



June 8, 2020

## **IMPORTANT INFORMATION**

### **REOPENING OF THE F.M. KIRBY CHILDREN'S CENTER**

**The F.M. Kirby Children's Center of the Madison Area YMCA is committed to the health and safety of our youth, families and employees at the highest level in response to the COVID-19 pandemic. Below, you will find information on our policies and procedures that will be implemented at the reopening of our child care center on Monday, June 15. These standards are based on the current guidelines and recommendations set forth by the Centers for Disease Control (CDC) and the NJ Department of Children and Families (NJDCF) and are subject to change.**

#### **HEALTH SCREENING AT ENTRY**

**What does a health screening entail? How will it work? Who will be screened and how often?**

Children and staff will be screened for COVID-19 symptoms prior to entering or being admitted to the Center each day. The screening includes health questions, a temperature check, and visual inspection for signs of illness. Parents have the option to complete a daily health screening questionnaire for their child(ren) either electronically via ePACT or in person during the health screening process. Children and staff member's temperatures may not exceed 100.4°F for entry. Temperature will be taken with a no contact thermometer or ear thermometer.

#### **DROP-OFF AND PICKUP**

**Will drop-off and pickup procedures change?**

Yes, our procedures are changing in order to maximize everyone's safety and health. To support social distancing measures and minimization of contact, parents are not permitted in the building. Drop-off and pickup will take place outside at a designated area. Infants and toddlers will go to their classroom's exterior door to meet their teacher. The preschool teacher will greet your child outside and bring them into the building.

#### **GROUP SIZE AND RATIOS**

**Are there new capacity limits for each classroom?**

As we are coming out of isolation from remaining within our families, your child's classroom will serve as an extension of your family unit. Your child will remain with the same intact child AND staff group while these guidelines are in place. Each classroom "pod" will be limited to 10 children per day. Pods will not intermingle with other groups during the day. We are decreasing the student to teacher ratio to allow us to deliver additional safety measures and to assist with proper sanitation and disinfecting procedures that go **beyond** the State guidelines.



## **HEALTH AND SAFETY MEASURES**

### **Will children, teachers and staff wear masks?**

We know that you may be concerned about how your children will respond to staff and teachers wearing masks. Our staff are required to wear masks while working unless doing so would inhibit the individual's health. While not required, children (above the age of 2) are encouraged to wear a mask. This reflects the current licensing guidelines and may be subject to change. We will be talking about the importance of health and hygiene in our classrooms with your children to help them become accustomed to these changes. You can help prepare your child by wearing masks together and explaining why masks are important for our health right now.

### **What other health and safety measures will take place?**

Our Kirby staff and teachers will continue to follow the Communicable Disease Guidelines with enhanced cleaning and sanitation procedures. Gloves will continue to be worn during diapering, serving food, when attending to first aid needs, and when cleaning and sanitizing. The Center will have ample PPE supplies including extra masks and face shields, gloves, and no touch thermometers. Hand hygiene stations are positioned at each entrance throughout the building and in every classroom. Each classroom has its own set of supplies, and sharing among classrooms or "pods" is strictly prohibited. Children will have a dedicated space for storing personal belongings.

### **Will there be an increase in handwashing efforts?**

Yes, our staff will practice frequent handwashing with soap and water for at least 20 seconds, and are required to wash their hands upon arriving at the Center, when entering the classroom, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home. Teachers will monitor children to ensure hands are washed effectively. Handwashing and good hygiene will be further integrated into our daily curriculum. Our teachers will help make effective and frequent handwashing a fun modeling and learning activity and child friendly signage in the building will encourage children to wash hands.

### **How will cleaning and disinfecting occur?**

Protocols and staff training for cleaning and sanitizing that were in place at the Kirby Center, prior to the pandemic, already meet the new guidelines and requirements as set by the DCF and CDC. We will be cleaning and sanitizing MORE FREQUENTLY and with additional focus on high touch areas. We will use child appropriate hospital grade EPA approved disinfecting solution or an equivalent such as bleach to sanitize equipment and surfaces. Staff are required to sanitize areas before and after use including:

- Classroom equipment and furniture.
- Outdoor playground equipment.
- Toys.



