



A NAEYC Accredited & Start Rated Grow NJ Child Care Program

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Executive Director/Chief Operating Officer

## SPHC NEW POLICIES

### Effective June 15<sup>th</sup>, 2020

Due to Covid-19 SPHC will be adopting the following policies. All policies recommended by the CDC will be adhered to. To best ensure the safety of all of our families and staff we will be strictly enforcing all Policies and would appreciate your cooperation. please keep in mind that these policies were created to keep us all safe during this novel disease.

1. Drop off time is between 7am -9am. If you arrive after 9am you will NOT be admitted under any circumstance.
2. Pick up time is between 3pm-6pm. If you would like to pick your child up prior to 3pm, please call us before you arrive.
3. We will not allow anyone into the building except for staff and students. Visitors shall not be permitted to enter the center during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, and Department of Children and Families personnel for child protection or child care licensing purposes. Therapists are NOT allowed to enter the building to provide therapies.
4. Everyone who enters the building (Including, staff and students must have their temperature taken every time they enter the building. Anyone with a temperature above 100.4 degrees Fahrenheit will NOT be allowed in the building. Anyone displaying any other Covid-19 symptoms will not be allowed in the building. (PLEASE ALLOW YOURSELF PLENTY OF EXTRA TIME FOR DROP OFF AND PICK UP, AS YOU WILL NOT BE ABLE TO ENTER OUR BUILDING.
5. Everyone who enters the building must sanitize their hands prior to entering. Sanitizer will be provided for you at the door.
6. You must Drop your child off at our front entrance(Bartholdi Ave).
7. Parents and Guardians will NOT be allowed to walk their children to their classrooms. After your child has been screened their teacher will pick them up from you at the entrance.

8. Staff and Students must wash their hands with soap and water for at least 20 seconds before they enter any classroom. Every time they exit and re-enter they must follow the above mentioned protocol.
9. ONLY students and teachers will be allowed in the classrooms.
10. Sharing of supplies, food, toys and other items must be strictly limited. Center shall ensure an adequate supply of school, art and other supplies to preclude the need for sharing of items. Children's belongings shall be kept separate individual storage bins or cubbies and sent home each day for washing.
11. Center will be removing playdough, dramatic play clothing, stuffed toys and other porous materials from our classrooms.
12. Staff shall be required to wear cloth masks while working unless doing so would inhibit the individual's health. Center will be providing masks to all staff members.
13. There will be a maximum of 10 students in each classroom, because of this your child may be placed in a different classroom. Unfortunately we will not be able to honor requests for placement during the summer.
14. We will not be allowing children to celebrate their birthdays with family members present. You are welcomed to send treats with your child in the morning.
15. SPHC will not be taking any field trips this summer.
16. Close person to person contact (hugging, wrestling, games involving touching or tagging) shall be strictly limited and discouraged.
17. Teachers shall continue to teach and reinforce healthy hygiene practices to prevent the spread of Covid-19.
18. We shall implement enhanced and more frequent cleaning and sanitation practices.