



Daycare by Joy

Policies and Procedures

Handbook

The following policies and procedures are set forth to provide children with a safe, clean, and comfortable environment where they can grow, learn, and play with guidance, love, and care. These policies and procedures will be kept current, made available to parents, and used to govern the daily operations of Daycare by Joy along with regulations and standards set forth by the Maryland State Department of Education. These policies become effective upon acceptance by the parent/guardian and the childcare provider.

Daycare by Joy

Felicia J. Gillis, owner/provider

License # 257327

4524 Runnymede Rd

Owings Mills, MD 21117

***(667) 298-0081 parent's line (cell)**

(410) 363-1429 daycare land line

Email: daycarebyjoy@gmail.com

Website: www.daycarebyjoy.com

As the provider/owner of Daycare by Joy, I believe all children should receive high quality, inclusive, stimulating, and affordable childcare that is safe and nurturing. All children are provided with opportunities to interact with their peers in a developmentally appropriate environment that is welcoming of children of all abilities that offers a balance of child initiated and teacher directed activities. Daycare by Joy promotes each child's social, emotional, physical, and cognitive development and is committed to serving families and strive to give parents a sense of trust and a peace of mind.

Admission Requirements

All necessary enrollment forms must be completed and returned prior to admission. Medical paperwork must be completed by the doctor and returned within 14 days of enrollment. It is the parent's responsibility to ensure all forms are updated immediately upon changes and at least once per year.

Forms Needed

- * Enrollment Application (\$25 fee)
- * Policies and Procedures Handbook Contract
- * COVID-19 policy
- * Emergency Form
- * Health Inventory/Immunization Record
- * Permission to Administer Medication (if applicable)
- * All About Your Child information sheet

Supplies Needed (required)

- * Change of Clothes (season appropriate)
- * Diapers or Pullups (replenish as needed)
- * 3 Bottles for infants/1 sippy cup for toddlers

Donations accepted (not required)

- * Fragrance free baby wipes
- * Antibacterial hand soap
- * Disinfectant wipes or spray
- * Paper towels & toilet paper

Required Reporting

The family childcare provider is a mandated reporter of suspected abuse, neglect, or deprivation of a child. This means the law requires the provider to report any suspected or known abuse, neglect, or deprivation to the department of Family and Children Services.

Daycare by Joy is a licensed home daycare that complies with state licensing regulations and standards. These regulations and standards relate to the home, health, safety procedures, nutrition, record keeping and caregiver to child ratios. The provider is certified in Emergency Preparedness, CPR and First Aid, Basic Health and Safety, Including All Children and the American Disability Act, Developmental Delays, Social Emotional Development (SEFEL) Medication Administration, Children with Special Needs: Autism Spectrum Disorder, Childcare and Covid 19, Sudden Infant Death Syndrome and Breastfeeding Support.

Children may be enrolled full time from 6 weeks through 6 years old. Full time childcare is four or five days a week Monday through Friday between 7:30am and 6pm. Part time childcare is limited days, less than 4 full days and based on availability. No before or after school will be available once the child leaves the program. Tuition rates are based on age groups: infants 6 weeks – 24 months \$250 and toddlers 2 – 5 years \$200.

Tuition will be due on Friday by the end of the day. If payment is not received by the due date, a late fee will be charged in the amount of \$25. Tuition and late fee must be paid to return to daycare. Tuition must be paid in full weekly even in the event of an absence.

Custody Agreements

In cases of custody agreements, Daycare by Joy requires that we have all copies of legal documents stating who has custody of the child(ren). The provider does not have legal authority to prevent a parent from picking up his/her child(ren) unless the proper documentation (court order) is on file.

Pickup and Drop Off

Drop offs must be no later than 8:30am to receive breakfast and by 9am to begin daily activities. A parent or guardian must escort the child to the door of the daycare for drop off. At pick up, the child will only be released to an adult or authorized person from the Emergency Form. Your contacts should know that they have been recorded on the Emergency Form and are responsible for picking up your child in the event of an emergency if you are unavailable. The Brightwheel app is used for attendance and downloaded during enrollment. Parents or authorized adults are required per state regulations to sign the child in and out. If another person not listed as an emergency contact must pick up the child, the parent must email the provider with a name and authorization to release the child. The alternate person must show identification and sign the child out to be released. Drop offs should be limited to 5 minutes or less so the child can adjust and start daily activities. No drop offs after 9am so we can maintain the learning schedule and no pickups between 12pm - 230pm due to lunch/naptime. If an emergency or situation should arise which alters drop off or pickup time, please notify the provider immediately for approval. Please do not block the driveway before 9am or after 5pm especially if two vehicles are in the driveway. It is required that toys/electronics from home be left in the car or at home, so as not to be lost, broken or envied by the other children. Parents may message, text or call when they arrive so the child can be ready for pickup especially in extreme weather. Once the child is ready, your text will be returned to proceed to the door.

