



*Parent Policies & Procedures –
Updated September 2020*

Immaculate Heart of Mary's Divine Playtime

2855 Briarcliff Road NE

Atlanta, Georgia 30329

(404) 636-1418 ext. 239

Hours: Monday – Friday, 8:30 AM – 12:30 PM

Director: Ali Barton

Email: DivinePlaytime@IHMatlanta.org

Divine Playtime at IHM Catholic Church has put the following policies and procedures in place until further notice. These policies and procedures are in accordance with CDC, DECAL, Archdiocese of Atlanta and AAP guidelines for young children and the adults who take care of them at school. These policies and procedures are designed to prevent the virus that causes COVID-19 from entering the building and prevent the spread within our facilities should someone be exposed to the virus. These policies override any previous Divine Playtime policies for as long as they are needed.

****For all COVID-19-specific policies, please reference page 5.**

About the Program

- At Divine Playtime, children will be cared for in a loving and trusting environment. We celebrate the uniqueness of each child and encourage them to develop a sense of self-worth, a respect for others and a love of learning through play. In the true spirit of our Catholic faith, children here will bloom and grow through the example of Jesus Christ.
- We provide care for children ages 3 years through 5 years in our mixed-ages, bright and welcoming classroom.
- Adult to child ratios will be maintained at 1:4. We accept a maximum of 8 children each day.
- We encourage all children in our program to be potty-trained, and will work with parents who are in the process of potty-training their child.
- Please dress children appropriately for play. No flip-flops or open-toed shoes are allowed. Please refrain from jewelry, loose hair accessories, etc.
- To ensure the safety and well-being of every child, parents are not allowed inside the building, and we ask that pick-up and drop-off be done in carpool line.
 - Morning carpool begins at 8:25am and parents are to create a line in front of the building with the building to their left (the driver's side). The staff will perform the wellness evaluation (see below for detailed information).
 - Late arrivals (arrivals after 9:00am) will have to call the church office and be directed to Divine Playtime's extension. A staff member will meet the parents and child under the overhanging.
 - Afternoon carpool begins at 12:30pm. Staff will bring your child to the car and put them in, but we are unable to secure them into any car seat, booster, or seatbelt. Parents are to pull forward, park, and buckle the child in.

Registration

- A one-time Family Registration Fee of \$50 must be paid before attending Divine Playtime. This fee is paid online through our registration system at www.ihmatlanta.org/divineplaytime. If additional children are added to the family's registration after payment is made, the parents must inform the program director before that child may attend Divine Playtime.
- Re-registration will begin August 2020 for current families only.
- Registration for new families is currently closed.

What to Bring

- Parents are asked to send a water bottle/cup filled with fresh water, a change of clothes, and diapers with wipes if needed (please label all items). A mid-morning, nut-free snack will be provided.
- Masks are to be worn by all children while participating in our program. Please provide an extra mask for your child, closed in a zip-lock bag and labeled with their name, should we need to replace the mask your child arrived with. Face masks with valves or vents, and gaiters are not acceptable masks. The Archdiocese of Atlanta states: *Due to the increasing appreciation being shown in federal and state health guidelines for the role masks may be playing as a critically important preventive measure in the fight against the spread of Covid-19, all staff and students ages 3 years and older will be required to wear masks throughout the school day unless at times when physical distancing is able to be consistently maintained at 6 feet or more for each individual in all directions. Examples include outdoor activities, eating and drinking. Not only is this modification being adopted out of an abundance of caution for the children, who are at low risk of Covid-19 infection, it is also to do our best to ensure that our teachers feel as safe as possible. Masks may be removed while in the classroom at the teacher's discretion for instructional purposes.*
- Please refrain from bringing any additional items in (diaper bags, additional foods, preschool or home belongings, toys, etc.).

Reservations/Payments

- **ALL reservations are to be made no later than 6:00 PM the evening before.**
- The daily rate for childcare is \$35 per child.
- Waitlist payment options: If a family reserves a place in line on the wait list and subsequently is called up for that day, payment by check/cash is required the day of the reservation upon drop-off.
- All payments (waitlist, late payments, etc.) should be made by check, payable to IHM Church with Divine Playtime on the memo line.

