

MILESTONES PROTOCOLS

Drop-off and Pick-up

- To start out, parents will drop children off at the door, not entering the building.
- Teachers will be at the door every 10 to 15 minutes to ensure safe delivery of children to their classrooms.
- Only one parent at the door at a time. Parents wait in their car until previous family has left the entrance area.
- We ask for your patience as there will be times when several families are waiting to drop off.
- Parents may be required to drop younger/older children off at two different doors.
- We will have individual storage for all personal belongings to avoid contact with other's belongings.
- Nap items will be limited to blankets and loveys only (no sleeping bags/pillows).
- Parents will have to call/text at pick up. We will meet them at the door with their child, and their child's personal belongings.
- Please see individual site information for more specifics.

Health

- Children's temperatures will be taken at drop off, and at the start of a shift for all staff.
- Staff will sign off on a Northshore Health Department's health screening checklist.
- Teachers will help children in hand washing throughout the day to ensure they are washing for at least 20 seconds
- Children who become ill while at school will be isolated until they can be picked up.
- A child who develops a fever of 100 or higher, or any other Covid type symptoms will be sent home. Parents should pick up within 30 minutes.
- If children have bodily secretions on clothing, they will need to change.
- Staff and parents will sign off on health guidelines before their first day at the program.
- Staff will be encouraged to socially distance from one another.
- Children will be expected to socially distance.
- Children and staff will be required to wear masks indoors.

Food Safety and Preparation:

- Children and staff will have completely disposable brown bag lunches, no lunch boxes. No food will be sent home, everything will be thrown away.
- Tables and counters will be washed and disinfected before and after each meal.
- One staff member will oversee the snack or meal from start to finish.
- Staff will wear gloves throughout this process, changing as needed.
- Utensils will be used to serve all food, and care should be taken to be sure this utensil does not touch children's plates.
- No family style meals, staff will serve all food, and pour milk.
- In older rooms, disposable cups and utensils will be used.

Cleaning and Disinfecting

- ALL toys/materials available that day will be sanitized every night.
- Bathrooms will be disinfected on a regular basis (multiple times per hour).

- Disinfecting of surfaces and shelves will happen throughout the day.
- End of day disinfecting of all surfaces; shelves, door handles, light switches, gates, railings, counters, tables, etc.
- Cots disinfected as children wake up.

Environments

- Reduced number of toys on the shelves.
- No sensory table play.
- Remove stuffed animals and puppets.
- No bed pillows
- Disinfect large muscle spaces between each group's use.

Social Distancing Strategies:

- Six foot distance expected by all children and staff throughout the day.
- Classroom will have scheduled large muscle time, to avoid overlapping of groups.
- Children will be encouraged to cough/sneeze into their elbow.
- Remind children to avoid touching their eyes, nose and mouth.
- Promote social distancing measures with staff and parents when in the community.

AS STATE RESTRICTIONS AND GOVERNMENT RECOMMENDATIONS CHANGE, WE WILL BE CONTINUALLY MONITORING OUR PROTOCOLS. WE WILL KEEP YOU UPDATED ON ANY CHANGES.

**Milestones Programs for Children
Parent Agreement**

During this difficult and stressful time, we at Milestones want you to know that we value the safety and wellbeing of you, your children, and our staff. For this reason, we ask that you take time to read through the following protocols that we have put into place to keep everyone healthy and safe.

I understand that if my child meets any of the following criteria they **SHOULD NOT** be brought to the program:

- Symptoms of COVID-19 (cough, shortness of breath, fever over 100, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell).
- Has been in contact with someone with COVID-19 in the last 14 days, or
- Has returned from travel to areas with community spread of COVID-19 **as defined by the CDC** in the last 14 days.

I understand that if my child develops any of the above symptoms, I will be required to pick them up WITHIN 30 MINUTES. If I am unable to do this, I understand that I must arrange for an emergency contact person to do so.

I understand that if my child has any of the symptoms mentioned above, they must remain home until symptoms are improving and they are fever free without medication for a minimum of 24 hours.

If there is a confirmed case of COVID-19, contact tracing and decisions regarding program closing will be under the direction of the Northshore Health Department.

I understand that if I meet any of the following criteria, I CANNOT drop-off/ pick-up a child at the program:

- Have symptoms of COVID-19 (cough, shortness of breath, at least two of these symptoms; fever over 100, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell).
- Have been in contact with someone with COVID-19 in the last 14 days, or
- Have returned from travel to areas with community spread of COVID-19 **as defined by the CDC** in the last 14 days.

I understand that for the safety and well-being of the children and staff at the program, I cannot visit the program at any point during the day.

I understand that if my child intentionally disregards social distancing standards (as is developmentally appropriate expected), I will be asked to pick up my child immediately. I also understand that before my child returns, a conference will need to be scheduled with the Site Director.

I understand that Milestones can and will update protocols as needed per recommendations or requirements from the CDC, Wisconsin DCF, Northshore Health Department, the School District and any other local, state or federal authority.

We thank you for your help in making sure we keep everyone as healthy as possible during this difficult time.

Parent Signature

Date