



Wanamaker Early Learning Center Summer Childcare 2020 Supplemental Guidelines

About this Guide

This Parent Guide is to supplement the policies included in the Franklin Township District-Wide Elementary Handbook located at <https://ftcsc.org/student-handbooks-k-12/> as well as the typical school year policies of Wanamaker Early Learning Center located at http://welc.ftcsc.org/wp-content/uploads/2019/12/Parent-Guidelines-updated-12_9.pdf

These policies are intended to guide us in safely re-opening for summer childcare during an emergency pandemic. These policies are fluid and may be adjusted based on current guidance issued by state government and health authorities, as well as Indiana's Division of Early Childhood and Out of School Learning.

Enrollment Requirements

If your child is new to our program, you must complete Infinite Campus Enrollment at <https://ftcsc.org/enrollment/> before the first day of attendance. This enrollment must be updated each school year. A birth certificate, vaccination records, and proof of residency must be obtained for each child. Please note, Infinite Campus enrollment is different from Procure enrollment and the application you filled out on the WELC webpage.

Additionally, state licensing requires submission of a Consent to report your child's birthdate and a Health Record Form to be completed within 30 days of enrollment. These forms can be found at <https://welc.ftcsc.org/forms/>.

Document Submittal (for newly enrolled children) - We are limiting office access during this pandemic. Please provide copies of the documents on the first day of your child's attendance. If you do not have the birth certificate, vaccination records, and residency documents on your child's first day, your child will be unable to attend until those documents are provided.

Sick Policy

Please do NOT bring your child to school if one or more of the following symptoms are present:

- Diarrhea
- Vomiting two or more times in a 24-hour period
- Undiagnosed body rash
- Sore throat with swollen lymph nodes
- Severe coughing
- Eye discharge and redness
- Fever of 100 ° or more.

Please do NOT send your child to school if they exhibit one or more signs of COVID-19 infection including but not limited to:

- Cough
- Shortness of breath/difficulty breathing

Or at least two of the following symptoms:

- Fever
- Sore throat
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Loss of taste/smell

Please do NOT send your child back to school until he/she has been fever-free (**without** fever-reducing medications) and without symptoms based on the recommendations below. Antibiotics prescribed for eye or throat infections must be given for 24 hours before the student returns to school.

1. Sick Day Guidelines and when students can return to school
 - i. *Fever/Chills/Generalized Body Aches* – May return when temperature is below 100.0 F for 24 hours **without** fever-reducing medication
 - ii. *Active Vomiting or Diarrhea* – May return when symptom-free for 24 hours
 - iii. *Undiagnosed Rash* – May return once determined non-contagious by a physician. Physician guidelines for return must be followed
 - iv. *Sore Throat/Throat Infection* – May return after 24 hours of antibiotic treatment
 - v. *Eye Discharge and/or Redness* – May return after evaluation by a physician and 24 hours of antibiotic treatment if needed.
 - vi. *Other Illness or Absence From School Related to Health Care Concern* – May return with written doctor release to return to school.
2. Sick Day Guidelines and when students can return to school after positive family exposure, symptoms or diagnosis of COVID-19

Fever free **without** fever-reducing medications for 72 hours AND

 - i. Other symptoms have improved **AND**
 - ii. At least 10 days have passed since COVID symptoms first appeared (or current CDC recommendation)
 - iii. **OR**, If you have a written doctor release to return to school

If your child becomes ill or develops symptoms at school, they will be isolated from the group and you will need to pick them up **as soon as possible**. Please have plans that will allow your child to be picked up promptly. To release your child to someone other than the parent, the individual must be listed as an Emergency Contact and will be asked to show personal identification.

If a child becomes sick at home and will not be coming to childcare, we ask that you notify us by calling the office at 317-860-4500 or emailing leslie.rowland@ftcsc.org.

If a case of COVID-19 were to be confirmed in a child or staff member at the Early Childhood Center, WELC would follow any orders given by the local Health Department, which may include closing some classrooms for sanitization and containment of the spread. The amount of time that WELC would be

required to close would be determined on a case-by-case basis by local Health Department Officials. You will want to have a back-up plan as a positive case could lead to us being unable to offer childcare on very short notice.

WELC is following guidance provided to Child Care Centers issued by Indiana's Family and Social Services Administration to prevent the spread of disease as much as possible. It is equally as important that families keep their children home if anyone in their household is sick with symptoms. We are truly all in this together and thank you for your cooperation.

