

June 1, 2020

Dear Parents and Families,

GCC is reopening our preschool on Monday, July 6th! As we open, health and safety (**H/S**) of all is our priority now and ongoing. We have always felt that school and home are a partnership. The decision to reopen GCC was based on policies and procedures set by the Governor, Community Care Licensing, the Public Health Department, the Center for Disease Control (CDC), and Geneva Presbyterian Church.

GCC New Model:

- **New temporary hours 7:30 am to 5:30 pm.** This will allow extra time for preparation
- **Parents/guardians to provide their child's am and pm snacks and lunch.** Lunch boxes and water containers must be labeled with the child's first and last name
- Nap bags-bedding must be labeled with child's first and last name. **H/S** blanket and sheet only (no sleeping toys or pillows)
- Transitioning to new classes: children will be enrolled in their new classrooms for the remainder of summer and into the fall session
- Tuition payments can be mailed in or placed in the box located in the reception area. Future billing will be done through **Brightwheel**
- Limited class size so as to follow social distancing

Drop off procedures:

- Entrance to the preschool will only be through the front door, no back entrance
- We have marked 6-foot spaces outside the glass doors to ensure parents/guardians are keeping appropriate distance when waiting to enter the center.
- Parents/guardians must wear a face mask at all times
- It is the parents/guardian's decision whether their child wears a face mask
- Parents/guardians will be required to answer health-related questions regarding COVID-19
- Parents/guardians are required to sign an COVID-19 liability release form for child's enrollment
- Sign in will be inside by the GCC reception area near the double doors
- New sign-in process: **Brightwheel tablet sign in, paperless format (Information to setup App to follow)**
- Your child's temperature will be taken at the door with a laser thermometer
- Parent/guardian temperature may also be required
- For safety reasons, Parents/guardians will drop off their child at the reception area and a staff member will escort him/her to their classroom
- Each child will wash their hands once in the classroom

Pick up procedures:

- Entrance to the preschool will only be through the front door, no back entrance
- Parents/guardians will practice 6-foot social distancing.
- Parents/guardians must wear a face mask at all times
- Parents will be greeted by a staff member who will get their child for pick up

- Staff member will help your child to collect their personal items
- **Brightwheel** tablet is used to sign out
- Please be on time for pick up: Part time at 12:30 pm, Extended at 3:00 pm, Full at 5:30 pm

Healthy Environment

- Used toys will be put into containers for washing throughout the day
- Disinfecting of all surfaces will be done daily and nightly
- Door handles, tables, chairs, etc. will be sanitized throughout the day
- Staff to child ratio is limited to 1:10, not to exceed 10
- No family style meal service, parents to provide am and pm snacks and lunch
- Children's bathrooms will be disinfected throughout the day
- No sharing of sensory items such as playdoh or water play
- Teachers will encourage 6 ft distancing between the children
- Staff will wear gloves when nose wiping, face cleaning, diaper changing and other **H/S** essentials
- Children will follow social distancing at nap time
- If a child or staff member tests positive for COVID-19, we will contact parents and all **H/S** agencies listed above

Wellness Policy for staff

- Staff members will have their temperature taken upon arrival
- Staff members are required to answer health-related questions
- Staff members will be required to wash hands upon arrival
- Staff members are required to wear a face mask when in close proximity to a child
- Staff members will not be allowed to work if they are feeling ill
- Sick staff members will not return to work until they have met the criteria to discontinue home isolation per CDC guidelines
- Staff will continue to receive information and training on COVID-19 symptoms as well as preventive measures

If the current situation changes, we will contact our families via email or phone. Thank you for your understanding and patience as implement these health and safety policies and procedures. If you have any questions, please feel free to contact me at 949-581-2200.

We are excited to start our summer program, "STEAM – in" thru Summer. We know your children will have a great summer and an exciting start to their new school year. Fall session begins on Monday, August 17th that coincides with Capo and Saddleback School Districts. We look forward to seeing everyone back at GCC.

Sincerely,

Sherry Hoselton
Director for Geneva Children's Center