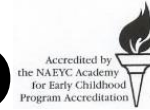




# First Step



# PreSchool, Inc.

**Infantcare**

**Childcare**

**Preschool**

**Before/After School**

Below please find our COVID-19 guidelines for the foreseeable future at First Step

- All children will be checked prior to entering the program for any observable illness, including cough or respiratory distress, mysterious rash, and to confirm temperature below one hundred degrees Fahrenheit. This means that when you arrive in the morning you will be asked to stand outside the front door while a staff assesses your child for illness and takes their temperature. If children present with illness during the day they will be sent home and given a time frame to return. **This will be strictly enforced.** It is to keep us open and keep everyone healthy. If your child has any of these symptoms in the morning prior to drop off please do not attempt to drop them off. We will send them back home with you.
- Children who present with a fever, diarrhea, and vomiting will need to be home for a minimum of 72 hours after the last symptom. This is a new criteria asked of us by our local Public Health official.
- Children 3 years and up and should come to the center with a face mask if they are comfortable. School age children must come with a face mask.
- Adults coming up to the building to drop off or pick up a child **must** be wearing a face mask.
- A staff will meet you at the door for drop off and pick up. **NO ONE** will be allowed inside of the building except for staff and children.
- Group size will be limited to 14 children and 2 staff. If space allows, we will expand our enrollment to other families on a first-come first-serve basis and we will communicate this to you over email or phone. The School Age classroom will be limited to 10 children at a time.
- **School Ageders should bring their Chrome Books to do Distance Learning**
- If you as a parent or your child have been diagnosed with COVID-19 you will need to be home and keep your child home with you for at least 14 days or until you have received a negative test result. If you have been exposed to COVID-19 but not diagnosed you will need to let the center know and we will get guidance from local Public Health before you can bring your child in.
- Pick up and drop off will be on a first come-first serve basis. If you pull up and a family is dropping at the front door please remain in your car with your children until the family in front of you has left to maintain social distance. You will need to allot yourselves extra time for drop off in the morning.

- Please do not have grandparents pick up your children for the time being and if possible have the same parent pick up and drop off.
- Tuition must be paid by the Fridays for the week of care and no later than Sunday. As you are probably aware the center will be operating with limited funds due to not charging tuition and continuing to pay staff as well as our rent and utilities. In order to continue to pay our teachers we MUST have tuition paid. If your week's tuition is not paid by Sunday at 5pm your child will not be allowed to return Monday morning. **ONLY THOSE CHILDREN WHO ATTEND WILL BE CHARGED TUITION.**
- **NO TOYS FROM HOME WILL BE ALLOWED. This will be strictly enforced.**
- All children must be in the center no later than 9 a.m.. After that we will not have a staff able to stand in the front lobby as we will be operating at lower than usual staffing levels.
- **No Backpacks or any other bags.** Everything that comes into the center must be wiped down prior to going to a classroom so we need to drastically limit what children come in with. There will be an exception to School Agers as we know they need their backpacks.
- For infants and toddlers and preschoolers please bring 1 lightweight blanket for nap in a gallon Ziploc bag- no sheet or heavy blankets will be allowed at this time.
- All children should bring in 2 sets of clothes in a Ziploc bag and 1 lightweight jacket that can be kept at school. School Age children do not need to do this.
- **If you or your child travel out of the country you will have to quarantine for 14 days before returning to the center. If you travel to a hot spot or a state on Connecticut's travel advisory list your child will need to be home for 14 days.**
- Every day at drop off you will answer a questionnaire
- **For children who attend Public School-** If your child's classroom or school has an outbreak and they close for an extended period of time your child will need to be home for 14 days prior to returning to First Step unless they have done tracing and your child was found to not be exposed. If the public schools close for 2-5 days for tracing as they have talked about in the webinars, any child who attends these schools must stay home until the tracing has been done and school is cleared to reopen or your child was found to have not been exposed in any way to COVID.
- **For children who attend Public School-** If school permanently closes for an extended time and you are working from home we do ask that you keep your child home with you to allow spaces for those families who have both parents working outside of the home.
- **In the event Public School permanently closes again we will try to provide distance learning here at First Step. Again our spots are limited due to COVID regulations so if you are home we ask that you keep your child home with you.**
- We are not able to use the nebulizer machine during this time due to the aerosol that comes out of it. If your child is sick enough to need the nebulizer here at school our nurse has asked us to require families to have their child home until they no longer need the nebulizer to get through a school day.
- We will not be switching/making up days this school year due to cohorts and class size.

**For your child's safety the following procedures will be in place**

COVID Regs 20200819-1

- The staff will be wearing face masks
- The building will be cleaned and sanitized throughout the day including door knobs, telephones, chairs, tables, bathrooms, etc. Classrooms will be over staffed to achieve this.
- The center will continue to close at 5 to sanitize and disinfect for the next day except for the infant room which will close at 4:30 for the foreseeable future.
- Staff who are sick or whose children or spouse are sick will be asked to stay home to not spread illness.
- Staff who work a 2nd job will have their temperature taken several times a day
- Children will remain in their own classroom from open to close so groups will not be consolidated together at the end of the day.
- The children will remain with their same caregivers all day, teachers will not be changed or rotated out as we used to do except for the school age room and preschool where those teachers cannot work open to close so an afternoon staff will come in, but it will be the same staff every day.
- Children and staff will follow all hand washing protocols including
  - Before coming in contact with any child
  - Before and after eating
  - After sneezing, coughing or nose blowing
  - After using the restroom
  - Before handling food
  - After touching or cleaning surfaces that may be contaminated
  - After using any shared equipment like toys, computer keyboards, mouse
- If there is a positive case of COVID-19 in our building, it will be reclosed until Public Health clears us to reopen.

These guidelines are subject to change at any time per the Governor's orders or needs of the center. In order to remain open we have to follow the guidelines listed above. All guidelines listed have come from the Office of Early Childhood, The State of Connecticut, and our local Public Health.

Please sign below showing that you have read the guidelines in their entirety and that you agree to follow all regulations and guidelines until further notice. This document must be brought in on the day that your child returns to First Step. If it is not turned in your child may not return.

Parent 1 Signature\_\_\_\_\_

Parent 2 Signature\_\_\_\_\_

Date\_\_\_\_\_