

UPDATED POLICIES & PROCEDURES *Effective June 15, 2020*

PARENT DROP-OFF / PICK-UP + SIGN-IN/OUT

Drop-off/Pick-Up and sign-in/out will now take place outside on our ramp. We ask that you call our center at 814-420-8362 upon arrival so a staff member can greet you and/or your child(ren) outside the entrance to our center, at the bottom of the ramp with the sign-in sheet (pens will be disinfected between each use). **If your child or anyone in your family is sick or exhibiting any symptoms of illness such as fever, cough, flushed cheeks, rapid breathing or difficulty breathing, please keep your child home for the health and wellness of our staff and children.** For pick-up, please ensure you are pulled up to the Child Loading sign alongside the ramp. One child (or siblings) will be brought out at a time. If another parent is at the designated pick up spot at the end of the ramp, please pull behind them in line for pick-up. Once parked in the loading spot, please meet the staff member and your child(ren) at the end of the ramp. The staff member will have the sign-out sheet in hand for you to sign your child(ren) out.

ARRIVAL + ADMITTANCE INTO OUR CENTER

All staff and children will be screened upon arrival. This will include having their temperature taken in addition to a visual inspection for signs of illness which could include fever, cough, flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness. Staff or children with a temperature over 100.0° or above or other signs of illness will not be admitted to the facility. All staff and children will wash their hands immediately before entering the care portion of our center. According to CDC Guidelines, all adults and children over 2 years *should* wear a cloth face covering or mask that covers nose and mouth. While we know this will be a challenging task, we do request that all children over 2 years of age have a mask to be left at our center so we can do our best to adhere to this guideline if deemed necessary.

ITEMS FROM HOME

No items may be brought in from home except for your child's outerwear and shoes. If your child does not already have a blanket at our center, you may send one to be left at the center. Blankets (extra clothes, and masks) will be laundered at our center until further notice. **Backpacks, toys or bags of any kind will not be permitted.** Tablets may be sent if labeled with your child's name and given to a staff member upon arrival to be disinfected. It is recommended to leave a tablet at our center when possible. If there is anything that your child may need daily (such as a special cup, diapers/wipes, an extra outfit, etc.), please send extras labeled with your child's name to be kept at our center. Please see our seasonal handouts for items you will need to send in for your child as weather/seasons change.

MEALS

Small Town Hope, Inc. will continue to provide meals based on CDC Guidance utilizing a dedicated staff member for meal preparation each day, ensuring meals are served individually rather than family-style, and with increased hand-washing before and after meals by all staff and children. Although we will continue to provide meals, packed meals are recommended (in disposable bags/containers rather than lunch boxes) to decrease sharing during mealtimes. Packed lunches will be refrigerated as needed.

ILLNESS

Children must be kept home and be symptom free for **24 hours** with any of the following symptoms:

- **Vomiting or Diarrhea** – Any child who vomits or has 2 or more loose stools will be sent home. Child must then be symptom free (unmedicated) for 24 hours before returning
- **Rash** – Any child presenting any type of rash besides common diaper rash will be sent home and will require a doctor's clearance stating that the rash is not contagious before returning to our center while symptoms are still present.
- **Conjunctivitis** – Any child presenting irritation with discharge in their eye(s) will be sent home and will require a doctor's clearance before returning to our center while symptoms are still present.

Children must be kept home and be symptom free (unmedicated) for **48 hours** with any **SINGLE** sign of illness which could be COVID-19, including cough, flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.

During this time, if any additional symptoms above appear, your child will need to be seen by a doctor to ensure their ability to return to care (55 Pa. Code § 3270.137. Children with symptoms of disease). *An operator who observes an enrolled child with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall exclude the child from attendance until the operator receives notification from a physician or a CRNP that the child is no longer considered a threat to the health of others.*