



POLICY & PROCEDURE

| TITLE | NUMBER |
|----------|--------|
| COVID-19 | 4-18 |

POLICY

The safety and well-being of all staff, children and families continues to be of utmost importance to the Nurturing Nook. It is the intent of The Nurturing Nook to work in conjunction with families to take extra precautions toward keeping children and staff safe and healthy during the COVID-19 pandemic.

PROCEDURE

The Nurturing Nook is using the following mitigation strategies to ensure the health and safety of our children, families and staff:

1. Home is the initial point of screening: Parents must determine that their child presents NO signs of infection prior to dropping them off at the center
2. Implementation of COVID-19 Parent Agreement
3. Implementation of Daily Child and Family Health Screen Agreement and Daily Employee Health Screen Agreement
4. Handwashing immediately upon entering the center
5. Hand sanitizer is provided at the center for parent use
6. Facial coverings for all persons are optional
7. Social distancing is enforced at drop off and pick up as well as in the classrooms
8. Whenever possible, social distancing should be practiced by teachers in classrooms and on the playground
9. Children are taught to:
 - Cough or sneeze into their sleeved arm or cover their nose and mouth with a tissue
 - Avoid touching their eyes, nose, or mouth
 - Wash their hands frequently and for at least 20 seconds with soap and water
10. Teachers serve individual plates for meals versus family style serving
11. Napping mats and cots are kept 6 feet apart when possible
12. If car seats need to be brought into the center, they will be stored in an area outside the classroom
13. Toys from home should not be brought to the center
14. Frequently touched surfaces are cleaned and sanitized throughout the day
15. Electrostatic Machine is used for disinfecting and sanitizing the center at the end of the day
16. Regularly scheduled meetings with the owners to ensure COVID-19 procedures are reassessed on an ongoing basis and are adjusted as necessary
17. Communicates with families on an ongoing basis to ensure that they are updated regarding Nurturing Nook COVID-19 practices through email and on the COVID-19 Policy and Procedure/Addendum
18. COVID-19 Tuition Policy: In the event that a classroom has to quarantine, based on the direction from the local Health Department, a 50% tuition credit will be given to those children that were affected by the quarantine and will be posted in arrears

Revised March 2022

COVID-19 Policy and Procedures Addendum The Nurturing Nook

Additional precautionary COVID-19 Measures effective March 2022:

1. The potential cross contamination between staff and children in the center will be minimized.
2. Please maintain social distancing when dropping off and picking up children. In an effort to minimize congestion of entryway traffic, parents, children and staff members will exit the center through:
 - the side door (Generations)
 - the east door (Glendale)
 - the playground door (River Point)
3. Upon arrival, parents will wash their children's hands.
4. Parents and employees will sign a Health Screening Agreement when they arrive each day.
5. Parents must closely monitor their child's health and temperature as well as their own. Please do not enter The Nurturing Nook if you or your child are sick or experiencing any symptoms.
6. Facial coverings for all persons 3 years of age and older are optional. Children two years of age may wear facial coverings at the discretion of their parents.
7. If a parent, child or staff member is experiencing symptoms and has a COVID-19 test, they may not enter The Nurturing Nook until they receive a negative test result.
8. In the event a positive COVID result occurs, The Nurturing Nook will follow CDC and local health department recommendations. If a quarantine is necessary, families will be notified.
9. COVID-19 Tuition Policy: In the event that a classroom has to quarantine, based on the direction from the local Health Department, a 50% tuition credit will be given to those children that were affected by the quarantine and will be posted in arrears.

The Nurturing Nook COVID-19 Parent Agreement

During this difficult and stressful time, we at the Nurturing Nook want you to know that we value the safety and wellbeing of you and your child(ren). As this is a shared responsibility, we ask that you take time to read through the following statements that we have put into place to keep everyone healthy and safe:

- If you meet any of the following criteria, please do not visit or pick-up/drop-off a child at our program:
 - Have symptoms of COVID-19 (fever, cough, shortness of breath),
 - Have been in contact with someone with COVID-19 in the last 14 days
- When picking up or dropping off your child(ren) please practice “social distancing” at all times.
- When you enter the program, please wash your hands immediately.
- Facial coverings for all persons 3 years of age and older are optional.
- If your child becomes ill while in our program, you will be asked to pick him/her up within one hour of the program contacting you. Please have plans in place to ensure you or a designated person is available if this should occur.
- A child with a fever of 100.4 or higher will be excluded from the program until they have remained fever free for 24 hours without the use of fever reducing medicine.
- Any child experiencing two or more COVID-19 related symptoms will be excluded from the program until they remain symptom free for at least 24 hours.
- In the event that a classroom has to quarantine, based on the direction from the local Health Department, a 50% credit will be given to those children that were affected by the quarantine and will be posted in arrears.

We thank you for helping us keep you and your child(ren) safe during this time. If you have any questions, please contact us at 414-220-8494 (Generations), 414-961-1482 (Glendale) and 414-352-6115 (River Point).

NOTE: The Nurturing Nook relies on the Department of Children and Families (DCF) and the Wisconsin Department of Health Services to help prevent the spread of the COVID-19 virus. We cannot make any guarantees.

My signature below acknowledges receipt and understanding of this COVID-19 Parent Agreement.

Parent Name: _____

Signature: _____

Date: _____