



# FAMILY HANDBOOK SUMMER CAMP 2020

**Administrative Office & Mailing Address**  
**374 El Camino Real, Belmont, CA 94002**

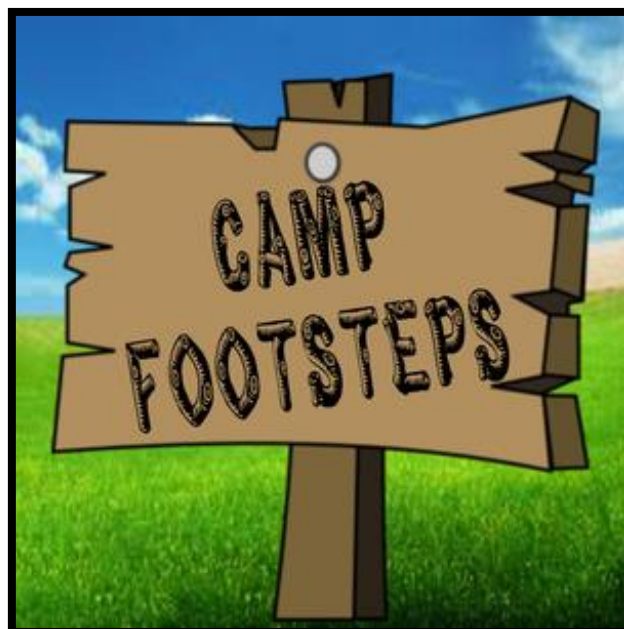
**Phone 650-610-0715**

**Fax 650-610-0751**

**Email [office@footstepschildcare.org](mailto:office@footstepschildcare.org)**

**Website [footstepschildcare.org](http://footstepschildcare.org)**

**License 414058969 Tax ID 94-3206278**



# FOOTSTEPS CHILD CARE DIRECTORY

## Footsteps Child Care, Inc. Administrative Office

**Office & Mailing Address** 374 El Camino Real, Belmont, CA 94002  
**Direct Line** 650.610.0715 **Fax** 650.610.0751  
**Website** www.footstepschildcare.org **Email** office@footstepschildcare.org

## Administrative Staff

**Karen Haas-Foletta** Executive Director **Lori Ottolini Geno** Deputy Director  
**Nick Foletta** Finance Director **Christine Rudolph** Director of HR  
**Janice Morimoto** State Preschool Manager

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**CAMP FOOTSTEPS - FOOTSTEPS@CIPRIANI SITE** 650.592.3262 License # 414058969  
Stephen Finn 650.670.0771 Site Director 2525 Buena Vista Avenue 94002  
Chris Geno 650.254.6946 Assistant Site Director

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**CAMP FOOTSTEPS - FOOTSTEPS@NESBIT SITE** 650.592.0522 License # 414001160  
Stephen Ish 650.400.9802 Site Director 500 Biddulph Way 94002

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**CAMP FOOTSTEPS - FOOTSTEPS@SHORES SITE** 650.610.0813 License # 414002640  
Christian Castillo 650.670.0528 Site Director 225 Shearwater Parkway  
Redwood City 94065

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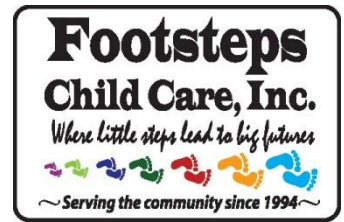
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JR Pablo 650.557.8994 Site Director 2675 Ralston Avenue 94002

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# WELCOME TO FOOTSTEPS CHILD CARE, INC.

On behalf of the Board of Directors and staff, **welcome!**

We share a common goal - quality programming - creating a safe, trusting and challenging environment where children are encouraged to pursue new and familiar interests, develop friendships, grow in confidence and independence and continue to develop respect for themselves and others.



Footsteps Child Care, Inc. operates eight programs; seven licensed, in San Mateo County, most onsite at Belmont-Redwood Shores Schools, one off-site program located at the City of Belmont Parks & Recreation Community Center, and one located in Redwood City. We are a private, non-profit corporation governed by an Executive Board of Directors comprised of parents and guardians. Footsteps Child Care, Inc. offers safe, supervised, quality care, designed to meet the developmental and social needs of the children and youth enrolled.

This handbook outlines what to expect, and what is expected from you at our Footsteps Child Care, Inc. Summer Camp. If, after reading this handbook and attending the orientation, you have additional questions, please contact us so we can answer your questions.

## MISSION STATEMENT

**Footsteps Child Care, Inc. provides infants, children, youth, and their families, quality programs in a safe, nurturing, and enriching environment, through caring and professional staff and family involvement.**

## PROGRAM GOALS AND PHILOSOPHY

- We believe children learn and master new skills through a variety of play experiences.
- We support and enhance the school day by providing and creating opportunities for children and youth to learn and experience new things through physical activity, social experience, hands-on participatory activity and choice.
- The curriculum includes a variety of age and developmentally appropriate group and individual activities (structured and non-structured).
- The program provides the children with the space and time to discover.
- We provide the children and youth with supportive and encouraging staff, striving to assist children in developing and maintaining a positive self-image and encourage children to take responsibility for themselves and their actions while learning social skills, such as problem solving and cooperation with others.

## ADMISSION POLICY

- We are non-discriminatory in admission, on the basis of sex, sexual orientation, gender, gender identity, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical ability. Our programs serve children and youth, infant through eighth grade.
- **A parent or guardian is required to attend an orientation before the child attends.** If you cannot attend the scheduled orientation, please set up an individual orientation before your child's first day.
- We will make every effort to include children with special needs in our program. Children who have special needs are considered for admission on an individual basis. The Site Director will meet with the parent or guardian before enrollment to determine if the program is the best environment for the child. Upon enrollment, staff and parents will continue to meet regularly to monitor the child's progress and discuss how best to support the child.
- It is sometimes necessary to redirect children and their families, especially if we do not have facilities or staff to work with the child's needs. In these cases, the Site Director and the child's parent or guardian will decide if the center can properly meet the needs of the child.



## COMMUNITY CARE LICENSING INFORMATION

Our Footsteps Summer Camps are licensed through the State of California Department of Social Services (Community Care Licensing). The Department of Social Services (Community Care Licensing) has the right to interview children or review their records without parent or guardian notification.

- Licensing has the right to interview staff and to inspect or audit facility records without prior consent.
- The licensee shall make provisions for private interviews with any children or staff member and for the examination of all records relating to the operation any Footsteps Child Care program site.
- The Department has authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement.
- Our adult to child ratio is approximately 1:10 for children in grades Kindergarten to Second, 1:12 for grades Third through Fifth, and 1:14 for middle school youth.
- All children are covered by an individual accident policy while attending our programs.

