

MLH EARLY EDUCATION FOUNDATION  
CHILD CARE & PRESCHOOL  
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## New Policies and Procedures for MLH Early Education Foundation Childcare & Preschool

Hello Families:

Due to the pandemic there will be new steps implemented within the program. This information is in conjunction with guidance from the CDC and administrators of childcare programs and K-12 schools in the State of Illinois. This guidance does not supersede applicable federal, state, and local laws and policies for childcare programs.

### **Parent Drop-Off and Pick-Up / Reliance on Social Distancing**

To limit direct contact with parents, arrival and drop off times will be assigned to each family. Assigned times will be considerate of parent work schedules. Parents must arrange their scheduled time in advance. Hand hygiene, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. Provide sanitary wipes for cleaning pens between each use.

### **Providers to Greet Children at Front Door Upon Arrival**

Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people 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.

### **Screen Children Upon Arrival**

Persons who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted into the facility. Parents please be alert for signs of illness with your children and to keep them home when they are sick. Parents/guardians take child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child. Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.

**Make a Visual Inspection** of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Personal protective equipment (PPE) is required when a distance of 6 feet cannot be maintained.

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**Conduct Temperature Screening (follow steps below)**

- Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child's temperature,
- After each screening, remove and discard PPE, and wash hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.

In order for MLH Early Education Foundation & Childcare to remain open these policies and procedures as specified through guidance of the CDC must be implemented on a daily basis. Wavering from any new procedures by a family puts all others at risk and will be asked to leave the program until future notice. All policies and procedures within your contract remain in effect. Payments are to be made in full regardless of attendance. Please revisit your contract for details.

Thank you for your understanding,

Kera Lewis-Rodriguez  
Mark A Rodriguez (Mr. Tony)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_