



**Child and Youth Program Statement of Understanding: COVID-19 Addendum**

Dear Families:

This Statement of Understanding serves as notice of some policies that have been implemented or changed from the Parent Agreement/Handbook. Additional changes not described in this addendum may become necessary based on changing local conditions or public health guidance. **Please review this addendum and initial each page.**

**Priority for Services and Placement**

Child and Youth Program (CYP) will prioritize care. DoD established priority placement categories for military members if inadequate capacity in the classrooms exists. DoD priority placement criteria will be used to assist in placement decisions, as well as mission essential critical status. Childcare requests for new enrollments will be managed through MilitaryChildcare.com.

**Fee Reinstatement**

Effective 1 September 2020, CYP will be implementing a regulated billing cycle for enrolled families. All families who have a child in the infant through toddler age groups are invited to return their child back into care. Families who decline care, or plan not to return their child to the program, must complete a Disenrollment Form to prevent being billed no later than 1 September 2020. Families who are unable to return to care due to reduced capacity and room size, will continue to not be billed.

**Reduced Capacity**

Each classroom has been evaluated to ensure capacity is appropriate based on public health code guidelines. Cots will be placed at least 6 feet apart, and children will be placed in an alternating head to toe pattern to minimize face to face contact.

Accordingly and consistent with public health code recommendations, classroom sizes will operate until further notice at the following capacities:

<b>Age Group</b>	<b>Previous Maximum Group Size</b>	<b>Reduced Maximum Group Size</b> (may vary based on actual square footage/ layout of space/ public health guidance)
Infants	8	8
Pre-Toddlers	10	10
Toddlers	14	14
Preschool	24	14
School Age	30	14

### **Hours of Operation**

Childcare hours of operation are from 0600-1800, **Monday through Friday**. At this time, **CYP is not providing extended care**.

### **Auto-Debit**

To reduce traffic at front desks and handling of credit/purchase cards, all families enrolled in CYP will be required to begin using auto-debit effective 1 September 2020.

### **Unplanned COVID-19 Related Closures**

In the event that a child or employee tests for COVID-19, or if a program has a confirmed COVID-19 case, classrooms or entire facilities may be closed. Closures may last for 3-5 days for deep cleaning or sanitation, or for up to 14 days to prevent further spread. Decisions regarding closure will be made in conjunction with local public health officials and base leadership. Childcare fees will not be assessed during classroom or facility closures for COVID-19.

### **Absences from Care**

If your child is unwell he or she should remain at home.

Childcare fees are not pro-rated, and no discount is provided for full-days or partial days of absence. Exceptions may be authorized on a case by case basis (such as for a confirmed COVID-19 test or hospitalization of a child). Please call your center Director if you have specific questions.

Absences due to symptoms identified at home or upon screening will not be pro-rated unless related to a confirmed COVID-19 case. Billing may be pro-rated if your child or household member had close contact with a confirmed COVID-19 case that requires self-quarantine. This will be verified by a note supplied by a medical provider.

### **Notification of Planned Absences**

Parents should notify staff each day of planned absences no later than 0900. Families of unexpectedly absent children will be contacted daily to assess the wellness of their child.

### **Return to Care**

Children who are excluded from care due to non COVID-19 related illnesses must be symptom-free for 24 hours prior to returning to care. Children who are excluded from care due to COVID-19 related illness or symptoms must be fever free for 72 hours; **AND** symptoms must improve; **AND** it has been 10 days since symptoms first started. In some cases, CYP may require a medical note to return to care.

### **Daily Health Screenings**

All persons will be screened each day upon entry to the center. Parents will be asked to complete a wellness form prior to signing their child into care. All person entering the facilities will have their temperature checked. Exclusions from care may occur if a child has signs of illness or other COVID-19 related symptoms. Children with a temperature of 100.4 or greater will be excluded from care. Additionally, access may be denied if someone displays signs of illness such as flushed cheeks, rapid or difficulty breathing, fatigue, extreme fussiness, rash or loss of taste or smell.

Children, parents and visitors who have tested positive for COVID-19 or had symptoms of COVID-19 shall not return to the program until all of the following criteria are met (without fever reducing/symptom altering medications): Fever free for at least 72 hours; **AND** symptoms have improved; **AND** it has been 10 days since symptoms started.

### **Face Coverings**

All persons over the age of 2 entering the facility are required to wear a cloth face covering over their nose and mouth.

Face coverings are required by all persons over the age of 2 in all common areas within the building (lobby, break room, training room, etc.).