## PARENT/GUARDIAN PARTICIPATION

**Footsteps Child Care, Inc. has an open door policy. You are welcome to visit at any time during the course of the program day.** Footsteps Child Care, Inc. thrives with the help, talent, and skills of the family volunteers who participate in a variety of ways. If you have skills, talents or contacts to share, please let us know.

Footsteps Child Care, Inc. is a non-profit organization, governed by an Executive Board of Directors. Parents and guardians volunteer to serve on Site Councils. The Site Council is an advisory committee supporting the daily operation at the site level. Individuals are elected to the Board of Directors. The term alternates so new members are elected at the end of each school year. The Executive Board of Directors establishes general policies and acts as a clearinghouse for concerns affecting the entire organization.

## FAMILY COMMUNICATION

**COMMUNICATION:** We encourage staff and families to get to know each other. Photos of staff are posted on the family bulletin boards and staff must wear photo identification badges. Please get to know our staff and ask questions about your child's day. However, we ask you be aware staff are supervising children and must concentrate on this task primarily. The site has a direct telephone line, a site email address and each site director has email and a cell phone. You are welcome to email or call with your questions or concerns. You may also call or email the Administrative Office regarding billing or tuition questions. Contact Karen Haas-Foletta, Executive Director, with concerns and suggestions. You can reach staff via site telephone or email address. We use email to communicate with families. Our website is a source of information and all forms, handbooks, and newsletters are available for download.

**COMMUNICATION ACCOMMODATIONS:** We strive to accommodate the written and oral communication needs of children, youth, and their families by providing or arranging for, bilingual personnel or translators when necessary. Staff speaks Spanish, Russian, Mandarin, Cantonese, and American Sign Language. We will arrange for the use of communication technology as needed, including telephone amplification, sign language services, or other communication methods for deaf or hearing impaired persons, to the extent possible. We will provide or arrange for communication assistance for persons with special needs who have difficulty making their needs known, including considering a person's literacy level.

## COMMUNITY AGENCY RESOURCES

Footsteps Child Care, Inc. works with the 4Cs of San Mateo County and other community agencies to provide families with resources and support services such as mental health consultation and counseling, observations of children with challenging behaviors and tuition assistance. Footsteps Child Care, Inc. also works with these community agencies to provide support and training to the staff. Please contact the Site Director for more information.

## **BABY-SITTING BY FOOTSTEPS STAFF**

It is Footsteps Child Care, Inc.'s policy that families not approach employees to babysit children enrolled in our programs during outside program hours. We request this because our insurance does not cover staff off premises, after hours. Staff is informed of this policy and is expected follow our No Babysitting policy. We request this because our insurance does not cover staff off premises, after hours.

## **STAFF TRAINING**

We provide professional development and training opportunities throughout the year and prior to camp. Training may involve the entire organization, be site-specific, a community training, educational training, or individual training. Staff is encouraged to grow professionally and to develop leadership skills.

Footsteps Child Care has conducted staff training on Covid-19 prevention, symptoms, and transmission. Training has also included our annual hand hygiene, food handling safety, infection control, airborne precaution, and transmission borne precautions.

## **SEXUAL HARASSMENT POLICY**

Every child and staff member at Footsteps Child Care, Inc. has the right to be free from sexual harassment from adults and/or children. All harassment is unacceptable and prohibited. Conduct such as making derogatory comments, including epithets, jokes, etc; graphic commentary about an individual's body; suggestive or obscene notes or invitations; leering, making sexual gestures; inappropriate touching or impeding one's movement are prohibited. Footsteps Child Care, Inc. prohibits retaliatory behavior against any person who files a complaint or against any participant in the complaint process. Each complaint of sexual harassment will be promptly investigated.

## **UNLAWFUL HARASSMENT**

Footsteps Child Care, Inc. is committed to providing an environment free of unlawful harassment. The policy applies to all persons involved in any of our programs and prohibits sexual harassment and harassment based on race, religion, gender, national origin, or ancestry, physical or mental disability, age, sexual orientation, or any other basis protected by federal, state, or local law. For the purposes of this policy, harassment must be based on one of the protected categories identified above, and means any unwelcome verbal, visual, or physical conduct, or unwelcome sexual advances by someone from or in the environment.

## **RELEASE OF CONFIDENTIAL INFORMATION**

When we receive a request for the release of confidential information regarding your child, we take the following action:

1. Determine if the request to release information is "valid." Valid meaning justifiable, legitimate, convincing, legally permissible, and in the best interest of child or youth.
2. If the reason is valid, we will obtain written authorization from the child's parent or legal guardian, will provide a copy of the signed authorization to the parent or legal guardian, and will place a copy in the child's file.
3. When permitted or required by law, regulation, or court order, confidential information may be released without the authorization of children and youth and their parents or legal guardians. However, you will be informed the information will be released.
4. If we deem necessary, we will obtain legal counsel regarding the confidentiality of records and the conditions under which it may be subpoenaed.

## **SUSPECTED INFLUENCE UNDER A CONTROLLED SUBSTANCE**

Staff is legally mandated to report any instance of observed or suspected child abuse or neglect of a child. This includes a parent or pick-up person who appears to be under the influence of alcohol or illegal/other controlled substance when picking up a child at any Footsteps Child Care, Inc. site.

1. We will not release a child to anyone who is suspected to be under the influence of alcohol or illegal/other controlled substance.
2. We will attempt to call the names listed on the emergency card to arrange alternative pick-up.
3. If the pick-up person insists on leaving the premises with the child, we will call 911 immediately.

## ARRIVAL AND DEPARTURE

**Families and visitors will not be allowed into the program site** due to recommended guidelines. An arrival and departure center will be set up at each program site, families will need to stagger arrival and departure and will need to allow ample time for check-in and check-out. Footsteps asks for everyone's patience and graciousness as we manage this complex process.

It is recommended by the CDC that ideally, the same parent or designated person should drop off and pick up the child every day. If possible, certain family members such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

- **All children MUST be dropped off by a parent or guardian, no exceptions**
- Drop Off and Pick Up will occur at one central entry point for each program site and will accommodate walkers and vehicles.
- Families will wait, with physical distancing, to be called to the arrival/departure station.
- A daily symptom screening (+/- temperature check, questionnaire about symptoms, daily contact number) has been initiated for all children, families, staff, and essential visitors.
- Staff will conduct visual wellness checks of the children upon arrival and ask health questions as necessary.
- A child will be excluded from the program if their temporal temperature is 100.4 F/38 C or higher.
- Sign-in and complete Daily Health Form. Families are asked to bring their own pen. We will provide sanitary wipes for cleaning pens between each use.
- Child will be escorted to classroom. Infants may be transported in their car seats, but the car seat will go with the drop off parent.
- Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter the site and classroom.

