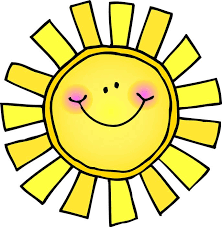
Bangor Central Childcare

Summer 2020

Parent Handbook



Nichole Keister, Program Director

Jackie Reno, Assistant Director

**Hours of Operation and Closings**Post-Covid, childcare will be re-opening on July 6, 2020 and will be open daily from 8:00am-5:00pm Monday through Friday.  
Childcare will be closed the week of August 3-7, 2020.  
It is still to be determined what days and hours will return to beginning August 10, 2020.  
\*At this time, childcare is only being offered first to families where both adults are working outside of the home.

**Scheduling**Schedules must be emailed to Childcare. The first 40 children signed up will be allotted a spot for the week. Schedules are due by Fridays for the following week. No drop-ins will be allowed. Parents will be emailed a confirmation of their schedule for the week.

**Arrival and Departure Procedures**To keep exposure to a minimum, parents will drop-off and pick-up their children at the door. Upon arrival, parents will ring the buzzer and a staff member will come greet the child, do a temperature check using a touchless thermometer, and check the child(ren) in. When picking up, parents will remain outside the doors, ring the buzzer, and a staff member will bring the child(ren) down. Drop-offs and pick-ups may also be done through the playground.

**Emergency Card Requirements**Emergency contacts must be updated prior to a child re-enrolling for the summer months.

**Breakfast, Lunch, and Snack**The Center will allocate time for children to eat breakfast, lunch, and snacks. Children may bring cereal in a labeled box to the Center for breakfast. Milk will be provided. Children must pack their own lunches. Two times per day, a snack will be offered (morning and afternoon). Children are encouraged to bring their own snacks from home, but snacks will be available through the Center as well.

**Health and Illness Policies**Temperature checks will be conducted by a staff member using a touchless thermometer before any child gains entrance to the Center. If any child has a temperature of 100.4 degrees, he or she may not be in attendance for 72 hours. There will be a separated, licensed space available for any child or staff member who becomes ill throughout the day.  
\*If your child appears ill, allow 72 hours before returning to Childcare.  
\*If a child is sent home, he or she will not be permitted back into the Center for 72 hours.

**Cleaning and Sanitizing**Bathrooms will be cleaned half way through each day and at the end of every day.  
Toys, materials, and classrooms will be thoroughly cleaned at the end of every day.

**Masks**State guidance strongly encourages children over the age of two to wear a mask for any amount of tolerable time. All staff are encouraged to wear a mask while working with children.

**Staff/Child Ratios**Less is best. During this time, children will be placed into groups of 10 consistent children with consistent caregivers. We will limit the use of common spaces, while utilizing shaded outdoor areas as much as possible. During this time, there will be no visitors allowed in the Center nor will there be field trips.

**Meal Times**Meal times will be staggered so that each group of 10 students is eating at separate times with thorough cleaning in between.

**Sunscreen**Each child will need a labeled bottle of spray on sunscreen.

**Late Policy**All children must be picked up by 5:00pm at the latest, with no exceptions. Parents who are late will not be guaranteed a spot for their child(ren) for the following week.

**Payment Policy**Payments will be sent out every Monday for the week prior. If payment is not received within one week, your child may be dismissed from the program.

**Other Information**Clothing – Please have your child wear light clothing on warmer days as children and staff will be encouraged to be outdoors as much as possible. Please have children bring jackets or sweatshirts on cooler days.  
Toys – During this time, no items are permitted from home.  
Blankets – Younger children may bring a small blanket for nap time.  
Water Bottles – Because drinking fountains will be off limits, children may bring a labeled water bottle.

**Contact Information**Please be sure all parents and guardians are signed up to receive emails and texts!

Bangor Central Elementary (989)684-8891

Childcare ext. 4218

Email [btschildcare@bangorschools.org](mailto:btschildcare@bangorschools.org)

**LARA Licensing and Regulatory Affairs Guidelines for Safe Child Care Operations During COVID-19 Preparedness and Response Plan**

* Symptoms of COVID-19 will be monitored with daily temperature checks when children AND staff arrive. Multiple touchless thermometers will be available for screening. There will also be an isolated space designated for if a child or staff members becomes ill.
* To practice social distancing, the program will check children in and out at the main childcare entrance. The program will only allow 10 children in a group at one time. The program will try to keep siblings together and keep the groupings consistent with the same caregivers. The outdoor space will be utilized as much as possible. Meal times will be staggered. The program will utilize 4 different areas for the 4 groups, including the two classrooms and the gym, which can be split into two separate areas.
* Children are encouraged to wear safety equipment (PPE), such as masks for any amount of tolerable time. All staff are encouraged to wear a mask while working with children.
* Families will notify the program to report symptoms or a positive test through a phone call or through the childcare email. Children will be excluded from care if they themselves or someone in their household exhibits symptoms or tests positive.
* If a child begins to exhibit symptoms while in care, the child will be isolated and parents will be called and given 30 minutes for the child to be picked up. Symptoms include a fever of 100.4 or higher, cough, diarrhea, difficulty breathing, vomiting.
* With 7 staff members employed at this time, 4-5 staff members will be scheduled daily. If a staff member becomes ill, the director will care for the group of children until another staff member becomes available.
* Staff and families must report contact with anyone outside of the program who has had a documented case of COVID-19 in addition to possible illness if anyone in their household shows symptoms.
* If a staff member or child exhibits multiple symptoms, you suspect possible exposure, or an individual tests positive, the individual must stay home until has been fever-free for at least 72 hours without the use of medicine that reduces fevers, and other symptoms have improved, and at least 10 days have passed since symptoms first appeared.
* The program will contact the local health department and licensing consultant if a child, staff member, or family member becomes ill with COVID-19 for next steps.
* Staff will be trained prior to returning to work on all new policies, procedures, guidelines, and best practices to promote hygiene.

\*Guidelines will be updated as necessary according to the CDC or the local health department.