

# St. Stephen School 2021 - 2022

## Child Care Handbook



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# St. Stephen Childcare/Afterschool Care

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### **OUR SCHOOL MISSION STATEMENT**

As Jesus came to invite all to the same table, St. Stephen Catholic School welcomes all to experience our unique learning environment. As we respect diverse academic levels, faith traditions and socioeconomic backgrounds, we commit ourselves to the education of the whole person—mind, body, and spirit. By our words, actions, and attitudes we encourage students to be active in their faith, respectful of others and thirsty for knowledge. It is our mission to equip them for a lifetime of learning, leadership, and service.

## **ST. STEPHEN CHILD CARE**

Our Child Care Center serves St. Stephen School families who need a fun, safe, structured environment for their children after school. Child Care services are for (completely toilet trained) 3 years old to 8<sup>th</sup> grade students, or until 13 years old. St. Stephen Child Care is housed in several of the classrooms throughout the building. The gym, playgrounds, computer lab, Family Center and library are also utilized.

We provide an atmosphere where children are encouraged to grow socially, creatively, emotionally, intellectually, spiritually and physically. Activities include strategic card and board games, literature exposure, team challenges, outdoor games, arts and crafts, homework assistance, and free play.

## **HOURS/DAYS OF OPERATION**

St. Stephen Child Care is licensed to operate between the hours of 7:00 am to 6:00 pm on all full days St. Stephen School is in session. Child care will be available over school breaks such as spring break, winter break, and summer care will be available. Day Camp days will be offered for scheduled school days on the annual calendar when school is not in session. These will be offered when five or more children sign up in advance. When school is closed for inclement weather or due to acts of God, Child Care will be closed. The center will also be closed on national holidays.

**Child Care is currently offered from 11:00am-5:30pm, Monday through Thursday, and 8:00am-5:30pm. On Non-school days child care hours will be 8:00am-5:30pm.**

## **REGISTRATION AND SCHEDULING**

We are excited to have your child(ren) join our program. Please make sure you complete all required registration forms. Children who do not have completed registration forms may not attend care until they have been completed.

We are no longer able to provide drop-in care, due to the State Licensing policies, we require set schedules per week. For extended Preschool Child Care, you will still be charged whether your child attends or not. K-8 After School Care students, if your child does not attend on a scheduled day, you will still be charged a fee of one hour. If you find a time where you need to add days for your child(ren) please contact the Child Care Director in advance, and we will do our best to accommodate your request.

Registration will take place every spring for the following school year. Child Care packets are available at the main office and the child care office.

## **FEES**

Family Registration Fee: \$75

One Child: \$5.50/hr.

Two Children: \$7.50/hr.

Three + Children: \$9.50/hr.

The minimum charge for child care is one hour.

**\* Please note, there is a \$5/minute fee should you pick up after 5:30pm.** Summer Camp rates:

1 Child \$48/day; \$25/half day; 5 full days \$220/week  
2 Children: \$70/day; \$35/half day; 5 full days \$280/week  
3+Children: \$80/day; \$45/half day; 5 full days \$375/week

Full Day = 5 or more hours; Half Day = less than 5 hours, must be Morning or Afternoon Only.

Drop in Care is not available.

All child care payments are expected to be paid bi-weekly through our Sandbox program. Every family must register online and create an account. Payments can be set up online or families may pay by check in the main school office. Checks can be made payable to St. Stephen School. Child care tuition that is 30 days late can result in termination of care. **An automatic \$25 late fee will be applied for delinquent payments.**

