

CHILDCARE POLICIES

- The cost for childcare is a flat fee for the year, you will receive an email invoice for this fee.
- Your child will receive two name tags, one for your child to wear and one for his or her bag. Please bring these name tags with you each week.
- It is OK to bring a snack for your child. Please put your child's name on their snack and juice cup.
- Tell the childcare worker if your child has special needs or allergies.
- Please bring diapers, wipes, change of clothes, or anything else your child may need while in childcare.
- No toys and no stuffed animals are allowed from home.
- Girl's long hair should be put in a ponytail or barrettes. This will limit them from touching their faces often.
- Parents should not give their child a pain/fever reducing medication before attending due to teething, pain, etc. before bringing children to childcare.
- All children age 4 and older must wear a mask when entering or exiting the building. Masks are not required while in childcare.

When to keep your child home from child care:

As we are a (church and) school and for the safety of all the children we care for, we ask the following - please keep your child home:

- If your child is running a fever of 100.4°F/38°C or higher or has had a fever of 100.4°F/38°C or higher in the last 24 hours;
- If your child has or has had diarrhea or vomiting in the last 24 hours;
- If your child has an active green runny nose;
- If your child has an unidentified or contagious rash;
- If your child has a heavy, persistent cough.

When your child is free of the symptoms for a full 24 hours without medication, they are welcome to return.

COVID-19 POLICIES FOR CHILDCARE

If anyone in your family has been exposed to COVID-19, or has any symptoms of COVID-19, please contact childcare and the International Friends office to let them know as soon as possible. All information is confidential.

- If any household member has a fever of 100.4/38°C your child must stay home from childcare. They can return to childcare when the household member is fever free and medication free for 24 hours.
- If there is anyone in the household who has come down with symptoms of COVID-19, all family members must stay home and be monitored for 3 days.
- If your child has a fever of 100.4/38°C or higher, and anyone in your household has COVID-19 symptoms, your child must stay home for 72 hours or 3 days fever free and medication free before returning to childcare.
- If your child or any household member has come in contact with someone who has tested positive for COVID-19, the household should self-quarantine for 14 days and not attend childcare.
- If any child or household member has tested positive for COVID-19, the family should remain home until receiving a negative COVID 19 test. The child may return to childcare with a note cleared by the Doctor.

Common Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. www.cdc.gov

CHILDCARE DROP OFF AND PICK UP PROCEDURES

The childcare drop off and pick up area will be in the back lobby (we call it the HUB) of the main building.

- Please see the attached map on where to park. Parking spaces will be labeled "International Friends Childcare Drop-off & Pick-up."
- Stay 6 feet (3 meters) away from others in the back lobby/HUB area.
- Temperatures will be taken, and COVID-19 screening questions will be asked.
- Because of COVID-19 social distancing rules, you may not enter into the childcare room. Someone will check your child in and take them and their belongings into the childcare area. This is for your child's safety.
- You will get a beeper when you take your child to childcare. If your child needs you, the childcare staff will contact you with the beeper during the class.
- After you drop off your child, you can then drive to the designated parking area for your class.
- After picking up your child from childcare, please exit the main building; you may talk with other moms outside.

THE LOBBY/HUB DOORS WILL BE OPEN 15 MINUTES BEFORE CLASSES START AND 10 MINUTES AFTER CLASSES END. PLEASE BE PROMPT WHEN DROPPING OFF AND PICKING UP YOUR CHILD.

It is normal for children to cry when they are first separated from mom. It is ok. We are happy to work with you to help them adjust. Usually after a few visits, they will get used to childcare. You may request that we tell you if they become very upset.

Absence from child care:

If your child is going to be absent from childcare due to an illness, going on vacation, or you cannot come to class, please let the childcare workers know as soon as possible.

If you no longer need to use childcare, (you will be moving; your child will start school; you need to drop your class) please let your class leader and the childcare workers know.

You can notify childcare by sending an email or text to **John.**

Email address: John.Welte@st-matthew.org or

Text: 248-787-0049

Please be sure to include the following in your message:

- Your name,
- Childs name,
- Day and time of class.

Emergencies:

Evacuation:

If childcare needs to be evacuated due to fire or other hazardous situations, Please **DO NOT** go to the childcare room to get your child. St. Matthew staff will make sure your child is safely evacuated. After children are evacuated, attendance will be taken, and all children will be taken the H.O.M.E. (small white house next to the parking lot). You can be reunited with your child in the H.O.M.E..

Tornado or bad weather:

If there is bad weather, everyone in the main building will go to the basement for safety. Please **DO NOT** go to the childcare room to get your child. St. Matthew staff will take your child to the basement and care for them until the danger is over.

