



MECLC Reopening Plan

MECLC is very excited to announce that we will be reopening on Monday, August 10th. There will be many changes to our center program due to meeting the new regulations and “Best Practices” for reopening childcare centers in Ohio. These changes are being put into place immediately for the health and safety of your child(ren) and the MECLC staff. We understand that the new regulations may take time and patience for everyone to adapt to them. MECLC will work together with all of our families to continue to provide a high-quality childcare program for your child(ren). Please note these new regulations and “Best Practices” may be on-going and may change while we are under the new restrictions to remain open. We will continue to research and communicate any new changes to you as soon as they will be available and implemented at MECLC.

MECLC follows the Ohio Department of Education (ODE) licensing rules, and the “Best Practices” for childcare and preschool programs. Staff will be trained on all new childcare and preschool state regulations including the new “Best Practices” prior to reopening MECLC.

General information –

- MECLC will not close unless the Governor instructs childcare programs to close, or if there is an illness related issue and we must close for a specific amount of time. This announcement will be on the Madison School District website www.mlisd.net and it will also be on WMFD.
- Masks will only be required for all school age students (Kindergarten - 6th grade) if Richland County is a level 3 or higher as decided by the state of Ohio. Levels 1 and 2 masks are highly recommended, but not mandatory. Please note this may change at any time, and you will be required to have a mask available for your child to wear while they are attending MECLC unless you have a doctor’s note to excuse them from wearing a mask.
- Birthday treats, room parties, and shared snacks will not be permitted for the 2020-2021 academic school year to limit sharing of food items.
- Drinking fountains will be closed. School age students may bring a pre-filled water bottle with their name written on the bottle. These must be kept in your child’s locker/cubby area in their classroom and they must go home daily to be washed. All other program areas will have water/cups available for children as needed throughout the day.

- Parent/ Teacher conferences will be conducted through phone calls only. No in person conferences will be permitted until further notice.
- Field trips will not be permitted as this time. This will be reassessed later in the school year.
- Preschool Open House – NEW Preschool students only may attend. If your child is a returning preschool student in the MECLC program please do not attend so that we can avoid large gatherings. Preschool open house will be for NEW Preschool students on 8/17 from 5:00pm-6:00pm. Preschool teachers will contact all NEW preschool families to sign up for the open house if you plan on attending.
- We will have a building open house at a later date for all center families and the community to tour the new building once we are allowed to have large gatherings again in the future.

Due to the increased expenses to meet the new COVID restrictions and requirements set by the state for childcare facilities, MECLC will have a tuition increase beginning 8/10/2020. The following will be the new tuition rates:

Program	Part time	Full time
Infant	N/A	\$145
Toddler	N/A	\$140
Preschool	\$80	\$125
SA – AM or PM	\$45	N/A
SA – AM and PM	N/A	\$65
SA - Summer	N/A	\$110

*Changes will be on-going, and may be made to the new procedures at the discretion of the director for the safety of all the children and staff in the MECLC program.

If you have any questions, please contact me at nrepp@madisonrams.net or 419-589-7851. You may also contact the office staff, and they can help answer your questions.

Sincerely,

Mrs. Repp, Director

NEW Center Procedures and Best Practices

Hours of Operation:

Due to the new ratio requirements, reduced group sizes and pick up/drop off procedures; it will be necessary to operate under shortened hours. Beginning 8/10/2020 until further notice the hours at MECLC will be 7:30am-5:00pm, Monday through Friday. These operating hours are not permanent. However, they will be maintained until the state increases the childcare ratios, and while we must follow the COVID requirements for the health and safety of the children and staff. Then at that time an announcement will be made to all MECLC families as to when the operating hours will increase.

Meals:

Program meal schedules will be changed due to the ability of the center to provide meals to all children in the different program areas, and to reduce the need to combine children due to daily program schedules. Please see all new schedule changes at the end of this packet.

Pick Up/ Drop Off:

Parents will only be permitted to come inside to make their weekly tuition payments and to check in/out their child on the JFS tablet at the main office area. No one will be permitted to enter the building past the gym doors. **Drop off hours will be 7:30am-9:30am, and pick up hours will be 3:00pm-5:00pm.** These hours will be strictly enforced. You may only drop off and pick up your child(ren) during these times due to staff must be present to meet you at the main doors for the arrival and dismissal of your child(ren). If you need to drop off or pick up your child(ren) for an emergency purpose, and it's not during these specific hours you will be required to contact the office to make prior arrangements.

