



Dear Parents,

We are so excited our doors have reopened and you have selected our facility to care for your child(ren)! We developed new policies to help maintain everyone's safety because of the Public Health Emergency. Below you will find outlined new procedures that are in effect as of August, 3, 2020.

We utilize an electronic sign in system (**Brightwheel**) that provides parents and family members with a unique 4 digit code to sign children in and out. Each family member has their **OWN** code to keep track of exactly who signed for that child. So if you need to, please add additional names to your child's pick up list under their Brightwheel Profile. **If you have not already received an email invitation to Brightwheel please email Ms. Shanette ASAP because this is needed to sign you're your child in and out of the center ([clccdetroit@gmail.com](mailto:clccdetroit@gmail.com))**

-Brightwheel will be used for billing as well so please be sure to **add your information under the payment tab** if you are not receiving a DHS subsidy for child care.

-We are asking that all parents **call 10 minutes prior to drop off and pick up** so that CLCC can prepare for the arrival/departure of your child

-Upon arrival, a CLCC staff member will take your child's **temperature and complete a risk assessment** with you. The risk assessment is a few questions regarding your child's health and exposure. Children, staff, or parents with **temperatures at 100.4 degrees or above will NOT** be allowed to enter the building. Please keep in mind that forehead temperatures are off by one degree so if the thermometer reads 99.4, the child's actual temperature will be 100.4 thus preventing them from entering the building. In an attempt to keep everyone safe during this time, parents will not be allowed into the building unless weather does not permit. In that case, these checks will take place in the vestibule (one family at a time which is why parents must call ahead). Every child and staff member's temperature may be taken several times throughout the day to ensure there are no



changes in fever status. If your child's temperature status changes and becomes **100.4 degrees or higher** while at the center or other COVID related symptoms develop, you will be contacted immediately and they **MUST** be picked up within one hour but preferably 30 minutes.

**-All children 24 months and older MUST wear a mask.** While we understand the challenge this may pose, we would like children to have consistency between home and school. Please have this conversation with your child. CLCC also has an electronic copy of a children's story about wearing masks which can be sent to parents upon request.

**-The only items that may be brought into the center** at this time include (change of clothes, change of shoes, diapers, and wipes). We will be providing a sheet and blanket for each child that will be laundered onsite

**-Car Seats and backpacks are NOT allowed in the center.** Shoes that are worn outside are also not allowed to be worn in the building.

**-Children are required to have a pair of shoes that may be left at the center** which they can change into every day (please make sure the shoes and clothing are clearly labeled with your child's name). While we understand some parents may not want to have another set of shoes at the center, please know that your child will not be wearing their outside shoes until it is time for departure and they are in the vestibule.

**-Please ensure all documents in your child's file remain current. If your child's has a doctor's appointment we will gladly provide a health appraisal form for the doctor to complete. Documents can be sent to either of the following:**

*Documents can be sent via fax (313-653-3100) or email (clccdetroit@gmail.com)*

If at any point in time yourself, a member of your household, or your child receives a positive test result for COVID-19, please alert us so that we can take proper precautions as well as make an attempt to receive guidance



from the health department. The information below was copied directly from the guidance provided by the State of Michigan Licensing Department:

- *Children and staff who exhibit multiple symptoms of COVID-19, have possible exposure, or test positive for COVID-19 must stay home until:*
- *The individual is fever free for 72 hours without the use of medication that reduces fevers AND*
- *Other symptoms have improved AND*
- *At least 10 days have passed since the symptoms first appeared.*

We understand these items are a lot to process therefore we will be doing all we can to help with the transition of entering our center. We also ask for your patience as we navigate this uncharted territory. While we understand parents may forget to call ahead by 10 minutes, advance notice is required so that we can practice social distancing and keep things moving in a timely fashion. Keep in mind things may change as we move along but we will do our best to communicate these changes with everyone. Our goal remains providing quality child care services to all of our children while maintaining the safety of everyone in this process. Please don't hesitate to contact us via phone, email, or Brightwheel with questions.

Kind Regards,

Shanette Burton