

WE PAY ATTENTION TO THE LITTLE THINGS



YOUR YMCA EARLY LEARNING PROGRAMS

The Y is a place for children to play, discover, learn and most of all – grow. As we look at re-opening our Early Learning programs to all families we want provide you with the steps and process that we have put in place to continue to offer a safe and nurturing environment filled with many opportunities to grow and explore our world around by their caring teachers

The Y will continue to follow the direction of federal, state, and local government and health officials. We are closely monitoring the situation and planning for multiple scenarios so that we can serve you best, with health and safety our top priorities. Should things change, we will communicate any updates by email, [website](#) and [Facebook](#).

HOW WILL EARLY LEARNING LOOK DIFFERENT WHEN OUR FAMILY RETURNS?

Here are some frequently asked questions:

What will drop off and pick up look like?

To help with keeping our physical distance and to limit the number of those in and out of our programming space **we will be doing curb side drop-off/pick-up:**

- Parent will be given an assigned time for drop-off/pick-up based on the schedule you provided when care was needed.
- During your assigned drop-off, please stay in your car until a YMCA staff member directs you to approach the health screening table located outside of our building.
- At that time, you will be asked the following questions about your family:
 - Have you or anyone in your family been in contact with someone who may have or has COVID-19?
 - For the adults in your home has anyone had a fever of 100.4 or higher, cough, shortness of breath, or other respiratory symptoms?
 - For the children in your home has anyone had a fever of 100.4 or higher, runny nose, cough, vomiting or diarrhea?
- After screening, a YMCA staff member will escort your children to the childcare floor.
- At your assigned pick-up time, a YMCA staff member will bring your children down to your car from the child care center.

- If you need to drop-off/pick-up outside of your assigned window you will need to contact the YMCA, via the center cell phone, at **616-446-5344** to make arrangements knowing that others who are in their assigned time will be assisted first.

What do Group Sizes and Physical Distancing Practice look like?

When establishing our new normal we are following the guidance of “less is best” and will be limiting our group sizes, the number of care givers and the number of spaces children will visit within a day.

- All classrooms will have a classroom size of no more than 10 including the staff member(s), while also complying with State Childcare licensing ratio rules.
 - The Infant classrooms will have 8 children and 2 staff
 - The Toddler room will have 8 children and 2 staff
 - The Early Preschool room will have a max of 8 children and 1 staff member except during nap time when 2 staff members will be present.
 - The Preschool room will have 9 children and 1 staff member except during nap time when 2 staff members will be present.
- Once classrooms need to expand based on enrollment we will move to the additional classrooms within the center.
- We will increase spacing between cribs and cots, while sleeping head to toe.
- All meals will be served to each child individually, with appropriate seating space between each child to eliminate the touching of family style serving bowls and utensils.
- While children are in care, we will limit the number of children to each interest area in the classroom to help maintain our physical distance.

What if our family is not returning right away, how do I save our spot and at what point will I begin to be charged to hold my spot?

Once the stay at home order is lifted, if your family does not need care yet, you are welcome to hold your spot following our holding policy.

Our holding policy states that once a space becomes available for a child, the family will be notified and care will begin within two weeks. If a family is not ready to begin care within two weeks, and would like the spot held for them until care is needed, the family will be financially responsible for paying a holding fee which equates to 50% of the cost of tuition up to four months. If they need extended time (longer than 4 months) before starting, the families will pay full tuition after the 4 months of partial payment until their start date.

Extended Summer Leave Fee:

An extended summer leave is available between June 1st until August 31st. Extended summer leave is available for **currently enrolled families** who need more than two business weeks off or an altered schedule until regular care resumes. The family will be financially responsible for paying a hold fee for their regular schedule. For full time families this will equate to the cost of three (3) days per child per week. For part time families it will equate to the cost of 2 days per child per week to hold their space.

How will cleaning and disinfecting take place in the Center?

The Y is following the guidance from the state and Center for Disease Control to implement effective disinfecting and sanitation practices. We will intentionally schedule at least one employee per day to be our “sanitizing champion”, and their sole responsibility is to clean and sanitize the center. The following are examples of extra measures we will be taking:

- Removing toys and objects that cannot be easily cleaned between use
- Not allowing materials brought into the center from outside, except for nap materials. All nap materials must be labeled with child’s first and last name.
- Soft materials will be washed after each use, following the state’s protocol for cleaning fabric materials.
- Each classroom will be going outside, twice daily, weather permitting, for approximately 45 minutes during each outing. The outdoor play structure will be temporarily closed, and the play materials used while playing outside will be thoroughly washed between each group.
- In addition to our sanitizing during business hours, an outside cleaning company will be coming in to sanitize and spray the entire Child Development Center, three times a week.

When and how will children and caregivers wash their hands?

- All staff and children will engage in hand washing every 30 minutes, and at the following times:
 - At arrival
 - Before and after meals/drinks
 - Before and after the administration of medication including, lotions, sunscreen, and diaper cream
 - After removing gloves
 - Before and after diapering/toileting
 - After using the bathroom and helping to aide in a child using the bathroom
 - After encountering any bodily fluid
 - After playing outside
 - After handling any garbage

How will we talk to the children in care about COVID-19?

- The CDC has developed guidance for adults to talk with children about COVID-19 and about what they can do to help avoid getting and spreading infections. Staff will be given these resources to use and support questions that children may have.