



MID-ISLAND Y JCC  
Early Childhood Center



MID-ISLAND Y JCC  
Youth & Teen Center

# SAFETY & OPERATIONS PLAN

2020



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**In response to the current pandemic**, temporary adjustments to our policies and procedures must be made with regards to the course of our school day so that we may continue to care for and educate the children in our program safely and with intention. Recommendations from the CDC, OCFS and our local Department of Health were considered in depth to provide the foundation for this plan. As things evolve, updates will be made to these policies as needed, and families will be notified by email.

Acceptance of Mid-Island Y JCC Early Childhood and Youth Center Safety and Operations Plan policies must be signed acknowledging that only well children will be admitted within the facility during this time, the need for staggered drop off and pick up times, and changes to the length of day, as well as the exclusion and sick policies. **Parents are required to wear masks** whenever interacting with staff, even when they are in their own car to help keep our entire school family safe and healthy. Please note that these Mid-Island Y JCC Early Childhood and Youth Center Safety and Operations Plan policies supersede any similar policies in the MYJCC Early Childhood Center Parent Handbook or the SHDC Parent Handbook.

## ENROLLING YOUR CHILD

In order to confirm your intent to enroll your child, we'll require the final page of the **Mid-Island Y JCC Early Childhood and Youth Center Safety and Operations Plan** signed and returned to the Early Childhood and Youth office.

### Emotionally Preparing for the Return:

Parents should address all questions and concerns to the administration about their return. Make sure you discuss the following among your family and with your child where applicable:

- Drop off routines
- Mask use (*seeing their teachers with masks and/or shields*)
- Physical and Social distancing: shared language
- More hand washing and cleaning

### ARRIVAL:

In order to limit exposure, entrance to the facility will be granted only to children and staff following a well check interview and screening process. Each family is required to sign a one-time attestation form prior to the first day of school indicating that each day you will be monitoring your child for any signs or symptoms of COVID-19 and notifying us of any contact with a COVID-19 positive individual. Daily health checks will still be required as per OCFS regulations, however no children will be permitted to enter the facility if they have a temperature of 100.0 or above, have trouble breathing, a cough, sore throat, or visibly look ill. Children may not be dropped off asleep.

**Arrivals will take place at the Daycare Entrance to the right of the front doors.** Parents should park their car in our parking lot and walk their child to the door. A staff member will take each child's temperature at the door with an Infrared Body Thermometer. If the child's temperature is less than 100.0 degrees they will be admitted into the program for the day. Arrival times will be staggered so that an appropriate health check can be completed and to reduce crowding at the doors. All parents must arrive on line wearing a mask, and we kindly ask you to maintain social distancing while waiting to drop-off your child. Children will be checked in on Tadpoles by the teacher at the door. Car seats and strollers must remain in the cars, and may not be brought into the school. Shoes must be removed by children and adults upon entering the classrooms of infants. Children's toys from home will not be permitted.

Second Home Daycare arrival in the afternoon on an MIYJCC bus will enter at the bus loop doors. Your child's temperature will be taken upon arrival to the building, followed by the OCFS regulatory health check upon entering their classroom.



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## Health Checks:

Children will be checked upon arrival in their classrooms for blisters and rashes, and rechecked during the day. Health checks will be updated at mid-day, including a temperature check.

## Dismissal:

Pickup will begin at 3:00 pm at the Daycare Entrance located to the right of the front door. Parents must park their car in our parking lot, and then they can announce their arrival using the app *PikMyKid*. This app will notify us of your arrival, and we will have your child brought to the door for dismissal. Once you have texted us on the app, please walk to the door wearing a mask to pick-up your child. Dismissal will be staggered. Please maintain social distancing while waiting for your child to be dismissed. Children's hands will be washed prior to bringing them to their parents. Tadpoles will be updated when the child is removed from the classroom to a "walker" staff member and then that staff member will check the child out on tadpoles when they are transferred to their parent.

## Masks and Protective Gear:

Masks must be worn at all times where staff are interacting with the public (*drop off and pick up*) as well as any time they are interacting with other staff, including in the outside areas of our program. Children 2-5 years may wear masks, but are not required to do so. Children in Kindergarten and up will be required to wear masks when indoors. They will be provided mask breaks when possible, and will be able to remove masks when outdoors. Teachers must wear them when in the building. Gloves will be worn while changing diapers, assisting children with anything that involves bodily fluids, touching food, and all other necessary times.

## Physical and Social Distancing:

In order to adhere to guidelines recommended by the CDC and local and state health departments, and to minimize risk of infections, efforts to encourage social distancing will be developed in a manner that is appropriate for each age level. Additionally, stringent disinfection and prevention of the spread of germs will be implemented and improved upon.

## Grouping Children:

Recommendations made by the CDC limit group size to 15 children plus adults, and that the same staff should remain with the same children throughout the day when possible. Children should nap further apart than usual, and during all times, best efforts should be made to maintain social distancing practices.

## Classroom Materials:

Toys in the classroom will be limited to items that can easily be disinfected. Sensory materials, dress up clothes, and other items that are difficult to disinfect and are used by all have been put away. Toys will be disinfected between use by each child, especially when placed in the mouth, and children will be given their own set of materials for use during the day when possible. Bedding must be sent home and laundered at the end of each week.

## Playground and Other Mixed-Use Equipment:

Mixed use spaces will continue to be used, and will be thoroughly disinfected and allowed to dry between each class. Maintenance will be notified of times between uses so that they may sanitize all surfaces and equipment. Class schedules will be staggered to allow for cleaning.

