

# CEEC REOPENING PROCEDURES

## Important Points

- All procedures adhere to the Massachusetts Department of Early Education and Care Guidance for Child Care Programs Reopening Protocols.
- Please plan accordingly as the new drop off procedures will take some time and adjustment for all.
- All adults must wear a face mask at drop off and pick up.

## Drop Off Procedures

- CEEC hours of care will be 8:15-3:45 to ensure time for enhanced cleaning.
- Families will be assigned a drop-off and pick up time to maintain social distancing. Children will attend for 6 ½ hours per day in one of the following time slots:
  - 8:15-2:45
  - 8:45-3:15
  - 9:15-3:45
- Families will drive into the North entrance of the horseshoe driveway (by the Maple Hill Playground). A staff member (Maryanne or Maria) will greet you at your car.
- Each morning, parents will review with staff a Daily Screening Health Checklist regarding their child.
- Only children and assigned staff are permitted in the classrooms. Parents and caregivers will be admitted to the buildings only in case of emergency.

## Daily Routine:

- All children aged 2+ will be encouraged to wear masks when social distancing cannot be maintained. Masks will not be worn during meals, nap, or outdoor physical activities.
- Families will be asked to provide masks of their choice for their child.
- All staff will wear masks when social distancing cannot be maintained.
- Children will be asked wash their hands for at least 20 seconds upon entering the classrooms and at multiple appropriate times during the day.
- Children will be spending as much time outside as possible. Teachers will be creating more individual versus group activities, as well as bringing indoor activities outdoors.
- Please apply sunscreen and bug spray prior to arriving at the center.

- Children will have snack in the morning, provided by CEEC. Afternoon snack will not be served due to earlier pick up times.
- Each child will have individual bins to prevent the spread of germs. These bins will be for:
  - Activities such as playdough, crayons, markers, etc.
  - Nap items – CEEC will supply sheets and blankets which will be washed daily – if a nap time lovie is used, it must remain at school and be washable (teachers will machine wash at the end of every day).
  - Extra clothes – please provide several changes of clothing for your child.
- Please provide lunch in a lunch box/bag that you must sanitize nightly.

### **Sanitizing and Disinfecting**

- CEEC has created a schedule to clean multiple times daily in addition to on-demand cleaning with EPA-registered disinfectants.
- Snack will no longer be served family style. Teachers will serve each individual child.
- Staff members will wash their hands before handling any child's cups or food. All staff members are also required to wash their hands each time they pick up a child and/or they come into contact with a child's bodily fluids. In addition, staff members will change their clothing if it becomes soiled with a child's bodily fluids.

### **Pick-Up Procedures**

- Children must be picked up at their assigned times.
- Pick up will occur at the door of the Preschool classroom and the back door of the Toddler classroom.
- Parents will wait at the door of their child's classroom and teachers will walk children out to greet them during their designated pick-up time.
- As parents wait for their child at pick-up time, social distancing guidelines must be maintained.

### **Health and Safety**

- If a child exhibits symptoms of illness during the day, they will be moved to an isolated, designated area and will be monitored by a staff member. An administrator will call the parent and pick-up is expected as soon as possible.