

Small Town Hope's vision to

***support the health and wellness of the
children and families in our community***

has never been more important than it is **today**.

As we prepare to enter our new "normal" way of life while continuing to prevent the spread of COVID-19, Small Town Hope Inc.'s policies and procedures have been updated based on CDC Guidance as required by the Office of Child Development and Early Learning. It is important to know that each of these policies/procedures will be followed strictly to support the health and wellness of everyone who steps foot in our center. You can find details on these policies and procedures summarized below on the Updated Policies & Procedures handout, the COVID-19 Action Plan handout. ***These new policies and procedures will go into effect Monday June 15, 2020.***

What you need to know:

- **Drop-off/Pick-Up and sign-in/out will now take place outside** on our ramp with a designated staff person.
- **No items may be brought in from home** except for your child's outerwear and shoes or items that are sent to be left at our center.
- **All staff and children will be screened upon arrival**, having their temperature taken in addition to a visual inspection for signs of illness which could include fever, cough, flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness. Children with a temperature over 100.0°F or above or other signs of illness will not be admitted to the facility.
- See our **Summer Guide** for items we will need to be kept at our center for your child, including: change of clothes, hat, jacket, sunscreen, etc.

These changes play an important part in keeping our staff and your family healthy and safe while preventing the spread of COVID-19 in our community. The new policies and procedures will remain a part of our daily routine indefinitely and will be updated in our master Policies and Procedures accessible on www.smalltownhope.org, or a copy can be requested for print.

We really miss our Villa family and look forward to having everyone back! We will keep you updated as any new recommendations are provided that may affect these or any other of our Policies and Procedures. Please sign and return the slip below:

✂ _____

Child(ren)'s Name(s): _____ **Parent's Name:** _____

I, the parent/guardian:

- have received the updated policies/procedures effective June 15, 2020 described in the COVID-19 Action Plan handout.
- know how to access Small Town Hope, Inc.'s full Policies & Procedures Handout on their website and know that a printed copy can be made available to me upon request.
- cannot send my child to Small Town Hope, Inc. if he/she or anyone in our household is exhibiting signs of illness.
- know that all children or facility persons (staff, volunteers) may not be wearing masks at all times.
- understand that despite the mitigation efforts put forth in our updated policies/procedures and increased disinfecting actions at Small Town Hope, Inc., there always remains a risk of transmission of communicable diseases, such as COVID-19, in group settings such as child care centers.

Signature (Parent/Guardian) _____

Date _____