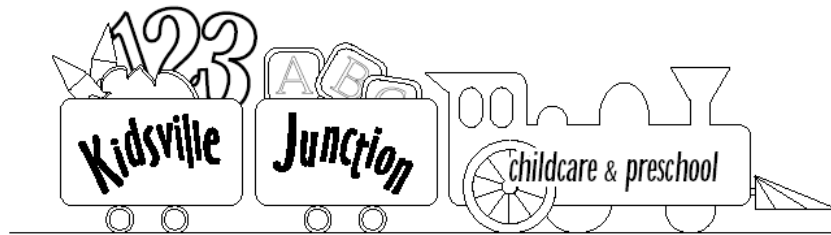


Kidsville Junction

Childcare and Preschool



Parent Handbook & Policies

Stewartstown Center
300 Bailey Drive
Stewartstown, PA 17363
717-993-9380

Email:

stewartstown@kidsvillejunction.com

Fawn Grove Center
89 Hunt Club Road
Fawn Grove, PA 17321
717-382-9380

Email:

fawngrove@kidsvillejunction.com

Website: www.kidsvillejunction.com

Welcome to Kidsville Junction Childcare and Preschool family! We look forward to sharing in the development and learning of your child. This handbook is for your reference regarding the general policies of our center. Please refer to this handbook regularly for questions and to review our policies. If you have any further questions, feel free to speak with a manager regarding concerns. Our door is always open for your comments, concerns, and suggestions. To access the updated OCDEL regulations that our center follows, please follow this link <https://www.dhs.pa.gov/providers/Child-Care/Pages/Child-Care-Regulations.aspx>

Philosophy

Our curriculum is based on learning through play. Kidsville Junction has created an environment in which our teachers can easily guide your child through the phases of development. Kidsville Junction is a safe, healthy, warm, and comfortable childcare center and our number one priority is your child. Each child is treated with respect and encouraged to be independent and self-confident. We enjoy being a part of preparing your child for school and the world.

Our Mission: "Creating a nurturing environment while learning through experiencing"

Curriculum

Kidsville Junction uses Learning Beyond Paper which is based on Pennsylvania state learning standards and Keystone Stars standards. We have mandatory assessments and observations completed with work sampling and the ounce system, anecdotal records, child service reports and Ages & Stages. We follow a planning web to plan out the days' learning activities. Kidsville Junction preschool program uses a theme based literary curriculum that revolves around themes, books, and child-directed learning. Teachers use a combination of Learning Beyond Paper, PATHS, Grow as You Go and Early Learning Standards to create lesson plans.

School age learning

Kidsville Junction is not responsible for lost or damaged technological devices. Please keep good communication with your child as to what is expected in their schoolwork, and we will do our best to fulfill these. Please be aware, one on one time with a child is not to be expected.

Keystone Stars

- To ensure high quality in our center, we participate in PA's Keystone STARS program. Below is directly from the Department of Public Welfare website <http://www.dpw.state.pa.us/forchildren/childcarearlylearning/keystonestarsinformationforparents/>.
- "What does Keystone STARS mean? Keystone STARS (Standards, Training/Professional Development, Assistance, Resources) provides families with a tool to gauge the quality of early learning programs. The STARS program supports early learning programs in the commitment to continuous quality improvement. Programs that participate in Keystone STARS care about providing quality early learning to your child. As programs move up the STARS ladder, they are providing even higher quality experiences, so your child benefits even more from the program. Early learning programs can earn STAR 1 to a STAR 4 level. At each level, programs must meet certain research-based quality standards that measure four areas that make a difference in the quality of care your child receives:
 - Staff Education, Learning Environment, Leadership Management, Family and Community Partnerships.
- As a program moves from STAR 1 to STAR 4, the requirements in these areas increase.
- At a Keystone STARS Program, you should find:
 - Department of Public Welfare Certificate of Compliance for child care centers and group homes or Centers of Registration for family care homes, A comfortable place where your child can explore and learn, Laughing, reading and talking which builds language skills, Teachers learning new ways to help your child thrive, A safe, healthy and exciting place, Music, art, science and play activities that increase school readiness, Your child feeling good about himself or herself, Families involved in the program and their child development, Teachers that listen to children and parents, and Children having fun together and being respectful of each other.