Families, please

- Washing your own hands and the handwashing of your child should occur prior to drop off, pick up and then again, when you get home.
- Apply sunscreen on your child before drop off.
- Families are asked to bring their own pen.
- **Children MUST be fever free for 72 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temporal temperature of 100.4 F/38 C or higher.**

## VISITORS

- Visitors' access has been limited to only essential visits, with limited visitation hours, the first and last two program hours or in case of a sick child or other emergency.
- All visits should be as brief as possible.
- If anyone visits and requires entry into a site, a daily symptom screening will be completed, including a temporal temperature check, and will be excluded from the program if their temporal temperature is 100.4 F/38 C or higher.
- If a parent or guardian does need to enter the room, it is only one person at a time to allow for physical distance.
- A parent or guardian may be directed to a specific area near the front door and may not have access to the whole classroom.
- Hand sanitizer is available at entryways and high traffic areas, but is kept out of reach of children.
- Deliveries are scheduled outside of program hours or delivery is to be left outside of the facility.
- Site cleaning and sanitizing, other than the regular cleaning and sanitizing throughout the day is completed after program hours.

## CHILD PICK-UP SECURITY

- If the contracting parent or guardian would like another person to pick up their child, the contracting parent or guardian must list the designated person or persons on the **Child Release Authorization Form**.
- If someone other than the regular pick-up person will pick up your child, please notify the Site Director of the change before the scheduled pick-up time. Staff will request to see proof of identity.
- If the contracting parent or guardian chooses not to list the divorced or separated parent, pursuant to licensing regulations, we cannot release the child without a court-signed order. Staff cannot deny access to a biological parent.
- If the non-custodial, biological parent or other such person arrives to pick up the child, and they are not listed on the Child Authorization Release Form, and we do not have information on file, the staff will:
  1. Contact the contracting parent or guardian;
  2. Explain to the non-custodial, biological parent or other such person that we cannot release the child to them without permission from the contracting parent or guardian. Staff will explain the release procedure;
  3. If the contracting parent or guardian cannot be reached and permission is not given, staff may need to call the police; and/or,
  4. The police will then confirm the identity of the non-custodial, biological parent. In all probability, the police will then release the child to the non-custodial biological parent.

## LATE PICK UP

**All care ends promptly at the stated closing time, 5:00 PM**

- **You are considered late if you pick up your child after the stated closing time.**
- **Footsteps Child Care will expect families to pick up on time every day; late pick up is grounds for dismissal from the program.**

We make every effort to reach you if your child is still in our care after closing time. If we cannot reach you, we will telephone the names listed on your child's emergency card in an effort to reach someone. If we are unable to contact you or the emergency designee one-hour after closing time, we are legally required to contact the Police Department.

## REQUIRED ENROLLMENT FORMS

There are several forms required by Footsteps Child Care, Inc., and the State of California Department of Social Services (Community Care Licensing). All forms must be completed and on file the first day of a child's enrollment. A child's file is made available to Community Care Licensing for review at any time even without parent or guardian notification. **Changes in emergency information must be update as information changes.** If you have any questions about any of the forms, please speak to the Site Director.

- **Families must update and confirm the child's emergency and medical information is correct as of entering the program as of June 1, 2020.**
- **All children must have immunizations up to date as of entering the program as of June 1, 2020.**
- **Families are encouraged to speak to their healthcare provider about the flu or influenza vaccine for those over six months of age.**

### Forms to be on file the first day child attends camp

- ◆ Signed Financial Agreement/Admissions Agreement
- ◆ Identification and Emergency Information (LIC700) and two completed and signed Emergency Cards
- ◆ Pre-Admission Health History-Parent's Report (LIC702), with current immunizations noted
- ◆ Consent for Medical Treatment (LIC702) - Necessary for treatment by physician or hospital
- ◆ Parents Rights Form (LIC995A)– Informing you of your rights as a parent or guardian of the child enrolled
- ◆ Personal Rights (LIC613A)– Informing you of the enrolled child's rights
- ◆ Field Trip Permission – Your signature on the Daily Sign In/Out Sheet

## How to Complete Forms

- Forms are available through your Active Net account
- Download the forms,
- Complete the forms ONLY in Adobe Reader. The Field Trip permission is your signature on the Weekly Sign In/Out Sheet; we require a live parent/guardian signature.
- Save the files as a PDF, use your child's name-to-name the file.
- Email forms to office@footstepschildcare.org.
- You will need to provide a live signature at the site for the Emergency Cards and Field Trip Permission Slip.

If your child has been in our program this past year and your forms are up to date and complete, you do not need to re-do the forms. You do need to complete a Field Trip Permission Form and the new Sunscreen Waiver.

## QUESTIONS?

Many parents or guardians have specific questions; suggestions or problems and we want to meet your needs in the most efficient way possible. This guide will help you direct your questions to the right person or group.

QUESTIONS OR COMMENTS	PLEASE CONTACT
<b>Tuition, Payments, Bills, Receipts, Enrollment</b> <b>Office Hours 9:30 – 5:00</b>	Footsteps Child Care, Inc. Administrative Office Tel 650.610.0715 Fax 650.610.0751 Email office@footstepschildcare.org
<b>Concerns About the Program, Your Child or Staff</b> You have the right to file a grievance without interference or retaliation. In this case, you will receive timely written notification of the resolution and an explanation of any further appeal, rights, or recourse. You have the right to file a complaint to the supervisor of the person who the grievance is about and you have the right to be heard by a panel of board members.	1. Your Child's Teacher (about your child) 2. Site Director 3. Executive Director 4. The Footsteps Child Care, Inc., Board 5. Community Care Licensing





# FINANCIAL INFORMATION

## TUITION

A 10% **non-refundable** deposit per session enrolled was due upon enrollment for Footsteps Camps. The remaining tuition balance is due on the Monday four weeks before camp begins.

Families not paying in full will be enrolled in an automatic payment plan.



## PAYMENTS

- All payments are processed through the Care.Com Portal.
- **All camps must be paid in full before children can attend.**
- For alternative payments, please contact the office.
- The preferred method for contacting the office is to email [office@footstepschildcare.org](mailto:office@footstepschildcare.org). Emails are sufficient for written notice; they do not need to be handwritten

## SIBLING POLICY

A 5% sibling discount is given to families enrolling two or more children, applicable to the lower priced session of camp. If you have a child enrolled in one of our preschools, please contact the office for a sibling discount code.

