

Mary Evans (MECDC) 2021-22 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.
- ***Any staff or child with a temperature of 100 degrees 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.
 - Teachers and any parents who are approaching the door, will wear a mask during drop off.
 - Teachers will examine children for the following symptoms:
 - Chills
 - New uncontrolled cough (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - New onset severe headache
 - New loss of taste or smell
 - Sore throat • Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
- 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 program will be asked to wear masks indoors, unless ODJFS changes the licensing requirement. **(at time of this document COVID numbers were rising in Ohio)
- All teachers are required to wear masks in the classroom unless ODJFS changes the licensing requirement.
- Different age groups will not mix during outside time.
- The kindergarten program will have limited field trips.
- Hours of operation will be 7:30 am – 6 pm.
- You will be asked to pay tuition at the beginning of each calendar month. If we are in session any part of a month, you will be charged for that month. This includes if a classroom is required to close for a quarantine. 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 have been directed by ODJFS, our licensing agency, to follow all guidance issued from the Centers for Disease Control and Prevention (CDC) found at: [CDC childcare guidance](#)

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:

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 placing 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.

Child/children

Parent signature and date