



COVID-19 Parent Policy

March 15, 2020

Parents,

As a childcare center our first priority during this health crisis is the safety of our students, families, and employees. We are closely following the NYSDOH and CDC guidelines and have been in contact with OCFS as well as Public Health. Hand In Hand is doing everything that we can to remain open for as long as possible but also minimize the spread of this illness in a safe manner that keeps everyone healthy. Below are protocols and guidelines that we have implemented to help minimize the spread of the Coronavirus.

Physical Space

- Classrooms and common areas of the center will continue to be cleaned daily. Extra attention will be given to areas with high traffic areas.
- Cleaning guidelines and recommendations from the CDC and DOH will be followed
- Toys will be minimal and no soft toys will be on shelves.

Children

- Children with a fever of 100.4 or over will be sent home. We will be using the conference as a sick room until the child can be picked up within the 30 minute allotted pickup time. Students should remain home until fever free for 24 hours without medication. Must have doctor note to return to care. If tested positive for Coronavirus, the child must not return to care until a doctor releases them back to care. If a child tests positive all other siblings will need to be picked up as well.
- Children should remain home or may be sent home if they cannot participate in the day's daily activities or require more care than the school is able to provide. This includes multiple dirty diapers or accidents.
- Pre-k children will be combined into the Preschool classroom during this time.

Employees

- Staff who are ill should remain home until cleared by their doctor.
- The center will make every attempt to maintain enough employees, however, should we not be able to meet those mandatory staff to child ratios we may need to move children into a different classroom.
- Employees will bring a change of clothing to work so that they can change before going home to minimize the risk of bringing something home to their families.



Parents

- In order to keep our programs running and keep employees and students health a top priority, we ask that you use extreme caution with ill children. Children will be sent home if ill and are asked to be picked up within 30 minutes. Whenever possible sick children will be moved to the conference room until they have been picked up.
- If any student or staff member attended the center and has been diagnosed with the Coronavirus we are mandated to close the center for a minimum of 24 hours for cleaning and disinfecting.

“When a student or staff member attended school prior to being confirmed as a COVID-19 case, New York State Department of Health requires an initial 24-hour closure, in order to begin an investigation to determine the contacts that the individual may have had within the school environment. That investigation will inform the plan determined by the local department of health and to any further required closure, or other necessary precautions to take for specific classrooms, or for specific individuals. Such plan must recommend actions for future positive COVID-19 cases as well.”

- If you or your family has traveled recently, proper precautions must be taken upon return as recommended by the CDC and Department of Health.
- If a parent is under quarantine, the parent cannot enter the building including picking up your child. If the parent is exhibiting signs of illness or has tested positive you must utilize an emergency contact authorized to pick up your child.
- The child must not return to school during the parent’s quarantine period.
- No toys or blankets should be brought from home. We are asking that only blankets that are already here for naptime will be permitted.
- Visitors will not be permitted into the building.
- Drop off and pick up will be different. When you arrive to drop off your child, we ask that you call the center (315)376-9414 and a staff member will come out and meet you out front, check your child’s temperature and bring the child into the classroom. We are limiting exposure as much as possible by doing this. No parents will be permitted into a classroom without prior approval.
- To make a payment please give a check to the drop off employee or call in to make a credit card payment. If you are paying with cash, please call ahead to the center to ensure that someone will be at the desk to accept your payment.



- Please understand that we EARLY CHILDHOOD CENTER that we can to remain open during this time but that could change at any time. With your cooperation we will be able to keep the building healthy and clean.
- In the event that we must close, you will not be charged for this.
- In the event that you decide to keep your child home during this time, you will not be charged and we will waive the 2 week contract change. Please understand that once you decide to pull your child they will not be permitted back into the program until the school district goes back to school.
- **At this time there will be no drop off care allowed.**

Before entering the building you must let employees know if you have:

1. Have you traveled to a country for which the CDC has issued a [Level 2 or 3 travel designation within the last 14 days?](#)
2. Have you had contact with any [Persons Under Investigation \(PUIs\) for COVID-19](#) within the last 14 days, OR with anyone with known COVID-19?; and
3. Do you have any symptoms of a respiratory infection (e.g., cough, sore throat, fever, or shortness of breath)?

If you answer yes to any of these questions you may not enter the building.