



# 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. Handwashing immediately upon entering the center
4. Hand sanitizer is provided at the center for parent use
5. Facial coverings for persons 3 years of age or older are optional
6. Social distancing is recommended at drop off and pick up, as well as in the classrooms
7. Whenever possible, social distancing should be practiced by teachers in classrooms and on the playground
8. 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
9. Teachers serve individual plates for meals versus family style serving
10. Napping mats and cots are kept 6 feet apart when possible
11. If car seats need to be brought into the center, they will be stored in an area outside the classroom
12. Toys from home should not be brought to the center
13. Frequently touched surfaces are cleaned and sanitized throughout the day
14. Electrostatic Machine is used for disinfecting and sanitizing the center at the end of the day
15. Regularly scheduled meetings with the owners to ensure COVID-19 procedures are reassessed on an ongoing basis and are adjusted as necessary
16. Communication 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
17. COVID-19 Tuition Policy: In the event that a child tests COVID-19 positive and needs to isolate, based on the direction from the Health Department, a 50% tuition credit will be given for the scheduled days that he/she is unable to attend and will be credited to the account in arrears.

Revised August 2022

## **COVID-19 Policy and Procedures Addendum The Nurturing Nook**

### **Additional precautionary COVID-19 Measures effective August 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 northeast door (Glendale)
  - the playground door (River Point)
3. Upon arrival, parents will wash their children's hands.
4. 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.
5. 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.
6. 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.
7. In the event of a COVID positive result, The Nurturing Nook will follow local health department guidance and isolate the COVID positive person for either 10 days or 5 days with mask wearing for an additional 5 days. The person may return once he/she is symptom free.
8. COVID-19 Tuition Policy: In the event that a child would test positive and need to isolate, based on the guidance from the local health department, a 50% tuition credit will be given for the scheduled days that he/she is unable to attend and will be credited to the account 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 have symptoms of COVID-19 (fever, cough, shortness of breath), please do not visit or pick-up/drop-off a child at our program.
- When picking up or dropping off your child(ren) please practice “social distancing” when possible.
- 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°F or higher will be excluded from the program until they have remained fever free for at least 24 hours without the use of fever reducing medicine.
- Any child experiencing 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 child would test positive and need to isolate, based on the guidance from the local health department, a 50% tuition credit will be given for the scheduled days that he/she is unable to attend and will be credited to the account 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:** While The Nurturing Nook relies on the Department of Children and Families (DCF) and the Wisconsin Department of Health Services guidance 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: \_\_\_\_\_