### **SCHEDULE EXAMPLE**

**(When Before School Care is Offered)**

**7:00am** Children arrive. Quiet activity (puzzles, books, coloring activity) breakfast?

**7:30am** Bathroom break, prepare for school

**8:00am** School aged children go to classes

**8:15-8:45am** Circle time (calendar, books, songs, math)

**8:45-9:00am** Bathroom breaks

**9:00-9:30am** Wash hands and snack

**9:30-9:50am** Story Time

**9:50-10:20am** Outdoor Exploration

**10:20-11:00am** Discovery and Imagination Play

**11:00am -12:00pm-LUNCH BUNCH**

**12:00-1:30pm** Rest time

**1:30-1:45** Bathroom

**1:45-2:30pm** Discovery/Imagination

**2:30-3:00pm** Clean up and get ready for dismissal

**3:00pm** After School care begins

**3:00-4:00 pm** Outdoor Exploration/Gross Motor

**4:00-4:20pm** Wash hands and snack

**4:20-5:00pm HOMEWORK HOUR**

**5:00-5:30pm** – Discovery &

Imaginative Play and Pick-

## **ADMISSION POLICY**

Students currently enrolled at St. Stephen School, Kindergarten through 8th Grade are given priority for available Child Care spaces. Students from the general public may enroll under the same conditions if space is available. Children are admitted into the childcare program upon thorough completion of the following:

- Child Care Registration Form
- Child Information Record and Release Form
- Good Health Statement
- Children ages 3-5 must have a Health Appraisal completed by their Physician within 30 days of enrollment. Failure to do so will result in exclusion from care until this form is provided.
- Record of up-to-date immunizations
- Acknowledgments of the Parent Handbook and Licensing Handbook

**Documents are required to be updated every school year.**

## **WITHDRAWAL POLICY**

Parents are free to withdraw from St. Stephen Child Care at any time. A minimum two-week notice is appreciated, and families are expected to fulfill the fee obligations for the reserved time on the submitted schedule request up until the child's withdrawal.

## **REMOVAL POLICY**

Removing a child from the St. Stephen Child Care program is enacted by the St. Stephen administration in consultation with the Child Care staff and Pastor of St. Stephen when there is a repeated, prolonged, and open disregard for center rules or authority, or where circumstances of crime, scandal, morality, safety, or disruption necessitates this extreme disciplinary action.

Your Family's child care tuition account must remain current. Tuition is billed bi-weekly failure to pay for your child care fees may result in your child's attendance to be limited or you child may be excluded from our program until payments are caught up. If you have a financial struggle please contact the Parish Business Manager or the Child Care Director.

## **STAFF**

St. Stephen Child Care is a state licensed center. Our highly qualified staff have Early Childhood training and are certified in CPR and First Aid. All staff submit to a screening process which includes criminal background checks, Central Registry Checks, VIRTUS training (Protecting God's Children,) electronic fingerprinting, and the Michigan Public Sex Offender Registry. In addition, each staff member has been carefully screened for their love of children and their ability to positively interact with children on a daily basis.

Preschool program and Child Care staff continue to receive training including, but not limited to, CPR and First Aid, Child Abuse and Neglect, Emergency Evacuation Procedures, health and administration of medication, supervision, outdoor play and communication with parents, and good practices when working with preschool and school-age children. In addition, staff will complete 16 hours of professional development annually.

## **VOLUNTEERS**

**Due to our Covid-19 Preparedness and Response Plan, we are not permitting Volunteers at this time. At a later date in the school year this policy will be revisited. Once volunteers are allowed in our School building, the following policy will be followed.**

Volunteers of St. Stephen Child Care must submit to criminal background checks before having contact with children in the care of St. Stephen Child Care. Documentation shall be on file at the center that a volunteer has not been convicted of child abuse/neglect and/or a felony involving harm or threatened harm to an individual. A search of the case as the perpetrator of child abuse or child neglect shall and the Michigan Public Sex Offender Registry must also be on file at the center before having unsupervised and unsupervised contact with a child in care.

Volunteers of St. Stephen Child Care having been convicted of child abuse/neglect and/or a felony involving harm or threatened harm to an individual, will not have unsupervised contact with children in the care of St. Stephen Child Care.

