



Kiddie Kollege Early Childhood Center

Arrival and Departure Procedures/Screenings During a Pandemic (August 2020)

Families are met in the foyer

(A hand sanitizer station is provided and instructions for parents to use prior to pushing the doorbell.) No parents are to go beyond the foyer area. Parents should wear masks at arrival and departure. Children over the age of 2 should wear a mask, if tolerable. Parents should allow an additional 10 minutes for arrival.

Arrival: There should be no handshaking or physical contact between parents, staff, and other adults.

The following questions are to be asked by staff (wearing face shields):

1. Have you traveled to an area where there is a confirmed COVID-19 case? If yes, where?
2. Are you experiencing any of these symptoms; coughing, runny nose, sore throat, shortness of breath, body aches, fever of 100 or higher, loss of taste or smell?

Staff: Take temperature of child and parent with forehead scanner and document on log

Any family member with a fever of 100 or higher may not leave their child and the child may not stay with a fever of 100 or over. Sometimes the thermometer is not accurate. If you question the read, take the temp 3 times and take the average.

Record arrival time on log and first/last name of person dropping off child in ProCare system.

Provide a mask to those children who do not have one upon arrival. Walk child to room to wash hands and return to station. Disinfect thermal scanner, inside door handles and pen, if change to new screener.

Departure

Families are to call the center upon parking in the front parking lot or enter the foyer one at a time. Parents are to use hand sanitizer prior to ringing the doorbell and encouraged to wear a mask. Center staff will then inform assigned staff to retrieve the child and their belongings. Children are to be taken to the foyer area where parents will retrieve their children. Parents should wash masks on a daily basis. Center-provided masks will be washed daily.

Sign in and out times will be entered by office staff at various intervals in the computer system.