Termination

The first 14 days are considered a trial period. During that time, either party may terminate the contract at any time without notice however the tuition for the week must be paid in full. After the trial period, a 2-week written notice by the provider or parent must be submitted to terminate an existing contract. The parent will then be responsible to render payment for the remaining 2 weeks of the contract unless the contract is terminated by the provider for reasons that are detrimental to the provider and children in care. If a child displays uncontrolled negative behavior such as but not limited to hitting, biting, spitting, punching, throwing objects, etc. that doesn't improve with redirection, other resources and/or intervention, the result is termination. In such cases, the parent will be responsible for the current week's tuition. The contract will be automatically renewed, and any updates will be delivered to the parents via email and posted when they should arise.

Holidays and Time Off

Daycare by Joy is open Monday through Friday 7:30 am to 6:00 pm. The daycare will be closed on the following days and major holidays which includes New Year's Day, Martin Luther King Jr. Day, March 30th, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Black Friday and Christmas Day and December 26th. March 30th, Black Friday and the day after Christmas will be taken in lieu of the major holidays President's Day, Veteran's Day and Columbus Day. A 30-day notice will be given for vacation time from the provider. A two-week notice will be given for personal days and as soon as possible in the event of illness or emergency. Personal days will not be charged to the parent however the days listed above are included in the tuition. A one-week vacation per calendar year taken by the family or the provider will be paid at 1/2 the tuition. Should a family take more than one vacation per year, all subsequent vacations will be at full tuition to hold the space for the child. If the provider takes more than 1 vacation per year, only one vacation will be paid at half tuition and all subsequent weeks will not be invoiced. All days listed above that the daycare will be closed can be found on the calendar in the Brightwheel app as a reminder.

Substitutes

Although the provider will strive to be available each day the daycare is scheduled to be open, in the event an emergency arises the state registered substitute of the provider will be notified. The parents will be informed of a substitute if the provider is unavailable for any reason. In the event the substitute is unavailable, the parents will be notified immediately of the closure. The state authorized substitutes for Daycare by Joy are **Robert Gillis, Ahmad Johnson and Amani Johnson**. All substitutes are certified in CPR and First Aid and have passed a background check. Ahmad and Amani are also certified in Basic Health & Safety, SIDS & Breastfeeding Support, COVID19 in Childcare and Including All Children and the American Disabilities Act. The provider and substitutes are required by MSDE to follow state regulations and maintain standards through annual training for development.

Payment and Late Fees

Tuition is due weekly on Friday by the close of the day. If payment is received after Friday, there will be a late fee of \$25 charged and invoiced with the following tuition payment. Tuition is based on the contract and must be paid to hold a space in the daycare even if the child is absent. A late fee of \$10 per every 15 minutes after 6pm will be charged for late pickups and will be invoiced with next tuition payment. Tuition payments can be paid (without any additional fees) by cash, Cash App using cash tag **\$daycarebyjoy** or Zelle using **daycarebyjoy@gmail.com** or **(667) 298-0081**. Credit/debit transactions made via QuickBooks invoice or card reader will be charged a 3% processing fee.

Child Care Scholarship Vouchers

Daycare by Joy is a participant of Maryland Excels with a quality rating Level 1 which allows acceptance of vouchers from the Child Care Scholarship program. Maryland Excels allows participating programs to be recognized for their commitment to high-quality childcare and early education. As a provider, I am committed to continuous quality improvement by meeting standards that exceed the state licensing requirements. Scholarships and copayment agreements must be presented to the provider in a timely fashion, so payment is not delayed. Copayments are due on Friday and follow the same rules as regular tuition payments. If you receive any information regarding a change in voucher payment amount, change of circumstances or assigned a new voucher, you must immediately notify the provider and submit the paperwork to be completed and emailed. If your paperwork is not submitted in a timely fashion and payments are delayed, you will be responsible for tuition and reimbursed when CCS renders payment. Invoices will be emailed on Wednesdays, and you will receive a receipt upon payment by the Child Care Scholarship program which is bi-weekly.

