

The Neighborhood Learning Center

COVID-19 PANDEMIC POLICY – Parent Handbook Addendum – Revised 10/6/2020

The NLC will follow these new health and safety guidelines recommended by the CDC (Centers for Disease Control) and the Virginia DSS (Department of Social Services) during this time of pandemic. This form must be signed and turned in before your child comes into our care. We are asking you to acknowledge and agree to following these listed provisions, which are an addendum to the Parent Handbook, and which are an effort to maintain the health and safety of all.

Please have each parent/guardian read and initial each statement below.

1. _____ I understand that while present in the facility each day my child will be in contact with children, families, and employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

2. _____ I understand if my child shows any of the [COVID-19-like symptoms listed below](#), my child will remain at home. Symptoms may appear 2-14 days after exposure to the COVID-19 virus and include:

- Fever of 100.4 and above
- Cough
- Shortness of breath
- Congestion or runny nose
- Chills
- New loss of taste or smell
- Sore throat
- Muscle or body aches
- Excessive fatigue
- Nausea or vomiting
- Diarrhea
- Headache

While the NLC understands many of these symptoms may also be a result of non-COVID-19 related issues, the Center must proceed with an abundance of caution during this time of pandemic. If your child shows any of the above symptoms while at the NLC, they will be separated from others, and you will be contacted immediately to collect them within 60 minutes.

When may your child return to the NLC?

With documentation from a healthcare provider

If your child is experiencing symptoms related to a non-COVID-19 diagnosis, your child may return to the NLC:

- Once a healthcare provider has determined that your child has a specific diagnosis (influenza, strep throat, common cold, etc.), or symptoms are related to a pre-existing condition (ex// allergies)
- This documentation from the health provider must state that your child may return to daycare and must identify any other criteria to be met prior to your child returning to the NLC (e.g., fever free for 24 hours).

Child(ren) Name(s): _____

If your child or other household member has a COVID-19 test pending, the results must be received before your child can return to the NLC. Based on those results, your child may return to the NLC:

- If the test result is negative, and, if applicable, your child is fever free for at least 24 hours without medication, and other symptoms have improved.
- If the test result is positive, you must wait until ten (10) days have passed since the onset of symptoms (if asymptomatic, 10 days from positive test), your child is fever free for at least 24 hours without medication, and other symptoms have improved. (For more information, please speak with your healthcare provider, the [Loudoun County Health Department](#), or [the CDC](#).)

Without documentation from a healthcare provider

Without documentation from a health care provider, the NLC must treat the illness as COVID-19 and your child may return to the NLC after these criteria are met: Ten (10) days have passed since the onset of symptoms, your child is fever free for least 24 hours without medication, and other symptoms have improved.

3. _____ I understand the Center's hours of operation will need to be reduced to follow all the recommended guidelines during this time. The new hours of operation will be 7:00 am – 5:00 pm. These hours may change as the situation evolves and/or restrictions are lifted. The NLC will keep me informed and appreciates my understanding. I further understand my child's drop off time will be assigned and that my child must remain at the Center for fewer than nine (9) hours each day. For example, if my assigned drop off time is 7:00 am, I must pick my child up no later than 4:00 pm. If my assigned drop off time is 7:30 am, I must pick my child up no later than 4:30 pm. If I drop off at 8:00 am or after, I must pick my child up by 5:00 pm. I will be asked to request a drop off time and the NLC will make every effort to accommodate my request.

4. _____ I understand parents/guardians will not be allowed in the building.

- a. Drop off will occur outside the front doors. I will patiently wait my turn in my car in the drop off lane. I will plan extra time at drop off for my child(ren)'s daily temperature check and health questionnaire. When it is my turn, I will wear a mask and will practice proper social distancing when removing my child(ren) from the car and escorting them to the daily health screening area. Staff will take my child(ren) to class after the health check. If I arrive at the Center to drop off when there is not a staff member present outside, I will call the Center at 540-338-3956 to have a staff member receive my child.
- b. Pick up will occur curbside in front of the building. I will call the NLC at 540-338-3956 five (5) minutes before picking up to have my child(ren) ready and out front when I arrive. I will patiently wait in/near my car for my child(ren) to be brought outside and will wear a mask and practice proper social distancing when receiving my child(ren). I will be responsible for placing my child(ren) and their belongings in my vehicle.
- c. Communication with staff regarding my child(ren) should be done via email or phone whenever possible to allow for social distancing.