Enrollment

- Kidsville Junction is open to children from 6 weeks to 13 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age national origin, gender, pregnancy, or disability.
- Parents can apply for enrollment of their child at Kidsville Junction by completing the enrollment application and paying the \$85 application fee. The application fee is non-refundable. Our registration fee is to be paid one time per year to help pay for administrative costs of processing paperwork, filling, art supplies, mats, curriculum essentials, etc.
- Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, deposit, immunization records and signed Parent handbook receipt.
- The enrollment application and fee agreements are not meant to serve as contracts guaranteeing service for any duration.
- Kidsville Junction reserves the right to dismiss any parent or child at any time with or without cause.
- Continued enrollment at Kidsville Junction is contingent upon the parents' updating emergency contacts and adherence to the policies and procedure of Kidsville Junction as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.
- Parents are required to notify Kidsville Junction immediately, should any of the information collected at the time of enrollment or any time thereafter changes. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeit of any deposit.

Arrival, Departure, and Closing Procedures

- Kidsville Junction is licensed to be opened from 6:00 am until 6:00 pm. Children are not permitted in the building before or after these times.
- There is a late fee of \$4.00 per minute for children picked up after 6:00 pm. Continued problems with late pick up will result in termination of our contract with your family.
- Kidsville Junction Childcare center is equipped with a security system. This system is for the safety of our clients and staff. Most parents will be registered in our system with their fingerprints. If your fingerprint does not work for any reason, you will be issued two sets of numeric codes. Please do not give these codes to anyone else.
- If someone else will be dropping off or picking up your child, please have them ring the doorbell. They must also be listed on our child's emergency form as an authorized person and be at least 18 years of age. If they are not listed on the emergency form, we need written permission to release your child. We do and will check driver's licenses for proof of identification.
- If a custody issue exists or occurs, Kidsville Junction requires copies of all court documents.
- All vehicles must be turned off in the parking lot. Car seats must be used to transport children under 80 lbs. or 8 years of age. These are PA State laws! In addition, children may not be left alone in your vehicle. This ensures safety of all children. Parking in front of the building is not permitted. To pick up a child, all must pull into a parking space and the vehicle must be turned off.
- If there is a change in your child's regular scheduled arrival and departure times, please inform the office. If they will not be attending at all, please call the center by 9:00 am or earlier.
- Kidsville Junction operates year-round except for the holidays listed below. Tuition is due for all holidays.
 - New Year's Eve (depending on the day we may be close at 12), New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve (depending on the day we may close at 12:00), and Christmas Day. In addition to these days, our center may be closed one day per year for staff in-service and training. This day will be announced in advance.
- Bad Weather Closings: Listen to WGAL 8 or visit their website at www.wgal.com Kidsville Junction will also post on the main Facebook page.