Child Care Tax Statement

For tax purposes, parents/guardians will be given a childcare expense statement by January 31st each year with the provider's signature and tax identification number on Daycare by Joy letterhead.

Nutrition

Daycare by Joy receives support from the Child and Adult Care Food Program (CACFP) to serve healthy meals to children. Meals served must meet USDA's nutrition standards. All children will be provided breakfast, lunch and 2 nutritious snack per day. Parents must sign up for the food program during the enrollment process with a link provided by the provider. Milk (cow's milk or Lactaid) will be provided with all meals. Infants from age 1 until 2 will receive whole milk and after 2 years of age will be switched to 1% or fat free per CACFP guidelines. If your child requires any other milk such as almond, soy, etc. you must provide a note from the pediatrician. If juice is offered with the healthy afternoon snack, it will be 100% fruit juice. Water will be available throughout the day. The menus will change from week to week and will be emailed monthly and posted in the daycare. Meals served will always provide a well-balanced diet which will include whole grains, fruits and/or vegetables three times per week. Fat, sugar, and salt served by the

program will be limited in the food. Special diets with slight modifications to the meal served are available for children with special dietary needs or allergies. Special diets that require preparing a separate meal will need to be provided by the parent. Meals from home will be monitored to abide by the nutrition policy and supplements will be offered as necessary to ensure all children are receiving nutritious, balanced meals and snacks. If you are planning to arrive after 8:30 am, please make sure your child receives breakfast before arrival. Daycare by Joy will abide by the following meal schedule: Breakfast 8am, AM Snack 10am, Lunch 12pm and PM Snack 3:15pm.

Screen Time

Your child will enjoy activities ranging from arts and crafts, games, songs, storytelling, exercises, shapes, numbers, colors, alphabet, and various other educational and entertaining activities. Children will have screen time activities that are both passive and interactive. Passive technology is noninteractive television, videos, and streaming media. Children under 2 years of age and under are not permitted to view any passive technology. Children two years and older are limited to thirty minutes of age appropriate, educational passive technology per week. Limited use of interactive technology may support, but not replace, creative play, physical activity, hands on exploration, outdoor experiences, social interactions, and any other developmentally appropriate learning activities for ages 2 and older. No child will be permitted to view any passive or interactive during meal or snack. Media with brand placement or advertising for unhealthy or sugary food or beverages will not be allowed. If an exception to the weekly passive technology viewing limit is made, a written record of the exception will be kept on file. Computer use is limited to 15 minutes increments per child, except for school age children who are completing homework, schoolwork, or enrichment activities.

Physical Fitness

Outdoor play will be on the daily schedule twice a day as the weather permits. If the weather does not permit, the children will engage in indoor exercise along with music and movement to keep them active. The children do not engage in outside play if it is especially cold or windy (32 degrees or lower) or exceptionally hot or humid with a heat index of 90 degrees or higher. The children will not play outside if there is severe weather such as thunder and lightning, hail, heavy rain, snow or severe weather watch or warning from the local news. Children must have weather appropriate clothing, shoes and outerwear. The change of clothes supplied by the parent must be exchanged seasonally and when the child out grows the clothes provided.

Inclusion

Daycare by Joy welcomes all children regardless of culture, creed, developmental abilities, or special health care needs. I provide an inclusive environment that will be adapted to the needs of the child with reasonable modifications. If your child has an IEP or IFSP, please share the IEP or IFSP with Daycare by Joy. By sharing this document, we can work together in meeting the goals established and allow the program to work effectively with families and service providers.

Nap Time

An observed nap time is incorporated into the daily schedule. Infants will be able to nap in pack and plays during the 2 nap periods of 1 - 2 hours per day. For toddlers, nap time is 90 minutes, and a mat/cot will be provided. Daycare by Joy will also provide a blanket, crib sheet and pillow to make sure the child is resting properly. For infants, a one-piece zippered blanket (sleep sack) will be provided. The blankets and sheets will be laundered and sanitized weekly. If your child is unable to fall asleep, they will be required to take a rest period of 30 minutes to an hour and participate in quiet activities. Babies aged 12 months or younger will be placed on their backs for napping and will be visually checked every 15 minutes. If babies require a different sleep position or sleep device for a medical reason, medical documentation from the prescribing doctor must be provided with device name and instructions of use.