Child(ren) Name(s): _____

- d. The CDC recommends the same parent/guardian drop off and pick up every day so my family will make every attempt to follow this guideline. The NLC does realize how difficult this may be for families given the reduced operating hours at this time.
5. _____ I understand my child and the NLC staff will be required to wash their hands according to a schedule and as needed using CDC recommended handwashing procedures.
6. _____ I understand the NLC has adopted enhanced cleaning and disinfecting procedures which will be implemented throughout each day.
7. _____ I understand my child (toddler and up) will be required to wear tennis shoes/sneakers that will be sanitized on the bottom before entering the NLC every day. No Crocs or sandals of any sort are permitted.
8. _____ I understand that under no circumstances should I give my child a fever reducer before dropping my child off at the Center. I understand fever reducers will not be given to my child for any reason at the Center during this time.
9. _____ I understand items brought to the NLC from home will be limited.
- There will be no toys allowed from home. Loveys will be allowed for the Duck Pond and Frog Hollow only. Any loveys will remain at the Center through the week and go home at the end of the week for washing.
 - If my child(ren) naps on a cot, I will bring a small blanket (no larger than 40" x 64") from home. I will take this blanket home each weekend to wash unless washing is needed more frequently due to soiling. Crib sheets and cot sheets will be provided by the NLC and washed regularly by the NLC.
 - My child will need to have several full changes of clothes at the NLC, including shirt, pants/shorts, socks, and underwear/diapers. Children age 3 and older should have a minimum of 2 full changes of clothes at the Center. Children under age 3 should have a minimum of 3 full changes of clothes at the Center. Children's clothes will immediately be changed when bodily secretions get on them (saliva, tears, urine, feces, etc.). Soiled clothes will be placed in a closeable plastic bag and sent home to be washed.
 - I will provide diapers/pullups/wipes for my child.
 - Cups or water bottles will be provided by the NLC and may not be brought from home, except for School Ageders who are encouraged to bring a water bottle.
 - Pacifiers are allowed in the Cub House and Bunny Meadow rooms only and will remain at the NLC.
 - If my child is in the Cub House, I will provide baby food, bottles, bibs, and sleep sack(s).
10. _____ I understand many of the classes will be smaller in size, with group size specified by the Virginia Department of Social Services. The same small group of children will be kept together for the entire day with the same staff member(s) whenever possible.
11. _____ I understand social distancing of 6 feet is recommended for everyone by the CDC. However, the CDC and the VDSS realize how difficult social distancing is in a childcare setting so they have given the NLC suggestions on how best to adapt. I acknowledge it will not be possible to keep individuals (children and staff) 6 feet apart during their time at the NLC.

Child(ren) Name(s): _____

12. _____ I understand the CDC and VDSS recommend older children and all staff wear face masks whenever feasible. The NLC requires the use of face masks for children aged 5 and older, and for all our staff when six-foot social distancing is not possible. The NLC will begin teaching children how to wear face masks effectively and the health benefits they can provide in the Busy Bees, Hummingbirds, Bird House, Bird Nest, and Pre-K classrooms.

13. _____ I understand I must immediately notify the NLC administration if my child(ren) or anyone from my household tests positive for COVID-19 so the NLC may take the necessary step of contacting the Loudoun County Health Department. The NLC will post an exposure notice and notify families of any confirmed or presumptive positive cases of COVID-19 of which we are notified; however, names will be kept confidential. I will also notify the NLC immediately if my child or anyone in the household has come into close contact with someone who has tested positive for COVID-19 and will keep them at home pursuant to the guidelines of Loudoun County health officials.

14. _____ I understand this situation is fluid and subject to change per state, other local authority, and program needs.

The Neighborhood Learning Center

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I, (Printed Name) _____ certify I have read, understand and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by the NLC may result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Child 1 Name _____ Birthdate _____

Child 2 Name _____ Birthdate _____

Child 3 Name _____ Birthdate _____

Child 4 Name _____ Birthdate _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian 2 Printed Name _____

Parent/Guardian 2 Signature _____ Date _____

Child(ren) Name(s): _____