## **DISCIPLINE**

Children function best in an environment that is loving, supportive, and stable. They employ methods of discipline which encourage self-control, self-direction, and self-esteem. Our staff will keep a consistent daily schedule and an orderly classroom. Simple limits will be set for the child's safety and will be explained and enforced. When a child's behavior becomes unacceptable, he/she will be told why and encouraged to change it. If a child's behavior could hurt someone, damage something in the room, or continually disrupts the class it may be best to remove him or her to think about the behavior displayed. The child is then always welcomed back to the group to join in the present activity. Appropriate parent contact will be initiated by the staff following discipline issues and students may be referred to the principal. Students will be reminded that the School Discipline Policy and procedures also apply in Child Care.

## **DRESS CODE**

Students in grades K through 8 are expected to follow the St. Stephen School dress code (listed in the School Parent Handbook). Exceptions may be made in warm weather periods. For our preschool students, our experiments may get messy. Please dress your child in clothing that will not interfere with her/his play.

## **ELECTRONICS-TABLETS, PHONES, GAMING DEVICES**

**Electronic tablets, phones, Smart watches and gaming devices are NOT PERMITTED during Childcare or Afterschool Care.** Please make arrangements for pick up with your student before school. Should you need to contact your student please call the front office or email the program director. For students who have homework that requires a tablet or computer they will be asked to do this work at home or during Computer Lab time. Devices that are found in use during Childcare or Afterschool will be taken from the student and returned to the parent or guardian at pick-up.

*Revised 6/2/20 St. Stephen School COVID-19 Preparedness and Response Plan 3*

“Tech Time” is allowed on Day Camp and during our Summer Camp Program. St. Stephen School and Child Care is not responsible for any damage that may occur to your child(ren)’s electronic device. Wifi connections are not available. The content that is viewed and the games played must be appropriate at all times. Failure to follow “Tech Time” rules will result in your child(ren)’s device to be placed in the Child Care Director’s office until pick-up time.

## **PICK-UP POLICY**

Due to our Covid-19 Preparedness and Response Plan, parents may not enter the school at this time. **Notification is required if anyone other than the normally scheduled person will be picking up the child.** Please note all individuals who may pick up your child(ren) in writing on their Child Information Record and Release. We cannot release your child to a new pick-up person unless we have been notified, via a note or phone call, by a parent. Please inform this new pick-up person that we will ask to see picture identification before releasing the child to their care. Parents may park in the main lot off of Franklin Street and enter the main school entry door, door #2. At this time all adults must wear masks to enter our building. Failure to do so will result in us refusing entry to individuals until they have a face-covering. Please ring the doorbell and a member of our Child Care team will greet you shortly and assist with pick-up and drop-off. **If you pick up your child after 5:30pm, please call or email. Regular late pick-ups will be charged \$5 per minute that you are late.**

## **EMERGENCY PROCEDURES**

Fire, tornado, lock-down and evacuation drills will be practiced throughout the school year during school hours. We will do our best to socially distance individuals during these drills or in an emergency situation, but ultimately safety is always our focus. In the event of severe weather, we advise parents not to pick up their children until the severe weather has passed. In the event of an emergency, we ask that you follow these procedures:

- Turn on your radio or television. We will try to keep the media informed of emergency information.
- Please do not call school. Our telephone lines must be kept open to respond to the emergency. We will contact you with any change in the time/location of pick-up.
- Please do not come early to pick up your child unless you are requested to do so.

## **STUDENT CARE**

### **MEALS**

If your child will be here for lunch time, please send them a ready-to-eat, fully prepared lunch. Lunch is available for purchase through GRPS. A healthy and nutritious sack lunch is offered. Due to the Covid 19 pandemic hot lunch is not offered at this time. The cost for lunch is \$3.75 and milk is \$.50. Students may also order milk with their lunch if they bring it from home. You must have set up an account through GRPS for lunch fees prior to receiving sack lunches. Sack Lunches are currently free for every student. Please provide a healthy snack for your child each day, twice a day if they are staying for Preschool After school care. We are a peanut and tree nut free facility and will be unable to serve your child an item that would contain nuts.