Safety

The daycare provider is certified in Emergency Preparedness and will follow proper protocol in the event of an emergency to ensure the safety of all children. Depending on the event, we may have to “shelter in place,” evacuate and have other procedures in place to ensure the safety all children. If an evacuation occurs, the children will be relocated by the provider to **Baltimore County Public Library at 10302 Grand Central Ave, Owings Mills, MD 21117 or 5406 Marsh Hawk Way, Columbia, MD 21045**, and the parents will be notified after a safe evacuation of the location. Children will have a monthly fire drill and a disaster drill twice per year to make sure they know how to stay safe in the time of an emergency. A first aid kit is available on site for minor injuries. Parents will always be notified of any injuries or disasters such as power outage, flooding, fire, or any medical emergencies that may arise. The Emergency Escape Plan and Emergency Preparedness Plan are posted on the center clipboard above the desk in the daycare. Emergency numbers are posted by the front door and above the desk.

Illness/Injury

State regulations do not allow sick children in daycare. Parents of any child who becomes ill or injured while in care will be notified immediately after maintaining the child’s safety. If professional medical attention is required, 911 will be called and the child will be transported by ambulance to the nearest hospital. The daycare provider cannot authorize treatment so therefore a parent will be notified prior to a child being transported and must go directly to the hospital for the treatment of the child. If a major injury should occur, it will be documented on a Reportable Child Incident form and signed by the parent and the provider. A copy of the form will be kept in the child’s file and one given to the parent. A copy will also be sent via email to my licensing specialist, Anna Trzos, at the Baltimore County Office of Child Care within 24 hours of the incident.

The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in daycare because of the many close physical interactions between children and adults. Any illness that does not require professional medical attention but produces however not limited to the following:

vomiting, elevated temperature of/over 100.4 degrees, diarrhea (3 or more loose bowel movements), unexplainable rash or moderate discomfort to the child, the parent will be notified for early pick up and must be picked up within an hour. If the child is sent home for a fever, diarrhea, or vomiting, the child may return to daycare **24 hours AFTER** symptoms of the illness subside without the aid of medication, the risk of transmission has been eliminated, and the increased need of adult attention due to the demand of the sick child has diminished. If the child has a contagious illness or has been out of daycare for 3 days, a doctor's note is required to return to care. Parents should notify the provider if a child has or has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice) Respiratory Syncytial Virus Infection (RSV), Bronchiolitis, Streptococcal Infection (strep throat), Ringworm, COVID 19, Influenza, Pneumonia or Hand Foot and Mouth Disease. Exposure to a contagious disease is no reason for exclusion, however contraction of any of the above requires exclusion and a doctor's note to return.

A first aid kit is kept on site, the provider as well as substitutes are certified in Basic Health & Safety and CPR & First Aid. Emergency forms are updated annually in January. If you have a change of address, phone number, employment or emergency contacts, the provider must be notified with the new information to update the form.

Administration of Medication

The provider of Daycare by Joy is a Certified Medication Administrator. No child will be given medication, prescription or over the counter, unless the parent/doctor gives written permission. In order to administer prescription medication, the Medication Administration Authorization form filled out by the doctor and signed by the parent. For topical medication you must fill out the Topical Basic Care Product Application Authorization Form. Each time your child will need medication, a new form will be required. Prescription medications need to have a prescription label affixed to the original bottle or package with the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. Over the counter medications must be in the original bottle or packaging with the name of medication and dosage instructions clearly visible. The parent must write the child's name on the medication. If a child is prescribed medication or over the counter, the first dose must be administered at home and monitored for adverse or allergic reactions. The medication administration form must be completed before any medication is given to the provider to administer. If the child is prescribed medication, you must ask the doctor for the form, and it will be completed at the doctor visit, or a form can be emailed by the provider to the parent. A copy of this form will accompany the handbook and can be copied and printed if needed.

Discipline

Good behavior will be praised and often rewarded however in a child's growing process negative behavior may occur that will need to be disciplined. Discipline shall include positive guidance, redirection, and setting clear cut limits and expectations that foster the child's ability to become self-disciplined. Throughout the day, several choices will be offered such as different toys or area of the room. The child will be redirected to different activities and given options to make wise decisions regarding their behavior. Daily rules and expectations will be

established with feedback from the children to understand and retain the rules of the day. A separate area with sensory toys, books, a weighted blanket and a bean bag chair will be designated for reflection time. Reflection time will be used for children ages 3 and over to regain self-control in the provider's visual contact. In addition, children will be given the opportunity to problem solve with the provider and their peers to make better choices in their behavior. The provider will take in to account the child's developmental stage, tolerances, and ability to learn from reflection time. If a child's behavior is continually distracting or dangerous to others, a conference will be held with a parent.

