



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

F.M. Kirby Children's Center of the Madison Area YMCA

Parent Drop-Off and Pick-up COVID-19/Health Screening

Because COVID-19 appears to be easily transmitted via droplets, and possibly from asymptomatic carriers, the F.M. Kirby Children's Center will follow the CDC recommendations for all childcare centers and will conduct a temperature check and health assessment upon the child's arrival to the center. In addition, in order to follow the CDC guidelines for childcare centers regarding preventing COVID-19 transmission, The Kirby Children's Center will minimize the number of persons entering the center and will modify parent drop off and pick up as follows:

1. Ideally, the same parent will drop off and pick up the child every day.
2. If possible, older people such as grandparents or those individuals with underlying health issues should not pick up children because they are at higher risk of severe illness from COVID-19.
3. Parents and children will stay in their cars or stand 6 feet apart on designated marked areas until it is their child's turn to be screened.
 - a. The health care coordinator or a trained staff member will greet the parent and child while standing behind the glass partition and will:
 - i. Ask the questions on the screening form from the state and record the answers.
 - ii. Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
 - iii. Wearing gloves, staff member will reach around the window and check child's temperature using a no touch thermometer. *If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.*
 - iv. Staff will record the temperature in the logbook.
 - v. Staff will clean the non-contact thermometer with an alcohol wipe between each client.
4. Any Child with the above symptoms or a $T > 100.4$ F will not be allowed to stay.
5. Once screened and approved for entry the screener will use the walkie-talkie to call the classroom and let them know the child has arrived.
 - a. Infants and Toddlers
 - i. Parents will proceed to their child's classroom's back door. A teacher will open the back door and take the child from the parent into the room.
 - ii. The teacher will wash the child's hands with soap and water before setting them down to play.
 - b. Preschoolers and older children including campers:
 - i. A teacher from the child's classroom will come out to the screening area to take the child from the parent.
 - ii. Alternatively, a staff member can walk the child into the classroom.
 - iii. Teacher will ensure that child washes his hands as soon as he enters the classroom.
6. If possible, drop off times will be staggered to prevent long waits for screening and admission to the building.

For pick-up:

7. All parents are asked to call their child's classroom when they have arrived to let them know they are there to pick up their child. If they are unable to reach the classroom directly, they will call the front office and the office staff will let the child's teacher know via walkie-talkie that the parent has arrived.
 - a. Infants/toddlers
 - i. Parents will pick up at the back door of their individual child's classroom.
 - ii. Teacher will wash child's hands before handing child to the parent.
 - b. Preschoolers, older children and campers:
 - i. Children may also be brought out in groups or "pods" to play outside as long as social distancing rules can be maintained.
 - ii. A teacher or staff member will bring the child out to the parent or if the group is outside the teacher or staff member will bring the child over to the parent.
 - iii. If indoors, children will wash their hands and be brought outside to meet their parent.
8. If a staff member is not at the screening tent when you arrive, instructions about where to go will be posted at the tent.
9. Parents are NOT allowed in the building at any time.

Adapted 6/3/20. KS Rev. 6/25/20 . Rev. 7/14/20

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>

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