



W E L C O M E

Important information regarding Best Practices from CDC and ODJFS Center temporary hours: 7:00 am - 5:30 pm

1. Daily Health Checks - temperature and symptoms check will be conducted every day at arrival (stated below)

- At drop-off and pick up times, parents are required to wear a mask. Health checks will be done with the following questions asked:
 - Has the child been experiencing shortness of breath?
 - Has the child had a cough?
 - Has the child been given fever-reducing medication in the last 24 hours?
 - Has any family member been around anyone that has been showing symptoms of Covid 19.
 - Any child or family member that has a fever of 100.4° or above or other signs of illness will not be admitted to CELC.

2. Illness and Communicable Disease: If a child becomes ill during the day with fever of 100.4 degrees or higher, dry cough, and/or shortness of breath, or any other communicable disease symptom, the child will be isolated. Parents will be notified to pick up the child right away. If a parent cannot pick-up, please have a backup plan so that the child is picked up within 30 minutes. The child will be isolated and a mask will be applied to any child over two years old.

3. Arrival / Departure - Plan for at least 15 minutes for drop off/pick. Please have your child arrive between 7:00 am - 8:30 am. If arriving after 8:30 am, call the Center so someone can be available for your daily health check/drop off.

Pick-up & Drop-off Procedures

- Only one person for drop-off/pick-up (same parent recommended to drop off and pick up)
- Please follow physical distancing dots on floor
 - Preschool - School Age** (Enter and Exit through Main Entrance) Stop at stop sign for screen check.
 - Temperature of parent and child will be taken
 - Parent and child wash hands
 - Parent must be wearing a mask
 - Questions will be asked about well-being of child and family members as stated above
 - Parent and child will then wait to be escorted up to their classroom by a staff member.
 - PARENT WILL **NOT** BE ALLOWED TO GO TO CLASSROOM AREAS AT THIS TIME.
 - Infant - Toddler** (Enter and Exit through Lower Level) Stop at stop sign for screen check.
 - Temperature of parent and child will be taken.
 - Parent and child wash hands
 - Parent must be wearing a mask
 - Questions will be asked about well-being of child and family members as stated above
 - Parent and child will then wait to be escorted up to their classroom by a staff member.
 - PARENT WILL **NOT** BE ALLOWED TO GO TO CLASSROOM AREAS AT THIS TIME.
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4. BRIGHTWHEEL APP – Create a Brightwheel account on your phone. CELC will email you an invite once you have downloaded the app on your phone. With this app you will be able to: communicate with your child’s teacher; pay your weekly tuition; sign your child in and out daily *****NEW Fully touch digital check-in**. To sign your child in and out on Brightwheel: open Brightwheel app; Check in and out at bottom of screen; scan QR image at child check in/out; check in child(ren) on phone; type in code number (can be found on profile screen); Electronic signature on phone; YOU HAVE SUCCESSFULLY CHECKED IN/OUT!

5. PERSONAL BELONGINGS – Provide a backpack for your child no larger than 16” x 12” with working zippers.

Backpack should contain:

- Small blanket for naptime (Older Sweet Peas, Cuddle Bugs, Little Owls, Busy Bees, & Explorers) Blankets and travel size pillow will be kept in a backpack, not on a cot.
- Change of clothes (Older Sweet Peas, Cuddle Bugs, Little Owls, Busy Bees, Explorers & All Stars) Items should be in a large ziploc bag

Items that should not be brought from home:

- No toys from home
- No stuffies/dolls for naptime
- No large pillows for naptime. Travel size ONLY

Weekly projects/papers:

- Items will be sent home on Friday.

6. **WATER BOTTLES** – Children should bring a water bottle TO KEEP AT THE CENTER. The bottle must have a covering over the drinking mouthpiece or cover over straw. CELC will wash the bottle and refill with tap water as needed.



7. **PROVIDE LUNCH** – See Nutrition Policy. [Link for Fit Kids Lunch Policy.](#)

8. **SUNSCREEN** in Summer – Please provide sunscreen for your child. Bring sunscreen in a ziploc bag, labeled with your

child’s name on bottle and bag. [Link for Sunscreen form.](#) (Fill-out Box 1). No aerosol sunscreen allowed.

9. **COMMUNICATION:** As always, we are here for our families. Because of physical distancing and our policy of only children in our building at this time, please call the Center. Administration will be happy to help. Brightwheel will be a great communication tool to your child’s

classroom so you can be a part of your child’s day and to receive important messages. All of our policies and best practices that we have put in place were with the intention to keep staff and children safe and most of all the children happy and engaged in learning and play. Any comments and suggestions are always welcomed.