



ELIZABETH MASCIA CHILD CARE CENTER

Parent Handbook

Elizabeth Mascia Child Care Center

Guidelines during the Covid-19 Pandemic

The Center re-opened on June 22, 2020 with revised procedures and protocols to conform to best practices during the Covid-19 pandemic. Our goal is to keep our children, staff and their families safe and healthy while in our care. We have followed the recommendations of the Centers for Disease Control (CDC) in formulating these protocols.

All staff was Covid-19 tested prior to September 8, 2020. Teachers' temperatures will be checked daily, as well as answering all health-related questions.

We will provide you with updates as any procedures change over time. Please contact Deborah Fine or Helen Murray for any clarification or questions you may have **914-631-2126** or director@masciachildcare.org.

General Information:

Center hours: Monday through Friday 8:00 am - 5:30 pm

Currently only staff and children are permitted to enter the Center.

In the event a child or staff person tests positive for Covid-19, the Westchester Board of Health will be notified and its recommendations will be followed. Please note, these recommendations may include the closure of specific classrooms or the entire Center for a specified period of time. In the event of such closure, online classes will be offered for toddler and pre-school age classrooms.

Arrival and Dismissal Protocols

Upon Arrival:

- Families will drop-off their children outside the front entrance to the building – the families' fobs are de-activated.
 1. Families will wait at the top step, then bottom of steps, 6 feet apart at foot step markings.
 2. We will have the capability to allow for entrance in the morning through the back door, following the same check-in procedures.
 3. Parent or caretaker dropping off a child must be wearing a mask (as well as at pick up)
- *A staff member will meet your child at the front door and perform a daily intake:
 - Families should wait at markers until the staff member calls them up.
 - Temperature check will be performed with an infrared thermometer for each child – must be under 100.0° F
 - Screening questions:
 - Has the child had a fever of 100.0° F or higher or any fever in the last three days?
 - Do you have a cough, sore throat, body aches or headache?
 - Do you have any shortness of breath or difficulty breathing?
 - Do you have chills or repeated shaking with chills?
 - Do you have a new loss of taste or smell?
 - Do you have any gastrointestinal upset (nausea, vomiting or diarrhea)?
 - Is the child's baseline different - lethargy, paleness, flushed skin, rashes, unusual spots, swelling or bruises?
- The staff member then brings each child to his/her assigned classroom
- All staff will avoid hand-holding and hugs as much as possible.
- Classes will be kept separate from each other to assist in social distancing.
- Parents need not sign children in and out at the beginning and end of each day. Staff may sign children in and out.
- Families will apply sunscreen to their child at home. Staff will re-apply as needed.

*The same procedures will be undertaken for children who may be arriving by bus in the afternoon

At Dismissal

- Children will be brought to parents outside the front entrance unless dismissed from outdoor play areas.
 - Parent to call or ring the Center doorbell upon arrival when ready to pick up the child at the front door.
 - A Staff member will escort the child to the parent. If children are outside playing at dismissal please wait outside the gate, or at the perimeter of the field, or at the courts.

Room & Staff Assignments

- Classroom assignments are being determined by the Executive Director and Assistant Director with input from families and staff.
- Class size is currently limited to 9 children per toddler classroom, 12 children in the young three's classroom, 14 children per 3's preschool classroom (including out integrated Children's School children), 15 children for the Four's class and 15 each for the After School programs' classrooms.
- As enrollment expands and/or guidelines change, these assignments will be revisited and revised as needed.

Cleaning and Sanitizing Protocols:

- Children will be supervised during frequent and thorough hand washing throughout the day.
- Each child will have their own personalized plastic container for supplies (crayons, playdough, markers, scissors, and glue sticks) to minimize sharing and allow for cleaning & disinfecting at least weekly.
- Surfaces – counters, tables, and chairs will be cleaned with soap and water, then sanitized with a diluted bleach solution throughout the day: upon arrival, before and after snacks and meal time, after table-top playtime. Disinfectant cleaner will be used with 4 teaspoons bleach per quart water in a spray bottle. This solution is changed daily.
- Toys will be cleaned with diluted bleach solution after playtime.
- Equipment such as strollers and ride-ons will be sprayed with the diluted bleach solution before and after use.
- Cloth toys or any equipment with fabric coverings have been removed from the classrooms' play areas. Bedding and naptime stuffies are permitted, but sent home every Friday for washing and to be returned on Monday.
- Hand sanitizer - for staff only - will be used when soap and running are not available.
- Additionally all classrooms, bathrooms and common areas are cleaned daily by our professional cleaning service.

Sinks, toilets, and door handles are disinfected throughout the day.

Outdoor Play

- NY State and the Village of Tarrytown have the authority to determine if our playgrounds can remain open.
- Surfaces will be sprayed with bleach solution before and after each class's use.
- Use of the playgrounds and grounds are restricted to EMCCC children only during Center operation.
- We will strive to maximize use of the outdoors for play and snacks whenever possible.
- Outdoor tables will be lined with paper when used for eating.

Daily Health Checks for Children

- Our staff will monitor the children for coughing, sneezing, diarrhea, runny noses, stomach aches, rashes, redness, and headaches as is our usual practice.
- Children will be isolated and sent home immediately if symptomatic.
- We require a medical consent form for anyone with seasonal allergies to determine there is no illness present.
- If the staff believes a child is ill his/her temperature will be taken.
- Children will be sent home if a temperature of 100.0° F or above is recorded.
- Children will be encouraged to cover their mouth and nose for coughs and sneezes
- No nebulizers may be used – inhalers with spacers may be used.

Social Distancing

- While children are not easily distanced during play time, we will encourage social distancing where possible and teach them that 6 feet equals 2 adult arms' lengths. Our staff will practice social distancing at all times possible.
- Staff will wear masks at all times– this is not required for toddlers and preschoolers in a private setting.
- During rest time cots will be separated by 6 feet.

Meal and Snack Preparations

- We will have no family-style dining.
- Our food service has provided us with information about their meal preparation and safety measures. We feel they meet the health guidelines required to provide healthy and safe meals for our children. We will be using that service to provide hot meals daily.
- Snacks and Breakfast will be served to each child individually by our staff.
- Children will bring their own water bottle

School-Aged Programs

- Center hours remain 8:00 am to 5:30 pm
- Any bus service from the Center to Tarrytown or Irvington Schools will be available after 8:00 am
- You must secure a reservation for your child to attend – space is very limited
- School-age children will wear masks

Full Day Program

In an effort to support families as schools reopen using the “hybrid model” (2 days in person/3 days remote) we are currently offering a combined full-day and after school program:

- Supervision provided for virtual/distance learning
- Breakfast, lunch and snack included
- Please provide login information, passwords, and daily schedules
- Children must bring all materials necessary for school work, i.e. Pencils, erasers, calculators, chrome books, laptops, chargers, head phones
- All items must be labeled.

Teachers and teacher assistants will be available to supervise children’s remote learning. Teachers and TA’s will rotate from child to child throughout the day. Parents must determine if all schoolwork has been completed.

Before School Program: available beginning at 8:00 am

After-School Only Program

We are offering an after-school program until 5:30.

- Tarrytown/Irvington buses will drop off the children at the Center
- Families must notify their child’s school re: their transportation drop-off plan
- Children will be offered a snack
- Homework time will be available