

# Drop-off + Pick-up Procedures *(contains instructions for parents)*

The staff at City Hall Child Care are committed to providing a safe environment for your child during the COVID-19 pandemic.

Our priority is to minimize the risk of infection with the following pick up and drop off procedures.

## **SUPPLIES USED AT DROP-OFF AND PICK-UP**

- Thermometer (Infrared)
- Tissues
- Hand sanitizer (at each entrance and portable hand sanitizers to be available at gate entrances)
- PPE (personal face shield and gloves for all staff) to be used when social distancing is not possible ie. diapering, cleaning, comforting children with body contact etc.)
- Sanitizer wipes
- Sign-In Sheet (staff will sign in each family)

## **HEALTH & SAFETY PRACTICES at DROP OFF**

- At drop off staff will take the child's temperature with an infrared forehead thermometer.
- Children with a fever of 100.4°F or 38°C will not be permitted into the facility.
- If temperature taking is refused, access to daycare will be denied
- Children exhibiting symptoms of illness (ie. runny nose, cough, sneeze, visibly unwell) will not be permitted
- Hand sanitizer (min 60% alcohol) is available at the entrances – before children & staff enter the play space
- Hand sanitizer will be provided to children prior to entering the playground area
- Parents will answer the Health Check Questions posted at the entrances.
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without physical activity), fatigue or extreme fussiness

## **DROP-OFF & PICK-UP SCHEDULE**

- A staggered drop-off schedule will be developed to support physical distancing
- Parents will schedule a drop-off
- Parents will agree to drop off their child within this time frame

## **DROP-OFF PROCEDURE**

- Staff will greet Over-3 Children at North Gate
- Parents will not enter the playground area
- Markers (2 metres) for Social Distancing will be marked indicating waiting area outside of south gate
- One adult per family for drop off and pick up.
- During direct contact between staff and parents, social distancing will be maintained as much as possible.
- Parents will answer the Health Check Questions posted at the entrances.
- Staff will make a visual inspection of the child for signs of illness which could include runny nose, cough, flushed cheeks, rapid breathing or difficulty breathing (without physical activity), fatigue or extreme fussiness.
- A bin will be provided at the gate for lunch kit (lunch & snacks) and other personal items to be sanitized by staff.
- Staff will sign in each child with accurate date & time
- Parents will say goodbye at the gate and will not enter the playground
- Parents must allow for extra time at drop off and pick up to ensure health and safety procedures can be maintained

## **ENTERING & EXITING THE DAYCARE WITH STAFF**

- Children will be accompanied inside by a staff person
- Before entering the daycare, outside clothing and shoes will be placed in a separate bin before entering the daycare
- Personal belongings will be stored approx. 3 feet apart. Caregivers will ensure that children's belongings are stored separately to prevent cross contamination.
- Staff and children will wash hands for minimum 20 seconds (singing "Happy Birthday" or "ABC") prior to entering play space

## **PICK UP PROCEDURE**

- Children will wash hands for a minimum 20 seconds prior to getting ready to go home.
- Child will bring lunch/snack kit to the cubby area or will put lunch & other items in a bin to transport to parent (with staff assistance)
- Child will change shoes and put on a coat (with staff assistance)
- When parents arrive, staff will accompany child to the gate to go home