**MEMO**

TO: Bethlehem Early Learners, LLC Families

FROM: Bethlehem Early Learners, LLC

DATE: June 8, 2020

RE: COVID-19

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**Addendum**

Implementing new procedures and policies due to COVID-19

It is with extreme importance that BEL implements new safety procedures to assure that all staff, students and their families remain healthy during this pandemic. With the guidance and recommendations of CCD, WHO, and DHS we have implement the following procedures:

**Drop-off & Pick-up**

* Drop-off & Pick-up will occur outside the facility. A staff member will greet each family member at the entrance. During this time a staff member will take the temperature of the student(s).
	+ If a child has a temperature of 100.4 or over, the child will not be permitted to attend until the child is fever free 24 hours without the help of medication.
	+ If a child is coughing, sneezing or shows any signs of illness they will be sent home.
	+ Children with pre-existing health concerns are strongly advised to receive a new updated medical plan of action.
* It is advised that the immediate family that lives with the student(s) are the only ones permitted to drop-off or pick-up.

**Routine Adjustments**

* New restrictions regarding outside items will be in place. BEL will only be allowing minimal items into the facility that are deemed necessary by the discretion of the director/owner
	+ No toys from home
* Tooth brushing after lunch will be suspended indefinitely
* Communicate with physical distance when possible
* Outdoor play will be encouraged for longer periods, please be sure to dress your child in accordance with daily weather temperatures.

**Preparation upon Return to Childcare**

* Please begin to discuss with your child(ren) about new safety procedures.
* Introduce them to the concept of wearing face masks (2.5 y/o +)
* Share with your child that physical contact must be minimal
	+ YouTube: Sesame Street: How to Self-Hug with Abby Cadabby

**Contraction of COVID-19**

* Should a child, family member or staff contract COVID-19, it must be reported to the Department of Health. They will determine the course of action that should take place. Family members will be notified. (individuals’ privacy must be kept)

**Child Schedules**

* We will require all families to communicate to administration on all changes to schedules.
* If BEL has not been notified a week in advance prior to a child’s return to care date, or any changes of dates or times with their schedules, BEL will not accept the child for that anticipated week.