Cancellation/No-Show/Late Policies

- **Reservation payments will be forfeited** if parents do not email the Program Director by 7:00 AM the day of the reservation (see above for contact information).

- As an exempt program, we can only operate 4 hours/day. Therefore, **we CANNOT accommodate early drop-offs or late pick-ups**. Pick-up may begin at 12:25 pm and will conclude at 12:35 pm.
- A late fee of \$10 will be charged for children who are picked up after 12:35pm, with \$1/minute added thereafter (i.e. 12:37 pm pick-up will result in a late fee payment of \$11). Payment is immediately due or possible late-fees may apply.
- Cancelled reservations made before 7:00 AM the day of the reservation will be issued a credit (“make-up day”). **All make-up days must be used within the current month or the following month**. For example, if an October 4th reservation needs to be rescheduled, it must be done so in October or November. Likewise, an October 31st reservation will only be able to be used in November.

Immunization Requirements

- All children attending Catholic parish preschools/daycares must meet Georgia state standards for immunizations. The Office of Catholic Schools requires GA 3231 immunization forms to be current and on file.
 - **Religious Exemption:** Catholic doctrine does not support an exemption from immunization based upon a matter of conscience/religious exemption. Therefore, religious exemptions are not accepted in parish daycare programs.
 - **Medical Exemption:** A medical exemption is applicable when a child has a long-term condition (contraindications). The pediatrician must provide detailed documentation regarding the reason for the exemption. The medical exemption must be renewed annually.
 - **Delayed/Alternative Vaccination Schedule:** Parents whose children are on a delayed/alternative vaccination schedule must submit documentation from child’s pediatrician indicating the reason for the delay and the vaccination schedule that will be followed.
 - **Epidemic, Outbreak, Exposure:** In the event of a contagious disease epidemic, outbreak or exposure, children with medical exemptions or those following a delayed/alternative vaccination schedule will be required to remain at home until the Georgia Department of Public Health announces the outbreak has ended.

General Wellness Policy

- In order to ensure a healthy environment for all children, please **DO NOT** bring your child if they exhibit any of the following symptoms:
 - Fever 100 degrees F. or higher measured under the arm (within 48 hours)
 - Excessive coughing
 - Runny nose with thick, green discharge
 - Vomiting/nausea/diarrhea
 - Runny Eyes
 - Rash of unknown origin or any communicable disease
- If a child is being treated with an antibiotic, the child must have received medication for at least 48 hours before returning to Divine Playtime.

- If your child becomes ill while in our care, parents will be notified immediately to pick them up. The child will not be able to return to Divine Playtime for 48 hours.
- Children must be “fever-free” without fever-reducing medications and “symptom-free” for at least 48 hours.
- We reserve the right to refuse care due to illness.

General Safety

- All staff are Adult & Infant CPR/AED certified.
- All staff has completed VITUS training as required by the Archdiocese of Atlanta.
- Drills
 - Lock-Down Drills are practiced for situations of eminent danger and are done on a regular basis. Please be aware that in the event of a “Lock-down”, NO PARENT/CAREGIVER may enter or leave until the situation is clear.
 - Fire Drills are practiced on a monthly.
 - Weather Drills are practiced at least quarterly.

Discipline Policy

Divine Playtime believes that each child is a true gift from God. We encourage all children to treat each other with kindness and respect. In order to maintain a safe and loving atmosphere, the staff uses positive techniques of guidance such as redirection, positive reinforcement and praise. Should a child need more guidance, a “time-in” will be instituted. Time-in is when a child that is having a difficult moment is kindly invited to sit somewhere near a care giver to express their feelings and eventually cool down.

