



Dear Parents and Families:

Greetings from the **GRACE KIDS ACADEMY** family. We hope that everyone is doing well and healthy. Based on the Governor's re-opening plan, we re-opened on June 15, 2020. We are excited to have your child enrolled in our facility!

Our top priority is the safety of the children in our care and we are taking every precaution for the health and safety of our students. Accordingly, we have made various changes in the way our facility looks, as well as implemented new practices and protocols in accordance with the CDC and the PA Department of Health. Our goal is to collaboratively ensure you and your child feel safe and secure so, together, we can navigate the complexities that this pandemic is presenting. In response to the COVID-19 virus, we are implementing the following to help keep our locations safe and to support you:

- Using a no-contact thermometer, we will screen the temperature of every child before admitting him/her into our facility each day. Parents will also have their temperature checked before entering the doors.
- Parents will only be permitted to drop off and pick up children at the entrance to the classroom's door. Only one parent will be allowed for pick up/drop off. Children who are not enrolled in our care will not be permitted to enter our facilities. Parents must wear masks/face coverings when entering the building.
- Parents must notify the time they will be dropping off their child and picking up to ensure a smooth transition. Families who are running late must call in advance and a time to drop off your child will be given to you. For the safety of your children and staff, we are strongly enforcing families to pick up their children on time (before 5:30pm) to not delay the disinfection process that needs to happen at the end of each day.
- More frequent cleaning and sanitizing of all classrooms, bathrooms, books, toys, play equipment, door handles, and other frequently touched areas will be done with EPA and OSHA approved cleaning products.
- Access to hand sanitizer/sanitizing wipes will be available throughout the facility.
- Required wearing of face masks by employees, children, parents/guardians, and any other individuals entering the building. Signs will be posted directing that no individual will be permitted in the facility without a mask. We will provide masks to all employees as needed. This requirement *does not apply* to children under the age of 2 or to individuals who are unable to wear a face-covering due to a medical condition.
- Required wearing of gloves by employees during diaper change, mealtimes or when they have contact with body fluids.
- We have removed plush toys and other toys that cannot be frequently disinfected.
- We are teaching children social distancing and proper handwashing:



- Children are discouraged from any peer-to-peer contact, including high-fives;
- Students are learning ways to greet each other without touching;
- Children and staff are continuously washing their hands, following CDC guidelines on proper handwashing;
- A minimum of 6 feet of distancing will be implemented where feasible.
- Staggered shifts and arrival times for staff and students.
- As we receive more information from the Department of Public Health and other entities, we will implement those recommendations and guidelines.

We have also implemented the following plan in case the facility is exposed to a probable or confirmed case of COVID-19:

- Employees or children who have symptoms (i.e., fever, cough, or shortness of breath), or who have a sick family member at home with COVID-19 must immediately notify the Center Administration.
- Sick employees or children must follow CDC-recommended steps, including not returning to work until the CDC criteria to discontinue home isolation are met, in consultation with their health care provider.
- GRACE KIDS ACADEMY will seek to identify and promptly notify employees and families who were in close contact (within about 6 feet for 10 minutes or more) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the person isolated, consistent with applicable confidentiality laws.
- GRACE KIDS ACADEMY will immediately secure affected areas and commission decontamination by our facility maintenance team through the process of Ultra Low Volume (ULV) fogging, and hand wiping application of an EPA-registered, commercial-grade disinfectant or other approved sanitizer.

Here are some things we expect of our families to keep our facilities safe:

- Do not send your child or enter the facility if:
 - either of you are experiencing a cough, shortness of breath, sore throat, or fever;
 - in the previous 14 days you have 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, you have traveled internationally to countries with widespread, sustained community transmission.
- Report if you have tested positive for COVID-19 or have been in contact with anyone exposed so we can properly contact trace and notify those in the facility with whom you may have had contact. We will implement necessary measures to ensure confidentiality and protect your privacy.



- Report if you, your child or anyone in your household has traveled outside the United States so we can determine whether any quarantine needs to be implemented.
- Abide by the safety protocols in place such as face coverings when interacting with staff, and practice social distancing when entering our facilities.

What to bring:

- 2 changes of clothes (just in case children have an accident and soils their clothes)
- Extra shirts or onesies for teething babies. (CDC requires us to change your baby's clothes if any secretion is present which includes drool/Saliva.)
- Blanket and cover sheet for cots. (Washed once a week in the Center)
- A backup mask in case the first one gets misplaced. (Children 2 and up).

Thank you for your understanding of these new guidelines and procedures which are subject to change. We hope you and your loved ones stay healthy and safe!

Sincerely,

GRACE KIDS ACADEMY ADMINISTRATION



Family Acknowledgment

I, _____, hereby acknowledge receipt of the above letter regarding the **COVID-19 Response Plan**. I have reviewed the plan, understand that I am required to comply with the above policies and practices as part of my child's enrollment, and agree to abide by the above policies and practices. I further consent to allowing my child to have his or her temperature taken prior to entering the facility and I consent to my child (who is two years old and above) to wear a mask.

Signature: _____

Date: _____

Yo, _____, por la presente reconozco y recibo la carta anterior con respecto al **Plan de respuesta de COVID-19**. He revisado el plan, entiendo que debo cumplir con las políticas y prácticas anteriores como parte de la inscripción de mi hijo, y acepto cumplir con las políticas y prácticas anteriores. Además, doy mi consentimiento para permitir que mi hijo se tome la temperatura antes de ingresar a las instalaciones y doy mi consentimiento para que mi hijo (que tiene dos años o más) use una máscara.

Firma: _____

Fecha: _____



Parent/Guardian Agreement

To protect our children and staff, I agree to keep my child at home if he/she has:

- Fever (a temperature of 100.4 or more)
- Cough
- Sore throat
- Chills
- Muscle pain
- Headache
- New loss of taste or smell

If my child has any of these signs of COVID-19, I will not send him/her back to school until:

- My child tested negative for COVID and is otherwise well enough to go back to school **OR**
- A healthcare provider has seen my child and documented a reason for the symptoms other than COVID **OR**
- All are true: 1) at least 10 days since the start of symptoms AND 2) fever free off anti-fever medicines for 3 days AND 3) symptoms are getting better.

If my child is diagnosed with COVID-19, I will not send him/her back to school until the following:

- It has been at least 10 days since my child first had symptoms **AND**
- My child has had no fever off anti-fever medicines (ex: Tylenol, Ibuprofen) for 3 days **AND**
- My child's symptoms are getting better

If someone in my household is diagnosed with COVID-19 or my child is exposed to COVID-19, I will keep him/her home for 14 days.

If someone in my household develops new cough, shortness of breath or two of the following: sore throat, chills, muscle pain, headache, new loss of taste or smell, I will get that person tested for COVID-19. If that person tests positive, I will keep my child home for 14 days.

Child's name: _____

Parent/guardian name: _____

Parent/guardian Signature: _____

Date: _____