

## Rahway Day Care Center

1071 New Brunswick Ave

Rahway, NJ 07065

(732) 382-0544

## Covid-19 Guidelines

**Arrival Procedures-** Only staff and students will be allowed to enter the building. Students will arrive from 8:00-8:30 (depending on program start time). **For children in before care, arrival time is 7:30. All other students should plan to arrive at 8:00 OR 8:30 depending on program.** We will not be able to accept anyone after our 9:30 cut off time. Please make every effort to arrive to school at 8:30. If there is a need to be late due to an emergency or scheduled appointment, please call the office at 732-382-0544 before 8:30. We cannot accept anyone after 9:30 due to the guidelines at this time. Every staff member and student will be temperature screened daily prior to entering the building. Anyone who has a temperature of 100.4 or higher will be excluded from entering the center. If there has been any exposure to Covid-19, the student or staff member will be asked to remain home and self-quarantine for 14 days. There will be a staff member assigned at the door to greet the students and escort them to their classrooms after the daily screening has been completed.

**Dismissal-** Staff will be at the door in the afternoon to assist with the dismissal of Pre-K students at 2:30. If the need arises for early dismissal, there is a buzzer outside the door. Please buzz the buzzer and someone will come out to assist you. Children will be escorted out to the parent or caretaker. Please understand that no one will be allowed to enter the building aside from staff and children. This is for everyone's safety. Anyone coming to pick up a student must be wearing a

face mask covering nose and mouth. Due to social distancing requirements, classes will be dismissed one at a time. If there is no one waiting at dismissal time, your child will be released to you after the other classes have been dismissed. For all other classes, children will be dismissed when a parent or escort arrives at the center for pick up. Buzz the buzzer and we will bring your child to you.

**Group sizes**-Group sizes will be kept within licensing guidelines. Interactions with other groups will be extremely limited and children will remain under the care of the same staff throughout the day. Two staff members are assigned to each group. Outdoor play will be scheduled in staggered shifts.

**Masks & Face shields**-Masks will be worn by all staff members. Children are required to wear a face covering while inside the building. Masks will be removed for active outside play, naptime, and lunch. We will practice social distancing during these times. Children will be allowed to play and interact with other children WITHIN their group ONLY.

**Sharing of supplies**-Adequate art and other supplies will be provided and kept in separate bins labeled with each child's name. Sharing will be extremely limited.

**Personal Items**- Personal items shall be stored in individual bins inside the cubby.

**Visitors**-Visitors will not be permitted to enter the center during operating hours. The only exception to this rule is law enforcement, Office of Licensing, & Child protection personnel in their official capacity.

**Cleaning & Sanitizing**- Our center has enhanced our cleaning, sanitizing & disinfecting procedures. Children and staff will practice frequent hand washing for more than 20 seconds. We will sanitize our hands upon entering our center. We will wash hands when entering the classroom, before and after meals and snacks, before and after outside time, after using the restroom, and before leaving for home. Any shared toys will only be shared within the same group and will be cleaned and disinfected after each use. The restroom will be cleaned and disinfected after each child uses it. All toys, equipment, and surfaces will be cleaned more frequently. We will clean, sanitize, and disinfect regularly touched surfaces multiple times throughout the day. We also have a cleaning company that comes every evening to thoroughly clean, disinfect and sanitize the entire school including classrooms, bathrooms, hallways, and stairways.

**Suspected/Confirmed cases:** Any confirmed or suspected exposure to Covid-19 in a child care center will be reported immediately to our local health department and the office of licensing. If a child exhibits symptoms of Covid-19, they will be immediately sent home.

**\*If a child is sent home with symptoms, they cannot return to school without a negative Covid-19 test, or a doctor note explaining the cause of illness and clearance to return to school. They must also be fever free for 24 hours without any fever reducing medication, and be free of symptoms.**

**\*If a child tests positive for Covid-19, they will not be admitted back to school until 14 days have passed, and the child is fever free for at least 24 hours without any fever reducing medication. They must bring in a note from the doctor stating that they are cleared to return to school and a negative covid-19 test would be recommended.**

**\*If a child who presents symptoms of Covid-19 does not receive a Covid-19 test, they must remain out of school for 14 days, be fever free for 24 hours without fever reducing medication, and also be free of symptoms.**

**\*If someone in our school tests positive for Covid-19, families will be notified and we will follow all recommendations from the health department and the office of licensing in regards to quarantining.**

**\*Our goal is to keep our staff and every student safe. We ask that you please notify us if your child has any symptoms consistent with Covid-19 immediately. In addition, please review the criteria and screening process information.**

**Management of sick children-**Children who are ill and waiting to be picked up by a parent will be removed from the classroom and supervised separately in a quarantine area away from other children and staff to minimize possible exposure. Parents will be called to pick up sick children. Children will need to be picked up within one hour of being contacted. Please make sure the emergency contacts that have been listed have transportation and are within a reasonable distance. For the safety of all children, please make arrangements to have your child picked up as quickly as possible if they need to be sent home from school due to illness.

**Escorts**-Anyone picking up a child that is not the parent must be listed on the escort list provided by the parent. They must be 18 years of age, and show identification.

**Communication**-Paperwork including allergy lists, emergency contacts and escort lists will be provided. Please fill out and return to our school. Please make sure there are two reliable emergency contacts as well as all parent/guardian information is kept up to date. We can be reached anytime at 732-382-0544.

**\*\*PLEASE REVIEW OUR COVID-19 SCREENING TOOL AND REPORT ANY SYMPTOMS LISTED TO THE OFFICE OR WELCOME TEAM AT THE DOOR. EVERYONE WHO ENTERS THE BUILDING WILL BE SCREENED AND TEMPERATURES WILL BE RECORDED.**

**\*THANK YOU FOR HELPING US KEEP OUR SCHOOL, CHILDREN, AND STAFF SAFE!**

**\*THANK YOU FOR CHOOSING RAHWAY DAY CARE!**

# **Covid-19 Screening**

**(Please review each morning.)**

- 1. Fever of 100.4 or higher?**
- 2. Has Tylenol or any fever reducing medication been administered?**
- 3. Any 2 of the following symptoms?**

**\*Chills**

**\*Muscle Aches**

**\*Headache**

**\*Sore Throat**

**\*Nausea/Vomiting**

**\*Diarrhea**

**\*Fatigue**

**\*Congestion**

**\*Runny Nose**

**4. Any 1 of the following symptoms?**

**\*Cough**

**\*Shortness of Breath**

**\*Difficulty Breathing**

**\*Loss of TASTE or SMELL**

**5. Any close contact with someone who has a confirmed case of Covid-19 in the past 14 days?**

**6. Does anyone in the household have symptoms of Covid-19 or has already tested positive?**

**\*\*IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE DO NOT SEND YOUR CHILD TO SCHOOL AND CONTACT YOUR CHILD'S TEACHER OR THE OFFICE IMMEDIATELY 732-382-0544**