Summer Care Hours and Calendar

We will operate for childcare from 7 AM- 5:30 PM through June and July. Parents should communicate with WELC staff regarding a regular schedule of their arrival and pick up. We understand there are occasions this schedule may differ. We ask you to inform the WELC staff at least 2 days prior so we can ensure we have adequate staff scheduled to meet you and bring your child(ren) out to you.

We will operate Monday- Friday. WELC will be closed on July 3rd to observe the holiday.

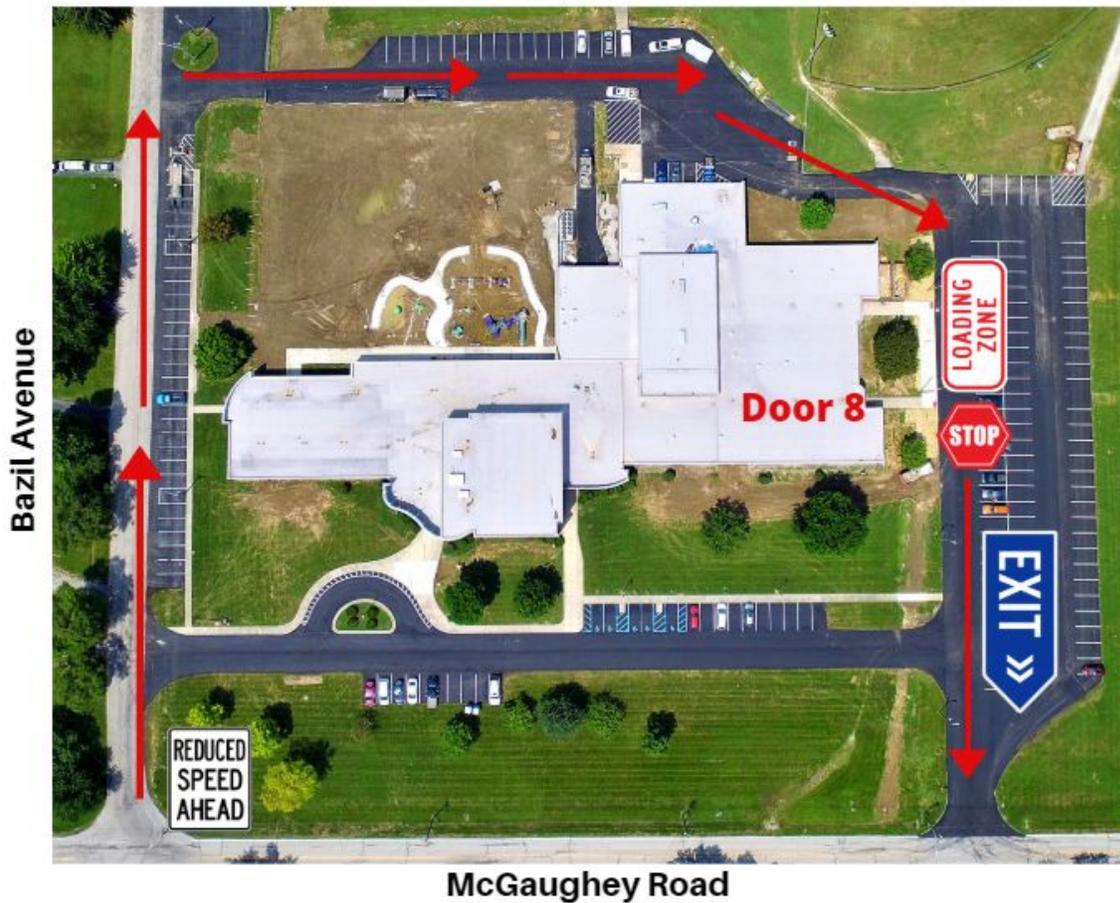
Arrival and Pick-Up Procedures

Consistent with guidelines by the Centers for Disease Control, we will be handling drop off and pick up differently for summer childcare. WELC Staff will meet you outside, conduct a screening, then escort your child to class. Please follow the following procedures for drop off:

- Follow the path outlined on the map below and pull up to Door # 8
- You may get your child out of the car and wait for a staff member to approach you. Please maintain social distancing space of 6 feet between yourself and WELC staff.
- We will take your child's temperature and ask you the following questions:
 - Has the child or anyone in the home experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath, or other respiratory problems)?
 - Does the child live with, had close contact with, or cared for someone diagnosed with COVID-19 within the last 14 days?
- If the answer to either of these questions is yes, or if your child has a fever over 100, they will not be able to attend childcare.
- After completing the screener your child will sanitize their hands and we will escort them to class.
- At your scheduled pick up time, you will follow the same route to Door #8. Please exit the car and wait on the sidewalk. WELC staff will bring your child to you. If your child is new to our program, please be prepared to display personal identification at pick up until we get to know our new parents.