Diaper and Toilet Training

It is the parent's responsibility to provide diapers and a change of clothes for the infant/toddler in care. Each child will have his/her own labeled bin for their belongings. Diapers will be checked frequently and changed every 2 hours or as needed. Handwashing is an essential part of diapering and will be done with every change. Toilet training is encouraged and supported. The initial start of potty training must be introduced at home for 2 weeks with success before it can be done effectively at daycare. Parents of toddlers that are potty training are required to supply disposable underwear as needed. Children can wear cotton underwear after they have been accident free for 2 weeks.

Communication

The communication lines between the provider and parents should always be open. Therefore, the provider can be contacted at any time for any questions, concerns or to check on any child in care. If the provider is unavailable, please leave a voicemail or text message to **(667) 298-0081** or send a message in the Brightwheel app and you will be contacted as soon as possible because your child's safety and wellness is the priority of Daycare by Joy. If your child will be absent or you are going to be later than the time agreed upon in your contract, please let me know as soon as possible so that I may adjust my schedule. You may also send messages through the Brightwheel app. The provider will communicate via the app for daily updates, pictures and/or videos of your child, lesson plans and a monthly calendar of events and closings. By signing the contract, you agree to give the provider permission to take pictures or videos of your child for use in the Brightwheel app, email or text to the parent. Pictures and videos will not be used for any other purposes and never shared on any social media outlets.

Conferences

Parent/teacher conferences will take place in the fall and in the spring to discuss the child's progress. The conferences will be prescheduled and will last about 30 minutes per child. The provider will inform parents/families through email and the dates will be posted in the daycare. Due to the Pandemic all conferences will be held via phone by voice or video call and the content of the discussion will be emailed prior to the conference.

Pets

Daycare by Joy does have a small family dog named Precious. She is an 11lb, Shih Poo "Shih Tzu Poodle mix" who stays upstairs gated off from the daycare during the hours of operation, however she does pass through to go outside. For this reason, Precious will be introduced to the children in care so she is familiar with them and they are comfortable with her. She will not be allowed to stay in the daycare area or play with the children. The family pet is well groomed and vaccinated with all required paperwork including a Rabies certificate and shot record.

Inclement Weather

In the event of inclement weather, the daycare will remain open unless a state of emergency is declared or if travels become unsafe for all involved. In the event of a major snowfall or freezing rain, the daycare may have to delay opening for shoveling and deicing purposes to ensure safety and you will be notified by 530am. Parents will be contacted via the Brightwheel app and/or text if early dismissal must occur or the night before if the daycare must close for the day due to unsafe weather conditions. On inclement weather days or emergency situations, contact the provider as soon as possible to inform of an absence or lateness. Please allow yourself travel time to safely pick up your child by the closing time specified in a bad weather event.

Curriculum

The curriculum for learning varies with age and the development stages of each child. In order to meet the needs of children, Daycare by Joy will utilize the Healthy Beginnings as a guideline to support and encourage the child's development and learning skills from birth to age three in the following areas: physical, cognitive, emotional, language and social development according to those guidelines which can be viewed at **www.marylandhealthybeginnings.org**.

Daycare by Joy also uses Mother Goose Time Early Learning Curriculum along with Healthy Beginnings for planning activities and lesson plans. My program utilizes Healthy Beginnings which supports birth to age three as a resource and it aligns with Maryland's Early Learning Standards to help develop and nurture a child's growth and learning with preschool children, I use Mother Goose Time Early Learning Curriculum which supports age 2 through 5 years old. I will reference the Maryland's Guide to Early Childhood Pedagogy Birth to Age 8 for each academic domain which is supported by Maryland State Department of Education.

I will adapt the curriculum to meet the individual needs of children in my program. For example, lesson plans will be created to support every child's developmental and learning goals according to the curriculum and abilities. Activities on the lesson plan will be customized to focus on and nurture the child's experiences and interests. I will also search the internet for developmentally appropriate activities. Lesson plans will be altered to child meet individual goals and milestones and support any IEP (Individualized Education Program) or IFSP (Individualized Family Service Plan) presented to the provider.

