



A NAEYC Accredited & Star Rated Grow NJ Child Care Program

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Executive Director/Chief Operating Officer

SPHC NEW POLICIES

September 10th, 2020

Due to Covid-19 SPHC will be adopting the following policies. All policies recommended by the CDC will be adhered to. To best ensure the safety of all of our families and staff we will be strictly enforcing all Policies and would appreciate your cooperation. please keep in mind that these policies were created to keep us all safe during this novel disease.

1. **Drop off time is between 7am -9am ONLY!** If you arrive after 9am you will NOT be admitted under any circumstance. Your child has been placed in a classroom based upon hours that you indicated you need care.
2. Pick up time is between 3pm-6pm. Please call 5 minutes prior to arriving at the center to pick up your child so that the teacher can ready them for pick-up.
3. We will not allow anyone into the building except for staff and students. Visitors shall not be permitted to enter the center during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, and Department of Children and Families personnel for child protection or child care licensing purposes. Therapists are **NOT** allowed to enter the building to provide therapies.
4. Everyone who enters the building (Including, staff and students must have their temperature taken every time they enter the building. Anyone with a temperature above 100.4 degrees Fahrenheit will NOT be allowed in the building. Anyone displaying any other Covid-19 symptoms will not be allowed in the building. (PLEASE ALLOW YOURSELF PLENTY OF EXTRA TIME FOR DROP OFF AND PICK UP, AS YOUR CHILD WILL NEED TO BE SCREENED DAILY!!)
5. Everyone who enters the building must sanitize their hands prior to entering. Sanitizer will be provided for you at the door.
6. **NON-ABBOTT CHILDREN** can ONLY be dropped off and picked up at Bartholdi Avenue door.
7. **ABBOTT- ONLY CHILDREN (8:30-3:00)** can ONLY be dropped off and picked up at Sullivan Drive door.
8. **ABBOTT-WRAP AROUND CHILDREN** (before and aftercare) can ONLY be dropped off and picked up at Bartholdi Avenue door.
9. Parents and Guardians will NOT be allowed to walk their children to their classrooms. After your child has been screened their teacher will pick them up from you at the entrance.

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10. Staff and Students must wash their hands with soap and water for at least 20 seconds before they enter any classroom. Every time they exit and re-enter, they must follow the above-mentioned protocol.
11. ONLY students and teachers will be allowed in the classrooms.
12. Sharing of supplies, food, toys and other items must be strictly limited. Center shall ensure an adequate supply of school, art and other supplies to preclude the need for sharing of items. Children's belongings shall be kept in separate individual storage bins or cubbies.
13. Center will be removing, dramatic play clothing, stuffed toys and other porous materials from our classrooms.
14. **NO** toys from home will be permitted in the building. Show and tell is suspended until further notice.
15. Staff shall be required to wear cloth masks while working unless doing so would inhibit the individual's health. Center will be providing masks to all staff members.
16. There will be a maximum of 10 students in each classroom, because of this unfortunately we will not be able to honor any requests for placement this school year.
17. We will not be allowing children to celebrate their birthdays with family members present. You are welcomed to send Store bought, pre-packaged treats with your child in the morning.
18. SPHC has suspended all fieldtrips until further notice.
19. Close person to person contact (hugging, wrestling, games involving touching or tagging) shall be strictly limited and discouraged.
20. Teachers shall continue to teach and reinforce healthy hygiene practices to prevent the spread of Covid-19.
21. We shall implement enhanced and more frequent cleaning and sanitation practices.
22. SPHC will be washing children's bed sheets daily. You will still be required to take sheets on Fridays and return them washed on Monday mornings.
23. Stroller parking will be available for families with children under 3 years old under the stairs at our Bartholdi entrance. Parents are responsible for carrying their own strollers up and down the steps. SPHC is NOT responsible for strollers left here. Strollers must be removed and taken home daily. Strollers left unclaimed will be discarded.
24. SPHC will be restructuring our classrooms. **ALL NON-ABBOTT CHILDREN** that require **EARLY CARE** (before 8 am) will be placed in a designated classroom. Children will remain in the same room for the duration of the day. If you do NOT notify SPHC that you are in need of early care prior to school beginning, your child will **NOT** be admitted until after 8am. **ALL ABBOTT WRAP AROUND CHILDREN** (before care 7am-8:30 am & after care 3pm-6pm) will be placed in a designated classroom, and remain there throughout the day.