We understand separation can be difficult for some children at this age. Please know that we will work with you in these instances to help ensure as smooth a separation as possible.

MAP



Personal Items Brought to School

- We are asking that each child keep at least 2 changes of clothes at school. We may ask for more if your child needs to be changed more. Please send clothing in a ziplock gallon bag labeled with your child's name. We will send them home if soiled and you will then send another set of clothes.
- To minimize sharing materials we are asking each child bring an art box labeled with their name and the following items:
 - 1 box of crayons
 - 1 pair of blunt-tip scissors
 - 2 glue sticks
 - 1 dry erase marker
 - 1 pack of washable markers
- Blankets sent for rest time can be brought with your child at the beginning of the week and will be sent home for washing at the end of the week. If soiled, it will be sent home on that day. Please avoid sending overly bulky blankets or pillows. This will help us store personal items so they do not touch other children's items.
- Please, no backpacks at this time. You can send items that need to be left at school in a plastic bag. We will send papers home at the end of each week in a plastic grocery bag.

Hygiene and Sanitization

We will continue to follow proper hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds. It is required we wash hands:

- Upon arrival in the classroom
- Before and after eating meals and snacks
- After blowing noses, coughing, or sneezing or when in contact with body fluids
- After toileting or changing diapers

Surfaces are sanitized before and after serving meals and snacks. Toys will be cleaned regularly and we will remove plush items from our classrooms.

We will no longer be having family-style meal services. Staff will plate meals and snacks for serving and provide seconds if the child requests.

Social Distancing Strategies

We will teach the children concepts of personal space, hand washing, and preventing the spread of sickness. However, we accept that children will play together and they will inevitably get close to each other. We do not want their experience to be adverse, scary, or counterproductive to their social development. We will implement strategies to prevent the spread of illness such as:

- Avoiding the mixing of groups in common areas. For example, when eating lunch groups will be well spread out and will not share areas in the cafeteria. Lunchtimes may be staggered to accommodate.
- Breakfast and snacks will be served in the classrooms.
- Increasing the distance between children during table work and rest time.
- Planning activities that do not require close physical contact between multiple children.
- Limiting item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Limiting the use of water or sensory tables and wash hands immediately after any use of these tools.
- Incorporating additional outside time, keeping groups in separate areas
- Limiting combining groups of children and keeping teachers with consistent groups as much as possible

Should my child wear a mask?

- Any child under 2 should not wear a mask due to suffocation risk.
- CDC guidelines state older children may be able to properly wear a mask. If your child would be touching the mask often or unable to follow safe-use guidelines, it may not serve its purpose in reducing the risk of spreading the disease. At this time, it is a parent's choice, but if at any time guidelines change, we would need to follow what is required of us by the State or Health Authorities.

Tuition for summer childcare

Summer childcare rates will be the same as school year rates. You will only be charged for the weeks you enroll for summer care. WELC will be using Procure's Tuition Express to bill tuition and food plans to families. We will no longer be using Moment Path. This platform will allow parents to receive notification that a payment is due and provide the ability to submit payment via credit card or automatic bank account withdrawal for a nominal fee. Recurring automatic payments can also be scheduled using Tuition Express.

Payments can also be submitted by a check made out to Franklin Township Community School Corporation or FTCSC. Please hand the check to staff when they receive your child at drop off. We can also run a credit card. We will take your credit card then bring it back out to your car. Please note you may need to wait if you use this option as our staff's first priority will be getting children to class. All receipts will be delivered to you through Tuition Express. We are unable to accept cash payments exceeding \$25.00.

Tuition will be billed on a modified schedule for summer childcare. Tuition for the given week will be due on the Monday of a given week before 9 AM. You will receive an invoice through Procure the Thursday before the tuition is due. If payment is not received by Monday at 9 AM, a \$10 late fee will be assessed. If tuition is not paid in full before the next invoice is issued, your child will not be allowed to return for summer care until your account is current.

If your account becomes past due, you are responsible for all collections costs including, but not limited to, late fees, attorney fees, court costs, and any other costs incurred as a result of attempting to collect the debt.

Parents are required to give a one week's written notice to withdraw their child from summer childcare without incurring any additional tuition fees.

There will be no deductions to tuition for holidays or absence due to illness.

If we were ordered to close specific classrooms or completely due to confirmed COVID-19 exposure or by the order of State or Health Authorities, we will not be able to refund or credit tuition already paid for the given week. We will suspend any subsequent tuition billing until we can serve your child.

