

PARENT HANDBOOK ADDENDUM
EMERGENCY PROCEDURES DUE TO COVID

Tutor Time will implement the Emergency Procedures under the guidance and direction of the program administration, local licensing, and the Federal, State and Local governmental agencies. To ensure the safety of the children, families and staff, the center will monitor the situation and take into account the guidance and suggestion from all authorities. Decisions made by the center will consider the safety of children, families and staff.

Program changes may include:

Unplanned Closures:

On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our center, as well as work as creatively as possible to provide care and support to our families and staff. Therefore, if we must close a classroom or the center for a short period of time, tuition **will** still be collected during that time.

Remote Learning during Closure (if staff remain employed):

- Teachers will maintain ongoing communication with families and children
- Brightwheel will be utilized for sending activities for the children.
- Emails will be sent regularly from the staff.

Changes in the Program:

- Enhanced health screenings and temperature checks upon arrival.
- Stricter child exclusions for signs of illness
- Limitation of family members: Rest assured you will always have access to your children. If you do enter the building you will be required to follow our health screening procedures, must wear a mask and follow social distancing guidelines.
- Elimination of non-essential visitors into our building

Drop off and Pick up:

- Children will be received from the front door by an administrator or staff member
- Temperatures will be taken before entering the building
- At the end of the day, come to the door and an administrator or staff member will bring your child out to you
- Hours of the center are 7am to 6pm
- Please adhere to social distancing when dropping of and picking up
- Teachers will communicate through Brightwheel

Personal Items from Home:

- To limit cross contamination, personal items should be left at home unless otherwise specifically requested by the teacher.
- Food and other items from home will not be permitted without approval.

Daily Cleaning Routines:

While this a part of our normal routine, there will be additional efforts made to disinfect the classrooms, gross motor spaces and high traffic areas paying special attention to doorknobs, phones, tables, chairs, etc. We will be disinfecting with a bleach/water solution, disinfecting wipes and disinfecting spray.