Tuition Policy

- Payments can be made weekly, monthly, or yearly. However, it must be paid in advance. Weekly tuition payments are due Friday. Monthly tuition payments are due on the first business day of the month.
- Cash, check, money order or credit card may pay tuition. Kidsville Junction accepts all major credit cards. Cash payments should be placed in a sealed envelope in the tuition box with the child's name listed on the outside.
- There will be a \$45 fee charge for tuition checks returned by the bank. Returned tuition checks will not be redeposited. Parents will be responsible for reissuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, money order or credit card.
- There will be a \$20 credit card decline fee.
- Tuition does not include fees for field trips and extracurricular activities.
- Pricing is based on children attending Kidsville Junction a maximum of ten hours per day for full time care, and four hours per day for part-time care. Should you require care for more than 10 hours per day, on a consistent basis, a \$15.00 per week additional fee is required.
- If payment is not received on the day it is due by 6:00 PM, we reserve the right to charge a \$10.00 late fee per day of being late. If payment (with late fee) is not received by the end of the week, the child will not be admitted into the Preschool/Childcare the following week. We will re-admit your child only when payment is made for the week owed, the current week and any late fees that have accrued.
- There is no discount for vacations, scheduled school holidays, child illness, or for closings due to emergency situations or inclement weather. Full time clients receive 10 vacation days that they can use for scheduled days off, vacations, sick time. To use a vacation day, please add it to the memo of your check, or write a note and drop in the drop off box, located outside the office. Vacation days are prorated depending on enrollment date if enrollment occurs mid-year. They are as follows:
 - 9/1-9/30 10 days
 - 10/1-10/31 8 days
 - 11/1-11/30 6 days
 - 12/1-12/31 5 days
 - 1/1-1/31 4 days
 - 2/1-2/28 2 days
 - 8/1-8/31 0 days
- To terminate your contract with us, two weeks' notice is required.
- Non-payments of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Kidsville Junction, however, if you anticipate difficulty with paying on time, please discuss the matter with the center Director immediately.
- Kidsville Junction does accept childcare subsidies. To see if you qualify for subsidies, please contact Child Care Consultants at 717- 854- CARE.

Confidentiality

- Within Kidsville Junction, confidential and sensitive information will only be shared with employees of Kidsville Junction who have a "need to know" to care for your child most appropriately and safely. Confidential and sensitive information about facility, other parents and/or children will not be shared with parents, as Kidsville Junction strives to protect everyone's right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information or other health related information of anyone accosted with Kidsville Junction.
- You may observe children at our center who are disable or who exhibit behavior that may appear inappropriate (i.e., biting, hitting, and spitting.) You may be curious or concerned about the other child. Our confidentiality policy protects every child's privacy. Employees of Kidsville Junction are strictly prohibited from discussing anything about another child with you.
- Pictures are placed on Kidsville Junction websites unless otherwise noted in contract.

Food and Supplies

- Kidsville Junction is a **NUT FREE CENTER**. At no time, should you send foods to school with your child that contains peanuts and/or nuts of any kind. No exceptions!
- Breakfast is from 6:00 am to 9:00 am. We provide milk. You need to provide a cold breakfast for your child that does not require heating or prep work for our morning staff. Pop tarts, cereal, fruit, granola bars, muffins, etc.
- Once a child gets up from breakfast, we can only keep the food for one hour before we must dispose of it.
- A morning and afternoon snack as well as lunch is provided every day. If your child has a dislike of the foods available or has special dietary needs, you are encouraged to provide a packed lunch. Please pack foods that don't require extensive preparation by the staff. Please see the office with any questions. If your child brings a lunch box, please let staff know so we can refrigerate. Food may not be kept in cubbies.
- Parents with infants must provide pre-mixed formula and food for infants not yet on table food. All bottles and baby food must be marked with the child's name. In the infant room, we follow the feeding schedule parents provide. When you feel as though your baby is ready for table food, please speak with your child's teacher to set up allowed foods from our menu.
- A nap period is provided for all children 12 months to 5 years old. We provide a nap mat. Parents will need to provide a crib sheet and a blanket for your child to sleep with. Please label these items. Each Friday, these items will be sent home for you to launder.
- To prevent germs from spreading, we require parents bring in a bin (Sterlite 28 qt.) that we can place all their nap supplies in.
- Infants rest according to the schedule decided upon by parents and teachers. Due to SIDS, we do not allow blankets in pack n play/cribs with our infants. You may bring in a sleep sack for your child to sleep in.
- All children that are not potty trained, must always have an ample supply of diapers/pullups and wipes. Staff will send home reminders when supplies are running low. If your child runs out of diapers or wipes and we need to use Kidsville Junction's emergency supply, your account will be billed \$1.00 per diaper and \$5.00 per pack of wipes.
- Please provide spare clothes (shirt, pants, sock, underwear) for your child. The spare clothing will need to be seasonally appropriate.
- Please do not allow your child to bring any toys from home or anything unnecessary into the center.