Meal and Snack Food Services

WELC is a state-licensed childcare facility. This requires us to offer a food program consistent with the dietary regulations the State has provided. This ensures your child receives well-balanced nutrition. The State also requires that all students participate in the food program. There may be circumstances where a child may require substitutions made by the parent or WELC for medical or personal reasons.

A sample menu can be found at

<http://welc.ftcsc.org/wp-content/uploads/2020/02/WELC-Menu-Spring-2020-4.pdf>

To determine the possible substitutions to the menu, parents need to contact the Star Express Child Nutrition Assistant Director at 317-803-5050. An agreement will be made on the substitutions Star Express can provide or the parent will provide and if the assessed meal plan charges can be adjusted.

If your child has a medically diagnosed food allergy, it is the parent's responsibility to notify the school. When you complete Infinite Campus Enrollment, you will indicate if your child has a food allergy or medical condition. If your child is new to our program, Please contact Meli Drier (melissa.drier@ftcsc.org) for additional forms and steps. To ensure your child's safety, we will want a plan in place as soon as possible.

Safe Transportation of Food:

If a parent is to provide food, you will need to submit documentation for medical reasons or a letter stating personal or religious reasons. Substitutions made by parents must still meet the nutritional requirements for a licensed childcare center.

The food/drink items need to be in clean, insulated, sanitizable containers with the date of preparation and the name of the child. Each child must have his or her own portions of food that are packaged separately (breakfast, snack, lunch, etc), and are labeled with both name and date. Items must be shelf-stable and not require any heating or other preparation by WELC staff.

As the parent/guardian, it is your responsibility to ensure the safe preparation, storage, and transportation of your child's food and/or beverages. If for some reason, you forget to bring a suitable food substitute for your child, they will be served the regular meal and you will be charged a daily fee or you will be required to bring a food substitute before mealtime.

Additionally, parents sending food must also complete the state-form: SAFE TRANSPORTATION OF FOOD RESPONSIBILITY agreement as well as the Meal Plan Substitutions Form. Forms can be found at <https://welc.ftcsc.org/forms/>

Food Program Costs

All students enrolled in toddler through preschool age classrooms are automatically enrolled and billed for a food program plan for the summer weeks of attendance. The weekly cost will be charged based on the student's enrollment. We are not able to refund costs based on student absences. A free or reduced meal program is not available for preschool-aged children for the summer months. If the parent is fully assuming responsibility for substitutions as described above, the charge may be removed.

Full-Day- Full Meal Program

The full-day meal program will include breakfast, two snacks, and lunch. Children would need to arrive by 8:15 AM to be served breakfast.

Meal Program Weekly Cost

5 Full Days	3 Full Days	2 Full Days
\$24.00	\$14.40	\$9.60

Late Pick-up Fees

If a child is picked up beyond 5:30 PM, a late pickup fee will be assessed as follows:

Late Pickup First 15 Minutes \$25.00
Late Pickup Every Additional 5 Minutes \$10.00

If any child is not picked up 30 minutes after closing time and no contact can be achieved, Child Protective Services will be contacted to pick up your child.

Outdoor Time

In the summer months, we will spend ample time outdoors. We may have water days where we ask you to send a bathing suit and towel. If your child may need sunscreen, you will need to send a new bottle labeled with their name and the date. You will also need to sign the Non-Medicated Prevented Products form located at <https://welc.ftcsc.org/forms/>.

Communication

With limiting your access to the building, we want to assure you we are committed to good communication! We are switching to a communication program called Kid Reports to send you updates about your child's day and classroom activities, as well as pictures. It will also allow you to directly communicate with classroom staff. We will send more information on setting up your Kid Reports account soon.

Toilet Training

Children should be toilet trained to attend summer childcare. It is understandable that some may be working on independence and need a pull up during nap or have occasional accidents. If your child is still working on it, contact Meli Drier to discuss their progress- melissa.drier@ftcsc.org.

Supply Donations

We welcome donations of hand sanitizer and sanitizing wipes to help us maintain our supply at a time when these things are difficult to find.

Speaking to Children about COVID-19

Here are resources we will use to speak with children about the virus:

- [Talking to Children About COVID-19 \(Coronavirus\) - A Parent Resource.](#)
- [Talking With Children: Tips for Caregivers, Parents, and Teachers During Infectious Disease Outbreaks](#)
- [CDC Guidance for talking with children](#)

We are looking forward to seeing your children and resuming childcare. Please do not hesitate to reach out if you have any questions.

Wishing you well,
Meli Drier

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