

Harry & Grace Steele Children's Center at OCC

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Dear Parents and Families,

We were given approval by the Orange Coast College COVID-19 Task Force to open our Children's Center doors with modifications on December 3, 2020. While COVID-19 and its variants are prevalent, we continue to take precautions as required. We welcome you and your child. It will delight me and the rest of the Children's Center staff to see you and your child at the Center. Please feel free to contact me if you have any questions.

Children's Center Operation Hours

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, I want to assure you that we are monitoring the situation closely. Effective immediately and for the foreseeable future, we are taking extra precautionary steps to support the health and safety of your children, your family and our staff.

Children's Center operation hours have been adjusted to accommodate increased daily cleaning requirements. Hours will be: Monday-Friday, 8:00 a.m. – 4:30 p.m.

Drop off will only be between 8:00 a.m. and 9:00 a.m. Pick up will only be between 3:00pm and 4:30 p.m.

Please take note of the following changes to our policies and procedures:

Check-In and Pick-Up

- All staff and children will have temperatures taken upon arrival and departure. Those with temperatures above 100.0 F or exhibiting other signs of illness will not be allowed entry.
- Families will go to their designated assigned area outdoors where a staff member will greet the child(ren). Those who are dropping off and picking up must wear a mask and adhere to social distancing. Parents and other family members will not be allowed inside the child care program.
- Prior to parents leaving the site, a trained staff member will take the temperature of your child(ren) and ask parents the following questions:
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough and/or shortness of breath?

- Do you or anyone in your household have chills, loss of taste or smell, vomiting and/or diarrhea?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold-like symptoms or flu-like symptoms?
 - Has your child received any fever reducing medications (Tylenol or Motrin)?
 - Have you or anyone in your household traveled to any Covid-19 hot spot or out of California? (Unvaccinated individuals upon return to California require a 10-day quarantine; or negative test for Covid-19 within 3 to 5 days of arrival in California with a 7-day quarantine.)
 - If you answer YES to any of these questions, your child will not be permitted to attend.
- Please notify the Children's Center if your child will not be attending and if they have any of the above symptoms.
 - If possible, limit drop-off and pick-up to one parent.
 - Children and staff will be required to wash their hands immediately upon entering the building and throughout the day. When children are received for drop-off, they will be escorted into the nearest bathroom where their hands will be washed prior to being brought to their classroom/child care area.
 - Upon your arrival to pick up your child, at your designated outdoor area, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.

Maintaining a Healthy Environment

- Children will be in assigned groups. Information regarding wearing masks or face shields depends on child's age, activity, indoors vs outdoors, ability & safety.
- Children will be in the same group with the same teachers throughout the day.
- Physical distancing with children will be encouraged as much as possible.
- Teachers will model and reinforce healthy habits and social skills including physical distancing, frequent hand washing and containing coughs and sneezes.
- Staff will wear masks and practice physical distancing.
- We will not share equipment and toys between classrooms and will clean, disinfect and sanitize equipment and toys between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- All surfaces, door knobs, light switches and any high traffic areas will be cleaned, sanitized and disinfected throughout the day as needed.
- Bathroom sinks and toilets will be sanitized after each use.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed. Staff will wash/scrub their hands and children's hands regularly (noted by the CDC as the most effective preventive measure).

- Each classroom will have a designated playground time.
- High touch surfaces on the playground will be cleaned, disinfected and sanitized between each classroom use.
- Children's mats will be appropriately spaced or placed head to toe during nap time, including designated outdoor rest areas for relaxing story time as an option.
- All children's items, including bedding, will go home each day for washing. Please bring extra clothing in a zip lock bag. Please label everything.
- Children and staff will be monitored throughout the day for signs of illness. If children become sick, they will be isolated and parents will be called to pick up immediately. Staff will be sent home.
- No program tours will be given until further notice to reduce the number of visitors in the building.

Snack and Lunch

- Children will be spread out at the tables facing same direction to ensure adequate spacing if possible indoors or may enjoy lunch outdoors with assigned group.
- Lunches and snack need to be brought each day your child attends. Please send your child's lunch in a disposable bag for one-time use along with a water bottle or personalized lunch box/bag with reusable water container. Staff will not be taking items out of the children's lunch bags, so no warm-ups are allowed at this time. Pack items that your child(ren) can eat cold or at room temperature. Please label lunch bag/box and water bottle. Trash will be discarded.
- All left-over whole food will be packed up and returned at the end of the day.

Child Health

- Children who start to feel ill or are experiencing symptoms of respiratory illness, including a fever of >100.0 F while at our center, will be isolated from other children until they are picked up.
- Children may return once they have been fever-free for 24 hours without the use of any fever reducing medications and symptom free from all cold-like or flu-like symptoms for 24 hours.
- If your child(ren) have been exposed to the COVID-19 virus, we may require a doctor's note before returning to the program.
- If your child is exposed to COVID-19 while attending – all children and staff who are unvaccinated in that classroom will be required to stay at home and monitor their symptoms for 14 days and be fever-free and symptom-free for 24 hours. Classroom will undergo extensive sanitizing and disinfecting before any children return.

Maintaining Staff Health & Wellness

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices, meals/utensils with others or children.

- Staff will check their temperature at the beginning of each shift and notify the Director if >100.0 F as well as self-monitor for signs and symptoms of COVID-19 and notify the Director if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

Tuition

- As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a month and need to close for the remainder of the month. There will be no refunds.
- We will require payment by the first of each month, with payment considered late after the 3rd business day. Parents will be given no more than 10 business days to make payments and bring account current before their child is removed from the program due to non-payment.
- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- The space will be placed on hold no more than 30-days, to allow a parent who is actively seeking child care assistance to apply for and obtain funding through an alternative payer before that space is given to the next eligible child on the waitlist.
- Late pick-up fees will be charged beginning at 4:30 p.m. After 3rd late pick up the child is dropped. We will follow the following fee structure per child:
 - Late fee for the first 15 minutes - \$ 30.00
 - Additional \$ 2.00 per minute for every minute after the first 15 minutes
- This supersedes the current late fee charges. We do not accept any form of cash payments at the Children's Center.

Communication

- **If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify the key family contact(s) by email and/or phone.**
- **Parents/Guardian are to provide contact information, cell phone numbers and email addresses of a minimum of three (3) people who may be called if their child becomes sick while at the Center. It is expected that the child be picked up immediately.**

Thank you for your understanding as we implement these required procedures to mitigate the risk of Covid19. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

Sincerely,



Pat Mendoza, M.Ed., Director

COVID – 19 Policies, Procedures, and Disclaimer

The Harry & Grace Steele Children's Center has taken enhanced health and safety measures – for you, your child, and our staff.

You and your child must follow all instruction while attending the Children's Center and in order to participate. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness or worse. According to the Centers for Disease Control and Prevention, people with underlying medical conditions are especially vulnerable to severe illness or death.

By attending the Harry & Grace Steele Children's Center you voluntarily assume all risks related to exposure to COVID-19.

Please sign below that you have read and acknowledge that you agree to abide by following the requirements for participation in the Harry & Grace Steele Children's Center; and return this signed form on the first day of your child(ren)s return.

Child(ren) Name – Printed

Parent/Guardian Name – Printed

Parent/Guardian – Signature

Date

CONTACT INFORMATION (required) NAME – CELL PHONE – EMAIL ADDRESS

1) _____

2) _____

3) _____
