

## **DROPOFF**

Starting June 1, 2020, Dropoff shall take place from your car.

Parents shall enter Patton Street from East Harper Avenue and stop at the entrance to the education building (the door closest to Patton Street). Parents shall remain in your car at all times. A PDO staff member will remove your child from the passenger side of your car (sidewalk side of the car). Your child's temperature will be taken at this time. If more than 100.4F, the child cannot attend that day. Once your child has been removed from your car and passed the temperature test, parents shall drive forward and exit Patton Street onto East Broadway Avenue.

## **CLASS SIZE**

We will try not to have any groups larger than 10. If we have more than 10 children for one class, we will try to split the class into 2 groups, if another room is available.

## **HANDWASHING**

Children's hands will be washed:

1. Upon entering building at arrival
2. At least once an hour when in the classroom.
3. After diaper change/toileting – Hands are washed in the bathroom; child holds their paper towel in both hands while returning to the room, then disposes of towel in the room. Have a trash can at the door.
4. Before eating. If hands are washed in the classroom before going to a gathering area to eat, then paper towel will be held in hands and disposed of when entering area. If children eat in the classroom, keep them from touching surfaces or other children until they begin eating. Wash hands after eating.
5. Upon entering the classroom at any time – after eating, after coming in from outside, or from the bathroom if not washed in the bathroom.
6. Before leaving for the day.

## **TOYS:**

1. All soft toys will be removed from the room for children under 2. This includes pillows, blankets, stuffed animals, etc. Only toys that can be easily cleaned and sanitized will be used in the rooms. If you have children older than 2 that still put toys in their mouth, remove the soft items from their room.
2. Each room will have a YUCK BUCKET. If any toy is put in a child's mouth or a child lays a toy down, it should immediately be put in the YUCK BUCKET.

3. As often as necessary, but at least 2 or 3 times a day, each toy in the YUCK BUCKET should be washed in clean, hot soapy water and rinsed thoroughly. Toys can be left to air dry or dried with a paper towel. Once dry, wipe each toy with a disinfecting wipe or spray with disinfecting spray and allow to air dry. If wipes or spray are not available, use a solution of 2 tablespoons of bleach to 32 oz of water in a spray bottle. Let surface air dry. You will need enough toys to be able to swap them out for cleaning during the day.

## DIAPERING

SEE ATTACHMENT – for Step 6, use soapy water (make spray bottle for convenience) to wipe down changing surface instead of paper towel or baby wipe. Use paper towel to dry surface, then spray or wipe down surface with disinfecting wipe or spray. If wipes or spray are not available, use a solution of 2 tablespoons of bleach to 32 oz of water in a spray bottle. Let surface air dry for 20-30 seconds. If bleach solution is used, wipe dry with paper towel after 20-30 seconds to avoid bleaching clothing.

## NAP AREA

1. Cots or mats should be placed at least 18 inches apart and placed head to foot (so that no 2 children are face to face).
2. Cots or mats should be labeled with child's name and only used by that child.
3. Do not allow children to walk across cots or mats. Once a child is ready to get up, their cot or mat should be moved to the storage area.
4. Sheets and blankets should be laundered at least once a week or more often if soiled. This can be done by the day care staff or sent home. An extra sheet and blanket should be kept for each child in case of accidents.
5. If a child is sent home sick, the cot and sheets should be removed from the room immediately. **Do not remove the sheet or blanket in the room to avoid spreading germs.** Sheet and blanket should be washed in hot water and dried or placed in a closable plastic bag and sent home. Cot or mat should be disinfected with disinfecting spray or wipes. Keep cot or mat away from other cots until completely dry – usually overnight.

## **ILLNESS**

1. Each staff member and child's temperature will be taken each day before entering the building. If they have a temperature of 100.4F, they will not be allowed to stay. No medications to reduce fever will be taken or given prior to coming to day care. Staff member or child must be fever-free unmedicated for 24 hours before being allowed to return.
2. Temperatures will be taken throughout the day. If a staff member or child has a fever of 100.4F or more, they will be sent home. Also, if a child complains of a sore throat, begins coughing, vomits, or has more than 2 episodes of diarrhea in one hour, they will be sent home. They cannot return until they have not vomited or had diarrhea for 24 hours. They should also be eating normally before returning. If a child develops a sudden rash, they will be sent home, even if no fever or other symptoms are present.

## **PICKUP**

Starting June 1, 2020, pickup shall take place from your car. Please call or text when you arrive for pickup.

Parents shall enter Patton Street from East Harper Avenue and stop at the entrance to the education building (the door closest to Patton Street). Parents shall remain in your car at all times. A PDO staff member will bring your child to the passenger side of your car (sidewalk side of the car). The PDO staff person will help your child get in the car and will assist with securing your child in a child restraint seat. Once your child has been returned to your car, parents shall drive forward and exit Patton Street onto East Broadway Avenue.