

Welcome to the Fall 2020 Semester!

First and foremost we want to welcome our families back to the Early Childhood Center and let you know how excited we are to be back. Due to Covid – 19 our day to day operations will be a bit different from past semesters but every step has been carefully thought through to provide the safest environment for your family, children, and our staff.

Some changes to note:

Our program is now offering one preschool session:

Monday Wednesday Friday 7:30am – 11:30am

During this session we will be offering a midday snack

Our children will still be utilizing the outdoor classroom during these times – weather permitting.

Entering the building:

When dropping your child off we are allowing **only 1 (one)** parent/guardian to drop off the child each morning. We are asking that families keep social distance while waiting outside of our doors.

When families arrive, one family at a time is permitted in the vestibule. The student and parent must have a mask to enter the vestibule and the Early Childhood Center. If a parent and/or student does not have a mask the front line staff member will ask parent and student to step outside the vestibule and will provide a mask on a hook for the individual whom is needing one. Once the front line staff member steps out of the vestibule the family may reenter and put on the mask provided. Once in the vestibule a front line staff member will enter wearing appropriate PPE including but not limited to gloves, masks, and a face shield. The temperatures of the student and parent will both be taken and recorded. If both temperatures are **under 100.4** the student and parent may enter the reception area of the Early Childhood Center.

If parent or child have a temperature **over 100.4** front line staff will provide instructions on paper for the next steps that need to be taken in accordance to the state Covid-19 policies and Illinois department of public health instructions for a temperature over 100.4. Parent and student will be asked to complete these steps and provide documentation before being allowed to return to the Early Childhood Center for care.

Students **may not** bring in outside objects from home including but not limited to: backpacks, toys, and drinks. Boots, change of shoes, change of clothes, and outerwear will be permitted inside the building. Students will still be provided their own individual box to store their items when not in use.

Once in the reception area students will have the time to say goodbye to their parent and the front line staff member will ring the bell to the classroom and bring the child to the classroom door where they will hand the child to the teacher. The student will be provided shoe coverings for the classroom if a parent would like to provide a second pair of shoes to stay at school this would override the shoe coverings provided. Parents may choose if they would like to use shoe covers or if they will provide a second pair of shoes to stay at the Early Childhood Center for the semester.

During morning drop off we ask parents to complete any obligations with front line staff during this time as the opportunity will be available at pick up. If you may need a meeting with Mrs. Javette, Mrs. Bev, or Ms. Amy please call, email, or fill out an appointment card. All meetings will be held in the academic classroom to maintain social distance. In the event of an emergency please call the center and we will make all accommodations necessary.

Masks

All students, staff, and parents/guardians will be required to wear a mask to enter the Early Childhood Center and through the duration of their stay in the center. Families may provide a mask from home for their child to wear during the day or a child size mask will be provided for each student during their time in our center.

In the event that a mask from home becomes soiled the staff will have the child place the soiled mask in a zip locked bag to go home for cleaning and the Early Childhood Center will provide a disposable mask for the child for the remainder of the session.

Snack

Children will be provided an individually wrapped snack and will be provided a zip locked bag for their mask. We ask children to remove their mask and place mask in the zip locked bag provided and to seal it while eating. When the child is done with snack we will have the child take the mask out of the bag, throw the bag out and place the mask back on their face. In the event the mask was given by the Early Childhood Center the child will throw out the mask before snack and will be provided with a new disposable mask upon the completion of snack.

Handwashing/Hand sanitizer

The Early Childhood Center has and continues to implement a vigorous hand-washing schedule that includes but is not limited to: washing hands upon arrival, before and after snack/meals, before and after outside time, before and after each activity the child participates in, and after using the washroom. These protocols are still in place and will still be practiced. In addition to these practices, we will be providing hand sanitizer in between handwashing to all staff and students.

Dismissal/Pick-up

Students will be dismissed/picked up at the back classroom door. Temperatures will be taken before the child leaves and any items to go home will be given to the parent in a Joliet Junior College bag. Parents will not enter the classroom but rather the teacher will walk the child to the parent. In the event the parent needs to speak with a front line staff member or teacher an appointment card will be made to call or email that individual to set up a time to meet with the family. Exceptions will be made in an emergency.

It is highly suggested by the Department of Family Services (DCFS) and the Illinois Department of Public Health (IDPH) that individuals over the age of 60 refrain from picking up and/or entering a childcare facility for their safety and well-being. We are sharing this information with families to be aware of whom you are adding to your designated pick up list. This is an individual and family decision and choice; we are providing the most up to date information for your family to make that choice.

In regards to individuals whom will be picking up we are requesting that new individuals come with the parent to drop off so that the front line staff can copy the individuals license before they pick up for the first time. If the individual cannot come to drop off the child we request that an appointment is made before the individual picks up for the first time in order to complete this step. Please let our staff know if this is a concern or issue so that we can work through this together.