



## **Early Learning Center Policies and Guidelines for Limit Operations**

### **General Operation Updates**

Under the recommendations of the Department of Health, King County Public Health, Center of Disease Control and Department of Child, Youth and Family Services, the Early Learning Center has updated their current policies and guidelines to provide necessary precautions during the COVID19 outbreak.

The Early Learning Center will be operating under the following guidelines until further notice. At this point in time, if parents can keep their children home or use alternate care that is not group care, it is recommended by the department of health that they do so.

It is with understanding that if you choose to use the Early Learning Center for care at this time, you will follow all policies listed below. If policies are not adhered to, enrollment at the Early Learning Center will be terminated.

**Any child, family member, or employee that are showing symptoms of COVID -19, have been in contact with someone with COVID-19 in the last 14 days, or at high risk due to underlying conditions will be excluded from care.**

It is recommended that anyone who is at an increased risk of complications from COVID-19 do not provide care, transportation or visit the childcare facility.

### **Hours of Operation**

The Early Learning Center will provide care Monday – Friday 7:30am to 4:30pm. No one is allowed on the premises without a pre-arranged appointment. Please contact Heather Wildes (425) 739-8117 or Amy Nehme (425) 576-5838 for further information and appointment requests.

### **Enrollment**

The Early Learning Center is operating with limited enrollment and not accepting new families at this time. As regulations change, we hope to be able provide care for more families in the near future. You may email [elc@lwtech.edu](mailto:elc@lwtech.edu) or call Heather Wildes (425) 739-8117 or Amy Nehme (425) 576-5838 to place your child on the waitlist for future enrollment. Please make sure to include the best phone number to contact you, and your child's birthdate.

### **Weekly and Daily Rates**

You will be billed on a weekly basis and you have the option of full time weekly or daily part time.

	<b>STUDENT</b>	<b>EMPLOYEE</b>	<b>COMMUNITY</b>
Toddler – full week	290	310	365
Preschool – full week	250	270	340
Toddler full day	65/day	70/day	80/day
Preschool per full day	55/day	60/day	70/day
Toddler half day	45/day	50/day	60/day
Preschool half day	35/day	40/day	50/day

## **Payments**

While campus is closed your options for payment will be either check at drop off or you may call the cashier and pay by phone with credit card. The cashier is available Monday – Friday 8:00am to 4:00pm (425) 739-8403.

You will receive a new contract every Friday for the upcoming week. Monday you will be billed based on what you have selected in your contract and emailed a statement. Payment is due Tuesday each week. If payment is not made by Wednesday evening a \$25.00 late fee will be assessed.

## **Center Procedures**

### **Health Care Policy**

At this time, we must be overly cautious with illness and who allow to physically be at the Early Learning Center. Along with our current health guidelines, we will also include the following symptoms in excluding children from care:

- A temperature of 100.4<sup>0</sup>F or higher, shortness of breath, cough or other signs of new illness unrelated to a preexisting condition
- Vomiting
- Unexplained rash (not due to heat or diaper)
- Oozing open sores or wounds
- Mouth sores with drooling
- Untreated head lice
- 2 or more runny stools in a short period of time
- Blood or mucus in stool
- Unusually tired or lethargic

If your child falls ill with any of these symptoms they will be removed from the classroom and brought to the S2 office. You will be contacted to come and pick up your child immediately. We have always required that you are available by phone to reach in the event of illness or emergency while your child is in our care. We are now requiring that you if you are asked to pick your child for illness, you have your child picked up no later than 30 minutes after receiving the phone call. If you are unable to do this, you will be subject to late pick up fees. If we are not able to contact you within 30 minutes of your child being removed from the classroom, your enrollment may be terminated.

If your child is sent home for illness but does not present any of the symptoms associated to COVID-19, and has not been around anyone diagnosed or presenting symptoms of COVID-19, they must remain out of the center until they are symptom free for a minimum of 3 consecutive days (72 hours).

If your child has presented a fever of 100.4 and has any possible symptoms of COVID-19 they must remain out of care until they are symptom free for a minimum of 14 days. You must notify the center immediately and this will be reported to the King County Department of Health for further guidance.

If your child has been diagnosed with COVID-19, or may have had close contact to someone with COVID-19, but are not currently showing any symptoms; you should monitor their health, avoid public places and not return to childcare for 14 days. You must notify the center immediately and this will be reported to the King County Department of Health for further guidance.

### **Drop Off/Pick Up**

At this time, only children and staff are permitted beyond the parking lot gates into the Early Learning Center. When you drop off your child, teachers will meet you in the parking lot, sign your child in and walk them to classroom.

You will be provided a weekly contract and may choose the following times to drop off our pick up your child for that week. Once you have selected those times, you will not be able to change during that week. However, you may chose different drop off and pick up times each week you complete a new contract.