## FEE SUBSIDIES

We strive to meet the needs of all children enrolled in our child care programs, within the limitations of our budget. Fee subsidies are awarded to families who qualify, provided subsidy money is available at the time of the request. Families must apply for financial assistance on an annual basis and all financial information given must be true and correct. Families are responsible for providing updated information regarding income as it changes during the year.

## COMMUNITY AGENCY TUITION PAYMENTS

We accept payment for child care through Community Agency programs (4C's, and Social Services). The contracting parent or guardian is responsible to make sure the contract is correctly negotiated, with all anticipated child care needs during the school year calculated. All contracting forms must be signed in a correct and timely manner. The contracting parent or guardian understands they are financially responsible if fees are not paid through the Community Service Agency program. Any family fee is due before the end of each month, or the end of the last month attending. Failure to pay family fee in a timely manner will result in termination of services.

## DONATIONS

**Footsteps Child Care encourages and accepts donations from families, business, or philanthropic organizations. Footsteps Child Care is a non-profit organization with a 501(c) 3 letter on file. A copy is available.**

Footsteps Tax ID Number - **94-3206278**

### Ways you can donate to Footsteps:

- Donation directly to Footsteps Child Care or to a specific site.
- Corporate or business matching gift programs.
- Donations of goods: Your donations of toys, games, children's books, art supplies, kitchen supplies, furniture (couches and rugs), computers and computer accessories and recycled items are always appreciated. These items should be in good condition. We can always use paper for drawing.
- Donations of services, time, and/or talent.

# MEDICAL INFORMATION

## Health and Wellness Policy as of June 1, 2020

**Footsteps Child Care will expect a parent to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day.** These symptoms include, but are not limited to inability to participate in routine activities, needing more care than staff can provide, fever (100.4 F/38 C or higher with temporal thermometer), fever with behavior changes, difficulty breathing, uncontrolled coughing, diarrhea, vomiting, open sores, rashes, signs of infection, runny nose with colored mucus, or any other sign of communicable illness.

Footsteps will conduct daily check of children and staff throughout the day. This may include temperature taking, visual look over, and asking health questions.

- **As of June 1, 2020: Children MUST be fever free for 72 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher.**
- Families must update and confirm the child's emergency and medical information is correct as of entering the program as of June 1, 2020.
- All children must have immunizations up to date as of entering the program as of June 1, 2020.
- Families are encouraged to speak to their healthcare provider about the flu or influenza vaccine for those over six months of age.

## MEDICAL OR DENTAL EMERGENCIES

- If your child has an accident, such as a hard head bump or cut, the Site Director or staff will administer first aid. We attempt to build trusting relationships with the children so a child feels comfortable informing staff about their physical well-being on a regular basis. Staff routinely notifies a family of an injury or accident when staff has seen or staff has been informed about an injury or accident.
- If your child experiences a serious medical or dental emergency when in our care, we take the following steps:
  1. Call 911;
  2. Call the parent or guardian; if we are not successful, we call the names listed as emergency contacts;
  3. Call the listed doctor or dentist; and,
  4. Notify the Footsteps Child Care, Inc. Executive Director.
- If a child must be transported by ambulance, a staff member accompanies the child until a parent or guardian arrives. (Emergencies of this nature are very rare; we make every effort to provide a safe program.)

## ILLNESS

- Please telephone your Site Office by the start of care on any day your child is absent.
- **You should contact your child care site if your child becomes ill with a contagious illness.** When a contagious or communicable disease has been reported (such as Pink Eye or Strep Throat), a notice is posted on the Bulletin Board at the sign in/out area.
- We understand the challenges working parents face; however, in the best interests of the children and staff in our programs, we must have a standard and reasonable framework determining why a child may not attend our program.
- If your child has been ill, we reserve the right to require a note from a doctor before your child returns to our program.
- **If there is a difference of opinion between the parent, the personal physician, and the school, the judgment of the school must prevail.**
- **Do not send your child to the program if he or she has any of the following symptoms:** fever, open wound, undiagnosed rash, vomiting, diarrhea, head lice, discharge from the eyes, severe cold, or sore throat.
- If a child becomes ill during child care, we:
  1. Place the child in a quiet area isolated area of a room to await pick up;
  2. Telephone you to pick up your child. **Footsteps Child Care will expect a parent to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day.**

3. If you cannot be reached, staff will call the emergency contact listed on the Emergency Form. Please make sure your Emergency Contacts are aware they are listed as an emergency contact and may be contacted in case of emergency when you are not available.
- Footsteps Child Care, Inc. cannot accept a child who becomes ill while at school during normal school hours.
  - **As of June 1, 2020: Children MUST be fever free for 72 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher.**
  - **If a child is sent home from one of our programs due to a contagious illness, they MUST remain home the entire following day or if fever is present for 72 hours, no exceptions.**
  - Diarrhea is a symptom of intestinal problems and can be very contagious. Mild diarrhea is the passage of a few loose or mushy stools. Moderate diarrhea involves many abnormally loose or frequent stools. **Children with diarrhea may NOT remain in the program, and must stay home until they are symptom free and have had a normal bowel movement.**
  - Rashes may be a minor allergy or a reaction to an insect bite and may be caused by chicken pox, impetigo, or other bacterial and viral infections. If a new rash appears, you must take your child to a doctor so that we may eliminate the possibility of infectious diseases.
  - Conjunctivitis (Pink Eye) is very contagious and may be caused by bacteria or a virus. Children may not return to the program until 24 hours after antibiotic treatment has begun **AND eyes must be clear and free of discharge.** If discharge reappears after your child has returned to the program, we will send your child home.

## HEAD LICE

**Footsteps Child Care follows the Center on Disease Control recommendation; children diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.**

Nits may persist after treatment, but successful treatment should kill crawling lice. Cases of head lice are predictable in children's programs. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

1. Please do routine lice checks on your child;
2. Look for nits (eggs) as well as lice. The nits fix on the hair and do not flake off like dandruff. If nits are found, please let us know immediately;
3. You must treat your child and your house for lice before your child can return to child care. We will require proof of treatment;
4. When a case of lice is reported we will check all children, notify parents, treat the center; and,
5. We will recheck the children in a classroom for up to two weeks after the last reported instance of head lice.
6. For more information about head lice, contact your Site Director.

## MEDICATION

Footsteps Child Care, Inc. will only administer medication prescribed by a health care provider such as a doctor, physician's assistant, or nurse practitioner. If your child is taking medication during child care hours, we can dispense medication only if it is in the original container and a completed and signed Medication Form is on file.