Children under age 2 should not wear a face covering. For children over age 2 attending a child development center, CYP will not re-apply soiled face coverings once a child removes it. It is recommended that parents provide multiple face coverings for the day for sanitation purposes when in full day care.

Children over the age of 2 are required to wear face coverings except during meals, gross motor play. Opportunities for solitary play will be provided. Adults working with school age children will be required to wear face coverings. Face coverings must be provided by parents and should be cleaned daily. Face coverings should be brought in a Ziploc or other non-porous bag. The child's name should be on the bag.

Face coverings should extend above the nose without interfering with eyewear, and below the chin to completely cover the mouth and nostrils. Coverings should fit snugly, but comfortably against the sides of the face, and be secured with ties or ear loops.

### **Reporting of Symptoms**

Parents should report COVID-19 like symptoms or COVID-19 tests of children or household members to facility management. If COVID-19 tests are conducted for an employee or child who have been in attendance, families in the impacted classroom will receive a notification from a manager. Classrooms may be closed until further information is obtained regarding the employee or child's test results. CYP follows guidance from local health officials and base leadership regarding exclusions of exposed children or staff, cleaning of impacted areas/facilities, and closures if applicable.

### **Contact Tracing**

If a child or employee receives a confirmed positive test for COVID-19, program management will conduct contact tracing of all adults and children who were in close, prolonged contact (closer than 6 feet for more than 15 minutes) during the 48 hours preceding the onset of symptoms. Those individuals will be advised to self-quarantine. Childcare fees will be suspended during periods of required quarantine. Children and adults who remain symptom free after 14 days may be permitted to return to care/work, in consultation with public health officials and/or per guidance of an individual's medical provider.

### **Academic Instruction**

Children attending the School Age Care (SAC) program must be enrolled at one of the five elementary schools aboard the installation. SAC Programs have wifi capability and will be able to assist children with virtual learning by providing supervision during instruction hours and assisting children with logging in at their scheduled times. Parents will need to provide their child's login information and schools schedule for distance learning. SAC employees will not be able to provide individualized instruction. Academic requirements are the responsibility of the parent. Assignments that children are unable to complete at the SAC Program will need to be completed at home with a parent.

### **Meal Service**

CYP menus are subject to change based on product availability; any menu changes will be posted. Meals will be plated for children. Serving utensils will not be used by children, and serving bowls will not be passed around tables. Adults serving food will use gloves. Parents will be required to bring bagged lunch for selected SAC sites. Bagged lunches provided by parents **must** be nut free.

### **Special Precautions**

CYP has enacted numerous precautions designed to reduce the risk of spread of infection and protect the health of children and employees. Examples include:

Sand/water table group play has been suspended. If sand or water play occurs, children will be provided with their own container and toys. Containers and toys will be sanitized before being used by another child, and contents such as water or play sand, will be disposed of.

Tooth brushing has been suspended. Parents are encouraged to continue daily tooth brushing at home.

Children will be provided with their own playdough/clay/sensory mixture and will not share their mixture with other children.

Toys will be sanitized throughout the day and will be washed daily or after being "mouthed" by a child.

CYP will conduct handwashing procedures with the children using soap and water for at least 20 seconds upon arrival, before meals or snacks, after outside time, after restroom use, after touching trash, after sneezing or coming in contact with any bodily fluids, after messy play, before departure and at other opportunities, as appropriate. To the extent possible, children will be provided with individualized supplies of art/drawing materials (crayons, colored pencils or markers, glue sticks, etc. as age appropriate).

High-touch areas will be frequently cleaned and sanitized throughout the day. Other methods of sanitation, such as air/surface purifiers, may be employed.

Playground times have been adjusted to allow for one classroom at a time. High-touch surfaces on playground equipment will be cleaned and sanitized throughout the day.

Dramatic play clothes that are pulled over the head have been removed. Dramatic play vests and other soft furnishings/dolls will be laundered daily.

Paint smocks/shirts will be washed/launched after use.

To allow for greater spacing between children, activities will be set up that encourage small group play instead of whole group activities.

Cots will be spaced at least 6 feet apart with children placed in an alternating head to toe formation to prevent face to face contact.

*CYP continues to monitor local, state and federal guidance for updates on COVID-19 and recommendations for Child Care Programs and Providers. If you have any questions, please call our CYP Headquarters office at (760)725-6308.*

**Sponsor/Parent Signature**

**I hereby agree to comply with the rules and regulations of Child and Youth Program as stated in this statement of understanding related to COVID-19 policies and procedures. I acknowledge that additional policies, procedures and practices found in the annual Parent Agreement/Handbook also apply.**

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**Sponsor/Parent signature**

\_\_\_\_\_  
**Date**