### **ILLNESS**

Your child must be in good health and free of Covid-19 symptoms. These symptoms include a fever >100.4\*, congestion, cough, shortness of breath, sore throat, headache, chills, repeated shaking with chills, muscle aches, or a new loss of taste or smell.

*Revised 6/2/20 St. Stephen School COVID-19 Preparedness and Response Plan 4*

Upon arrival your child(ren)'s temperature will be checked. A child will not be able to attend if they have a fever and additional covid symptoms. A child with any of these symptoms will be monitored to see if they should not be in care.

If your child is running a fever or is ill with a cold or flu, it is not in his/her best interest to be at Child Care that day. A parent contact will be initiated in this circumstance and, if we are unable to contact a parent, another emergency release person will be notified. **Please do not return to school until they are fever and symptom free for 24 hours. When vomiting and diarrhea happen, your student may not return to school until 24 hours after the last episode.**

## **MEDICATION**

Medication will be administered to a student during the school day only if a medication form has been completed and signed by the child's **parent**. All medication must be sent to school in its original container or prescription bottle. Medication must be clearly labeled with the student's name, date, doctor's name, and completed instructions for administration. All medication should be given to the secretary in the school office or Child Care Director immediately upon a student's arrival at school. Prescription medicine **cannot** be administered without written instructions from your physician.

## **ACCIDENTS**

In case of an accident at school, emergency first aid will be administered. Every effort will be made to contact the parent(s)/guardian(s). In case of failure to contact the parent/guardian (either at home or their place of work), the authorized person on the child's Emergency Form will be contacted. It is important that your children know your schedule (i.e. work, golf league, classes, etc.). If your child requires any special medical attention, please alert our school office through the Emergency Form. Bumps, bruises, or minor cuts may be cleaned and/or ice/band-aides may be applied and/or parent(s)/emergency contact called.

If a serious injury occurs the following procedure will be followed:

- Check child for needed medical care
- Call 911 if emergency medical care is needed
- Ice pack, band-aids, hugs will be applied as needed
- Incident/injury report and a call home will be completed as needed.

## **HEALTH CARE POLICIES**

Children attending St. Stephen Child Care will be taught and reminded of proper hand washing procedures. All children and staff of St. Stephen Child Care will practice hand washing before and after eating, after utilizing the restroom, after activities, and whenever else appropriate. The following procedures are considered best practice for hand washing:

- ~ Have a clean paper towel available.
- ~ Turn water on to a comfortable temperature (between 60 F to 120 F).
- ~ Moisten hands with water and apply soap.
- ~ Rub hands together until a soapy lather appears and continue for at least 10 seconds ~

Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.

~ Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.

*Revised 6/2/20 St. Stephen School COVID-19 Preparedness and Response Plan 5*

- ~ Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- ~ Dispose of the paper towel in a lined trash container.

Staff of St. Stephen Child Care undergo Blood Borne Pathogen Training annually. Latex gloves are

available for staff to use in the event of possible exposure to bodily fluids (blood, vomit, urine, etc.) Should bodily fluids be present, children will be removed from the area until fluids are cleaned up and the area is disinfected.

We use precautions when handling potential exposure to blood, including tissues, discharges and bodily fluids containing and when handling other potentially infectious fluids. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

All equipment, toys, and other surfaces of St. Stephen Child Care undergo cleaning and sanitizing throughout the school year with rigorous methods applied at the beginning and end of the school year. Toys are cleaned seasonally; sleeping cots are cleaned daily; table tops are cleaned after each use.

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article with warm water and detergent.
  - Rinse the surface with clean water.
  - Submerge, wipe, or spray the surface or the article with a sanitizing solution. •
- Let the article or surface air dry.

## **FACE MASK/FACE COVERING POLICY**

**We will comply with mask expectations provided by LARA and State of Michigan Child Care Licensing.**

## **PESTICIDE NOTIFICATION**

As required by the Michigan Department of Agriculture, we will notify parents prior to any pesticide application made to the school grounds or building. In certain emergencies, pesticides may be applied without prior notice, but parents will be noticed following application.

