

Memo Re: New Normal Procedures for All Mt. Olive Child Care & Learning Center Programs
Date: August 20, 2020
To: All Parents
From: Gail Reuther, Executive Director

The purpose of this memo is to both **welcome new families** and **describe the “new normal” licensing regulations** which we must continue to follow.

Arrival Procedures

- ✓ Since we have fewer children at the Center at this time, and we need to ensure that we have staff in place every hour of the day for the number of children, it will be important to know when you will be arriving each morning. A consistent arrival time is needed, and we will need all children at the Center by no later than between 8:30 and 8:45 A.M. The **Parent Zone** in the vestibule can be used by one family at a time; other children and parents will need to stay outside so we can safely do the health screening (take each child's temperature with the no touch thermometer, ask 4 health screening questions, and ask each parent to sign off on the health screening). Every parent must be wearing a mask when bringing one's child into the Center. We are only allowed to have children and staff members inside the building during hours of operation. After the health screening is completed, a staff member will take your child to the classroom.
- ✓ **For Preschoolers, Toddlers, and Infants**, no toys, stuffed animals, or backpacks can be brought into the Center. A small blanket can be brought in for rest time; we have a Zip Lock bag for each child's blanket. We will launder the blanket, along with the sheet for every child who rests or naps. Also, please bring a change of clothes (to be kept here) which includes a shirt, pants or shorts, socks, and underwear.
- ✓ **For School-Age Children:** Backpacks, along with your child's tablet, charger, and headset/earbuds, should be brought each day so as to be ready for virtual learning.
- ✓ **For All Children:** (1) please bring your child's lunch in a disposable brown paper or another disposable bag. (Please keep in mind that we will not be able to reheat lunches.) and (2) please put your child's name in his/her jacket, on the lunch bag, and for the School-Age children, on the laptop, charger, etc.

Health & Safety Procedures

- ✓ We have taken several steps to enhance the cleaning, sanitation, and disinfecting procedures that have always been in place at the Center. First, as a climate controlled building, we just had new filters installed in each of the A/C units. The maintenance schedule of changing the filters has been modified to every 3 months instead of every 6 months. Second, Blue-Tube UV lights have been installed inside the central air system to improve the indoor air quality; these lights are effective in eliminating airborne mold, bacteria, viruses, and allergens. Third, we have thoroughly cleaned each classroom and are continuing to clean each area of the Center frequently during each day. We continue to employ a cleaning service that comes each evening, also.
- ✓ Handwashing, handwashing, handwashing: this is done by children and staff as often as possible, since we know that handwashing is the best prevention against spreading germs.

- ✓ The children go outside as often as possible, and the equipment and materials are also cleaned before use by each group of children.
- ✓ Staff members wear masks every day throughout the day. At this point, the licensing regulation does not require children over age 2 to wear masks. However, we encourage the use of masks with children and ask that you bring one in for your child. Individual mask baskets are available for each child's cubbie so the child can put their mask in a designated, clean place when not in use. Please know that we will not "force" any child to wear the mask.
- ✓ With regard to other PPE (Personal Protective Equipment), we have gloves which are used as needed by our staff. Also, extra smocks and scrubs are on hand for staff who work with the Infants & Toddlers in case they need to change clothing during the day.

Group Size

- ✓ Group sizes are much smaller during this time: with a maximum of 10 children in each group/classroom. The same teacher/child ratios as previously are in place for all children.
- ✓ We do our best to follow social distancing guidelines, particularly distancing between the small groups. Our classrooms have been rearranged, as needed, to support social distancing. We understand that this is difficult for children to consistently follow, and we will do the best we can.
- ✓ Each child will have his/her own supply of art supplies (crayons, markers, colored pencils and regular pencils, glue sticks, scissors) for use at the Center.

Other: Absences and Pick-up/Departure

- ✓ Please call us by no later than 8:30 A.M. if your child will be absent for any reason on a day that he/she is scheduled to attend.
- ✓ At the end of the day, please give us a quick "heads up" phone call when you get to the parking lot at the Center so we can get your child ready to meet you in the foyer.

Thank you so much for keeping these "new normal" procedures in mind!

We are all here to support you and your family, and we look forward to welcoming you to the Center!

Please let us know at any time if you have a question or concern about anything referenced in this memo! Call us at 973-426-1525.

An additional information sheet is available for parents of School-Age Children which describes details of how we will support the academic needs of your child, as well as program enhancements during the out-of-school time frames (Before School and/or After School).

Additional Information for School-Age Child Care Programs - 8/20/20

Dear Parents of School-Age Children Enrolled in Mt. Olive Child Care & Learning Center:

Please be assured that we will be ready to support the academic and other needs of your child during the virtual teaching time, following up from and supporting the instruction provided by the Mt. Olive Public School teaching staff. The more structured schedule which has been developed by the Public Schools will be followed by our staff.

The Yellow Room will be set up similarly to a classroom so each child has a designated space to use his/her laptop and which will aid in focused attention during the "regular" school hours. Please be sure that your child has a fully charged laptop each day, and bring the charger and headset (or earbuds). Social distancing guidelines will be followed as much as possible, particularly between each group of 10 students. Individual pencil cases with regular lead pencils, colored pencils, markers, glue sticks, scissors, and other items will continue to be provided and kept when not in use in your child's cubbie.

During breaks, children will be able to go outside and participate in less structured work.

During the out-of-school hours (Before &/or After School), our staff will plan and implement a variety of enrichment activities such as Creative Arts and Crafts, STEM (Science, Technology, Engineering, and Mathematics), Sports, Teambuilding Activities, Fun Virtual Tours (e.g. National Parks, Zoos), and of course Homework Assistance. Our Homework Room is available for individualized assistance for the students.

In the Afternoons, the Blue Room will be open for primarily Kindergarten children's virtual and in-person learning, as needed.

Bus transportation is in place for your child. For anyone attending CMS or Sandshore, we will be utilizing our school bus, following the guidance set forth by the state: (1) Prior to having children enter the bus, all surfaces will be disinfected (and this will be done between routes); (2) Hand sanitizer will be provided when entering the bus and during the ride; (3) Windows will be open and we will use the fan to circulate fresh air; (4) A staff member will be riding with the children to enforce social distancing during the ride; and (5) Children will need to wear masks and sit one student per seat, alternating left and right position. We will have assigned seating, using tape to show children where to sit. A maximum of 11 children will be on the bus at a time.

(For children attending Tinc Road School, the Public Schools will be transporting the children; Mt. Olive Child Care & Learning Center is a bus stop.)

Please be sure that your child's school and the Mt. Olive Transportation Department are aware of your child's schedule.

Please let us know if you have any questions about the School-Age Programs. Thank you for your patronage and your support! We are looking forward to an exciting school year!

Sincerely,
Gail Reuther & Staff