

HEALTH AND SAFETY PRECAUTIONS



EFFECTIVE AUGUST 2021

BUSINESS HOURS: 7:00 AM – 6:00 PM

ILLNESS POLICY ADDENDUM

Our existing illness policies will be strictly enforced in addition to these policies:

1. Any staff or child with a cough or fever of 100 degrees or greater will be excluded and sent home immediately. A doctor's note must be provided in order to return.
2. Staff will notify the office immediately if they notice any symptoms or behavior changes in any children or staff member.
3. When necessary, we will notify the Health Department and follow their guidance for potential quarantining and/or closures.

DROP OFF AND PICK UP

1. Drop off and pick up will be at the child's classroom door.
2. Masks are required for ALL parents/guardians, staff, and children ages Pre-K and up while in the building.
3. To limit the number of individuals in the building at one time, we ask that one parent/guardian per child come in for pick up and drop off.
4. Parents may not enter the classroom. Pick up and drop off should occur at the classroom door. Teachers will bring children and their belongings to the door.
5. If the class is outside, parents should walk through the classroom and go outside to pick their child up from the playground. We ask that parents wait in designated areas and have their child come to them.
6. Please do not "conference" at the classroom door or on the playground. Other parents may be waiting for their turn to pick-up and the teachers need to focus their attention on the children they are supervising. If you need to engage in a lengthy conversation with a teacher, you are encouraged to arrange a phone call or conference. You are always welcome to email the teacher or office.
7. For now, the self-check in will remain closed. The office and teachers will check your child in and out each day.

GENERAL HEALTH AND SAFETY

1. **MASKS:** Proper fitting (snug and over the nose) masks are required for ALL parents/guardians, staff, and children ages Pre-K and up while indoors with the exception of eating and drinking.
2. **HAND WASHING:** TEACHERS AND CHILDREN WILL WASH THEIR HANDS FREQUENTLY! At every transition; arrival/departure, before/after eating, between center rotation, before/after diaper and bathroom, before/after outside, etc.
3. **HAND SANITIZER:** Sanitizer will be used to supplement (not replace) hand washing and used outside when hand washing is not available.
4. **SOCIAL DISTANCING:** Teachers and children will do their best to limit close contact. Teachers will plan activities that encourage social distancing.
5. **CLEANING AND DISINFECTING:** Classrooms and common areas will be thoroughly cleaned and disinfected throughout the day.

CLASSROOM HEALTH AND SAFETY

1. Staff and children's hands will be washed thoroughly upon arrival.
 2. Teachers will educate children about social distancing and hygiene; personal space, proper hand washing, cover sneezes/coughs, no hands or toys in mouth or nose, etc.
 3. Classrooms will be arranged to encourage individual play and increase individual table/floor activities.
 4. Soft toys and dress up items will be removed from the classroom.
 5. Circle time spaces will be marked and spaced as far apart as possible.
 6. Circle time rugs will be disinfected each night.
 7. Art supplies will be sanitized between uses (markers, scissors, glue sticks, etc.) and individual boxes will be used when possible.
 8. Hands will be washed before and after sensory, water, and sand table play.
 9. Play-Doh will be labeled for individual use.
 10. Toys will be disinfected as needed throughout the day and again at nap time and closing.
 11. Line up spaces will be marked and spaced as far apart as possible.
 12. Space will be left between children at tables for activities and meals/snacks.
 13. Tables will be cleaned and disinfected before and after each use.
 14. Cribs and nap cots will be placed as far apart as possible and not placed head to head.
 15. Cots and cribs will be sanitized each night.
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CONTACTLESS TUITION PAYMENTS

Below are options to make contactless tuition payments:

1. We encourage Tuition Express payments. This is our safe, convenient and automated payment processing system that allows secure, on-time tuition payments from either your bank account or credit/debit card. (Download the form at www.OpenArmsChesterfield.com/parents).
2. Check payments may be left in the drop box located in the lobby.
3. Credit card payments may be made by calling the front office.