## **CHILD PROTECTION LAW**

Child care providers are mandated reporters of abuse and neglect. Child Protective Services will be contacted within 24 hours when there is suspected child abuse or neglect.

## **LICENSING NOTEBOOK**

The Child Care Organizations Act (1973 PA116) requires all child care centers maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook is available to parents for review during regular business hours. Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). This notebook is available to parents for review during regular business hours, and is located outside of the Child Care Director's Office.

*Revised 6/2/20 St. Stephen School COVID-19 Preparedness and Response Plan 6*

**ST. Stephen School License #: DC410017804**

## **INFECTIOUS AND CONTAGIOUS DISEASES**

Should your child contract an infection or a contagious disease, please keep your child at home, seek medical help, and contact St. Stephen Child Care immediately. St. Stephen Child Care shall then contact the Health Department (DEQ) and notify parents that the children may have been exposed to a contagion. All volunteers and employees will follow the same procedure. Parents need to use discretion when a child isn't feeling well and should be kept home from school (ie: fever, diarrhea, vomiting, lice, etc.)

### **EXCLUSION POLICY FOR CHILDREN**

Parents must have a back-up plan for care in case of a child's illness. Parents will be notified of illness and required to pick up their child as soon as possible. If we are unable to reach a parent, the next person on the emergency card will be notified. A child cannot return to the program until they are no longer contagious. The following are guidelines for return:

- Fever – A child has a temperature of 100 degrees F taken by mouth or 99 degrees F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever reducing medications.
- Diarrhea – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours prior to returning to care. Exception: This may occasionally be caused by new foods a child has eaten, but we will call the parent to find out if this is the likely cause.
- Vomiting – If the child is vomiting. The child should have no vomiting for 24 hours prior to returning to care.
- Rash – If the child develops a rash and has a fever or a change in behavior. Exclude until a Physician has determined it is not a communicable disease.
- Crying and Complaining – Any time a child is not his/herself, is complaining about discomfort or is cranky and crying more than usual for that child, the child should not return until he/she is acting normally.
- Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis: Must be on prescription eye drops for 24 hours.
- Chicken Pox, Mumps, or Measles: Exclude until cleared by a doctor.
- Lice – In the event that a child contracts lice, he/she must be NIT free before returning to school. Please expect an administrator to do a final check upon return.

When a child shares, over a period of time, or indicates that s/he isn't feeling well, a call will be made to the parent(s). Medication may be given to a child by school staff only when/if parents follow school medication procedure(s).

### **EXCLUSION POLICY FOR STAFF AND VOLUNTEERS**

Staff and volunteers will not be present when diagnosed with the following illnesses:

- Typhoid fever (Salmonella typhi).
- Shigellosis (Shigella spp.)
- Escherichia coli O157:H7 infection (E. coli O157:H7).
- Hepatitis A (hepatitis A virus).
- Norovirus infection.

*Revised 6/2/20 St. Stephen School COVID-19 Preparedness and Response Plan 7*

- Jaundice has occurred within the last seven days.
- Conjunctivitis (Pink eye) has occurred: Must be on prescription eye drops for 24 hours. • Experiencing noro-like symptoms (vomiting and/or diarrhea.)

- Fever of 101 degrees or more.

Note: It is also recommended that employees and volunteers stay home if ill with symptoms such as cough and sore throat. The employee or volunteer can return to work with documentation from their Physician or the Health Department stating the excluded person is free of symptoms and free of the infectious agent. If the center becomes aware that a staff member, volunteer or child in care has contracted a communicable disease, the school will notify parents with the name and symptoms of the communicable disease.

### **SMOKING AND VAPING**

State regulations prohibit smoking and vaping on St. Stephen School property. We encourage everyone participating in St. Stephen activities, to refrain from smoking and vaping.

