**Important Policies and Procedures for Little Sunshine House Summer of 2020**

A complete Parent Handbook can be found online at [www.littlesunshinehouse.com](http://www.littlesunshinehouse.com/)

**Updated June 1, 2020 to Include**

**COVID-19 Policy**

We are continuing to monitor the rapidly evolving public health situation around COVID-19, the new coronavirus. The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures:

**ALL STAFF, FAMILIES, CHILDREN MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING TO THE CENTER.**

We are asking families to take their child’s temperature at home in the morning before they come to LSH. Children with a temp of 100.4 or above will need to be excluded from care. The temperature max has been set by the CDC. We are asking parents to take the first reading so that the staff knows that we are accepting a healthy child into our care.

**Exclusion Policies**

* LSH is asking all families to keep their child home if anyone in their home becomes ill with COVID like symptoms (listed below). Once all family members in the home have been cleared of COVID the child may resume care.
* If a child contracts COVID the family has a responsibility to contact and inform LSH. LSH will contact the Health Department and any families of children who may have come in contact with the ill child.

We ask that parents wear a mask and observe a distance of 6 feet from the educator’s other parents and children while checking in and out. There are tapes on the floor to designate the 6 ft distant. Depending on the age of your child the educator will assist as is appropriate. ALL children who can walk NEED to be standing/walking rather than held by a parent. The educators will NOT take a child from a parent’s arms if the child is able to walk.

Children age 3 and up must have a face mask and/or hat with a face shield. These will be worn when appropriate and with the assistance of the educators.

Parents will need to sign up for a specific time for drop off and pick up: this will allow us to have an educator available to greet you and your child. If you are going to be late or early you will need to contact us through Brightwheel so that we can arrange to have an educator available. Parents may not just show up and enter the building. For pick up we will have your child wash their hands and gather their items to be ready for you at the designated area at the end of the day. Please wear a mask at pick up time as well.

**Food and Nutrition**

Families will pack additional food for snacks throughout the day, as we are not able to serve school-wide snacks at this time. Please pack a snack in a brown paper bag with your child’s name on it and keep it separate from your child’s lunch bag if they are full day.

**Communication Systems** Open communications is vital to your child’s successful experience. Parents will not enter the building, so more in-depth communication between teachers and parents will happen through Brightwheel, GoTo Meetings, and notes.

**Hours of operation**:  June-August 7:30 am -5:30 pm M-F. Our half day option will be available from 8:00-12:30 to allow for distancing. We will not serve lunch to half day children but encourage parents to include a healthy snack.

**Tuition:** There is no reduction of tuition payment due to school closures due to natural disaster such as earthquake, fire, or pandemic including COVID19. If LSH is shut down due to a natural disaster and or by the CDC, the Health Dept., the State or other government agency tuition already collected is not guaranteed to be available for a refund or credit. Tuition is LSH’s only source of funds to cover operating costs including: wages, rent, insurance. LSH has no reserve funds at this time and therefore may not be able to make refunds to individual families in the case of a shut down.

Payment of tuition assures that your child’s place in our program is maintained. Please see more details in the complete Parent Handbook.

**It is the parent/guardians responsibility to read all of the COVID 19 related information on our website at** [**http://littlesunshinehouse.com/covid-19-updates-and-information.shtml**](http://littlesunshinehouse.com/covid-19-updates-and-information.shtml)

**Return bottom portion signed and dated.**

We have read the Little Sunshine House Policies and Procedures we agree to keep current with Brightwheel and visit the website for more information about COVID 19. We agree to follow these policies and procedures.

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Parent/Guardian Signature & Date

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Print Name