The Medication Form requires:

- Name of the medication and what it is prescribed for;
  - Dose amount and time dose is to be administered; including any special instructions; and,
  - Signature authorization of a parent or guardian and teacher.
- ✓ All prescription medications must be in their original prescription bottle, with the prescription label attached.
  - ✓ Non-prescription medications-if the child's age and weight is not on the container must include a doctor's note verifying correct dosage amount. Non-prescription medications include over the counter items such as Tylenol, lip balm, lotions, hand sanitizer, and sunscreen.
  - ✓ Child's medication and dosage container is labeled with child's first and last name.
  - ✓ The label on the medicine bottle must indicate a stop date for the medication; the stop date cannot exceed 12 months from the issue date.

- All medications will be kept in a locked container or locked cabinet at the site. Medication requiring refrigeration will be kept in a designated, lockable container in the refrigerator that is clearly labeled "medication."
- Epi-pens will be available at all times during program hours and will be clearly marked with the child's name. At the end of the program day, the epi-pen will be locked in the medicine cabinet.
- Children/youth may administer prescription medications to themselves with written permission from the parents. The child/youth must be under adult supervision and away from other children.
- Injectable medications will not be administered except for medications necessary to counteract severe allergic reactions or provide emergency glucagon for children/youth with diabetes. Additional and specialized training is required for any staff member responsible for the administration of injectable medications.
- Any child, who has had a diagnosis, including asthma or diabetes, will require an individualized medical services plan on file.
- Any child with Food Allergy or at risk of Anaphylaxis Emergency must have an updated Care Plan on file. This plan must include a physician/HCP authorization signature and the parent or guardian signature.

**Please do not send medicine in a child's lunch or backpack**

## **EMERGENCY PROCEDURES**

Safety is our first priority. To ensure the safety and well-being of the children and youth enrolled in our programs, Footsteps Child Care, Inc.:

- Will be responsible in the event of an emergency closing or disaster, for all children enrolled in the program, until such time as an authorized adult can pick-up the child;
- Updated disaster and mass casualty plan posted at each site; the plan is reviewed by staff on a regular basis;
- Prior to hire, staff is fingerprinted and must receive clearance through the Department of Justice;
- Most staff members are First Aid and CPR certified;
- Staff receive training in emergency and disaster procedures and management;
- Programs have regular fire and earthquake drills;
- Staff is trained in Blood-borne Pathogens and Infectious Diseases;
- Staff receive training in suspected child abuse and mandated reporting;
- Staff receive on-going staff development opportunities in a variety of topics, both onsite and off-site; and,
- Coordinate disaster and mass casualty planning and coordination in the event of an emergency. We collaborate with the San Mateo County Big Five and local police departments.

## **COVID-19 PREPAREDNESS**

Covid-19 preparedness has been incorporated into Footsteps Child Care's Emergency Plan for the organization and each site. A designated team comprised of the Deputy Director, State Preschool Manager, Site Directors, and a designated person from each program site coordinates preparedness, planning, and implementation. This is done with the guidance of San Mateo Public Health Department, California Public Health, the CDC, and under the guidance of Community Care Licensing. Licensing will conduct a tele-visit with each site during the first two weeks of planned operation.

- Footsteps Child Care has conducted staff training on Covid-19 prevention, symptoms, and transmission. Training has also included our annual hand hygiene, food handling safety, infection control, airborne precaution, and transmission borne precautions.
- All community-based activities have been cancelled.
- All field trips have been cancelled.
- Internal activities have been limited to foster physical distancing practices.
- A plan has been developed to notify immediately a group or site's families if symptoms develop or if Covid-19 exposure occurs.
- A separate sick area has been identified at each program site for isolation and plan for bathroom access for a sick child.
- Families **MUST** pick up a sick child within thirty minutes of being informed their child is ill.

# BEHAVIOR EXPECTATIONS AND GUIDELINES

## PROGRAM EXPECTATIONS

Footsteps Child Care, Inc. is a place that is safe, respectful, and friendly. We are accountable, inclusive, tolerant, and healthy. These are our behavior expectations, the staff models these behaviors, and staff respects the dignity of the children, the families, and each other.

Staff strives to encourage cooperative problem solving, internalizing impulse control, and appropriate verbalization of feelings. When a problem arises between children, children are encouraged to resolve their problem through discussion. Staff is available to help children with problem solving, make suggestions, and offer support, help, and guide children to solve differences. Children are encouraged to recount the facts to each other, including staff, and to consider other ways to handle the difficulty in the future.

## SCHOOL AGE PROGRAMS

Footsteps Child Care coordinates with the Belmont Redwood Shores School District and uses the Positive Behavior Interventions and Supports (PBIS) system. Collaborating on PBIS with the school district provides the children with the continuity and consistency children need throughout the day to be safe, respectful, healthy, and to learn and practice making appropriate choices.

The main tenets of PBIS

- Trust and communication across families, staff, and children
- Staff teaches and models how to treat others with respect
- Staff uses systems for frequent praise and encouragement
- Children know the routines and expectations for behavior so they are empowered community members
- Staff plans engaging, relevant learning experiences for children
- Children experience voice and choice as they learn

For more PBIS information - <https://www.pbis.org/>

**No corporal punishment or violation of personal rights is allowed at any of our sites at any time.**

If the staff is unable to resolve a serious problem with a child's behavior (such as chronic aggressive, abusive, disturbing, or destructive acts), the Site Director will:

- Request a conference with the parent or guardian to discuss the problem or situation. Together, a plan of action will be instituted to manage the problem.
- If the behavior or situation continues, or there is no improvement, the Site Director will inform the parent or guardian that the child's behavior continues to be a serious problem and will request a conference.
- Site Director will apprise and consult with the Executive Director or Deputy Director concerning the situation, action taken, and plans of corrective action.
- If the problem cannot be resolved, the Site Director will give the Parent or Guardian a notice of dismissal, in writing. This dismissal notice can be immediate if the situation warrants; especially if involves a child violating the personal rights of others (other children, staff, parents, themselves, etc.).

Parents and guardians are expected to adhere to all rules and regulations of our program.

We request parents and guardians do not discuss problems, concerns or confidential situations in front of children or other adults. Instead, parents are encouraged to make an appointment to speak with the Site Director to discuss any problems, concerns, or suggestions.

## Progressive Discipline

- When a child is having ongoing behavior difficulties, a predetermined set of consequences, with the parent's notification, may be instituted. Consequences are explained in advance. The purpose of progressive discipline is to help the family understand the severity of the difficulty in advance and encourage the family to work with the staff.
- The staff and parent or guardian has the right to request a conference at any time.

