into his/her classroom.

Pick-Up Procedure

- Please enter the parking lot and park in your designated parking spot.
- Have your laminated color coded card displayed on your visor, dashboard or hanging from your rear view window. This is required for parents/guardians/adults/caregivers to show when picking up children.
- If back packs are permitted, the child's card must be attached to the back pack. If back packs are not permitted, staff will have forms with each child's color code listed with his/her name.
- Upon request, we will issue additional cards to adults listed as given parental permission to pick up children (on the Emergency Contact Form).
- Staff will bring your child to you.
- If an authorized adult without a color coded card is picking up your child, you must call the office to let us know. The person must then present a photo ID at the office in order to pick up the child.

Kidz Korner:

Drop-Off Procedure

- Please park and walk your child to the door.
- If there are adults/caregivers waiting to drop off, please wait on the marked social distancing mats. If the line is to the curb, please wait until an adult/caregiver has left.
- Adults/caregivers are not permitted in the building at this time. A staff person will be stationed at the door for morning drop offs until 9:00.
- If you are dropping off after 9:00 you will need to buzz the door and a staff person will come greet you.
- Child and adult/caregiver will sanitize hands (there will be a sanitizer station outside the building)
- Adult/caregiver & child will go to the right hand doors (when facing the building).
- Children and adults/caregivers must wear their own mask at drop off. Child will be handed a mask by the staff person at the door if they do not have one.
- Staff person will perform the daily temperature and health screening. Both child and adult/caregiver temperature will be taken.
- Adult/caregiver will sign their child into SAGE using their ID number, which is the last four digits of the mother's phone number plus an additional number (1 for the oldest child, 2 for the next child, 3 for the youngest, etc.)
- Adult/caregiver WILL NOT be writing a time down and initialing as they have in the past. The system will take care of that.
- Tablet/stylus will be sanitized between use (or used by staff only if not able to sanitize between uses).
- Staff will ask the adult/caregiver who will be picking up the child in the afternoon, record any changes.
- Adult/caregiver and child can say goodbye. Child will enter the building and wash hands.
- After washing hands, child will go to breakfast or classroom.

Pick Up Procedure *NEW*

- Adult/caregiver will walk up to the building and sanitize hands.
- If there are adults/caregivers waiting to pick up, please follow social distancing and wait on the marked mats. If there is a line to the curb, please wait in your car until an adult/caregiver has left.
- Adult/caregiver will buzz the door and identify themselves and who they are picking up.
- Adult/caregiver will then move over to the far left door (opposite the buzzer)
- Children will be brought to the far left doors when facing the building.

- A staff person will bring the child to the door.
 - If the child is wearing a mask, they will remove it, and must then wash/sanitize their hands.
 - Staff will open the door to release the child, having the adult/caregiver enter the ID number to sign the child out.
 - If the adult/caregiver is unknown, please bring ID for staff to check. Especially for new families until we get to know you.
 - If you are in a hurry, you can call the classroom and we will ensure that your child is ready to go. Sometimes we may be out on the playground/in the gym during pick up time.
 - If anyone besides the parent is coming to pick up a child, that person needs to provide photo ID to be cross-referenced with our child-release list we have on file. Please notify us ahead of time. We will check with families' every day and ask who will pick up that evening.
 - If for any reason, a child is being picked up by someone NOT on the child-release list, Kidz Venture will need written permission from the parent as well as photo ID from that person.
 - Without proper identification, the child will not be released.
 - Late pick-up fees after 5:30 p.m. costs \$1 per minute and will be charged to your account.
-
- One person (preferably the same person) should consistently drop off and pick up your child.
 - Keep the proper physical distance of at least 6 feet from others at all times. Wear a mask.
 - Children 2 years old and older will wear a mask. You must supply cloth masks that fit your child appropriately. The masks must be labeled with your child's first and last name.
 - Children will not wear a mask at nap time nor during outside time.
 - Temperatures of children and staff will be checked upon arrival and mid-day. A child with a temperature of 100.4 or above will immediately be sent home. Adults/caregivers must be prepared to retrieve their child within ½ of being called. A child must be symptom-free for 72 hours before returning.
 - Nothing from home such as toys, books and stuffed animals will be permitted. Kidz Korner children will be permitted to bring items necessary for school.
 - Parents and our staff will be notified in a timely manner of any positive COVID-19 cases.
 - Please be respectful of our policies and procedures.
 - Please be mindful and patient as we try our very best to keep all children, families, and staff members healthy and safe.
 - Be aware that any of these policies and procedures could change at any time, especially if we come across a process that will work better. The Center for Disease Control and/or local Department of Health may continue to recommend better guidance.