During the drop off time a teacher will meet you at the main doors, take your child's temperature, and then take them to the restroom to wash their hands. They will then take them to their classroom. You will continue to be responsible to make sure your child is checked in at the front desk with the front desk staff, and make any needed tuition payments, etc. Children may not stay for preschool or childcare if they have a temperature above 100.0 degrees. No exceptions will be made.

During the pick up time a teacher will meet you at the main doors. Then they will pick up your child(ren) from their classroom(s) and take them to the restroom to wash their hands. After your child washes their hands the teacher will bring them to you at the main door area for dismissal. You will continue to be responsible to make sure your child is checked out at the front desk with the front desk staff. We understand that it may be an inconvenience to have designated drop off and pick up time for your child(ren). However, in order for us to ensure we will have staff available to meet this new best practice state regulation we must adhere to this new procedure during this time for the safety of all the children and staff at MECLC.

Exclusion from Care:

Based on the new regulations set forth by the CDC, Richland County Health Department, and our licensing agent ODE, we will be enforcing a very strict policy on sickness. **If your child has a fever of 100°F or higher, they will not be permitted to attend the center and will be sent home immediately.** The child will be required to be fever free for 24 hours without a fever reducing medication given, and the child will not be allowed to attend the center for no less than 10 days from the symptom onset. If other symptoms are present a doctor's excuse may be required by the office to return to childcare. **Your child may be permitted to return sooner than the 10-day window in lieu of a physician's alternative diagnosis with a doctor's note.** If anyone is at home sick (including a sibling in the center) your child should not attend the childcare until the person is fever free for 24 hours without medication. **Your child will not be permitted to return sooner than the 24-hour window even with a doctor's excuse.** We have purchased 4 new infrared (no touch) thermometers and have had them properly calibrated. If you are contacted to pick up your child due to a fever of 100°F or higher you will be required to pick them up immediately from the childcare center, or you will need to send someone from the pick up list or emergency contact list on your child's enrollment information form. Please make sure all of the people listed on the pick up list and emergency list including phone numbers is accurate on your child's enrollment form.

Blanket/Stuffed Animal for Napping:

Blankets and stuffed animals must be kept in plastic bags and stored in the child's cubby when not in use. These will go home every Friday to be washed. Please remember to take your child's blanket and stuffed animal home to wash them. This will help keep our building and classrooms clean.

Backpacks/Change of Clothes/Diaper Bags:

Backpacks will not be permitted in the center for any program area except school age students. All school age students will keep their backpacks in their locker/cubby and they must go home every evening at dismissal. No

belongings will be permitted to stay in a child's locker/cubby overnight except for a child's change of clothes and their blanket/stuffed animal for napping. These must be placed in plastic bags, labeled and placed in your child's cubby.

Diaper bags will not be permitted in the center. Parents may send in supplies (diapers, wipes, formula, etc.) as needed in a plastic bag and the items will be stored with the child's personal belongings in their cubby. You will continue to receive a daily infant record upon pickup and this will indicate what items need replaced as needed.

Car Seats:

Car Seats will not be permitted inside the building at any time. Parents will be required to remove their infant from their car seat before the child comes into the building.

Important Information on Procedure Changes Within Our Center:

The information and policy changes that are included in this packet are being given to childcare programs by ODE and ODJFS. The link for the informational sheet is below. We will follow the "Best Practices" when possible. I have listed the best practices below, and outlined how MECLC will adapt them.

https://coronavirus.ohio.gov/static/responsible/Sector-fact-sheet-8-Child-Care.pdf?fbclid=IwAR0zImfA2wCbptl2wEzxXxYyVYos7DdvZgqINAAaLiT_gf_mZl-wJgGaD1m

Recommended Best Practice: General

Child care workers should wear a cloth face covering, unless it is unsafe for them to do so. Cloth face coverings should not be worn if the person has trouble breathing, is unconscious, is incapacitated, or they are unable to remove the mask without assistance

- **This is highly recommended, but not mandatory at a Level 1 or 2 unless Richland County is a level 3 or higher as decided by the State of Ohio. Then all childcare workers will be required to wear a mask. The State of Ohio may directly change this order at any time.**

Recommended Best Practice: Pick Up / Drop Off

Providers should modify pick-up and drop-off to ensure social distancing.