## **St. Stephen School – Child Care ENROLLED FAMILIES COVID-19 PREPAREDNESS & RESPONSE PLAN**

We are so excited to welcome children to the St. Stephen Child Care Programs! Although our day to day may look different than normal, we are prepared to provide a safe, healthy, and fun environment for your child. We need each other, and we truly believe that our children thrive when we work together. Please communicate with us regarding any special care needs your children may have during this time and we will do our best to accommodate these. Thank you for partnering with us. We greatly appreciate your understanding and support!

COVID-19 has changed the way we work. The following preparedness and response plan outlines the steps St. Stephen School and Child Care (“the Center”) will take when reopening its facility and when staff and children return. Guidance for this document comes from the [Center for Disease Control and Prevention](#) (CDC), the [Kent County Health Department](#) (KCHD), [the Michigan Department of Health and Human Services](#) (MDHHS), [Licensing and Regulatory Affairs](#) (LARA), [Spectrum Health COVID-19 Employer Resources Center](#), and [Kent County Back to Work](#) resources.

This is a living document and reevaluation of this plan and its requirements will occur weekly due to the unknown nature of COVID-19 and changing executive orders, legislation, and health department guidelines. Modifications of the plan will be done in accordance with additional or updated Executive Orders, CDC, Kent County Health Department, Michigan Department of Health and Human Services, OSHA guidelines, and/or State licensing rules.

*Revised 6/2/20 St. Stephen School COVID-19 Preparedness and Response Plan 8*

We want to make sure all families have the resources to feel safe, prepared, and informed when attending the Center. It is our goal to remain consistent, caring, and conscientious during this time. As always, state

licensing rules continue to guide and regulate our day-to-day operations.

## **COVID-19 Coordinators**

The District has designated the following individuals as its COVID-19 Workplace Coordinators/Supervisors (2020-97): Fr. Scott Nolan, Pastor; Cindy Thomas, Principal, and Megan Davison, Childcare Director. The Coordinators are responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the District's workplace. The Coordinator/Supervisors are also responsible for reviewing policies and practices to make sure they are consistent with this Plan, District operations, and existing federal, state, and local requirements. They are also responsible for implementing, monitoring and reporting on the COVID-19 control strategies that are required per EO 2020-97. Any concerns or violations related to this COVID-19 preparedness and response plan shall be directed to one or more of the COVID-19 Coordinators. Please contact one of the following coordinators to report any unsafe working conditions.

## **COVID-19 Symptom Awareness**

The health and safety of you, your children, and our staff is important is our number one priority. It is crucial that everyone is aware of COVID-19 symptoms so that if any arise, we can respond quickly to stop the spread within the Center.

COVID-19 is an infectious, respiratory disease caused by SARS-CoV-2. Most people infected with it will experience mild to moderate respiratory illness and recover without requiring special treatment. However, it can cause severe symptoms and can be fatal. Older people, and those with underlying medical problems are more likely to develop serious illness. COVID-19 is spread by person-to-person contact through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly inhaled in the lungs.

Symptoms include a runny nose, headache, aches and pains, chills or shaking with chills, fever, sore throat, cough, new loss of sense of smell, and taste and / or muscle pain. Shortness of breath and difficulty breathing are also symptoms and should not be ignored. It is important to seek medical attention immediately if you have trouble breathing, persistent chest pain or pressure, new confusion or inability to arouse, or bluish lips or face. This list is not all inclusive and anyone with severe or concerning symptoms should seek medical attention.

It is also important everyone knows their risk level and follow precautions accordingly. Exposure depends on multiple factors, including interactions with enrolled families and children, interactions with the general public, non-occupational activities engaged in while outside of work, and each individual's health level.

*Revised 6/2/20 St. Stephen School COVID-19 Preparedness and Response Plan 9*

## **Screening for COVID-19 Symptoms**

### **Staff Screening:**

Staff will complete a COVID-19 health screening at the beginning of each shift to determine if they have any present symptoms. If any staff has any COVID-19 symptoms, they are not allowed to enter the Center or work their scheduled shift(s).

