Norridge Park District Early Care and Preschool

COVID-19 Policy for Parents

- Drop off Procedure: Children can be dropped off at the front door and checked in at the table located there. One parent/designated person must accompany the child. Two staff members will greet parent/child. Upon arrival the parent will be asked questions pertaining to COVID-19 and if they or their child was exposed to the virus, temperature will be taken and then signed in. If a child has a fever of 100 degrees or above, he/she will not be allowed into the center. One staff member will take the child to his/her classroom. We will allow only one parent and child into the building at a time. Upon arrival to the classroom, all children will wash their hands for the recommended 20 second rule.

- Pick up Procedure: Parent or designated person must check in at the front door. Two staff members will be there for check in. The parent will then sign out their child and one staff member will bring the child to his/her parent.

- Drop Off will take place between the hours of 6:30 a.m. and 9:00 a.m.

- Pick Up: All children must be picked up by 6:00 p.m. sharp.

- Children and parents must wear a mask upon entry to the building. Children must wear a mask at all times when walking through shared spaces and when social distancing cannot be maintained.

- All children are required to have a mask. Masks will stay at the center but must go home weekly to be washed or replaced.

- All families are required to participate in our Tuition Express program due to our restrictions of people entering our center. All business questions can be directed to our office through emails or phone calls between 9:00 a.m. and 4:00 p.m.

- Parent/Teacher Concerns: If a teacher would like to speak with a parent this must take place via emails or a phone call and vice versa for parents who need to reach a teacher.

- Illness: If a child becomes sick while in our center, the child will be immediately removed from his/her class and brought to the office and a phone call will be made to the parent. If a child exhibits a runny nose, cough, rash, complaining of a sore throat or has a fever of 100 degrees or above, the child must be picked up within one hour of the phone call. He/she cannot return to the center for three days without a letter from a physician indicating that it is safe for the child to return. All incidents will be written on an incident report form completed by staff members.

- COVID-19: If a child has been diagnosed with COVID-19, he/she must remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well for at least 72 hours **or** has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart. Medical proof must be submitted upon returning to the center. Any child who has been exposed or

has been in close contact with a person who was diagnosed with COVID-19 must quarantine for 14 days and should seek a COVID-19 test at a state, government or health center.

- Reporting COVID-19: If a participant has been positively diagnosed with COVID-19, the director, co-directors or assistant director will be responsible in contacting DCFS and the local health department. The local health department along with the early care administrative staff will work together in determining the need for facility closure. All families will be contacted via email regarding any positive cases that have been diagnosed at our center while maintaining confidentiality.
- Staff/teachers will record all child absences. Absences will be submitted to administration on daily basis.
- All classrooms will maintain appropriate child-staff ratio. Two year olds: 8:1, 3-5 year olds: 10:1, school age: 15:1.
- Face coverings while outside will be optional but if social distancing is not maintained, children will need to wear a mask outside as well.

I have read, agree with and understand that I will adhere to the above guidelines for Early Care and Preschool for the COVID-19 Amendment Policy at the Norridge Park District.

Child's Name (please print): _____   Date: _____

Parent/Guardian Signature: _____   Date: _____