

## Mary Evans (MECDC) 2020-21 School Year Policies and Procedures\*\* and contract:

- Parent drop off is at the outside entrance of their child's classroom. If no outside entrance exists, drop off will be at outside door closest to classroom. No parents will be allowed to utilize other entrances. Children and parents will remain outside the door until a health assessment of the child can be taken, which includes a scanned temperature reading that is not 100 degrees or higher. Temperatures will be taken inside the classroom again after nap/quiet time depending on age group.
- ***Any staff or child with a temperature of 100 or higher or otherwise has symptoms listed below will not be permitted. Below is our health check procedure:***
- Maintain 6 ft. distance from family in front of you during morning drop-off.
- Parents, teachers, and children 2 and over will wear a mask.
- Teachers will examine children and ask parents questions based on the following:
  - Has there been...
  - Any temperature of 100 or higher in the past 24 hours. Children must be fever free for 24 hours with no medication used.
  - Diarrhea (three or more abnormally, unexpectedly, or unexplained loose stools within a twenty-four-hour period).
  - Coughing
  - Any sudden loss of the sense of smell or taste
  - Difficult or rapid breathing
  - Yellowish skin or eyes. Bloodshot eyes
  - Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
  - Unusual spots or rashes.
  - Unusually dark urine and /or gray or white stool.
  - Stiff neck or neck pain
  - Sore throat or difficulty in swallowing.
  - Vomiting more than one time
  - Feeling of fatigue
- Preschool children are not being asked to wear masks inside. Because young children are much more likely to play with a mask and touch them frequently, they can often be more of a contamination factor than not wearing one at all. Children in the kindergarten rooms will be asked to wear masks.
- All teachers are required to wear masks in the classroom.
- Groups will not mix during outside time.
- The kindergarten will not go on field trips.
- Hours of operation will be 7:30 am - 5:30 pm. Closing at 5:30 pm will allow teachers to thoroughly clean and sanitize for the next school day.

- We will maintain the low recommended class size: infant-6, toddler-6, preschool 9, kindergarten 9.
- You will be asked to pay tuition at the beginning of each calendar month. If we are in school any part of a month, you will be charged for that month. This includes if a classroom is required to close for a 14-day quarantine. Kindergarten classrooms are the exception to this policy; see next bullet.
- If our kindergarten classrooms are impacted by a closure, those students will move to remote learning. Kindergarten tuition will not be impacted in those cases. In the event that we are unable to offer remote learning for Kindergarten for any reason, then the same policy applies as stated in the bullet above.
- In the event we are shut down for an entire calendar month or more, either due to COVID cases that necessitate child/teacher quarantines, or in the event the Governor enacts a "shelter-in-place order", families will be charged one-half of their monthly tuition for the first month. If the closure lasts a second full month, families will not be charged.
- We are striving to follow "Recommended Best Practice" guidelines, as listed on the Responsible RestartOhio website. This information can be found at: <https://coronavirus.ohio.gov/static/responsible/Sector-fact-sheet-8-Child-Care.pdf>
- Because we must sanitize our playground after each use, children are not permitted to play on the playground at pick up or drop off times.
- Teachers will serve all snacks (children will not serve themselves) and put out lunchboxes at lunch time (no more child "lunch helpers")
- Classroom teachers will provide guidance specific to each classroom for procedures including:
  - Nap/rest items
  - Lunch boxes
  - Personal items and clothing

**\*\* We reserve the right to close classrooms or the entire center based on consultation with the Department of Health, changes in policies or procedures from the CDC or State of Ohio or based on our own assessment that it is not prudent to operate. We also reserve the right to update our policies and procedures based on any updated guidelines from the CDC or The State of Ohio.**

Prior to your child's first day, please sign and return portion below: (Please keep guidelines)

I have read the policies and procedures above and I understand the tuition payment policy.

\_\_\_\_\_ (parent signature and date)

I understand that, while the staff of Mary Evans Child Development Center is following the Best Practice Guidelines laid out by the State of Ohio, there is risk involved with returning a child to a group care setting. It is impossible to keep young children socially distanced in a childcare all day long. I have read the information above and agree to strictly follow the health procedures as they are explained. I will never bring my child to the school if:

- They have a temperature of 100 degrees or higher
- They have or have demonstrated any symptoms of COVID-19 in the last 48 hours.
- I or anyone in our household believe we have been exposed to COVID-19 in the last 14 days.

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Child/children

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Parent signature and date