- Through required training, all staff are familiar with symptoms and exposure risks of COVID-19, best practices to minimize exposure and prevent the spread (including PPE use), and aware of steps the employee must take to notify the Center of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, as well as how to report unsafe working conditions.

### **Child Screening**

- Parents are required to wear a cloth face covering during drop off and pick up.
- All children being dropped off for care will be screened by staff for COVID-19 temperature and symptoms.
- **Temperature Screening:**
  - Upon arrival, each parent dropping off a child will take his/her child's temperature with a Center provided thermometer, while being observed by the Center's staff.
  - After taking the temperature, the child's parent should show the temperature result to the staff for recording. The Center-owned thermometers used will be cleaned and disinfected between uses.
- **Symptom Screening:**
  - Prior to entering the Center each day, every family will need to complete the St. Stephen School symptom checker for each child attending the Center. This must be completed on the day of attendance for each child prior to admittance into the Center. The symptom checker houses a few quick questions that monitor for COVID-19 symptoms, using guidelines from the CDC.
  - Parents can complete the symptom check for each child on a computer or mobile device prior to arrival or upon arrival.
  - If a child has any symptom or a temperature of 100.4 degrees F. or higher, he/she is not permitted to attend the Center. The child may return under the following conditions and guidance from the CDC:
    - Fever free for at least 72 hours, without the use of fever reducing medications
    - And, all other symptoms have improved  
when symptoms first appeared
- **C**
  - And, at least 7 days have passed from  
**lose Contact:**
    - If a child has come into close contact with someone showing symptoms of COVID-19 or with someone who has tested positive for COVID-19, the child should self-isolate and is not able to attend the Center for 14 days
    - "Close contact" is not brief or incidental contact with a person with COVID-

19 symptoms. Instead, the CDC defines “close contact” as either:

- Being approximately within six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time”  
(more than 15 minutes) or
- Having direct contact with infectious secretions from a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on)

### **Symptoms During the Day:**

- If a child shows symptoms of COVID-19 during the day, the child will be given a mask to wear, and isolated from the other children in the main office. Parents will be called to come and pick up the child.
- The child may return to the Center under the following conditions from the CDC: ■  
Fever free for at least 72 hours, without the use of fever reducing medications. ■  
And, all other symptoms have improved.
  - And, at least 7 days have passed from when symptoms first appeared.

### **Attendance Monitoring**

- Computer tablets for checking in and checking out will not be utilized as in prior years due to COVID-19.
- Upon arrival/drop off, staff will record the time of arrival of each child scheduled to attend for the day on the daily attendance sheet included in the classroom binder.
- At departure/pick up, staff will record the time of departure of each child on the daily attendance sheet included in the classroom binder.
- Office staff will then input arrival and departure times of students into our electronic system on a daily basis.
- As part of our normal procedures that were already in place, the person who is dropping off/picking up the child will be recorded on the attendance sheet in addition to in-and-out times of the child.

### **Child Drop-Off Procedures**

- The Center’s hours of 7:15am to 5:30pm will be adjusted to 8:00am to 5:30pm beginning June 15, 2020. This adjustment is to allow staff additional time for daily cleaning and preparation.
- Drop off will be done at the Church Side Entrance facing Franklin Ave. You will be greeted by a staff member of our early childhood program.
- If a line forms please abide by the six feet social distancing guidelines. Six feet indicators will be visible to ensure social distancing is maintained while waiting in line.
- Children being dropped off will be escorted by staff to their classroom by a staff member.

*Revised 6/2/20 St. Stephen School COVID-19 Preparedness and Response Plan 11*

**Please review this handbook and sign below to show you agree and understand the rules of the Child Care Center. Return this page of the handbook to the Center Director.**

**I, \_\_\_\_\_,** have read and agree to the policies of the  
(printed name)

**Child Care Center at St. Stephen School.**

\_\_\_\_\_  
(Signature) **Date** \_\_\_\_\_

*Revised 6/2/20 St. Stephen School COVID-19 Preparedness and Response Plan 2*