



# Rochester Child Care Center Inc.

May 26, 2020

Dear Parents/Guardians,

*Rochester Child Care Center will reopen on Monday, June 1<sup>st</sup> as a **State of NH, Department of Health and Human Services designated "Emergency Child Care Program"**. This designation will remain in effect until the NH State of Emergency Stay-at Home Order, due to COVID-19, is lifted.*

*As a result of this designation there are strict protocol that must be followed by all Agency staff and all families enrolling into our program. These protocol are in place to protect staff, children, and families. These protocol also impact the ways we are able to offer care and how our programs will be run.*

*Please review all of the information carefully. In order for this to work well everyone needs to fully understand and adhere to the protocol, policies, and procedures in place. In addition, not all of our staff are able to return to work at this time for the same reasons that many families are not able to return to work. Please know we will do our best, under these new conditions, to support you and your family through this challenging time. We ask for your cooperation and understanding in return.*

## **Health and Safety Directives that families must follow:**

- \*If anyone in your household has traveled internationally or to any area with a high risk of COVID-19 outbreaks (in the past 14 days), you must follow the CDC recommendation of a 14-day quarantine.**
- \*If anyone in your household has been in close contact with someone with a confirmed case of COVID-19, you must follow the CDC recommendation of a 14-day quarantine.**
- \*If you have a preexisting medical condition or compromised immune system you must stay home.**
- \*If you or your child are sick: fever of 100.4 degrees or higher, a runny nose, sore throat, fatigue, headache, suspicious rash, cough, flu like symptoms, loss of taste or smell, or shortness of breath you cannot bring them to the center.**
- \*If you or any member of your household has tested positive or is being tested for COVID-19 you will notify Rochester Child Care Center immediately.**
- \*During drop off only one individual will check in at the outdoor drop off location with their child. Both you and your child will be screened.**
- \*A staff member will then take your child into the center to the classroom they are enrolled in.**
- \*When you arrive to pick up your child, please hit the call button and let staff know who you are and who you are here to pick up. Please make sure you always have identification with you. A staff member will bring your child to you at the door.**

<http://www.RochesterChildCare.org>

95 Charles Street · Rochester, New Hampshire · Phone (603)332-9333 · Fax (603)332-3912

***The Center will be open from 7 a.m. to 5 p.m. Drop off time will be from 7 a.m. to 9 a.m.***

*Enrollment paperwork must include your current place of employment and contact information. If, during the course of the day, your child should present with any signs of illness: they will be removed from the classroom; you will be contacted immediately and will need to pick your child up within an hour. Your child will then need to stay home until symptom free and fever free without fever reducing medication.*

*If a teacher should present with signs of illness during the course of the day they and all of the children in that classroom will be sent home and the room will remain closed until the teacher is cleared to return.*

*The center will be providing all meals and rest time items. Parents/guardians should provide a supply of extra clothing secured in a back pack or other sealed container. Children should not bring in any other items from home.*

*Weekly tuition payments for families utilizing our “**Emergency Child Care Program**” can be made via phone call, using a debit/credit card, through mail using a check, or by hitting the “call” button at the entrance. Someone will come to the door to accept your payment. This will minimize the number of people entering and exiting the building.*

*We are excited to be here to support your family as an “**Emergency Child Care Program**”. We know that these changes may be difficult. Please know that we are following the suggested protocol that allow us to be open while ensuring the safety of everyone involved.*

*Thank you for your patience and understanding through all of this.*

*Warmly,*



*Lorie Tweedy  
Center Program Director*

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# Rochester Child Care Center Inc.

On May 8, 2020 Rochester Child Care Center was designated an “**Emergency Child Care Program**” by the State of NH, Department of Health and Human Services. This allows the center to reopen as an essential service to provide child care services to parents who need to return to work. This designation has required the center to implement protocol that will allow it to maintain a safe environment for staff, children, and families. Please read the protocol below. Then sign and date it indicating that you have read, understand, and agree to follow these protocol.

## **Emergency Child Care Program Agreement**

### **Health and Safety Protocol:**

- \*If anyone in your household has traveled internationally or out of state to an area with a higher risk of COVID-19 outbreaks (in the past 14 days), you must follow the CDC recommendation of a 14-day quarantine.
- \*If you have a preexisting medical condition or a compromised immune system you must stay home.
- \*If you or your child are sick: fever of 100.4, runny nose, sore throat, fatigue, head ache, loss of taste or smell, cough, flu like symptoms, a suspicious rash, or shortness of breath you will not bring them to the center.
- \*If anyone in your household has been in close contact with someone with a confirmed case of COVID-19 you must follow the CDC recommendation of a 14-day quarantine.
- \*You will drop off your child between 7 and 9 a.m. During drop off only one parent/guardian will bring the child to the drop off area. Both the child and adult will be screened at this time.
- \*At pick up only one parent/guardian will press the call button at the entry way and will wait at the door for a staff member to bring their child to them.
- \*You will provide extra clothing for your child in a back pack or other sealed container. No other items will be brought into the center from home.
- \*If your child presents with symptoms of illness during the course of the day you will see that they are picked up within 1-hour of being notified. Your child will not return to the center until symptom free and fever free without receiving fever reducing medication.
- \*If your child’s teacher presents with symptoms of illness during the course of the day you will come and get your child within 1-hour of being notified. You will not return your child to the center until you have been informed that the teacher has been cleared to return.

### **Tuition Payments:**

- \*Weekly tuition payments will be made via: phone call using a debit/credit card; mail using a check; or at the door after pressing the call button.

I, \_\_\_\_\_, certify that I have read and agree to follow all protocol  
*Print name*  
noted above for as long as RCCC is a designated Emergency Child Care Center.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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