**DEDEDO CHILD CARE & LEARNING CENTER**



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Dear Parents and Families,

The following guidelines provide information and procedures on how DCCLC can safely provide care during the COVID-19 pandemic. We are taking extra precautions to ensure the health & safety of students and staff and to provide families with peace of mind.

**UPDATE POLICIES & PROCEDURES DUE TO COVID-19**

Drop off and Pick Up Policies

* All parents dropping off and picking up need to wear a mask.
* Preferably, the same parent or designated person should drop off & pick up the child(ren) every day. Grandparents are not allowed to drop off & pick up your child(ren).
* Parents will call the daycare when parked so Staff can come out. Staff and children are required to use hand sanitizer upon entry.
* Check in & out thru quick scan using parent cell phone (open up your own cell phone, scan QR code, check in kiosk transfers to your cell phone) to avoid touching device screen.
* For Parents who needs to sign in the Calendar, if possible to bring their own pen.
* At pick up and drop off, please limit 1 family at a time.

Reduced Hours of Operation / Screening

* We will be open to families from 8:00 a.m. – 5:00 p.m. Monday through Friday temporarily. Teachers will dedicate the time changed each day to a thorough sanitizing and disinfecting of toys, classrooms, and common area. We appreciate your promptness in picking up your child(ren) on time. So our teachers can be diligent with their new cleaning routine.
* Parent temperatures will be taken at pick-up and drop-off. If the reading is 100.4 or above, your child will not be permitted to come to daycare.
* Prior to parents leaving the site, Child(ren) temperature(s) will be taken at drop off, as well as periodically during the day. If your child has a reading of 100.4 or higher, your child will not be permitted to come to daycare. This adhere to siblings and all family members – if a family member is exhibiting symptoms and / or fever, then all family members must stay home.
* Staff temperatures will be taken daily, symptomatic staff members will not be allowed to work.
* Children who becomes sick while in the facility will be sent home as soon as possible.

Within the Classrooms / Daily Schedules

* Reduce group sizes: max of 10 in each room.
* Teacher should have the same group of children each day.
* Staff members assigned to hourly disinfection of high-touch areas within center.
* Split group activities, whenever possible to keep children physically separated and distanced. More outdoor activities if weather permits.
* Increase the space between kids at a table
* Children will be advised and reminded to not touch faces.
* Increased handwashing in the classroom.
* Removal of soft toys in classroom, only hard toys/surfaces will remain • Eliminates sensory bins, play dough, and play slime in the classroom
* Absolutely no toys from home are allowed to bring in to daycare.

Food Preparation / Meal Services / Supplies

* Same individual will be in charge in preparing and serving food with gloves on.
* Seat children at the table with more distance between them than usual (6ft if possible)
* Make sure children wash their hands before and after they eat.
* Children should bring their own utensils and will be sent home unwashed as well as their lunch container to avoid cross contamination.
* If possible your child’s (food) lunch is best to eat as is and easily accessible from their own lunch pail.
* Provide healthy meals, snacks, and beverages
* Absolutely no food sharing for the meantime. Please provide enough food for your child(ren).
* Extra clothes must be provided especially for Mini Todd’s & Toddlers.
* Provide plastic bag to place dirty / stained clothes.

Once again, we thank you for your continued patience and understanding as we implement these new procedures. DCCLC’s main goal is to give quality care to your children the best way we possibly could and at the same time to keep them happy, safe, healthy, and well.

Sincerely,

The Management