



Hello families, with the widespread corona virus outbreak, Small Steps will adjust and add some common procedures to ensure all children and staff are healthy and safe.

Listed below are common procedures Small Steps will follow and I am asking families to follow with us as well 😊 please note we are all learning daily and adjustments will be made. **We can DO THIS!**

Hours of Operation:

Effective on Thursday, March 19th the center hours will be adjusted slightly to 6:30-5:30 PM; closing :30 mins earlier will allow staff to complete a thorough sanitizing and disinfecting regimen to ensure the classrooms are clean prior to the next program day.

Handwashing & Daily Health Observations:

All children upon arrival will be required to have his/her temperature taken and a Parent or Guardian will complete the CoVID-19 questionnaire (see below). Throughout the program day and ongoing all children in care will have additional temperatures taken to ensure the site is virus free. Parents and ALL visitors MUST have a temperature taken before entrance to the building.

Additional Help SS will provide: To assist with ensuring children are healthy SS will provide families with a thermometer to have at home to take temps if needed.

Transportation

No transportation (to / from home) will be provided for the duration of school closures as the buses will not allow for 6 feet distancing as suggested.

Additional Help SS will provide: We will assist families financially with an alternate method of transportation to / from the center using cab services; if your family is in need speak to Mrs. Taren

Visitors:

Visitors will be limited at the site for the duration of the social distancing recommendation.

Sickness:

If you or anyone in your family has symptoms of sickness please STAY AT HOME. The safest place for anyone to be currently is home with their immediate family.

Additional Help SS will provide: Please review the attached "Signs of Coronavirus" Outline which was provided by the CDC and local health department. I have asked 2 Parents of children enrolled at SS to have a Q&A with families once monthly from 4-5PM outside on the playground for you to ask questions. Physicians will be at BOTH locations each week 😊



Morning Arrival / Afternoon Departure:

Parents are asked to drop off and pick up their child at the exit/ entry door associated with your child's classroom. This will limit the amount of traffic in the center and to ensure children are in one classroom setting throughout the day. Parents of multiples you will have to visit multiple classrooms for entrance.

Additional Help SS will provide: If you are limited on time please call the center and a staff member will meet you at the gate and deliver your child(ren) to the proper classroom(s).

Center Closure:

I understand center closures are hard for everyone and when the site is closed most families must hire sitters to watch their child. During the 3-day closure I have issued a credit to EACH family's account to ease this hardship. If you pay monthly, please remember to deduct the 3 days from your monthly tuition for the month of April. I will also, send a remainder 😊

During these times it is important that everyone work **together!** We are all learning and venturing through this pandemic as a community! If your family is in need of anything, please let a staff member or myself know. Thank you for assisting Small Steps Academies to ensure all children are safe and healthy while in the childcare setting!

With care,
Mrs. Taren McCoy Executive Director & Owner

Questionnaire for Parents & Staff		
Do you or a family member had any respiratory symptoms (sore throat or cough)	<input type="radio"/> YES	<input type="radio"/> NO
Have you experienced a fever within the last 24-48 hours?	<input type="radio"/> YES	<input type="radio"/> NO
Do you or any of your relatives experienced a fever within the last 24-48 hours?	<input type="radio"/> YES	<input type="radio"/> NO
Have you or a family member travelled outside the United States within the past 14 days?	<input type="radio"/> YES	<input type="radio"/> NO
Are you currently working in the healthcare field?	<input type="radio"/> YES	<input type="radio"/> NO
Have you been in contact with anyone who has received a positive Coronavirus test?	<input type="radio"/> YES	<input type="radio"/> NO