Providers may stagger drop-off and pick-up times to reduce contact between families.

- **Parents will only be permitted to come inside to the main office area and may not enter the building past the gym doors. Drop off hours will be 7:30am-9:30am, and pick up hours will be 3:00pm-5:00pm. These hours will be strictly enforced. If you need to drop off or pick up your child(ren) for an emergency purpose, and it's not during these specific hours you will be required to contact the office to make prior arrangements. Please read the Pick Up/Drop Off procedure above on page 2.**

Parents or caretakers should, when safe to do so, wear a mask for pick-up and drop-off.

- **This is highly recommended, but not mandatory at a Level 1 or 2 unless Richland County is a level 3 or higher as decided by the State of Ohio. Then all childcare workers and everyone that enters MECLC will be required to wear a mask. The State of Ohio may directly change this order at any time.**

The same parent or caretaker should conduct pick-up and drop-off each day.

- **This is highly recommended if possible.**

Providers should conduct “curbside” pick-up and drop-off where possible. A single employee should operate child pick-up and drop-off, escorting all children to and from their classroom.

- **There will be 2-3 Teachers in the AM (7:30 am – 9:30 am) and 2 Teachers in the PM (3:00 PM – 5:00 PM) that will assist with the arrival and departure of all children. These Teachers will not change unless an unforeseen circumstance occurs.**

Childcare providers should limit parent and visitor entry into the facility.

- **Parents will only be permitted to come inside to the main office area to pay their weekly tuition and to check in/out their child on the JFS tablet. No one will be permitted to enter the building past the gym doors. No visitors will be allowed to enter the facility at this time unless approved by the office for an emergency.**

Recommended Best Practice: Throughout the Day

Child care providers should cancel all field trips, excursions, and large-group events such as parties.

- **All field trips will be postponed until further notice. No large group center events will be permitted until further notice.**

Child care providers should, to the extent possible, prevent groups from mixing.

- **MECLC will provide additional staff in the AM and PM to limit the number of children combining with other groups of children. There may be times that combining classes will be necessary to stay in teacher to student ratio.**

Children of the same employer, to the extent possible, should be in the same group.

- **Due to the reduced ratio numbers additional staff that was hired will be providing additional care to children during the AM and PM hours to limit combining of children. Children will be placed in groups based on the child's age and ratio size for each specific classroom.**

Teachers should remain with their group throughout the day.

- **Lead teachers will remain with their assigned classroom during the day. The assigned assistant teacher will break the lead teacher daily. Teachers will not change classrooms during the day unless there are unforeseeable circumstances that occurs.**

Support staff should only serve one group of children and should not "float" from room to room.

- **See above**

Child care providers should stagger the use of any communal space, such as playgrounds, lunchrooms, and bathrooms.

- **Gross Motor and Meals will be staggered by class. All classes will be required to eat in their classrooms due to scheduling conflicts. All classrooms have their own bathrooms.**

Providers should sanitize communal spaces between each group of children.

- **The playground and gym (gross motor areas) are the only communal spaces. These spaces will be sanitized immediately after each use and in between each group of children.**

When temporary dividers are used, child care providers should ensure that groups do not mix.

- **We will not use temporary dividers as they will not benefit us in our classroom spaces.**

Providers should use different entrance/exits for each group of students.

- **See above**

Providers should use separate sinks for each group of kids.

- **See above**

To the extent possible, providers should use different bathrooms for each group.

- **See above**

Child care providers should sanitize toys after each use and remove toys that cannot be sanitized.

- **All toys will be sanitized at the end of each night.**

Child care providers should wear gloves while serving food and preparing bottles.

- **All staff wear gloves when preparing and serving meals. Infant staff will wear gloves when preparing bottles.**

Gloves should be changed between bottle feedings.

- **Infant staff will wear gloves between bottle feedings.**

Recommended Best Practice: Confirmed Exposure

Mandatory:

Child care providers may use temporary walls to divide a room into smaller spaces to serve multiple groups, under limited circumstances.