- Footsteps Child Care, Inc. will not tolerate behavior of an aggressive or violent nature to other children, staff, or to anyone who is on the premises of a Footsteps Child Care, Inc. program. This includes bullying, teasing, threats, or taunting.
- Families are requested not to confront another child or family regarding an issue, but should utilize staff to help resolve conflicts or difficulties.
- Footsteps Child Care, Inc. reserves the right to refuse service.

**As of June 1, 2020, Footsteps Child Care includes a family or child's failure to comply with Footsteps Child Care's additional policies and procedures, in addition to our previously stated reasons, as grounds for suspension or termination.**

- **Failure to inform Footsteps a family member has been exposed to Covid-19 or a family member with the illness;**
- **Failure to keep a child home 72 hours fever free (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher;**
- **Failure to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day;**
- **Failure to inform Footsteps of a family member who has had any exposure to Covid-19 or any other communicable illness, such as strep throat, flu, pink eye;**
- We reserve the right to suspend or terminate any child for disciplinary reasons. In such cases, tuition is not refunded. Children who compromise the safety of the children and staff will be suspended or removed from the program;
- Non-payment of tuition;
- Late pick-up of child;
- Failure to sign in and out on a daily basis using the receptionist system, signing both first and last names on a log sheet, or electronic fingerscan system;
- Failure to comply with Footsteps Child Care, Inc.'s health and safety policies;
- Failure to comply with Community Care Licensing requirements for enrollment in the program; and,
- If a parent or guardian confronts or is verbally or physically abusive to staff, administrative staff, other children, their own children or other adults on the premises; or confronts staff while children are present.

## **INCREASED CLASSROOM AND CLEANING POLICIES & PROCEDURES**

Footsteps Child Care will follow the CDC, San Mateo County Public Health, and Community Care Licensing guidelines for the center and classrooms, including physical distance, activity time, use of materials and equipment, health and safety, and cleaning.

- Footsteps Child Care has enhanced cleaning consistent with CDC guidance to ensure proper cleaning and disinfection of environmental surfaces and laundry.
- Children have easy access to hand washing, paper towels, tissue, and no-touch garbage/recycle/compost bins.
- Children will spend a significant portion of their day outdoors, and each outdoor area will include shade, rest areas, and access to water and sunscreen.
- Children will not use playground play structures until further notice.
- Groups of children will use shared outdoor space in a staggered coordination or time or space depending on the location.
- Napping equipment will be at least three feet apart with head-to-toe orientation or six feet apart.

## **HEALTHY FOOD & SNACK**

- To avoid unnecessary contamination, Footsteps will not provide any food during Camp.
- Families must provide your child with a daily lunch and 2-3 snacks in a self-contained bag or container. All leftovers and food containers will go home with your child each camp day.
- Footsteps will not offer a Pizza Day.

- Please make sure staff is aware of any food allergies your child might have. Any child with Food Allergy or at risk of Anaphylaxis Emergency must have an updated Care Plan on file. This plan must include a physician/HCP authorization signature and the parent or guardian signature.
- Program sites are aware children will have tree nut and peanut allergies and will make accommodations, but we are not Tree Nut and Peanut Free.



## BIRTHDAY CELEBRATIONS – CANDY & SWEETS

If your child will celebrate their birthday during camp, you have the option to celebrate your child's birthday by choosing a non-food birthday option. Please let the Site Director know in advance of your child's birthday plans. We have a list of healthy, affordable food choices for snacks and parties, along with some non-food party ideas.

**We do not allow children or youth to bring candy or sweets to the program or to purchase them on field trips.**

## CLOTHING AND SHOES

We want children to feel comfortable to participate in all activities offered, so please dress your child accordingly. Please have your child wear clothing appropriate for a variety of activities, both indoors and outdoors. Many activities at camp can be messy; so please have your children dress accordingly.

- All clothing must be **labeled** with your child's full name.
- For younger children, please send an extra set of clothing to keep in their cubby.
- Proper footwear is important so that the children may fully participate in outdoor activities. Tennis shoes are preferred footwear for all children and youth.
- Campers should bring a **bathing suit and towel** to remain at camp for water play.



## REST OR NAP TIME

**NAP/REST TIME** - Children entering TK or Kindergarten may take a nap or rest daily. Napping children must bring a small blanket and pillow, also labeled with their name. Each child will be given a cot with a sheet on which to rest. Napping equipment will be at least three feet apart with head-to-toe orientation or six feet apart. Naptime lasts one hour; non-sleepers may get up after 1/2 hour.

## TOYS AND GAMES FROM HOME

Footsteps Child Care, Inc. provides many opportunities and activities for all developmental ages and interests. Children **should not** bring toys and games from home, including video or electronic games. These items can be easily lost or stolen. We do not allow any type of toy gun or war toy. If toys or games are brought from home, a teacher may take the item away from the child and set it aside. It will be returned to the parent at pick up time.

**Footsteps Child Care, Inc. does not take responsibility for lost or stolen property.**



## CAMP ACTIVITIES BY CAMP

We have a very busy summer planned! Each session has a theme and includes field trips and a special event. It is very important children arrive by 9:30 AM daily for activities and special events. Please note our schedule is subject to change without prior notice. The following activities are included in our program:



**ART** - Children will have a choice of participating in theme related art projects.

**PE ACTIVITIES** – Activities such as hula-hoops, orienteering, tennis, or skills challenges will be offered during the day.

**KIDS' CLUBS** – These are group lessons children offered during camp. Clubs meet Mondays and Fridays for one hour. Club choices may include woodworking, sports, ceramics, embroidery, cooking, science, computers, sewing, tie dying, etc.

**SPECIAL EVENTS** – Children will work on or participate in a weekly Special Event.

**WHEELS DAY AND ROLLER SKATING** – Children may bring roller skates, scooters, and/or bikes from home at times indicated by your camp newsletter. All children are required to wear kneepads and helmets while roller-skating. Bike or scooter riders must wear safety helmets. You may leave your child's bike locked on the bike rack (Shores only) for the entire week. If your child has a combination lock, please make sure we have a copy of the combination. Scooters can be kept in cubbies, please label them with camper's name. **We take no responsibility for lost or stolen bikes, scooters, or skates.**



## FOOTSTEPS CHILD CARE SUN SAFETY GUIDELINES

The following information provides sun safety guidelines for parents and introduces California's laws related to sunscreen application in a school or out of school program environment.

### Skin Cancer Facts

Skin is the largest organ of the body and skin cancer is the most common of all cancers.

