ADEMDUM TO CENTER POLICIES

(Effective July 1, 2020)

OPERATING HOURS

- ***7:00am - 5:30pm Monday to Friday***
    - Center closes at *5:30pm* every day to allow for daily cleaning and sanitizing.

COMMUNICATION

- Primary method of communication is through ***BrightWheel.***
    - You may send messages directly to your child's teacher and center director.
    - Messages may include any special requests/instructions, meal instructions, general questions, or any information you wish your teacher to know.
    - **Please message your child's instructor to inform her if your child will be absent before 8am.**

DROP-OFF PROCEDURE

- Drop-off between hours of 7:00am – 9:00am
- Drop-off location will be the back entrance on playground side of the center only (walk up the ramp next to the playground).
- **Children must be fed breakfast at home before coming to the center. Staff will no longer feed your child breakfast in the morning.**
- Only one adult allowed to drop-off child/children.
- All adults and children above 2 years of age must wear a mask.
- Before entering the center...
    - Parents will wash their child's hands (sink installed outside the rear entrance)
    - Child temperature will be checked using a non-contact thermometer.
        - A child with temperature of 100 or higher will not be allowed to enter and a doctor's clearance is required to return.
    - Parents may be asked to answer a few health screening questions.
    - Child will remove shoes and change to "indoor" shoes/sandals (shoes will be stored in designated storage space). "Indoor" shoes will be kept at the center.

- Parents/Guardians *will not* be allowed into the center.
    - A teacher or provider will meet your child at the entrance and bring your child to his/her designated classroom.
    - If you have any special instructions or need to communicate with your child's teacher, please send a message through ***BrightWheel***. It is preferred that you send instructions/messages prior to bringing your child to the center.
- Child Sign-In
    - Child sign-in and sign-out will be done throuogh ***BrightWheel***
        - A tablet will be provided on the counter at the entrance. Please sign-in your child by entering your 4 digit code. You can update your code in ***BrightWheel.***
        - Block Grant parents are ***also*** required to sign the Public Health block grant attendance log. This is a requirement of Public Health for all Block Grant recipients.

PICK-UP PROCEDURE

- Child pick-up will be at the front main entrance.
- Message your child's teacher through ***BrightWheel*** when you are on the way to pick-up your child so she may prepare your child and have him/her ready before you arrive. Due to social distancing requirements, only a limited number of parents are allowed into the reception area at any one time to pick up their child.
- Only one parent/guardian will be allowed per child/children.
- Face mask is required.
- Sanitize hands (hand sanitizer is provided outside front entrance) before entering.
- Please note the center closes at 5:30. Any pick-up after 5:30 will assessed the late pick-up fee ($10 for first 5 minutes *plus* $1.00 per minute thereafter).
- Use the tablet provided on the counter to sign-out your child in ***BrightWheel.***
- Block Grant parents will also have to sign the Public Health attendance sheet.

OTHER SAFETY PRECAUTIONS

- Children's hands will be washed every hour and/or after activities.
- Hand sanitizer stations are placed in every room throughout the center.
- Children will remain within their age group.
- Class lessons are modified to incorporate activities that promote social distancing.
- Daily health checks...
    - Temperature will be checked throughout the day.
        - Any child with a temperature of 100 or above, coughing or having shortness of breath will be placed in isolation and parent notified to immediately pick-up their child. Child must be picked up within an hour of being called.
        - Child must have a doctor's clearance before allowed to return to the center.

- Cots shall be placed 6 feet apart during nap time in a head to toe configuration to help reduce contact.
- Outdoor play will be limited to small groups with activities allowing for social distancing.
    - Use of the playground equipment will not be allowed at this time.
- Personal belongings...
    - Each child shall have an extra change of clothes (full set) to be kept at the center. This is to be placed in a sealed zip lock bag.
        - Full set of clothes and socks
        - Extra set of shoes
    - No toys or other personal items from home will be allowed in the center.
    - Car seats, strollers, infant carriers, and other personal equipment are not allowed to be brought into the center.
- Infant Care...
    - Cribs/playpens shall be placed six feet apart.
    - Each baby shall have an extra complete outfit and blanket to be kept at the center. This is to be placed in a sealed zip lock bag.
    - Each baby shall have at least 4 ready-to-use (clean) bottles for feeding each day. Staff will no longer wash bottles after each use.
- End of the day...
    - While sanitizing activities are done throughout the day, at the end of each day, a thorough sanitation will include...
        - Wiping down surfaces
        - Spraying of disinfectant
        - Disinfecting toys

OTHER INFORMATION

- Block Grant
    - Certificates are due by the 5th of each month
        - If you would like the center to pick-up your certificate each month, you must sign a consent form. Message Ms. Rosalie for more info.
        - AKCDC reserves the right to refuse service if the Certificate is not submitted by the 5th of the month.
    - Parents/Guardians must sign-in and sign-out everyday using the ***BrightWheel*** tablet ***and*** on the Block Grant calendar sheet.

- Payments
    - All payments are due by the 5th of each month.
        - Payments made after the 5th are subject to a $50 late fee.
        - AKCDC reserves the right to refuse service for unpaid accounts.

- Facility upgrades
  - To support the changes to center policies promoting additional health and safety precautions, the following renovations have been made to the center...
    - Installed permanent roofing and completely secured rear patios to provide additional space for outdoor social distancing activities.
    - Installed sink in playground patio so kids can wash hands after outdoor activity.
    - Installed larger secured front entrance reception area and counter to provide more secure space for parents.
    - Replaced all bathroom fixtures to make them more kid friendly.
    - Installed doors separating rooms for each age group.
    - New hand sanitizer stations are installed in each room as well as at each entrance door.
    - Replaced ventilation fans in restrooms to allow for improved air circulation.
    - Created open floorplan to allow for more space for social distancing.
    - Repainted entire center.