## Handwashing, Disinfecting and Sanitizing:

Children and teachers will wash their hands upon arrival in the classroom, between activities (*including art*), after returning from outdoor play, and before and after eating. All shared classroom materials should be disinfected between each child's use (*especially when put in the mouth*). Tables, chairs, faucets, Doorknobs, light switches, handles, etc., will be disinfected regularly. Walkie talkies, phones, and classroom iPads will also be disinfected regularly. Updated handwashing signs will be placed throughout the facility for staff, and also at eye level of the child.



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### **Food:**

We will offer a cold breakfast and hot lunch, as well as mid-morning and afternoon snack. Snacks and meals will be plated for each child in accordance with the Department of Health and CDC guidelines. Any food brought from home must be kept in a cooler type bag with an ice pack provided by the family. No lunches or snacks can be warmed. Classroom refrigerators are for school provided food only, except in infant and ones rooms. Children's food from home will be plated by a staff member using gloves.

### **Sick Child Policy:**

If a child develops a fever, shortness of breath, a new cough, GI symptoms, lethargy, chills, rash or other potential coronavirus symptoms during the day, the child will be immediately removed from the classroom by the administrative team who will also contact the parent and assess the child's symptoms. If a parent is not immediately available to pick up the child, another family member or caregiver (*listed on the authorized pick-up form*) must be called who can pick up immediately. Children may not return to school until 3 days after symptoms resolve without medical intervention. If children are being sent home with symptoms not typically associated with the coronavirus, they must remain at home until 24 hours after symptoms have resolved.

We are aware of a possible link between the coronavirus and Multi-System Inflammatory Syndrome in Children (MIS-C), whose symptoms include neck pain, persistent fever, rash, abdominal pain, feeling tired, and diarrhea. The state recommends immediate medical consultation for any child who develops these symptoms and must be reported to the Department of Health, our regulator, as well as our healthcare consultant. Students who are diagnosed with MIS-C should follow the guidance of their local health department and their healthcare provider.

### **Positive Case of Coronavirus:**

Should a staff member or child in our school become positive with a case of coronavirus, we will contact the local department of health and our healthcare consultant, and follow their guidance. The parents will be notified in writing that a positive case has been in the school via email, and parents from the affected class will be called. We are prevented by HIPAA and privacy laws from sharing the name of the individual that tested positive.

### **Communication:**

Communication will occur as usual between teacher and parent via email as needed, as well as through Tadpoles. The Director/Assistant Director will communicate with parents regularly regarding potential necessary changes to the program and policies, and will thoroughly update families regarding health information in a timely manner. New procedures will be developed so that we can continue to connect meaningfully with families now that we will no longer be able to welcome parents into the classroom.

### **Visitors/Tours:**

Visitors and tours will not be allowed inside the facility. All tours will take place via video, teleconference or phone conference.

**Please Note:** All material has been carefully read and checked for errors. However, it is still possible that mistakes in fees and/or schedules may occur. The Mid-Island Y JCC reserves the right to make corrections at the time of registration.



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## ACKNOWLEDGEMENT

### of Mid-Island Y JCC Early Childhood and Youth Center Safety and Operations Plan

Our priority at the MIYJCC Early Childhood and Youth Center is to ensure the safety of the children and staff that come to our center every day. We have created new procedures in order to achieve this goal, but we will not be successful without your help! The MIYJCC Early Childhood and Youth Center is following all communicable disease guidelines set forth by the Office of Children and Family Services, our state and local health departments and the CDC. We understand that we must do our part to keep your children safe.

In order to provide care for your child during this time, we are asking each of our families to acknowledge and agree to the following procedures. We only need 1 form per family. This form must be turned into the school office no later than **August 26, 2020** in order for your child to be admitted to return to our program for an anticipated **September 2, 2020** start date.

Family Name: \_\_\_\_\_

First Name of Child or Children: \_\_\_\_\_

I agree to be aware of my child's health. If my child(ren) or any person within my household show any of the following symptoms, I agree to keep them home.

- Fever over 100.0
- New cough of any kind
- Shortness of breath
- Muscle aches
- Racing heartbeat
- Rash
- Gastro-intestinal issues
- Lethargic, overly tired, unusually calm or quiet
- Mild respiratory illness/ issue
- Cold-like symptoms

The MIYJCC Early Childhood and Youth Center has created this Mid-Island Y JCC Early Childhood and Youth Center Safety and Operations Plan in order to minimize the potential spread of infection. I will wear a mask in accordance with NYS requirements in all public spaces including the drop off and pickup line. I agree to only have my child in attendance if they are symptom free without the intervention of any medication. If my child or anyone living within my household has any of these symptoms, I understand that my child will not be allowed in attendance until 3 days after symptoms resolve without medical intervention. I agree to notify the school office of any conditions or changes in my child's health status. I agree to inform the MIYJCC Early Childhood and Youth Center if my child tests (*or has tested*) positive for COVID-19 so that they can take necessary mandated steps as delineated in the Mid-Island Y JCC Early Childhood and Youth Center Safety and Operations Plan. I will follow physical and social distancing guidelines at home as directed by the county governance. I understand that violating these policies may result in immediate expulsion from the program and puts the entire program in jeopardy.

I certify and acknowledge that I have read and understand the Mid-Island Y JCC Early Childhood and Youth Center Safety and Operations Plan and agree to the terms listed above.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_