Safety and The Emergency Plan Policy

- All children who attend Kidsville Junction are required to wear closed toes shoes. No sandals or flip flops.
- If your child is injured while in our care, the staff member will administer first aid and fill out the appropriate incident report. If the injury is more serious you will be contacted. If the injury sustained is serious and we can't reach you, your child will be transported to the emergency room.
- It is extremely important that parents inform the office of any changes on your emergency form. These forms must be always up to date.
- We will not administer any medication without a medication log filled out by the parent. All Medications will be kept locked in the office.
- If your child is running a fever of 100.4 degrees, as per CDC guidelines, or higher, 2 vomits, 2 diarrheas, pinkeye, lice, chicken pox, shortness of breath, extreme fussiness, cough or any other sign of illness, your child will be sent home.
 - **COVID-19 CASES**
If you or your child test positive for COVID-19, please inform us IMMEDIATELY. You will need to provide us with a notice from a medical professional confirming the case, and we will keep this on file. We will anonymously post the case for the other clients, and we will notify our Office of Child Development and Early Learning (OCDEL) and the Pennsylvania Department of Health. We will follow the provided guidelines for quarantine and cleaning.
- If your child is too tired or ill to participate in our normal activities, you will be called to pick them up immediately.

- All staff have been properly trained to recognize potential signs and symptoms of shaken baby syndrome, abusive head trauma and child maltreatment.
 - Staff are trained on the proper protocol and procedures that will take place if any symptoms or signs should arise.
 - All staff have coping strategies for crying, fussing or distraught children. If they have exhausted all their strategies, staff know to contact the office for additional help.
 - All staff have been properly trained in the detection of child maltreatment and what procedures need to be done if it is suspected.
- Depending on the circumstances of the emergency we will use one of the following protective actions:
 - Immediate Evacuation- Students are evacuated to a safe area on the grounds of the facility in the event of fire, etc.
 - In-Place Sheltering- Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a designated relocation facility. In the event of an actual emergency during hours of operations, that staff and children will report to
 - Stewartstown Center will report to the Mason Dixon Library then to the Stewartstown Borough building if needed.
 - Fawn Gove Center will report to the Fawn Grove Township Building.

Discipline and Behavior Management

- We believe that example and education will help children learn positive and appropriate behaviors. Positive behaviors are rewarded with praise, smiles, hugs, and encouraging words. Often, reminding the child of our rules and redirecting their behavior will put them on the correct track. If redirection is not working, we use “alone time.” This time is to give the child a chance to calm down, reflect and think about the situation in a neutral area. The goal is to help teach self-control and encourage learning appropriate behaviors.
- You may see notes regarding your child’s behavior to let you know that there was a problem.
- Should your child’s behavior be a continual disruption or is destructive, we will meet with you regarding further behavior management options. We want to work with you regarding issues that may need addressed, but if problems continue with no changes, we reserve the right to terminate our contract for care.
- Our intent is that all children, while in our care, are to be kept safe always. To ensure a healthy environment for all children, we have set a policy designed to protect all our children’s self-worth and safety.
- Our policy is that all children are to treat peers and staff with kindness, concern, and respect. Any evidence of misconduct or extreme unkindness, harassing and destructiveness will result in the following consequences:
 - 1st incident – Note home and loss of privileges
 - 2nd incident – Conference at time of pick-up and loss of privileges
 - 3rd incident – 1 day out of school suspension
 - 4th incident – Expulsion
- If a teacher suspects a developmental or behavioral problem with a child, they will do an Ages and Stages Questionnaire on that child. This will give the teacher a better idea of how that child compares to the average development of that age group. If the child scores below average, the teacher will share this information with the parent and discuss possible resources the parent may be able to turn to for additional assistance. These referrals include but are not limited to: Early Intervention, Lincoln Intermediate Unit, Mental Health Services, etc.

