

Quality Time Learning Center

COVID-19 Parent Orientation



General Information

- **Phases** Modified hours to start. Increased hours as phases change. Less academic focus, more health and safety practices.
- **Philosophy** Health and safety practices. Forming and enforcing habits. New protocol.
- **Sick Policy** Daily health check and questionnaire. Fever 100.4 or greater. Coughing. Sneezing. 72-hour exclusion from center after call for pick-up.
- **Hours** 8:00 a.m. – 5:00 p.m. Prices- Regular tuition costs. Payment process.
- **Suspensions**
- **What is Different** Group size. Teacher. Classroom.

Children's Information

- **Children 3 years and older are required to have mask or face covering**
- **Lunches must be disposable**
- **Extra set of clothing (bagged and labeled) to stay at school**
- **Hand sanitizer**
- **Clean bedding each day**
- **Wear clean clothes each day**

Teacher Information

- **COVID-19 Training** Opening and closing classroom procedure. Signed agreement.
- **Quality Control Personnel** Monitor teacher: child interaction. Classroom procedures.
- **Health** Daily health and temperature checks.
- **Uniforms** Mask/face covering. Gloves when appropriate and necessary. Clean clothing/ less skin exposure.
- **Daily Activities** Less physical contact.
- **Emotional support** through words. (Reading/storytelling. Increased screen time).
- **Roaming Oversight** Ensuring frequent disinfecting and sanitizing procedures are followed.
- **Parent Communication** Daily sheets each day. Messages can be sent to teachers through ClassDojo.
- **Lunchbreaks** Staff will not be permitted to leave the premises.
- **Hygiene** Spray bottles. Water pitchers. Bathroom schedule.

Parent Must

- **Be willing** to make change. Be patient.
- **Pack disposable lunch.** No refrigeration. No warming of food. No lunch boxes.
- **Personal Thermometer** Must take child’s temperature upon arrival and present to child care staff for record keeping.
- **Drop-off and Pick-up** Procedures No parents allowed in building or on soft surface of the playground. **Must wear mask/facial covering.**
- **Must not** receive other children at pick-up.

Administrative

- Monitor health and safety program
- Monitor absenteeism of teacher and children
- Ensure supplies are available
- Make adjustments to policy as needed
- Keep parents informed via daily reports, pictures and ClassDojo

Next Steps

- Sign, date and return this form
- Complete questionnaire
- Pay registration
- Provide letter of employment

I have attended COVID-19 Parent Orientation on
I understand all policies and procedures outlined in the orientation and will comply with all areas covered. I acknowledge that I have completed the COVID-19 Questionnaire truthfully and will comply with all sick policy rules and reporting procedure.

Furthermore, I understand and agree that it is completely up to the school’s administration to suspend or expel my child from the center due to any matter they deem related to health and safety of my child, other children and or staff. This judgment is completely discretionary on the part of the administration and to be complied with/without objection. In the event of suspension, all tuition will remain in effect and due according to the tuition payment schedule. Tuition for expulsion must be paid through the end of the expelled week plus a one-week penalty.

Child’s Name _____ Child’s D.O.B _____

Parent Signature _____ Date _____