

# Barton Creek CDC, Inc.

## Daily Operational Procedures during COVID-19

Thank you all for your continued support and thoughts for the staff and myself, our families and the larger community as we face this Pandemic.

Some changes have been made to ensure a new system is set in place to care for the children during this time. The order has come from the state with many mandates and the staff at Barton Creek CDC, Inc. will follow them learn these new skills and how to function in our new normal.

### New Hours of Operation

7:30 am -4:30 pm will be our new hours of operation ( to limit the time of actual contact between all who assemble in our facility).

### Drop-Off and Pick-Up

Please take your child's temperature before you leave home. Check for signs of illness and DO NOT bring your child to school if he/she has any symptoms of illness.

The Director or Floater will meet the parents outside at check-in station. Please try to have the same parent drop off and pick-up. Parents will use hand sanitizer prior to touching pen and pad to sign in and out. Parent will sanitize child's hands as well. The director will check for signs of illness and then take the child's temperature before taking the child into the building.

Parents must wear masks when they are out of their cars and in the parking lot and keep 6 feet of separation until child is dropped off.

The Director or Floater will take the child to the bathroom, assist the child in hand washing, then escort the child to the classroom. We will repeat this system until all children have arrived and are safely in the building. We will reverse this system as all children leave to go home. If no one is outside when you arrive, please call the school number and someone will come out to greet you: 512-301-4788 for the Preschool and 512-301-4789 for the Infant Center.

### Payments

If paying with cash or checks, the Director will have envelopes for parents at drop-offs. Receipts can be emailed. Parents who pay by credit card can call with the number at 512-461-0339. There is a convenience fee of \$20 for credit card payments.

Online Payments using Zelle or BillPay through your bank are preferred as there are no fees and no physical interaction is needed. PayPal is also available for a convenience fee of \$20. The contact name for Zelle and PayPal is bartoncreekkids@gmail.com

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### Diaper Bags and Other Items

Please bring all items for Infants, Toddlers and Preschoolers in a disposable bag, preferably paper. This will minimize the possibility of germs and viruses getting into the building. We will return your items also in a disposable bag. Blankets and sheets will go home weekly on Fridays, be washed and be brought back on Mondays.

### Meals

We are temporarily **not serving snacks or pizza on Friday**. We are avoiding the possibility of contamination through food. Please pack snacks and lunch in disposable bag.

### School Shoes

All teachers and students will have a set of shoes that will stay at the school. When children are dropped off, we will place their school shoes on and teachers will leave their street shoes on shelf on front porch. These will be sanitized at the end of the day. Lots of germs can be tracked into buildings by way of shoes.

### Masks

All Teachers, Floaters and Directors will wear masks when they are on school property including parking lot and playground. We ask parents that they wear masks in the parking lot when picking up or dropping off children.

### Extra Clothing

Please bring 3 full changes of clothes. Bring extra clothes in a clear zip lock bag and we will return the soiled clothes in the same bag. Children will not be permitted in the center without the extra clothes from home. This is essential to keep down on germs being exchanged in the classrooms. We also ask parents not to bring any back packs or toys from home, and make sure children are dressed appropriately for weather. Teachers are also asked to have at least 3 clean shirts to change into. And one extra pair of pants.