Special Needs Policy

- Please remember that is the parents’ responsibility to keep Kidsville Junction informed of any changes in writing of children’s need assessments. Kidsville Junction will need written, updated copies of your child’s IEP or IFSP, written plans and /or special needs assessment to make sure we are informed of the latest goals and best practices for your child.
- We recommend the child’s teacher participate in the IEP/IFSP meeting along with family members, an early childhood teacher, EI specialists and the director.
- Children whose first language isn’t English are supported using home language, gestures, communication devices, sign language, etc. when needed.

Family Involvement Opportunities

- Field Trips- Parents will be notified of field trips in advance. All field trips have small admission fees. Parents will be billed for these field trips, or they can pay with cash, check or card.
- Water Play- In our summer program we plan a “water day.” This entails sprinklers and water tables. Each child participating is required to bring a bathing suit, a towel, and water shoes. We also recommend that your child brings an extra set of clothes for this day. Please label all items with your child’s full name.
- Birthdays- Birthdays are very important to young children and they are important to us. If you wish to have small celebration for your child’s birthday, please speak to the teacher to make those arrangements. You may bring items for the entire class such as cupcakes, chips, ice cream, cookies and or 100% juice. Please remember that all food products must be **nut free**. If your child wishes to pass out birthday invitations to your friends, we ask that you have them approved with the office before placing into the student’s cubbies.
- Parents must have clearances to participate. Please see the office for clearance requirements.
- We also offer special events like Christmas around the world, holiday parties, back to school night, STEM night, babysitting night, soccer shots, music man, jumpy bus, guest speakers and more.

Child Cubbies

- The following items are not allowed in the child’s cubby...
 - Food/drinks- If you have a lunch box, please give it to the teacher so we can refrigerate it. The only drink allowed in your child’s cubby is water. The water bottle must be labeled with your child’s name.
 - Diapers and wipes- please give them to the teacher.
 - Toothpaste- if your child has an overnight bag, please leave it in the office until pick up.
- We ask that your child keep toys at home so that they will not become lost or destroyed. We are not responsible for lost, stolen, or broken toys.
- We do not allow any weapons, violent toys, guns, chewing gum and/or money at our childcare center.

Communication

- Communication is very important for your child’s daycare experience. Any messages, notes, checks, or other type of correspondence is to be dropped off in the mailbox outside the office.
- It is important that your child’s take-home cubby is checked each day at pickup time. Important notes, artwork, and updates are in this box. Please make sure to check the cubby every day for communication from the teacher.
- We also offer two parent teacher conference a year. Should an additional conference be needed or requested, please let your child’s teacher or the office know, and we will be happy to accommodate.

Transfer of Records Policy

- Any student records that need to be transferred to other education facilities, medical professionals, etc. must be presented in writing along with the signature of a parent.
- Kidsville Junction, with written parent permission, also provides the elementary school with children’s portfolios to make a smooth transition to the elementary school.

Transitioning

- Drop off transitions- Teachers will help transition by helping students go to the windows to wave goodbye, directing the student to a learning center, reading a book and or coloring.
- Transitioning into a new classroom- The teachers involved in the move will work together to plan a smooth transition. The transition process will depend on your child’s need and how well they adapt to their new classroom. We will send a letter home that will tell you the date we would like to start the transition. This date is normally one to two weeks prior to starting in their classroom fulltime. During the transition period, the student will visit the new classroom for a few hours a day. They will gradually increase the time per day until they are comfortable to stay in the classroom fulltime.

- Transitioning into Kindergarten- During the month of May prior to the student entering Kindergarten, Kidsville Junction will send home a packet of information to help prepare your child for kindergarten. KVJ will take the students on a field trip to visit an elementary school to see what a kindergarten class looks like.
- Transitioning out of daycare- We understand that ever child comes to an age where they are too old to be in daycare and can start to stay home alone. Kidsville Junction will help support that change by teaching problem solving skills and emergency routines.

