



TCDN COVID-19 Guidelines

What is social distancing in a Childcare center?

Social distancing in a childcare center is not what we have come to know as staying 6 feet apart from others.

According to the CDC, social distancing in a childcare center should include the same group of children each day, along with the same teachers throughout the day. This helps to alleviate as many children and adults that a child has contact with throughout the day.

TCDN will follow the below childcare Social Distancing Strategies and Guidelines developed by the Center for Disease Control for operations during the Covid-19 crisis.

General Guidelines

- Please enter the center through the TCDN-marked main door.
- Parents and children please remain 6 feet apart while waiting to be checked in. The entrance will be marked where to safely stand.
- Staff will conduct a well check of your child at the entrance. This includes taking temperatures with a non-contact thermometer, and a visual health check to see how your child is feeling. If your child has a temperature of 100.0 they will not be permitted to enter the building.
- Your child's class will include the same group and the same teachers each day.
- TCDN has put a hold on all outside special performances and events.
- As of now, TCDN will not be able to accommodate any outside services or therapist.
- Playground times will be staggered throughout the day. Only one class will go out at time. The Ducklings have their own space therefore even though they will be out with another group, the children will not mix with that group.
- The playground will be disinfected between each class use.
- Children will remain in their classroom, and not mix classrooms or teachers at the beginning or end of the day.
- TCDN teachers will serve the children lunch and snack. At this time TCDN will not be able to continue family style meals.
- Fewer children will eat at each table with space/seat between the children.
- TCDN will be using plastic utensils until further notice.
- All staff are required to be tested for Covid-19 before returning to work.

Cleaning and Disinfecting

- Staff and children are required to wash hands upon entering classroom and frequently throughout the day.
- Highly used areas, door handles, and tables will be cleaned and disinfected throughout the day.
- Per CDC recommendations, disposable gloves will be worn to clean and disinfect. Surfaces will first be cleaned using soap and water, then disinfected with a solution of bleach and water.
- The playground structures will be disinfected after each class use.
- Cleaning and disinfection of wooden surfaces (play structures, benches, and tables) is not recommended by the CDC.
- TCDN has developed a routine schedule for cleaning and disinfecting all areas of the classroom and center. The classroom teacher will initial and record the time after each cleaning and disinfecting task is performed. The checklist will be available for parents to review, if requested.

Parents/Child

- Parents, we are requesting that you provide your child with a mask.
- All children over the age of two are asked to wear masks as much as possible. It is recommended that masks not be worn during nap time and while outside in the playgrounds.
- When masks are not worn, they will be stored in a brown paper bag labeled with the child's name.
- Parents are required to wear a mask while in the center.
- Children will be required to wash their hands frequently while at the center. Hand sanitizer will be use if soap and water is not available.
- No book bags, personal toys, or totes are permitted in the center. Please bring an updated change of clothes in a sealed baggie labeled with your child's name.
- As of now, TCDN will not be able to accommodate any outside services or therapist.
- Ideally the same person should drop off and pick up every day. We know that may be challenging, however we ask that you at least limit the number of designated persons who can pick up and drop off to two.
- Parents/Adults must wear mask while in the building.
- Parents will not be permitted inside the classrooms.

Drop-off/ Pick-up Procedures

During Drop-off: From 7:15 a.m.-9:30 a.m.

All parents must wear a mask while in the building.

- All parents must enter through TCDN door
- All parents, including, Cricket parents, proceed down the steps.
- Staff will conduct a well check of your child at the entrance. This includes taking temperatures and a visual health check to see how your child is feeling.
- Staff will take and record your child's temperature and sign your child in.
- Your child will be escorted to their room by a teacher.
- Children in the Cricket room will be escorted to the Cricket room by a teacher.
- Parents are not permitted to enter the individual classrooms.
- Parents are to exit through the door at the end of the hallway.
- Parents are requested to limit the number of people who drop off your child to two adults.

Drop off or Pick up between 9:30 a.m.-4:00 p.m. - Please go to the office-

During Pick-up: From 4:00 p.m.-6:00 p.m.

- Parents are requested to limit the number of people who pick up your child to the same two adults.
- Cricket Parent will go to the classroom and wait at the door for the teacher to bring your child to the door. Teachers will sign out each child. Please exit through the back exit doors.
- Classrooms on the lower level: a teacher will meet you at the door, the teacher will notify your child's class that you are here and will sign out your child.
- Please wait outside your child classroom until the teacher brings your child to you.
- Parents are not permitted to enter the classrooms.
- Exit through the back door at the end of the hallway. Please follow the signs.
- If your child's class is on the playground, please pick up at playground. Do not go into the center.

Staff Procedures

- All staff are required to wear masks.
- All staff are required to be tested for Covid-19 before returning to work, and retested if requested.
- Staff will be screened when entering the building. This includes taking their temperature. If temperature is 100.4 or above, staff will be sent home.
- All staff will wear large ID pictures, which will allow the children to recognize the teacher wearing the mask.
- As always, all staff are required to wash hands frequently while working with children.

Center Procedures

- TCDN has developed a checklist for cleaning and disinfecting the classrooms and center.
- Toys that cannot be cleaned and sanitized will not be used.

If a child is not feeling well at the center.

- The child's temperature will be taken
- The child's parents will be called for immediate pick up.
- While waiting the child and a staff person will wait in the teachers' lounge until parents arrive.
- If it is confirmed that a child has tested positive for COVID-19 all center parents will be notified immediately with information from the CDC.

If a staff has tested positive for COVID-19

- TCDN will notify the parents as soon as possible.
- TCDN and the staff will follow the guidelines from the Department of Health. The staff person will be permitted to return to work after 14 days of not exhibiting any symptoms of the virus in accordance with the Department of Health, and have tested negative for the virus.

Please sign below acknowledging that you have read and agree to the above guidelines.

Child's Full Name: _____

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____