Our drop off times offered are 7:30 am, 9:30am, and 12:00pm. You will have a 5 minute window to arrive at this time. If you arrive beyond that and the teachers have already returned to class, your child will not be able to attend for the day. **No exceptions will be made.**

Pick up times offered will be 11:45am, 3:00pm and 4:30pm. If you do not arrive within 5 minutes of your selected pick up time, you will be charged a \$25.00 late fee for the first 5 minutes and \$1.00 per minute beyond that, until you arrive. Classrooms will be adjusting their schedules and lunch time will now be at 12:00pm.

You will have the option of part time or full time care and may change weekly due to your needs. Our rate sheet has been updated to reflect these options during this period of time. This is temporary and may change as restrictions are lifted.

All children and employees will require temperature checks before entering the building. Anyone with a temperature of 100.4 or higher will not be permitted. Along with a weekly contract, every Monday (or first day that your child attends for the week) a health screening will be required. We need each family to be honest when completing the screening for the health and safety of all children, families and staff at the ELC. A signature will be required and withholding information regarding your child's symptoms will result in immediate termination of care.

If your child is scheduled to come to school but will not be attending, please send a message in the HiMama app or call Heather or Amy. All absences and reasons for absence must be recorded and kept on file.

### **Personal Belongings**

At this time we are requesting only necessary items be brought to school with your child (lunch, two changes of clothes, diapers, blanket and one coat or sweatshirt). Please plan on providing what is necessary for the week on Monday. All belongings will be sent home with you for washing on Friday. The health department recommends that items be brought in some type of disposable bag, backpacks and cloth bags are **not permitted** at this time.

### **Social Distancing & Indoor Play**

In order to do our best to provide social distancing while children are in the classroom we will be following these guidelines:

- There will be no more than 10 people allowed in the classroom at one time (this is total combined of both children and adults)
- Classrooms will not combine in the morning or evening. When children arrive they will be taken to their assigned classroom and not go from one class to another.
- During table activities and meal times, children will be spread as far apart as possible.
- All group activities that require close physical contact will be eliminated.
- No sensory tables or water bins will be used.
- For common shared materials (such as art supplies), teachers will provide each child with their own “box” that contains materials only for them
- If the material or toy is not able to be separated individually, teachers will have sanitization stations in each classroom and clean item immediately after use, before returning it back to use.
- Classroom windows will be open as often as possible to provide an extra measure of ventilation.

### **Outside Play**

The children will be outside for play as much as possible. If multiple classes are using the playground at the same time, they will create as much separation as possible. Children will not be playing with children in other classrooms at this time.

It is recommended that the large playground equipment not be used at this time, so both the preschool climber and toddler climber will be closed.

While our LWTech campus remains closed, children will only be playing or walking in the immediate Early Learning Center area.

### **Meal Times & Lunch**

Family style meals will not occur at this time. The children will be spaced far apart, with teacher assistance, to avoid any possible touching or sharing. The employees will be responsible for all clean-up of dishes to minimize contact. It is recommended that you bring your child's lunch in some type of disposable bag instead of the usual lunchbox or Rubbermaid containers.

We will not be doing tooth brushing until further notice. Staff have been instructed to dispose of any tooth brushing materials that still may be in the center.

### **Hand washing & Facemasks**

Our team will continue to practice frequent handwashing and guide the children to hand wash with soap and water for at least 20 seconds. All staff and children are required to wash their hands upon arriving at the center, when entering the classroom from outside, before and after any diaper changing or bathroom use, before and after meals and snacks, and before leaving the classroom to return home for the day. Additional hand sanitizing stations have been placed around the ELC, however this will not replace the use of handwashing.

For adults, LWTech is requiring that anyone who comes to campus wears a facemask. If you do not currently have a facemask to be used during drop off and pick up the ELC will provide one for you.

All teachers are required to wear a mask when they are in the classroom or in any situation where they cannot stay safely 6ft away from another person. The S2 office will be locked during the day. If you have made a scheduled appointment, you will need to wear a face mask before entering. If you do not have one, the ELC will provide one for you.

Children under two years of age are not permitted to wear facemasks due to the possibility of suffocation or choking per our department of licensing. Children over two may wear a mask if it does not become more of a hazard to do so. Children must have an adult safely place the mask on them and are asked to not touch or "play" with it while they have it on. When they take it off, they must put it in their cubby immediately. It is not a requirement for children to wear a mask and not recommended unless they are comfortable doing so. Our team will offer assistance, but if the child is unable to use the mask in a safe manner the teacher can make the decision to have the child remove it.

### **Cleaning and Disinfecting**

Our facilities team has been doing a thorough cleaning and disinfecting during our time of closure. They will continue to do this process every evening as we reopen. One hour before opening and one hour after closing our ELC team will clean and disinfect all classroom and playground materials that may have been touched.

Our team has been provided adequate supplies for disinfecting and will be cleaning high touch surfaces, such as door handles, tables and countertops, consistently throughout the day.

### **Disclaimer**

These guidelines are in effect starting May 5<sup>th</sup> and moving forward. They may change frequently as recommended by the proper health officials. Our Early Learning Center team will make take all recommended and necessary precautions to keep everyone safe. Should there be any cause for concern, our center may need to close immediately for further evaluation.

**Please sign to acknowledge all of the above.**

Name of Child: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_