

June 22, 2020

Dear GCC Parents and Families,

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, I want to assure you that we are monitoring the situation closely. Based on the information we have at this time, we are excited to reopen Geneva Children's Center and we thank you for your understanding and support during the time we had to close GCC.

Effective Monday, July 6<sup>th</sup> GCC will reopen and as we reopen and for the foreseeable future, we will be taking extra precautions to ward off the Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff.

### **Check-in and Pick –Up**

- Families will be greeted just inside the glass doors of the GCC Preschool area where a staff member will greet the child(ren).  
Parents will be required to enter the building wearing a mask – Child(ren) are not required to wear masks or facial coverings.  
Prior to entering you will put in your Brightwheel code for signing in your child.  
Parents will also be asked to sign a Release of Liability Form.  
Parents and other family members will not be allowed to take their children to class.  
Upon entering a staff member will take the temperature of your child(ren) and ask parents the following questions.
  - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
  - Do you or anyone in your household have a fever, cough and/or shortness of breath?
  - Do you or your child(ren) have any other signs of communicable illness such as a cold or the flu?
- Parents will be required to wash their hands or use hand sanitizer immediately upon entering GCC. When children are received for drop-off they will be escorted into the nearest bathroom or classroom where they will wash their hands.
- Staff members will also assist your child taking lunch boxes, jackets, to their classrooms.
- Upon arrival to pick up your child you will put in your Brightwheel code for signing out your child.
- Upon your arrival to pick up your child, a staff member will bring your child out to you.

- Along with any personal items such as lunch box, water bottle etc. Doing so will limit direct contact and help us to maintain social distancing.

### **Healthy Environment**

- Smaller class sizes will be implemented.
- We will not share equipment and will clean equipment between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once a day or more often if it is necessary.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands throughout the day (noted by the CDC as the most effective preventative measure). Hand sanitizer may be used.

### **Snack Preparation**

- All surfaces will be disinfected before children snack and lunch times.
- Until further notice parents are requested to send with their child an A.M. snack if their child attends a half day or an extended day program and a lunch. Morning snack is served between 9:00 and 9:30, lunch is served at noon. Children who stay for the full day program need to bring an afternoon snack. P.M. snack is served between 3:30 and 4:00.
- All staff and children will wash their hands before and after snack time.

### **Child Health**

- Staff has and will continue to receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at child care, will be isolated from the other children until they can be picked up.
- If you are called to pick up your child due to illness please come within 30 min. or less.

## **Tuition**

- Thank you for all your support during this time of closure. GCC staff has continued to be paid during this time and your child(ren) have benefitted from participating in zoom meetings, house visits, work packets and even a drive-by Pre K graduation, no tuition payments collected since March 2020.
- In an effort to keep our valued staff, children returning on July 6, 2020 billing for July has been emailed to you. Payment is due to GCC on or before July 6<sup>th</sup>. We thank you for your attention to this matter and our thoughts and prayers have been and will continue to all families that have been experiencing loss of work and or difficult times during this COVID-19.
- If you are able to work from home and choose to keep your children at home you will be required to pay all of your normal monthly tuition to retain your spot, as of August 1, 2020.
- If you choose to withdraw your child from GCC and not pay, there is no guaranteed spot upon a request if/when you return. A new registration fee will be charged and full tuition due upon enrollment.
- No unpaid vacation weeks will be allowed to be used by families as per our GCC Parent Handbook.
- At this time, if the state forces a closure for an extended period of time, all tuition will still be due to retain a spot for your child.

## **Communication**

- If the current situation changes and it becomes necessary to update our procedures or close our program, we will notify families by email, phone calls or by mail.
- Please continue to watch for additional information on our Geneva Children's Center Facebook page and our GCC website.

Thank you for your understanding and patience as we implement our new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well. Your children will continue to have a wonderful time here at Geneva as we begin our summer program "STEAM-in thru Summer." The GCC staff has worked very hard planning some great activities and events for the next 6 weeks. You don't want your child to even miss a day of fun. Looking forward to having all of our children return.

Be safe and God bless you and your family,

Mrs. Sherry