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*TO: FAMILIES OF CHILD DEVELOPMENT PROGRAMS/SUMMER CAMP*

*FROM: JESSICA STEHLEY DIRECTOR OF CHILD DEVELOPMENT*

*RE: ADDENDUM DUE TO COVID-19*

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Parents/guardians please understand that as we reopen, we have “New Rules for Safety”. The content of this “COVID-19” Addendum will supplement and, if in conflict, will supersede the Parent Handbook.

- Parents/guardians must sign the “COVID 19” Addendum.
- The YMCA will adhere to all Pennsylvania OCDEL and DHS requirements, and implement CDC guidelines to the best of our ability.
- To the extent possible, a six-foot distance will be maintained between children and staff.
- All staff will be required to wear a mask upon entry until exiting of the building. Mask will be provided for staff.
- Parents may choose to send their child with a mask. However, staff will not force your child to keep a mask on.
- Parents/guardians must wear a mask during the drop off procedure.
- Drop off Procedure: We ask if possible that all children arrive at the center by 9:15 am. Staff will sign your child into the program. If you need to arrive later than 9:15 am please email Jessica at [jstehley@ligonierymca.org](mailto:jstehley@ligonierymca.org) or Kathi at [kbetton@ligonierymca.org](mailto:kbetton@ligonierymca.org)
  - a. At this time, no parent/guardian will be allowed into the YMCA during drop off.
  - b. You must bring your child to the vestibule of the Child Development doors.
  - c. Staff will greet you and your child, at this time staff we will take your child’s temperature. It must be lower than 100.2 or your child will not be permitted to stay for the day. The child may not return until they are fever free for 48 hours without medication. Staff will also ask you the following questions and record your answers along with your child’s temperature.
    - 1. Has anyone in your household had a temperature of 100.4 or higher in the last 72 hours?
    - 2. Has anyone in your household been symptomatic in the last 72 hours? (coughing, excessive sneezing, or lost the sense of taste)
    - 3. In the last 14 days, has anyone in your household been exposed to anyone who is known to have COVID-19 or who is in quarantine awaiting the return of a COVID-19 test result?
    - 4. If the answer is “yes” to any of the three questions, then the child may not enter the Child Development Program until the answer to all three questions is “no”.
- Once the children enter the building, they will wash their hands for at least 20 seconds in the sink that is located in the Child Development Lobby. (all children with head control will wash hands). Baby wipes will be provided for children who do not have head control.

- Then a staff person will accompany the child to their classroom.
- Pickup procedures: All parents/guardians are required to wear a mask during the pickup procedure.
  1. Parents/guardians will provide staff a 10-15-minute time frame of when they will pick up their child. If you are going to be late for any reason you must notify the center. You may email Jessica at [jstehley@ligonierymca.org](mailto:jstehley@ligonierymca.org) or Kathi at [kbetton@ligonierymca.org](mailto:kbetton@ligonierymca.org) or call your child's classroom directly.
  2. Staff will meet you in the vestibule for you to pick up your child.
  3. If the parent or legal guardian is not picking up your child, then the following must occur.
    - a) The center must be notified prior to pick up
    - b) The person must be on the child's designated pick up list located on their emergency contact form.
    - c) The person must be 18 years of age or older
    - d) The person must be able to present a valid ID
- Parents/guardians are advised that there will be immediate removal of their child in question and any other children in the family for falsifying wellness of the child or family/guardian members of the child.
- If symptoms are not related to COVID-19 or other illnesses that would exclude your child from a childcare setting, you must present a doctor's note stating that your child is free and clear to return to the Child Development Program.
- Staff will be retaking temperatures after lunch and any time they suspect a child may have a temperature that is 100.2 or higher.
- If Children become symptomatic during the day (coughing, excessive sneezing, lost the sense of taste, or any other illness that would not allow them to be in a group childcare setting) then the child should leave immediately. Parents should take no more than 1 hour to pick up their child. Children will be removed to an isolation area (Child Watch) until pick-up is possible. Parents must provide a time when they will be picking up their child so staff can meet them at the Child Development doors.
- Consistent with HIPPA, no information about health status of any individual will be released to any parent/guardian or any child. If any child or staff member test positive for COVID-19, parents/guardians, the CEO, the Director of Child Development, Director level staff, and YMCA Board will be advised. The Program then will be closed for at least 48 hours to allow for a deep cleaning and disinfecting.
- Parents/guardians will be asked to notify the Director in the event anyone in the household tests positive to COVID-19 or the child is exposed to someone who tested positive for COVID-19
- Soft play items will be removed from the program.
- The playground will not be open.
- Teachers will increase, songs, story times, individual activities. Teachers will decrease free active and group play. Lesson plans will reflect these changes.
- Staff members will clean and disinfect toys as children move from task to task.
- Staff members will clean and disinfect all surfaces while children are napping.
- To the extent possible, children will be placed 6 feet apart for nap.
- To the extent possible, no children will face each other for activities or eating

- To the extent possible, specific children will be assigned to specific staff and staff will not be rotate among children/classrooms.
- To the extent possible children will not be combined into other classes.
- Hand sanitizer with at least 60% alcohol will be provided for use by children 3 and older. Parents must sign a waiver approving the use of the hand sanitizer for their child(ren)
- **NO** toys from home can be sent into the Child Development Program.
- Parents/guardians are advised that, if possible, hard lunch boxes or disposable bags are recommended when sending a lunch with their child(ren)

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*Ligonier Valley YMCA Child Development Programs*

*110 West Church St*

*Ligonier Pa 15658*

*724-238-7580*

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This is to acknowledge that I have received a copy of the YMCA COVID-19 ADDENDUM, which has an effective date of May 18, 2020. I understand that this policy supersedes any other policies I may have received during my participation in the YMCA's Child Development/Summer Camp. I understand that it outlines my privileges and obligations as a participant in this program. I will familiarize myself with the information herein, which describes the policies of the Child Development/Summer Camp.

Parent/Guardian Name (*print here*)

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Signature of Parent/Guardian

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Date \_\_\_\_\_, 20\_\_