Our MSDE approved curriculum allows each child to have a supportive environment. Every opportunity will be afforded for the child to develop self-control, allow their personality to flourish, develop large and small muscle groups, learn and use new language skills, enhance social interactions, establish themselves as individuals and understand his or body through care and expression.

Special Services

The school district or an outside agency of your choice can provide screenings for children who might have special needs. Daycare by Joy will work with Infants and Toddlers, Child Find, Abilities Network and many other programs to support the needs to the child. If you have an approval for services for a child, the outside therapist may provide those services at Daycare by Joy with an agreement between the provider and parent. The provider can do referrals for outside agencies to better assist the child who may have a learning disability, developmental delay, mental health or behavioral issues.

Contract for Daycare by Joy

- I have read and fully understand the policies and procedures in the handbook.
- I agree to abide by the policies and procedures set forth by Daycare by Joy.
- I have received a copy of the Policies and Procedures Handbook for my own records or opted to view on the website.
- By signing below, I am hereby entering into a contract with Daycare by Joy for childcare services.
- __I do __do not give DBJ permission to photograph or video my child for use in the Brightwheel app, arts and crafts or on display in the daycare only. No pictures will be placed on any social media outlets.

Parent/Guardian

Signature_____ Date_____

Provider Signature_____ Date_____

*Updated 12/01/22

COVID-19 (Coronavirus) Policy

- Pickups and drop offs will be limited to the front door of the home daycare. Contactless sign in/out and daily communications will be conducted through Brightwheel and the app must be downloaded prior to initial drop off.
- Drop offs are expected at contracted time. Parents have the option to call or text (667) 298-0081 with an estimated arrival time to ensure the child will be ready especially in bad weather. Upon arrival, call/text the provider and you will be met at the front door with the child. Only one parent at a time at the door at drop off or pickup.
- Temperatures will be taken and recorded at drop off, pickup and during toilet time/diaper changes. If your child should spike a fever while in care, the child is expected to be picked up within an hour. Temperatures of 100.4°F or above and/or symptoms of COVID must be seen by a doctor and require a written release to return to care. If the child has an elevated temperature and/or COVID symptoms at drop off, he/she will not be allowed in daycare.
- Daycare by Joy will be disinfected and sanitized daily. Throughout the day, safe cleaning practices will be followed. Blankets, sheets, pillows are provided by Daycare by Joy and will be laundered and sanitized weekly or as needed. Bedding will not be shared and will be labeled for individual use only. Toys will be disinfected daily and deep cleaned weekly. Hard to clean toys have been removed from the daycare. Absolutely no toys or other items from home will be allowed.
- If the provider or immediate family in the home display symptoms and tests positive for COVID-19, you will be notified immediately, and the daycare will be closed for a 10-day quarantine and deep cleaned. The same rule will apply to the parent or child in care along with the immediate family in their home. Anyone who contracts COVID-19 will need to test negative upon reopening of the daycare. I will contact my local health department as well as the Baltimore County Office of Child Care for guidance and best practices.
- If Daycare by Joy must close for a 10-day quarantine, tuition will be reduced by 50% during that time to reserve your space if the time goes beyond 10 days including the weekend no tuition will be required and your space will be reserved.
- If any family travels out country during the pandemic, you must be quarantined for 5 days from the daycare and have a negative COVID test result to return to care.

COVID-19 (Coronavirus) Policy *continued

*Face shields and/or masks (1 per child) are available and worn (if tolerated) to reduce the spread of germs. Children will also be encouraged to cover coughs and sneezes using the inside of their elbows. Proper handwashing techniques per CDC guidelines will be followed and be more frequent. Social distancing will be done as much as possible by rotating play stations and distancing cots at naptime.

*Please notify the provider immediately if you, your child, or immediate family present symptoms, require testing due to exposure and/or test positive for COVID-19.

As a family and business, we practice social distancing and are following CDC guidelines, as well as state and county mandates to ensure that we all stay safe and healthy. We ask that you do the same for the health and safety of your family, my family and the other families that have trusted Daycare by Joy with care of the little ones.

Thank you for choosing Daycare by Joy! We are in this together!

By signing below, I agree and will honor the COVID-19 policy set forth by Daycare by Joy and have received a printed copy or viewed online per the CDC guidelines.

*Parent/guardian signature required

Date

*Provider signature required

Date