

August 31, 2021

Dear Catholic Charities Families:

As we return for the 2021-22 school year, we are excited to welcome new students to our programs as well as those who were not with us last year! After a challenging year, we are looking forward to having your child(ren) as they return to a more normal school schedule. Our continued efforts and due diligence provided our programs with much success this past year thanks to our hard working and dedicated staff along with the support from the districts we serve.

We are excited to be able to serve more children this school year while still keeping much of our health and safety protocols in place. Our programs will be in alignment with updated guidelines from the NJ Department of Health and NJ Department of Education. The following measures and updates to previous protocols are as follows:

- **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. Parents are asked to wear face coverings when not able to distance and maintain space from other parents where possible. Temperature checks are no longer required; however we ask that parents continue to do a daily screening of their child's health to ensure they are not coming to school or our program with any illness or COVID like symptoms. Any children that have a temperature above 100.4 degrees or are experiencing any symptoms will not be allowed in the program. Sanitizer will be provided at the 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 smaller groups or spaced out in the program area. Limited group sizes are not required anymore however staff will continue to monitor gatherings to minimize large groups. 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 continue to 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.

- **Daily Schedule/Activities:**

Our daily schedule incorporates additional hand washing and monitoring group sizes while our weekly activity plans include literacy, health & fitness, art, cultural diversity, SEL, and STEM activities. Use of the playground equipment will be allowed at all of our locations this school year. Children participating in homework assistance will be spaced apart at designated tables and will be provided individual supplies. Sharing of items will be discouraged. Children will have mask breaks at various times of the program: outside play and any physical activity where distance can be maintained.

- **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:**

Services will be provided following the school district calendar with additional hours on early dismissal days. If our programs cannot operate due to an extended school shutdown, parents will not be charged for the time we are closed. Various child absences will not be reimbursed. Billing will be based on a monthly payment schedule for the services you are enrolled. Any changes to your enrollment days should be updated through our billing department staff.

- **Infection Control:**

All Child Care staff continue to participate in professional development covering a variety of infection control and health precautions to reduce the risk of disease. Review of proper hygiene, use of PPE, infection prevention, cleaning/sanitizing/disinfecting procedures, and illness response protocols are covered. Anyone that has a temperature, is experiencing symptoms, or has been exposed will be excluded from the program.

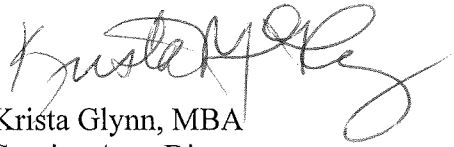
Protocols to return to the program will follow Department of Health and licensing guidelines. Any children with a temperature or experiencing symptoms during the program will be separated from the group under supervision and will be expected to be picked up immediately by a parent or authorized pick up.

- **Vaccination/Testing Policy:**

With the most recent changes to the NJ Department of Education reopening plan, our programs will be following the requirements regarding proof of vaccination or weekly testing for all of our child care employees.

We appreciate your patience as we return to full services this school year. If you have any questions or any other concerns, please do not hesitate to reach out to our billing staff or our Directors at our offices. We look forward to seeing you and your children soon. Thank you and stay safe.

Sincerely,



Krista Glynn, MBA
Service Area Director
Child Care Services

www.ccdom.org/child-care