- It accounts for nearly half of all cancers in the United States
- More than 3.5 million cases of basal and squamous cell skin cancer are diagnosed in this country each year
- The Skin Cancer Foundation reports that one blistering sunburn in childhood more than doubles a person's chances of developing melanoma later in life

Source: American Cancer Association  
<http://www.cancer.org/cancer/cancercauses/sunanduvexposure/skin-cancer-facts>

### Footsteps Child Care Recommends:

- All families are asked to give Footsteps written permission annually to apply sunscreen to their child while in our care, taking into account any allergies. Older children may apply the sunscreen themselves.
- Parents apply sunscreen every morning to their child's skin. Applying it to any part, which will be exposed to the sun (i.e. face, arms, and legs).
- Sunscreen labeled with your child's name should be in your child's school bag.
- Your child should reapply sunscreen to exposed areas mid-day, either when transitioning into Footsteps after school or at lunch. For younger children staff will reapply sunscreen when needed.

### The American Cancer Association Recommends:

- Avoid direct exposure to the sun between 10 a.m. and 4 p.m.
- Teach children the shadow rule: if your shadow is shorter than you are, the sun's rays are at their strongest.
- Seek shade, especially in the middle of the day when the sun's rays are strongest.
- Follow the Slip! Slop! Slap! and Wrap! ® rules:



**Slip** on a shirt: Cover up with protective clothing to guard as much skin as possible when you are out in the sun.

**Slop** on sunscreen: Use sunscreen and lip balm with broad-spectrum protection and a sun protection factor (SPF) of 30 or higher. Apply a generous amount of sunscreen (about a palmful) to unprotected skin at least 30 minutes before outdoor activities. Reapply every two hours and after swimming, toweling dry, or sweating. Use sunscreen even on hazy or overcast days.

**Slap** on a hat: Cover your head with a wide-brimmed hat, shading your face, ears, and neck. If you choose a baseball cap, remember to protect your ears and neck with sunscreen.

**Wrap** on sunglasses: Wear sunglasses with 100% UVA and UVB absorption to provide optimal protection for the eyes and the surrounding skin.

Source: American Cancer Association

<http://www.cancer.org/cancer/cancercauses/sunanduvexposure/skin-cancer-facts>

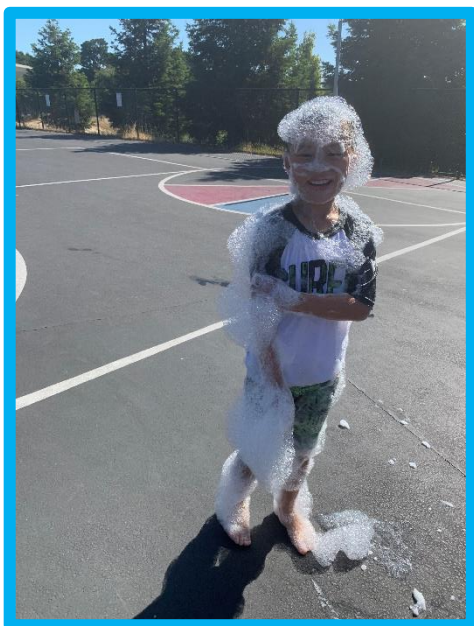
### State Law aligns with Sun Safety Guidelines

In 2002, the California state government amended the Education Code as follows:

#### **Section 35183.5 (b)**

- 1) Each school site shall allow pupils the use of sunscreen during the school day without a physician's note or prescription.
- 2) Each school site may set a policy related to the use of sunscreen by pupils during the school day.
- 3) For purposes of this subdivision, sunscreen is not an over-the-counter medication.
- 4) Nothing in this subdivision requires school personnel to assist pupils in applying sunscreen.

Source: <http://www.sunafetyforkids.org/sunprotection/sunscreen/>



## **FOOTSTEPS CHILD CARE FAMILY HANDBOOK ADDENDUM – EFFECTIVE JUNE 1, 2020**

Footsteps Child Care will offer a four-week session with stable groups of children program based on guidelines instituted by the San Mateo County Public Health, CDC, and Community Care Licensing.

Our maximum group size is the smallest number to insure health and safety, and to maintain a consistent group of children with supervising staff based on guidelines and regulations by Community Care Licensing and San Mateo Public Health.

Per the San Mateo County Public Health Department

- Stable groups of children are in the same group each day and for at least four consecutive weeks.
- Children shall not change from one group to another, attend more than one child care establishment, summer camp, and other educational or recreational instruction, or program simultaneously.
- If more than one group of children is at one facility, each group shall be in a separate rooms or spaces that cannot be accessed by children or adults outside the stable group. Groups shall not mix with each other.
- Providers, educators, and other staff cannot serve more than one group of children and shall remain solely with that group of children during the duration of the childcare establishment, summer camp, other educational or recreational institution, or program.

These groups will be self-contained and will not co-mingle with other groups at the site. Staff have planned developmentally appropriate curriculum, with many activities planned to take place outside as it is recommended children spend time out of doors by the CDC and San Mateo Public Health. These small groups will interact and play in a healthy and safe manner, with children having access to their own personal supplies and access to classroom equipment and supplies per Community Care Licensing and San Mateo Public Health Department guidelines.

### **Covid-19 Preparedness**

Covid-19 preparedness has been incorporated into Footsteps Child Care's Emergency Plan for the organization and each site. A designated team comprised of the Deputy Director, State Preschool Manager, Site Directors, and a designated person from each program site coordinates preparedness, planning, and implementation. This is done with the guidance of San Mateo Public Health Department, California Public Health, the CDC, and under the guidance of Community Care Licensing. Licensing will conducted a tele-visit with each site during the first two weeks of planned operation.

- Footsteps Child Care has conducted staff training on Covid-19 prevention, symptoms, and transmission. Training has also included our annual hand hygiene, food handling safety, infection control, airborne precaution, and transmission borne precautions.
- All community-based activities have been cancelled.
- All field trips have been cancelled.
- Internal activities have been limited to foster physical distancing practices.
- A plan has been developed to notify immediately a group or site's families if symptoms develop or if Covid-19 exposure occurs.
- A separate sick area has been identified at each program site for isolation and plan for bathroom access for a sick child.
- Families **MUST** pick up a sick child within thirty minutes of being informed their child is ill.

## **Informing Us Of Any Exposure To Covid-19 – Quarantine Period**

- A family or staff member who has had any exposure to Covid-19 or any other communicable illness, such as strep throat, flu, pink eye, will be expected to inform us immediately.
- A family or staff member who has been exposed to Covid-19 or has a family member with the illness will be expected to quarantine for the recommended CDC time guideline.

## **Program Hours 8:00 AM – 5:00 PM**

These reduced program hours take into account the guideline of self-contained groups with no co-mingling, staffing based on the guideline, and the additional cleaning and sanitizing to be completed daily before and after program hours.