- Biting Policy:
 - We want to ensure that every child is safe while in our care. While we understand that biting can be a normal stage of development for young children who are teething and are still developing their language skills, we still take biting very seriously. Our policy for handling a biting incident is as follows:
 - The biter is immediately removed from the group. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
 - The biter is not immediately allowed to return to play and is talked to on a level that he/she can understand then redirected. A “time-in” may be necessary.
- Bullying:
 - Bullying is defined as repeated, aggressive behavior intended to make another child feel inferior. Any incidents of bullying will be dealt with in a timely and appropriate manner. Bullying at parish preschools will not be tolerated.

License Exemption

Please understand that Divine Playtime is monitored by the Archdiocese of Atlanta and is not required to be licensed by the State of Georgia, Department of Early Care and Learning, Bright from the Start.

COVID-19 Wellness Policies and Procedures

- We hope that all members of our Divine Playtime community will respect the guidelines presented here but also be responsible in adhering to the recommendations suggested by our local and state officials to reduce personal risk of illness in their lives outside of the program.
 - Communication regarding illness has always been a priority at our program. We ask that parents be diligent about notifying the Program Director of any communicable disease present in their household. It is **mandatory** that any family member, who resides with the registered family, who obtains a positive COVID-19 test result or experiences exposure to someone with confirmed COVID-19 in the past 14 days report this to the Program Director.
 - Children who travel to Level 3 Non-essential Travel Zones or any location identified as a current “Hot Spot” for an infectious disease by the CDC may be required to quarantine for a period of 14-days. In the case of an identified pandemic or epidemic, Divine Playtime and the Office of Catholic Schools for the Archdiocese of Atlanta reserves the right to require parents who have travelled to a Level 3 Nonessential Travel Zone (as identified by the CDC) to self-quarantine at home for 14-days before entering school property. This period of quarantine may also be required of children residing in the home.
 - Divine Playtime reserves the right to require a statement from the child’s primary care physician authorizing the child’s return to our program.
- Daily Arrival of Children
 - In accordance with the Georgia Department of Early Care and Learning (DECAL), parents will not enter the building. We will run a morning carpool beginning at 8:25am where parents will line up in front of Divine Playtime with the building to the left of their car (the driver’s side).
 - Children should remain buckled in car seats during carpool line. A staff member will ask parents a self-monitoring questionnaire for themselves and their child(ren). Parents should be on the alert for any symptoms of COVID-19 and keep their child(ren) home if showing any signs of illness.
 - The scheduled child’s temperature will then be taken with a non-touch forehead infrared thermometer. Children who register a temperature greater than 100.0 will have their temperature recorded. The parent is to pull into a parking spot and the child’s temperature will be taken again in 3 minutes.
 - If parent answers ‘yes’ to any of the self-monitoring questions OR a child has a temperature reading greater than 100.0 degrees, the child and any other children in the car are not cleared to enter the building.
 - If the parents answer ‘no’ to all the self-monitoring questions AND the scheduled child(ren) has a temperature reading less than 100.0 degrees, a staff member will unbuckle the child from the car seat. Children will clean their hands with hand sanitizer as soon as they have exited their car. The staff will walk the child into the gathering area. Children will wash their hands when they enter the classroom.
 - If a child is unwilling to exit the vehicle with the staff member during carpool the morning carpool line, the parent will secure the child into car seat and park in a parking space. The

parent can either try carpool again once the child calms down, or follow the late arrival procedures.

- In the event of a positive COVID-19 case:
 - We will follow the protocols given to us by the Archdiocese of Atlanta Office of Catholic Schools Task Force.
 - We are required to report a positive case to local public health authorities and the Office of Catholic Schools, who will provide guidance regarding the appropriate response, (closure of our program and for how long, etc.) which will be unique to each case.
 - Anyone testing positive, and their primary contacts, will be required to quarantine for 10 – 14 days.
- Notification of illness to program families:
 - Divine Playtime will respect the privacy of all its program members. Parents of children attending our program will be notified that their child has been exposed to a communicable or infectious disease in a manner that avoids identifying any community member who has been identified with a disease, to the maximum extent appropriate in each particular circumstance.
- Return to Divine Playtime after COVID-19 illness:
 - In addition to our standard Wellness Policy guidelines, the following guidelines apply:
 - The individual child will be required to quarantine for 14 days AND
 - At least three days (72 hours) have passed since recovery, (defined as resolution of fever without the use of fever-reducing medications) AND
 - If the individual has experienced improvement in respiratory symptoms (e.g., cough, shortness of breath) AND
 - At least 10 days have passed since symptoms first appeared or since test date (if asymptomatic) AND
 - The individual has not experienced any symptoms for 72 hours AND
 - A doctor's note is required.
 - Please note: If a household member tests positive for COVID-19, all individuals living in the household will be required to quarantine for 14 days even if asymptomatic.