The only items that we require and will permit to be brought from home include the following

- Bottles
- Medical necessities

Please label everything with your child's first and last name. Please place the items in a disposable bag to hand off at drop off.

St. Paul's United Methodist Church remains dedicated to serving the child care and educational needs of families in the community. The next several months may be challenging. St. Paul's will follow all the guidelines set forth by the state of Pennsylvania, Allegheny County and the CDC (Centers for Disease Control and Prevention). We will also be advised by recommendations from the American Academy of Pediatrics and NAEYC (National Association for the Education of Young Children). The risk for exposure to COVID-19 may increase which can result in St. Paul's weekday children's programs experiencing interrupted availability of care and temporary closure.

If interruptions or closures may occur, the program your child/children attends may either move to an on-line educational format (preschool) or may have to close for a specific amount of time (child care, Kidz Korner) as directed by the governing bodies mentioned in the previous paragraph. This closure can be for several days or weeks at a time.

St. Paul's will not refund registration fees due to these closures or interruptions. Tuition for the preschool will not be refunded since the teachers will continue to provide educational lessons and activities using Google Classroom. Child Care and Kidz Korner will not charge for unattended time due to closure.

St. Paul's is committed to cleaning and following all sanitary guidelines. We ask for families to please do everything necessary to mitigate exposure to and the spread of COVID-19. Parents are required to keep their child at home if he/she displays any of the conditions listed in the policy attached. If your child becomes sick at home with any symptoms including cough, fever, muscle aches, shortness of breath, chills, repeated shaking with chills, new loss of taste or smell or generally not feeling well, we ask that you notify us and keep your child at home. If your child's symptoms are consistent with COVID-19, please contact your child's pediatrician immediately and ask for guidance. Please contact your child's program director and share that guidance so that we will know how to proceed with our next steps including notifying the local Department of Health.

If your family would like to discuss anything you might need during this time, including resources for food, Children's Health Insurance Program (CHIP) or mental health support services, please reach out to the director of your child's program. We will be happy to confidentially discuss anything your family needs to help with your wellbeing.

We appreciate your cooperation during this time of change. We will do our best to be sure your child has safe and fulfilling days with us. Please be patient as we navigate this period of time together. Our administration and staff have been trained to follow the guidance that was put forth from the Office of Child Development and Early Learning (OCDEL) and the CDC. As new guidance becomes available from OCDEL or the CDC, we will make adaptations to our policies and procedures.

Parents must return the attached "Acceptance of Policies and Procedures Related to COVID-19".

Respectfully,

Erin Soza
Director of Children's Ministries
412-486-7006

Mary Polley
Director of Child Care
412-486-4595

Laurel Webster
Preschool Director
412-486-5591

Chelsea Enright
Kidz Korner Director
412-486-7006

Acceptance of Policies and Procedures Related to COVID-19

Parents who are using the center for service must read, agree to abide by, follow, and sign in acknowledgement of the **Policies and Procedures Related to COVID-19** in order to participate in the *St. Paul's Child Care, Preschool and Kidz Korner* programs.

I/We have read and fully understand the **Policies and Procedures Related to Covid-19**. I/We also understand that they can be changed or updated at any time with or without notice.

I/We understand that the safety, health and the well-being of children, families, and staff rely upon my/our due diligence to follow the **Policies and Procedures Related to COVID-19** including physical distancing procedures. I/We also understand that my/our child will be cared for in a group setting which significantly expands my/our child's exposure to infectious diseases, including COVID-19. Both parents must sign below indicating that they have thoroughly read the **Policies and Procedures Related to COVID-19** and agree to abide by them. I/We have received, reviewed, and understand the **Policies and Procedures Related to COVID-19**, and I/We was/were given an opportunity to ask questions.

Parent Signature

Date