## **Late Pick Up Policy**

### **All care ends promptly at the stated closing time, 5:00 PM**

- **You are considered late if you pick up your child after the stated closing time.**
- **Footsteps Child Care will expect families to pick up on time every day; late pick up is grounds for dismissal from the program.**

We make every effort to reach you if your child is still in our care after closing time. If we cannot reach you, we will telephone the names listed on your child's emergency card in an effort to reach someone. If we are unable to contact you or the emergency designee one-hour after closing time, we are legally required to contact the Police Department.

## **Removal From The Program**

**As of June 1, 2020, Footsteps Child Care includes a family or child's failure to comply with Footsteps Child Care's additional policies and procedures, in addition to our previously stated reasons, as grounds for suspension or termination.**

- **Failure to inform Footsteps a family member has been exposed to Covid-19 or a family member with the illness;**
- **Failure to keep a child home 72 hours fever free (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher;**
- **Failure to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day;**
- **Failure to inform Footsteps of a family member who has had any exposure to Covid-19 or any other communicable illness, such as strep throat, flu, pink eye;**
- We reserve the right to suspend or terminate any child for disciplinary reasons. In such cases, tuition is not refunded. Children who compromise the safety of the children and staff will be suspended or removed from the program;
- Non-payment of tuition;
- Late pick-up of child;
- Failure to sign in and out on a daily basis using the receptionist system, signing both first and last names on a log sheet, or electronic fingerscan system;
- Failure to comply with Footsteps Child Care, Inc.'s health and safety policies;
- Failure to comply with Community Care Licensing requirements for enrollment in the program; and,
- If a parent or guardian confronts or is verbally or physically abusive to staff, administrative staff, other children, their own children or other adults on the premises; or confronts staff while children are present.

## Increased Classroom and Cleaning Policies & Procedures

Footsteps Child Care will follow the CDC, San Mateo County Public Health, and Community Care Licensing guidelines for the center and classrooms, including physical distance, activity time, use of materials and equipment, health and safety, and cleaning.

- Footsteps Child Care has enhanced cleaning consistent with CDC guidance to ensure proper cleaning and disinfection of environmental surfaces and laundry.
- Children have easy access to hand washing, paper towels, tissue, and no-touch garbage/recycle/compost bins.
- Children will spend a significant portion of their day outdoors, and each outdoor area will include shade, rest areas, and access to water and sunscreen.
- Children will not use playground play structures until further notice.
- Groups of children will use shared outdoor space in a staggered coordination or time or space depending on the location.
- Napping equipment will be at least three feet apart with head-to-toe orientation or six feet apart.

## Policy for Lunches and Snacks

- Footsteps Child Care will avoid family style or cafeteria-style meals and snacks.
  - Preschool
    - Footsteps@Puma Cubs - To avoid unnecessary contamination, Footsteps will not provide any food during the day. Families must provide your child with a daily lunch and 2-3 snacks in a self-contained bag or container. All leftovers and food containers will go home with your child daily. Footsteps will not offer a Pizza Day.
    - Footsteps@City Center Plaza – All snacks and lunches will be provided by Footsteps through our food provider, Chefables.
  - School Age Programs – To avoid unnecessary contamination, Footsteps will not provide any food during Camp. Families must provide your child with a daily lunch and 2-3 snacks in a self-contained bag or container. All leftovers and food containers will go home with your child each camp day. Footsteps will not offer a Pizza Day.

## Health and Wellness Policy

**Footsteps Child Care will expect a parent to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day.** These symptoms include, but are not limited to inability to participate in routine activities, needing more care than staff can provide, fever (100.4 F/38 C or higher with temporal thermometer), fever with behavior changes, difficulty breathing, uncontrolled coughing, diarrhea, vomiting, open sores, rashes, signs of infection, runny nose with colored mucus, or any other sign of communicable illness.

Footsteps will conduct daily check of children and staff throughout the day. This may include temperature taking, visual look over, and asking health questions.

- **As of June 1, 2020: Children MUST be fever free for 72 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher.**
- Families must update and confirm the child's emergency and medical information is correct as of entering the program as of June 1, 2020.
- All children must have immunizations up to date as of entering the program as of June 1, 2020.
- Families are encouraged to speak to their healthcare provider about the flu or influenza vaccine for those over six months of age.

## Arrival and Departure

**Families and visitors will not be allowed into the program site** due to recommended guidelines. An arrival and departure center will be set up at each program site, families will need to stagger arrival and departure and will need to allow ample time for check-in and check-out. Footsteps asks for everyone's patience and graciousness as we manage this complex process.

It is recommended by the CDC that ideally, the same parent or designated person should drop off and pick up the child every day. If possible, certain family members such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

- **All children MUST be dropped off by a parent or guardian, no exceptions**
- Drop Off and Pick Up will occur at one central entry point for each program site and will accommodate walkers and vehicles.
- Families will wait, with physical distancing, to be called to the arrival/departure station.
- A daily symptom screening (+/- temperature check, questionnaire about symptoms, daily contact number) has been initiated for all children, families, staff, and essential visitors.
- Staff will conduct visual wellness checks of the children upon arrival and ask health questions as necessary.
- A child will be excluded from the program if their temporal temperature is 100.4 F/38 C or higher.
- Sign-in and complete Daily Health Form. Families are asked to bring their own pen. We will provide sanitary wipes for cleaning pens between each use.
- Families are responsible to take child out of and put child into their care or booster seat.
- Child will be escorted to classroom. Infants may be transported in their car seats, but the car seat will go with the drop off parent.
- Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter the site and classroom.

Families, please

- Washing your own hands and the handwashing of your child should occur prior to drop off, pick up and then again when you get home.
- Apply sunscreen on your child before drop off.
- Families are asked to bring their own pen.
- **Children MUST be fever free for 72 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temporal temperature of 100.4 F/38 C or higher.**

## Visitors

- Visitors' access has been limited to only essential visits, with limited visitation hours, the first and last two program hours or in case of a sick child or other emergency.
- All visits should be as brief as possible.
- If anyone visits and requires entry into a site, a daily symptom screening will be completed, including a temporal temperature check, and will be excluded from the program if their temporal temperature is 100.4 F/38 C or higher.
- Only one parent or guardian at a time is allowed to enter a room to allow for physical distance.
- A parent or guardian may be directed to a specific area near the front door and may not have access to the whole classroom.
- Hand sanitizer is available at entryways and high traffic areas, but is kept out of reach of children.
- Deliveries are scheduled outside of program hours or delivery is to be left outside of the facility.
- Site cleaning and sanitizing, other than the regular cleaning and sanitizing throughout the day is completed after program hours.