

HEALTHY AT PLAY

Dear Southwest Family YMCA Child Development Center parents and families,

We have missed you greatly, and are very excited to announce that we will be reopening our Child Development Center at the Southwest YMCA beginning on Monday, July 13!

We have been working with internal experts, as well as local and state officials to address issues related to social distancing, sanitizing requirements and wellness checks for staff and participants in order to provide a healthy environment for your child.

We ask that you please take a few minutes to review our new policies and procedures below so you know what to expect. These policies will remain in place for the foreseeable future as we work to create a healthy and safe environment for your child, your family, and our YMCA staff.

If you have any questions regarding our policies or with your enrollment in our Child Development Center, please contact Megan Senn at mmsenn@ymcalouisville.org or at 502.933.9622.

POLICIES AND PROCEDURES

CHECK-IN AND PICK-UP

Families will be greeted by a staff member at the Southwest YMCA Child Development Center front door. Parents and other family members will not be allowed inside the child care program. Prior to parents leaving the site, a trained staff member will take the temperature of you and your child(ren) and ask parents the following questions:

- Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
- Do you or anyone in your household have a fever, cough and/or shortness of breath?
- Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?

If answer to any of these questions is yes, the child(ren) will be excluded from care.

- Children and staff will be required to wash their hands immediately upon entering the building and hourly throughout the day. When children are received for drop-off, they will be escorted to their classroom where their hands will be washed prior to engaging in any activity.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing. If there is no one outside when you arrive, please wait as we may be escorting another child.
- There will be someone working the drop-off and pick-up area from 7-8:45 am and 4:30-6 pm. If you arrive outside those hours, you may ring the door bell and someone will answer the door.
- A mask must be worn for all adults dropping off and picking up.

Please be aware there may be a bit of a delay in checking children in and picking children up. We appreciate your patience.

HEALTHY ENVIRONMENT

- Children's items (blankets, extra changes of clothes, sleep toy, etc.) must remain at the center and will be laundered and kept in an individually sealed bag. Bottle bags are allowed and will be brought back and forth.
- No car seats will be allowed to remain at the center.
- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share supplies between classrooms and will clean equipment between uses. This includes playground spaces. (Ex. Class will take their own balls to the playground)
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- We will not be using other inside areas of the YMCA – gym, Adventure Center, etc.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with throughout the day.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will wear masks/face shields throughout the day. Children are not required to wear masks.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
- No in-person program tours will be given until further notice to reduce the number of visitors in the building. Virtual tours will be encouraged.

MEAL PREPARATION AND SERVICE

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.
- Staff will wear gloves when feeding an infant a bottle.

CHILD HEALTH

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children's temperature will be taken upon arrival, prior to nap time and after naptime each day. All information will be documented.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at child care, will be isolated from other children until they can be picked up.
- Children that exhibit any symptoms must be picked up within 1 hour of making contact with the family.
- If a child is removed for symptoms that are COVID-19 like, they must remain home until they test negative or are symptom free. Each situation will be assessed individually.
- If a child or a person in the child's household tests positive for COVID-19, the family must notify the center leadership of the test results. Child will be excluded from care and other families will be notified while protecting the privacy of the child.

STAFF HEALTH AND WELLNESS

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices, meals or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.
- There will be no unnecessary vendors allowed in the center. If a child has a therapist that comes to visit them, the therapist must have their temperature taken and wear a mask the entire time they are in the center.

TUITION

As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week. Closing would be based on an active COVID-19 case and recommendation of the Health Department. Exceptions will be made if longer term closure occurs.

- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- At this time, if the Health Department forces a closure for an extended period of time (14 days), tuition will still be due to retain a spot for your child.

COMMUNICATION

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify the family contact by email.
- We ask that you follow our Facebook Group Page for late-breaking program updates and monitor emails sent through Tadpoles.

CONTACT INFORMATION

Updated Family Contact

Name:

Cell:

Second Family Contact

Name:

Cell:

I have received and read the new COVID-19 guidelines and procedures and will cooperate with all to the best of my ability.

Child's Name:

Parent's Signature: