

COVID-19 Drop-off & Pick-up Procedure

Children at high risk for severe complications from COVID-19, such as those with compromised immune systems or respiratory conditions like severe asthma, should stay home. When in doubt, have parents consult the child's doctor for guidance.

Children who have family members in high risk categories (e.g., age 60 or over, compromised immune systems, underlying health conditions, pregnant) should be encouraged to stay at home to avoid spreading the disease to vulnerable individuals.

Child Drop-off:

- 1) Depending on the contracted hours, each child will have a 10-15-minute designated drop off window. Parents will be expected to drop off their child at this time. If they are outside of that drop off window, then they will need to wait until there are no active drop offs happening.
- 2) When the family has arrived, they should call from their vehicle to ensure a staff member is waiting to meet them. The staff member will then ask them the screening questions. If all answers are no's, the parent can bring their child to the vestibule or assigned drop off area. Masks are required to be worn by the staff and parent during any interaction. Only children and one parent are allowed in the vestibule at any given time. If another family is in the vestibule at drop off, parents are expected to wait outside/in their vehicle until it is their turn.
- 3) Teaching staff will take the temperature of the child. If a child has a temperature above 100.4 degrees Fahrenheit (regardless of the reason), then parents will be directed to take their child home immediately. Child may not return no sooner than 24 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- 4) Parents will sign their child in on a clipboard. The pen that is used will need to be wiped down in-between each parent.
- 5) Teaching staff will then escort the child directly back to the classroom. Upon entering the classroom, both the staff and child will wash their hands.
- 6) Staff may need to mark 6-foot distancing on the sidewalk and post a sign on the door with more drop off directions.

Child Pick-up:

- 1) Family will have designated 10-15-minute pick-up window of time that is agreed upon. Classroom staff will prepare children to be ready to leave classroom at the beginning of this pick-up window.
- 2) Masks are required to be worn by staff and parents during any interaction. When parent arrives, they will need to call the teaching staff. Teaching staff will escort child back to the vestibule to be picked up by parent and signed out.

3) If they miss their pickup time, the parent will need to wait until the vestibule or pick-up area is available.

Masks:

All parents are to wear a mask any time they interact with staff. See guidelines below:

1. First interaction without a mask – staff will remind parents that a mask is required when dropping off/picking up their child and warn parents that we have a new mask policy (refer parent to this policy).
2. Second interaction without a mask – staff will remind parents that a mask is required when dropping off/picking up their child, offer them a mask to wear, and warn parents that the next time it happens the child will not allowed to be in care for that day.
3. Third interaction without a mask – staff will inform parents that the child will not be allowed into care for that day.

Items from Home:

Items from home to be brought to Reach Dane are restricted to necessary items only. This includes clothing (spare clothing) and outerwear, as well as any medications or medical equipment.

Within the first 2 weeks of the start of class, a child is allowed to bring 1 comfort item from home. This could be a toy, stuffed animal, blanket (etc.). This item will not travel back and forth and will be kept at school. This item must be easily washable.

Children may bring 1 travel bag (Back-pack, tote) back and forth from school every day. It is expected that this tote will be emptied every night. This will be used for classwork, art projects or other communications to and from teaching staff and parents.