- **We will not be using temporary walls in our center spaces.**

Immediately isolate and seek medical care for any individual who develops symptoms while at the day care facility.

- **Child will be isolated WITHIN the classroom as to not expose or contaminate the rest of the building. Parent/Guardian will be contacted to pick up the child immediately.**
- **MECLC will close the contaminated classroom immediately. The remaining students will be moved to another location within the building. The contaminated classroom will stay vacant until thoroughly sanitized, and the class will resume the following day in the classroom.**

COVID Exposure –

- If your child tests positive for COVID-19 you must contact and notify the center immediately.
- If a student or staff member tests positive for COVID-19 a letter will be sent home to all students that had direct contact with the infected student or staff member.
- Richland County Health Department will be contacted and will work with the center on the appropriate steps to take if there is a student or staff member tests positive with COVID-19.
- Any students or staff member that tests positive for COVID-19 will be required to have a letter from a physician, or the Richland County Health Department releasing them to return to the center.

Please keep this handbook for future reference.



M a d i s o n
 Early Childhood Learning Center
 1035 Grace St.
 Mansfield, OH 44905

School Year Schedule (COVID)

Breakfast

7:30-8:00	School Age 1 & 2
7:45-8:15	Infant 1 & 2, Toddler 1 & 2
7:45-8:15	PreK 1, 2, 3, & 4

Lunch

11:00-11:30	Infant 1 & 2, Toddler 1 & 2
11:00-11:30	PreK 1 & 2
11:30-12:00	PreK 3 & 4

Snack

1:45-2:15	Infant 1 & 2, Toddler 1 & 2
2:30-3:00	PreK 1 & 2
3:00-3:30	PreK 3 & 4
4:00-4:30	School Age 1 & 2

Gym/Outside

8:00-8:40 Gym	4:00-5:00 Outside/GM	School Age 1
8:00-8:40 Outside/GM	4:00-5:00 Gym	School Age 2
9:00-9:30 Outside	3:00-3:30 Outside	Toddler 1
9:30-10:00 Outside/GM	2:30-3:00 Outside/Gym	Toddler 2
10:30-11:00 Outside/GM	3:00-3:30 Gym	PreK 1
10:30-11:00 Gym	3:00-3:30 Outside/GM	PreK 2
11:00-11:30 Outside/GM	3:30-4:00 Gym	PreK 3
11:00-11:30 Gym	3:30-4:00 Outside/GM	PreK 4

Buggy

9:00-9:30	2:00-2:30	Infant 1 (red buggy only)
9:30-10:00	2:30-3:00	Infant 2



M a d i s o n
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Summer Schedule (COVID)

Breakfast

7:30-8:00	School Age 1 & 2
7:45-8:15	Infant 1 & 2, Toddler 1 & 2
7:45-8:15	PreK 1, 2, 3, & 4

Lunch

11:00-11:30	Infant 1 & 2, Toddler 1 & 2
11:00-11:30	PreK 1 & 2
11:30-12:00	PreK 3 & 4
12:00-12:30	School Age 1 & 2

Snack

1:45-2:15	Infant 1 & 2, Toddler 1 & 2
2:30-3:00	PreK 1 & 2
3:00-3:30	PreK 3 & 4
4:00-4:30	School Age 1 & 2

Gym/Outside

8:00-9:00 Gym	4:00-5:00 Outside/GM	School Age 1
8:00-9:00 Outside/GM	4:00-5:00 Gym	School Age 2
9:00-9:30 Outside	3:00-3:30 Outside	Toddler 1
9:30-10:00 Outside/GM	2:30-3:00 Outside/Gym	Toddler 2
10:30-11:00 Outside/GM	3:00-3:30 Gym	PreK 1
10:30-11:00 Gym	3:00-3:30 Outside/GM	PreK 2
11:00-11:30 Outside/GM	3:30-4:00 Gym	PreK 3
11:00-11:30 Gym	3:30-4:00 Outside/GM	PreK 4

Buggy

9:00-9:30	2:00-2:30	Infant 1 (red buggy only)
9:30-10:00	2:30-3:00	Infant 2