Policy on Closing the Program Due to Disease Outbreak or Natural Disaster

IHM Catholic Church and Divine Playtime will rely on guidance from the State of Georgia, the Georgia Department of Public Health and the Archdiocese of Atlanta, to determine school closure if a natural disaster, disease outbreak or any other circumstance makes it infeasible, unsafe or otherwise imprudent to continue in person education. Divine Playtime will make every effort to be conscious of the financial resources of the families in our care. In the event of a “short” closure mandated by government authorities or the Archdiocese of Atlanta, payments will not be refunded. In the event of a long-term closure, the Director will inform families of the decisions made by the pastor payment reimbursements.

Future Changes to Policies and Procedures

We acknowledge that the current health situation is evolving daily and that these plans will need to be evaluated on a regular basis. These policies will be in place until further notice. Any updates and changes



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to these policies will be communicated to families as new information is provided by the local governing authorities referred to above.

Thank you for partnering with us as we work together to make our Re-Opening Plan a success!

Assumption of the Risk Relating to COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person to person through respiratory droplets when an infected individual coughs, sneezes or speaks. As a result, government agencies at all levels and federal, state and local health agencies recommend social distancing and have placed limits on the congregation of groups of individuals. Immaculate Heart of Mary Church and Divine Playtime have put preventative measures in place to reduce the spread of COVID-19; however, the school cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending Immaculate Heart of Mary's Divine Playtime could increase your risk and that of your children for contracting COVID-19.

While Immaculate Heart of Mary Church and Divine Playtime will make all reasonable efforts to lower the risk of COVID-19 exposure and spread at our program, the church and Divine Playtime is unable to provide any guarantee that children or their families will not be exposed to or infected by COVID-19. By enrolling your child(ren) in and attending our program, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you, your child(ren) and/or other family members may be exposed to or infected by COVID-19.

It is expected that children and other school family members will follow the preventative measures and guidelines implemented by Immaculate Heart of Mary Church and Divine Playtime including not coming to the church campus if demonstrating any signs or symptoms of COVID-19.



This form is required as part of the registration and any re-registration process for Divine Playtime. Please review the statements, sign and date. We require one form per registered child. This form must be sent to the Director of Divine Playtime to complete re-registration for September 2020. Scanned copies are acceptable and should be sent to DivinePlaytime@IHMAtlanta.org. Paper copies should be mailed to:

IHM Church, Divine Playtime
2855 Briarcliff Road, NE
Atlanta, GA 30329

Parent Policies & Procedures Acknowledgement

I, _____, have read and agree to all policies and
Parent's Name
procedures outlined in Divine Playtime's Parent Policies & Procedures handbook, updated September
2020. I will follow these policies and procedures set in place for my family and my child who is a
registered attendee of Divine Playtime, _____.
Child's Name

I agree to following statements:

- Amendments Statement: I understand that updates to these policies and procedures can be made at Immaculate Heart of Mary Church's and Divine Playtime's discretion.
- Assumption of Risk: I fully understand and agree to the COVID-19 Assumption of Risk statement noted in the Parent Policies & Procedures handbook.
- Exemption Statement: I understand that this program is monitored by the Archdiocese of Atlanta and is not required to be license by the State of Georgia, Department of Early Care and Learning, Bright From the Start.

Parent Signature

Date

<u>Divine Playtime Use Only</u>		
_____ <i>Rec'd by Director/Staff Member</i>	_____ <i>on Date</i>	Complete Incomplete <i>Registration Status</i>