



Acting Executive Director
Julio Coto, LCSW

August 12, 2020

Dear Catholic Charities Families:

As we plan for reopening in the next few weeks, we continue to be guided by several key concepts: The health and safety of students and employees, our partnership and alignment with the school districts, and the focus on supporting your family with your child care needs. We know that working parents are crucial to COVID-19 recovery, and options for child care and the opportunity for children to participate in school are important pieces of success. Out of school time programs not only provide quality child care for working parents, but needed support for your child's social emotional and physical well-being. Children in out of school time programs are afforded opportunities to gain self-confidence, important life skills, socialization with peers, homework support, and participate in a variety of enrichment and educational activities.

While we continue to imbed these opportunities into our programming, the recent situation has created a new challenge we know is crucial to the health, safety, and comfort of everyone participating. Therefore, it is essential that we make our programs as healthy and safe as possible when we return shortly. Catholic Charities Child Care Administration has been working diligently to prepare for reopening while ensuring we are in alignment with the school districts, state licensing requirements, the Department of Health, and the recent DOE guidelines. We have participated in District Reopening Committees or communicated with administration to investigate on how we can support those in need of child care aligning with the current hybrid models. While it may be different in each district we serve, Catholic Charities continues to plan for several scenarios such as: half day extended care for each cohort, before and after school care, full day care to school employees or for children attending virtual classes to name a few.

The information contained in this letter addresses recent survey feedback and practices to be incorporated when schools reopen. These are the measures and changes you will see in each of our programs:

- **Drop Off & Pick Up Procedures:**

Parents/Guardians will not be allowed in the program at any time. At time of drop off or pick up, parents/guardians will be greeted at the designated door and asked to sign their child in or out of the program. Pens used by parents will be sanitized with our clean block

Central Administrative Offices
319 Maple Street • Perth Amboy, NJ 08861
Tel: 732-324-8200 Fax: 732-826-3549
www.ccdom.org



sanitizer. Parents are asked to wear face coverings and maintain social distancing from other parents. All children in the program must wear a face covering at all times.

Temperature checks will be taken at arrival in the before school program and/or at dismissal from the school day into the program. Parents will be asked COVID symptom questions and a health check will be done for each child entering. Any children that have a temperature above 100.4 degrees or are experiencing any symptoms will not be allowed in the program. All temperatures of staff and children will be recorded daily and sent to the state for documentation. Sanitizer will be provided at entrance into the program for each child.

- **Program Operations/Group Sizes/Meals:**

As children enter the program, they will be marked present and separated into specified groups of no more than 10 children. Each group of 10 will stay together throughout the program and will be supervised by the assigned staff in the group. All children and staff will wash their hands throughout the program or sanitize when hand washing is not available. Hand hygiene will be followed at arrival into the program, before and after meals, and at each transition of activity/area. Additional hand hygiene has been built into the daily activity schedule.

All children's belongings will be kept in separate bins/baskets in the program. Individual snacks or meals will be provided. All Child Care staff are required to wear face coverings at all times, and gloves will be worn when meals are served. State required cleaning, sanitizing, and disinfecting of all tables will be followed prior to and after meals/snacks are served. Children and staff are required to wash their hands prior to and after meals/snacks and will be spaced apart to maintain distancing.

- **Daily Schedule/Activities:**

If applicable, Child Care staff will assist enrolled children with virtual classwork as assigned each day. Our daily schedule incorporates additional hand washing and reduced group sizes while our weekly activity plans include literacy, health & fitness, art, cultural diversity, SEL, and STEM activities with socially distanced options. Use of the playground equipment will be limited or not allowed depending on the school districts prevention protocols. Children participating in homework assistance will be spaced apart at designated tables and will be provided individual supplies. Sharing of items will be discouraged.

- **Cleaning/Sanitizing/Disinfecting:**

All Child Care programs have instituted a cleaning & disinfecting schedule to ensure a clean and safe environment throughout the program. Programs will follow guidance from

the CDC, the DOH, and the Office of Licensing on the proper cleaning and disinfecting procedures. Staff will use proper PPE and will have required cleaning and disinfecting products in supply at all times. Commonly touched areas will be disinfected and staff will adhere to school district cleaning/disinfecting protocols.

- **Program Enrollment:**

We understand these times are ever changing and unpredictable. Catholic Charities Child Care Administration has been working to support families in this difficult time with as many enrollment options as we can offer. While your child begins school in the next few weeks or in the next marking period, Catholic Charities will strive to accommodate the changing landscape of enrollment options for families. We will be flexible with enrollment changes; however we do ask that you provide us with ample notice so we may communicate any changes to your respective school to reduce any confusion.

As we finalize our program offerings in each district, we will update our web based forms to accommodate for these changes with fee adjustments when necessary. If you have already registered, we will plan to make changes in your schedule to accommodate for the enrollment changes once confirmed. If you have chosen the full virtual option, we will hold your registration fee for enrollment later in the year. Once your plans are finalized, please reach out to our billing department to notify them of your selections/changes. If our programs cannot operate due to an extended school shutdown, parents will not be charged for the time we are closed.

- **Infection Control:**

All Child Care staff will be undergoing additional professional development covering a variety of infection control and health precautions to reduce the risk of disease prior to schools reopening. Review of proper hygiene, use of PPE, infection prevention, cleaning/sanitizing/disinfecting procedures, and illness response protocols will be covered. Discussions will continue with the school districts we serve to ensure our staff adhere to procedures and communicate any updates to school administration. All staff and those enrolled will have their temperature checked daily and will undergo a health screening. Anyone that has a temperature, is experiencing symptoms, or has been exposed will be excluded from the program. Protocols to return to the program will follow Department of Health and licensing guidelines. Any children with a temperature or experiencing symptoms during the program will be separated from the group under supervision and will be expected to be picked up immediately by a parent or authorized pick up. More details on exclusionary protocols will be provided to families upon the start of the school year.

Catholic Charities Child Care Administration understands there are many unknowns with the current situation. We ask for your patience as we navigate through the various school models

and accommodate programming to assist families in need of care. Adaptions to our enrollment options will be posted shortly once they are finalized on our website. Any changes to programming or updates will be communicated as we receive them.

If you have any questions or any other concerns, please do not hesitate to reach out to our billing staff or our Program Directors at our offices. We look forward to seeing you and your children soon. Thank you and stay safe.

Sincerely,

A handwritten signature in black ink, appearing to read "Krista Glynn". The signature is fluid and cursive, with a large loop at the end.

Krista Glynn, MBA
Service Area Director
Child Care Services
www.ccdom.org/child-care