The frequency of cleaning and disinfecting toys, equipment, and surfaces, especially doorknobs, light switches, countertops, and restrooms, will be increased to minimize the potential for virus transmission. We have removed toys that are not easily cleanable such as stuffed animals, play dough, and pillows. Toys that are out will be rotated during the day so that they can be adequately cleaned and sanitized between use. Classroom pods will move from one staggered-use area to another in shifts. Cleaning measures will be completed prior to the next classroom pod entering the area. Our cleaning crew will clean and disinfect all indoor and outdoor areas daily after operating hours.

### **What if someone develops symptoms or becomes sick while at the Kirby Center?**

We will take the following measures:

- Immediately separate the person who is displaying symptoms. A dedicated room has been established in the event of such symptoms.
- Contact the parent or guardian for pickup.
- Work with the Madison Health Department and Office of Licensing. These organizations will provide guidance and direct next steps.

### **Do children have to be up to date with all vaccinations and health records in order to return to Kirby?**

Yes. The staff nurse will confirm that all children coming to the Center are up to date with all vaccinations and that each child has a current physical on file. The nurse will contact you this week if she needs any updated health information for your child.

## **FOOD SAFETY**

**Will breakfast/lunch and snack be provided? If yes, what safety precautions are being taken? How will food be prepared – in house or catered (individually packed)? Will food be served family style? How will children be seated?**

We will still provide healthy “Chef Mike” meals to your children. Meals will be delivered to classrooms. Your child will have an assigned chair and place seating for meals. We will serve individually packaged meals for each child. Infant parents will be asked to send utensils for their children. Toddlers and preschoolers will use disposable utensils.

## **NAPTINE**

**How about nap time? How will children be socially distanced?**

Cots or bedding will be positioned alternatively head-to-toe to minimize potential virus transmission between children during naptime.



## **PHYSICAL DISTANCING**

**It is practically impossible to have young children social distanced, have them not touch their faces, etc. What safety precautions are in place?**

Though complete physical distancing is difficult to achieve in a child care environment, because child care staff will be in close contact with children, we have implemented strategies and protocols which will be carefully enforced in order to minimize chances of viral transmission. Teachers have developed lesson plans that incorporate the concept of social distancing. We will work on no-touch greetings and departures, encouraging children to wave, blow kisses and give themselves big hugs.

## **OUTDOOR TIME**

**How much outdoor time will be designated? Will this increase?**

Outdoor fun will be incorporated into your child's daily activities as much as possible, utilizing various outdoor spaces including our blacktop, playground, walks around the block, and water play. Each classroom will have assigned playground time in staggered shifts to allow for cleaning and disinfecting. We are finding new ways to create outdoor experiences including chalk drawing, sidewalk water painting, going on nature walks and other fun activities.

**How will playgrounds be disinfected?**

Playgrounds will be sanitized between each classroom use. Staff will have an "on the go sanitizing pack" equipped with proper cleaning supplies for easy and effective sanitizing after classroom pod use. Additional time will be reserved between classrooms to allow for transitions and to avoid congregating of pods in the hallways.

## **REGISTRATION AND ENROLLMENT**

**What happens if my child does not return on June 15?**

We will remain in close contact with our current families throughout the summer with the intention of prioritizing enrollment needs for your family if or as any open enrollment spots become available within the "pods". We are exploring the opportunity of offering specific return dates during the summer so that we can plan and staff accordingly with opening new pods or units as current ones reach capacity, and do our best to accommodate requests. Even if you choose not to return to Kirby at this time, you are still a part of our family! We will continue to be in regular communication with you to keep our virtual connection.

## **QUESTIONS**

**Who should I contact with additional questions?**

At the end of each upcoming classroom Zoom meeting, during the week of June 8, we will hold a Q&A with our administrative staff. After each class, staff will spend time answering questions from parents. We are developing a parent resource hotline to answer questions as they arise. Stay tuned!