Community Resources

Listed below are addresses and companies that can help you answer questions regarding your child.

| | | |
|--|---|--|
| Stewartstown Elementary School 17945 Barrens Road- North Stewartstown, PA 17363 717-993-2725 | Fawn Grove Elementary School 504 Main Street Fawn Grove, PA 17321 717-382-4220 | Child Care Consultants/CCIS 29 North Duke Street York, PA 17401 717-854-CARE |
| Child Support (Domestic Relations) Call 1-800-932-0211 - Provides help in getting support payments for children whose parent is absent. www.childsupport.state.pa.us | Bureau of WIC 625 Forster Street, 7 West Health and Welfare Bldg. Harrisburg, PA 17120 1-800-WIC-WINS | Emergency Food Pantries Call 1-800-548-6479 - Provides help in finding food pantries and food assistance programs in your area. www.foodpantries.org |
| Mental Health Association in PA Call 717-346-0549 or 1-866-578-3659 Ext. 2 - Provides help finding behavioral/mental health services and supports. mhapa.org | Welfare Helpline Call 1-800-692-7462 – PA Benefits Helpline provides information on Medical Assistance (MA), food stamps (SNAP), cash assistance (TANF), and energy assistance (LIHEAP). www.dhs.pa.gov | Car Seats / Bike Helmets Call 1-800-683-5100 - Provides information on child passenger safety laws, car seats, and bike helmets. www.pasafekids.org or www.nhtsa.gov |

Kidsville Junction's Disaster Recovery Plan

Dear Parents,

This letter is to assure you of the safety and welfare of children attending Kidsville Junction Childcare and Preschool, Inc. Our emergency plan provides for response to all types of emergencies. Our intention is to provide our clients with continuous uninterrupted care. Kidsville Junction staff is trained in relocating your children to a safe place should an emergency take place.

Depending on the circumstances of the emergency, we will use one of the following protective actions:

Immediate Evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of fire, etc.

In-Place Sheltering: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a designated relocation facility. In the event of an actual emergency during hours of operation, the staff and children will report:

Fawn Grove Site: Fawn Grove Township Building

Stewartstown Site: Mason Dixon Library, then Stewartstown Borough Building if needed

ALL SITES WILL HAVE THE FOLLOWING ITEMS WITH THEM:

Blanket

A change of emergency clothing

Diapers

Wipes

ER Bags

Clipboard with Roster

Modified Operation: This includes cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations. Please go to www.wgal.com or Channel 8 WGAL news channels, www.kidsvillejunction.com or call the center for messages and announcements relating to any of the emergency actions listed above.

We also ask that you not call during an emergency. This will help keep the main phones free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call when we've resolved the situation, and it's safe to pick up your child.

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. Of course, it is our hope that this procedure will never have to be used. However, a backup plan is established so that you can be assured that your child will be in the best of hands.

Sincerely,

Shirley Quinan

President, CEO

Kidsville Junction

COVID 19 Health and Safety Plan July 2020

This section will serve as the guidelines for our facility’s COVID-19 childcare activities. As with our emergency plans, the COVID-19 Health and Safety Plan is developed for Kidsville Junction and tailored to the unique needs of our facility. It has been created in consultation of guidance and policy issued by Office of-Childcare and Department of Early Learning (OCDEL), Pennsylvania Department of Health (DOH), and comply with the Center for Disease Control and Prevention (CDC) guidelines. Our facility will continue to monitor its COVID-19 Health and Safety Plan throughout the year and update as needed. All revisions will be shared with all families and staff.

All families and staff should be mindful that if there are cases of COVID-19 in the community, there are no strategies that can eliminate transmission risk within a childcare population. The goal is to keep transmission as low as possible to safely continue childcare activities. This planning tool is intended to guide of families and staff while using the tool to determine activities to improve or enhance health and safety protocol while operating under COVID-19.

