



Living Word Child Development Center Drop Off/Pick Up Procedure

In response to COVID-19 and public health recommendations and best practice guidelines, Living Word CDC has implemented a new pick up and drop off procedure. This procedure goes into effect 06/01/2020. Please see below for procedure details.

- Center hours will be **6:30A-5:30P**
- There will be 2 drop off locations. The church entrance is location #1. The back entrance (near the offices) is location #2.
- If your child is in rooms 1, 2, 4 or 5 you will use entrance # 1. If your child is in rooms 9, 10, 11, 12 or 6 you will use entrance #2.
- If you have children that are on both sides of the building, you may use either entrance.

****Unless you hear from us- your child will be in the same room at re-opening as they were when the center closed****

Entrance Procedure

When you pull into the parking lot please exit your vehicle and wait with your child(ren) on the designated markers. At entrance #1 they will be along the walkway. At entrance #2 they will be under the overhang. If weather does not permit standing outside, you may wait in your vehicle. A staff member will come out to meet you and take your child's temperature and complete a short health screening with you. You will then be able to take your child to their classroom. Please take your child directly to their assigned classroom. We ask that parents do not enter the classroom, the teacher will meet you at the door way and they will sign your child, and take them into the room. CDC staff will control the flow of families in the center at any given time; initially we are starting with one drop off at a time at each entrance. We recommend that you wear a mask when you drop your child off and will have hand sanitizer available for when you enter and exit the building. Since only 2 families are allowed in the building at a time we ask that you try to make the drop off process as quick as possible.

Pick Up Procedure

Parents will pick up at the same location that they dropped off at. A staff member will be at both locations. When you arrive, please wait on the designated markers and we will bring your child and their belongings to you. If you are picking up earlier than 3:15 on any given day please let the office know.

****Due to this new procedure, please allow for extra time when dropping off and picking up****



At Living Word Child Development Center, our top priority has always been and will continue to be the safety and well-being of the children in our care. We will continue to hold our center and staff to its high cleaning and sanitation standards. At this time, in response to COVID-19, the following have been put into place.

- No employees will work sick
- Temperature checks and health screenings for all employees
- Temperature checks and health screenings for all children in attendance
- Afternoon temperature checks for all children and employees
- Each classroom will remain separate- there will be no room combining in the morning, evening or throughout the day
- Teachers will remain in their classrooms only
- No soft surface toys in classrooms
- Teachers in rooms 1, 2, 12 and 9 will change out of their street shoes before entering their classrooms
- Implementation of COVID-19 Sick Child Policy

We will continue to....

- Use proper cough and sneezing etiquette
- Wash and sanitize hands frequently
- Teach children to use proper cough and sneezing etiquette
- Teach children proper way to wash hands
- Complete daily cleaning and sanitizing checklists
- Sanitize frequently touched surfaces in classrooms and hallways regularly
- Complete multiple bathroom checks and cleanings throughout the day
- Follow proper safe food serving procedures
- Follow proper diapering procedures
- Maintain a safe and clean environment



**Living Word Lutheran Child Development
Center**

Sick Child Policy Amendment: COVID-19

The safety and wellbeing of all staff, children, and the families at Living Word CDC continues to be of utmost importance to us. We always commit to taking all precautions toward keeping children and staff safe and healthy, including the current time of the COVID-19 outbreak. Following this additional sick child policy will help Living Word CDC to do this.

Children will be monitored for signs or symptoms of COVID-19 daily. **Children will be asked to stay home or return home if any of the following applies:**

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness;
- In the previous 14 days has travelled internationally to countries OR domestically to states or counties with widespread, sustained community transmission. Has come in contact with others who currently have COVID-19

To prevent the spread of COVID-19:

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home
- Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contract the family member and/or emergency contact to pick the child up
- We encourage families to practice frequent handwashing at home
- Living Word CDC will practice handwashing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing
- Cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

If an enrolled child or employee tests positive for COVID-19:

- The local public health department and the Department of Children and Families Bureau of Early Care Regulation will be contacted. Living Word CDC will follow their guidance for next steps.
- The program will post and notify families of any confirmed staff or child cases of COVID-19

Returning to a child care facility after suspected COVID-19 symptoms

If a staff member or child has symptoms of COVID-19 or is in close contact of someone with COVID-19, they can return to the child care facility if the following conditions are met:

- If an individual has a fever, cough or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they can return to the center no sooner than 72 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If the person’s symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of the program for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:
 - If they had a fever: 3 days after the fever ends without the use of fever-reducing medication AND there is improvement in their initial symptoms (e.g. cough, shortness of breath)
 - If they did not have a fever: 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath)

I, (family member name) _____, parent/guardian of,
_____, have read and agree to the above sick child policy amendment.

Family member signature: _____ Date: _____