

TO: Growing Tree Families
RE: Procedures for new COVID Health & Safety Guidelines
Effective: September 1, 2020

Growing Tree Families,

Welcome to a new school year at Growing Tree! We are excited that many of our families are returning and we are looking forward to a fun year.

Growing Tree is being asked to restructure our “normal” routines into a “new normal” for COVID-19. We anticipate bumps along the way as we trial and error procedures to protect the health and wellbeing of staff, children, and families. Please be patient as we navigate and make changes as needed to keep everyone safe + healthy.

The Early Learning Division released new [Health & Safety Guidelines for Child Care](#) effective September 1, 2020. Below I have outlined what these new guidelines will look like and how they will affect your daily routine.

Hours of Operation

New Hours of Operation are effective September 8, 2020

Effective Tuesday, September 8, 2020 Growing Tree hours of operation will be 730am -530pm.

Growing Tree is required to keep children in stable groups with the same assigned staff. This guideline does not allow us to combine children together at the beginning and end of each day as we did pre- COVID. Therefore, we need the assigned staff in each stable group to be able to cover the hours in their classroom while the Center is open. This change in hours of operation will allow us to do that.

Masks

- All adults and children who are Kindergarten age and up must wear a face covering when in the Center and outside if they cannot maintain six feet of physical distance.
- Allow a child between 2 years and Kindergarten to wear a face covering if:
 - Requested by parent
 - Face covering fits the child’s measurements
 - Child can remove the face covering themselves without assistance.
- Children under two may **never** wear a face covering.

Brightwheel App

Growing Tree is investing in the App Brightwheel to better engage and communicate with our families. This App is the industry leader in early education. Brightwheel will allow us to offer contactless check in and health checks, send messages and alerts, daily sheets, photos, invoices and much more. In other words, it is going to allow our staff to communicate with you with ease and spend more time with your children. It is a

time-saving tool that is 100% free for you. Our goal is to have it up and running by Tuesday, September 8th. Please take a minute to download the Brightwheel App. Invitations to create your child's profile will be sent out on Friday along with steps to guide you through the process.

Drop off/Pick Up

Parents may no longer enter Growing Tree to drop-off and pick-up their children.

Drop Off:

- Please wait for a staff member to greet you at the door and complete your health check.
- Staff will then escort your child to their classroom.
- Parents will check your child/children into the Center using the Brightwheel app.

On Monday's we ask that each child arrive with a LABELED reusable bag, backpack, diaper bag etc. packed with their napping supplies (blanket and stuffy, please no pillows this year) and any other supplies they may need for the week. All items need to fit in the bag and the bag needs to fit in their cubby. During the week we ask that nap items do not go back and forth between home and school. On Friday, all items will be bagged up and sent home to be washed and replenished.

Pick Up:

- Please use the Brightwheel App to message us that you are on your way to pick up your child.
- Please wait outside the front door for staff to escort your child to you for pick up
- Use the Brightwheel App to check your child/children out of the Center when you arrive.

Parents are required to maintain physical distancing when not engaged in hand-off of children to staff.

We appreciate your patience with this process. We understand that this will not be easy for anybody and will take extra time.

Health Checks:

Health checks will be conducted prior to your child entering the center. Temperatures will be taken, and you will be asked to answer 4 questions. These questions will be part of the check in process on the Brightwheel App.

1. **Has the adult or child been exposed to a person with a positive case of COVID-19 in the past 14 days?** If the answer is yes, the child must be excluded from childcare for 14 days following the last day of exposure. This cannot be shortened even with a doctor's note and/or negative COVID-19 test.
2. **Has the adult or child been exposed to a person with a presumptive case of COVID-19 in the past 14 days?** If the answer is yes, the child must be excluded

from childcare for 14 days following the last day of exposure. This cannot be shortened even with a doctor's note and/or negative COVID-19 test.

3. **Is the adult or child experiencing unusual cough, shortness of breath, or fever? "Unusual cough" means something not normal for this person (e.g., allergies, asthma)** If the answer is yes, that person must be excluded from the program for 10 days, and 24 hours symptom-free. Under some circumstances a doctor's clearance will allow a child to enter care.
4. **Does the child or adult have symptoms of diarrhea, vomiting, headache, sore throat, or rash?** If the answer is yes that person must be excluded as follows. • If seen by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional. • If not seen by a medical professional, they may return 24 hours after resolution of symptoms.

Communication:

Brightwheel will allow teachers to easily share information with you.

Seed & Big Seed and Sprout daily Sheets

- Daily sheets will be sent to you from Brightwheel upon checkout
- You may message your classroom each morning with any instructions, time baby woke up last feeding etc.
- Call to check on your baby

Breast Feeding:

Breast feeding moms may enter the center to breastfeed, after passing a health check. Please speak with me or Stephanie if breastfeeding arrangements need to be made. We will provide quiet time in the office for breastfeeding.

Bud, Branch Blossom

- Ask open ended questions about your child's day on the way home
- Teacher will share special moments throughout the week with you via Brightwheel
- Message your teacher using the Brightwheel app
- You are always welcome to call and if I cannot answer your questions, we will set up a time for you to speak with the teachers.

Health Concerns:

A provider must exclude staff and children for COVID-19 symptoms or cases as follows:

- The adult or child has had an illness with fever, unusual cough, or shortness of breath in the last 10 days.
 - Unusual cough means out of the ordinary for this person – e.g., not usual asthma, allergies, common cold.

- Fever means 100.4 degrees Fahrenheit or more, without the use of fever reducing medication.
- The individual must stay away from childcare for 10 days after onset of symptoms and 24 hours after both fever and cough resolve, without the use of a fever reducing medication.
- The 10-day rule for exclusion applies if the persons tests positive or does not get tested.
- If a child or staff member with symptoms of COVID-19 tests negative, they may return 24 hours after resolution of cough and fever without the use of fever-reducing medication.
- If a child or staff member with symptoms of COVID-19 is advised by a medical professional they can return to care (e.g., diagnosed with something else and given antibiotics), they are allowed return to care. Documentation from the medical professional is required. The person must be fever-free for at least 24 hours.

Confirmed COVID-19 Cases

- In the event of a positive COVID-10 case:
 - Notify the local public health authority and the Early Learning Division
 - Communicate, in coordination with local public health authority, with all families and other individuals who have been in the facility in the past 14 days about the confirmed case.
 - Ensure, in the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort—and anyone who came in contact with the group—do not come to the program and are informed about the need to be quarantined at home for 14 days.
 - Decisions regarding procedures and required closure will be made in conjunction with Early Learning Division staff and the local public health authority.

In the event of an emergency or any communication you can reach Growing Tree at the numbers below. Please do not leave a message on the voicemail

PHONE: GROWING TREE: 541-388-3733 TAMMY CELL: 541-420-3118

EMAIL: grow@thegrowingtree.org

Again, thank you for your patience as we become familiar with these new routines. If you have any questions, concerns, or comments please reach out.

Stay,
Safe+Healthy

Tammy