Health and Safety COVID-19 Coordinator

Below are the contact points responsible for health and safety preparedness and response planning during childcare operations during the COVID-19 pandemic. The Health and Safety Coordinator will be responsible for facilitating the planning process, monitoring implementation of your COVID-19 Health and Safety Plan, and continued monitoring of local health data to assess implications for childcare operations and potential adjustments to the COVID-19 Health and Safety Plan.

Shirley Quinan (Stewartstown)

Elizabeth Davenport-Glatfelter (Fawn Grove)

Lauren Augustiniak (Stewartstown)

Face Masks

| Requirement(s) | Strategies, Policies and Procedures |
|--|---|
| <p>* Use of face coverings (masks or face shields) by all staff and visitors shall be up to the individual, unless guided by CDC guidelines.</p> <p>* Use of face coverings (masks or face shields) by older children (as appropriate)</p> | <p>Childcare staff and all children ages 2 and up have the option to wear face coverings indoors; they can also wear face coverings outside where staff are unable to maintain the 6-foot social distance, unless a medical reason prevents the staff from wearing a face covering. This includes anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.</p> <p>If a staff or child does not have a mask and needs one, one will be provided.</p> <p>All visitors including families and friends can choose to wear a mask upon entering our front entrance without prejudice.</p> |

Cleaning, Sanitizing, Disinfecting, and Ventilation

| Requirement(s) | Strategies, Policies and Procedures |
|---|--|
| <p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by children (i.e., restrooms, drinking fountains, hallways, and transportation)</p> | <p>Intensify cleaning and disinfection efforts:</p> <ul style="list-style-type: none"> • All staff must follow the developed schedule for cleaning and disinfecting. • Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. • Use all cleaning products according to the directions on the label. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer’s instructions for concentration, application method, and contact time for all cleaning and disinfection products. • All cleaning materials should be kept secure and out of reach of children. • Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes. • Toys that cannot be cleaned and sanitized should not be used. • Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils. • Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child. • Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other. • Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings. • Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. • Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child’s bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child’s |

| Requirement(s) | Strategies, Policies and Procedures |
|----------------|---|
| | skin should be cleaned weekly or before use by another child. |

Monitoring Children and Staff Health

| Requirement(s) | Strategies, Policies and Procedures |
|--|---|
| <ul style="list-style-type: none"> * Monitoring children in care and staff for symptoms and history of exposure * Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, children, or visitors to school * Reporting to DOH and Certification * Notifying staff, families, and the public of facility closures | <p>All staff and children must have their temperature checked upon arrival. Staff and families will let our center know if they are displaying signs or symptoms of illness. We will keep a log of any symptoms a child may have if no fever is presented or a log of symptoms if the child seems to be developing a sickness. If a child or staff develops a fever of 100.4 or higher, they must leave immediately and cannot return. Families and staff must alert the center if they have had exposure to Covid-19. A child that has a fever or signs/symptoms of an illness that requires pick up will be isolated in the office until the family is able to pick up.</p> <p>To return to our center, you must have a doctor note if you have tested positive for Covid-19.</p> <p>If a staff or child has tested positive for Covid-19 we will let DOH and DHS know and follow CDC guidelines.</p> |

Other Considerations for Children and Staff

| Requirement(s) | Strategies, Policies and Procedures |
|--|--|
| <ul style="list-style-type: none"> * Protecting children and staff at higher risk for severe illness <p>Unique safety protocols for children with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p> | <p>We are continually cleaning, sanitizing, and disinfecting to help protect high risk children and staff. We are following CDC guidelines to prevent the spread of illness.</p> |

COVID-19 Health and Safety Plan Affirmation Statement

The Legal Entity or the Board of Directors/Trustees for **Kidsville Junction** reviewed and approved the Phased Childcare Facility Reopening Health and Safety Plan on **07/15/2020**.

The plan was approved by a vote of:

Yes

No

Affirmed on: **07/15/2020**

By: _____
(Signature of Legal Entity or Legal Entity Representative)

SHIRLEY QUINAN

(Print Name of Legal Entity or Legal Entity Representative)