



## Drop-off/Arrival/Pickup Procedures

- Parents are asked before arrival to be alert for any symptoms of COVID-19 and to keep child(ren) home if showing any signs of illness.
- We will restrict families' access to the welcome desk on the 1<sup>st</sup> and 2<sup>nd</sup> floor of the children's building.
- We are asking that one parent come to the welcome desk to sign in your child(ren).
- A staff member will be there to sign your child(ren) in and print the id sticker and pick-up sticker.
- You will put your child(ren) sticker on their back and a staff member will guide your child(ren) to their classrooms.
  - With exception to the Baby and 1 & 2-year-old classrooms.
  - One parent will be allowed once screening process is completed to take a child(ren) under two to their classroom.
- It is suggested that the same parent or designated person drop off and pick up the child.
- Hand hygiene stations are setup at the welcome desk on the 1<sup>st</sup> and 2<sup>nd</sup> floor of the children's building.
- This will allow leaders and children to clean their hands before they enter hallway and during class time.
- Pickup Procedures
  - We are asking the same parent (if possible, to pick up the child(ren) that dropped them off)
  - Parents will go to the welcome desk on the 1<sup>st</sup> or 2<sup>nd</sup> floor with your pickup sticker.
  - You will give this sticker to the staff member working the desk. They will call down the hallway for your child.
  - Your child(ren)s teacher will send them to the welcome desk for you to pick up.
    - Exception is the babies, 1, and 2-year-old classrooms.

## Preventing the spread within the facility

- Classrooms should include the same children in the group each day and the same childcare providers.
- Follow proper hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing "Happy Birthday" twice). In addition to usual handwashing, make sure to wash hands:
  - upon arrival in classroom in the morning
  - before and after eating snacks
  - after blowing noses, coughing, or sneezing or when in contact with body fluids
  - after toileting or changing diapers
- Avoid touching eyes, nose, and mouth.
- When a child is finished with a mouthed toy, remove it, place it in a toy bin that is inaccessible to other children, and wash hands. Clean and sanitize toys before returning to children's area.
- All staff members and children (older than two years old) may wear protective face mask.
  - We are not requiring the protective face mask, but you may wear them if you choose.