



COVID-19 Policies

We look forward to serving your child. We will continue to utilize our normal policies from our Parent Handbook, however, there are some enhanced policies due to COVID pandemic. Our first priority is safety for the youth.

Parent/Guardian Drop-Off Procedure

You and your child will come to the first set of doors. Parents will not be permitted through the second set of doors into the program area. Staff will greet you and conduct a health screening and temperature check of the child. If there is a parent/child waiting please stay outside until that parent exits the foyer.

If the parent/guardian answers **yes** to any of the screening questions, the child will not be admitted into the program and will be asked to return when they are able to answer no.

1. Parents are required to answer these questions daily prior to member entering the facility:
 - i. Has your child had fever, cough, and shortness of breath in the last 3 days?
 - ii. Has your child been exposed to someone who has been diagnosed with the COVID-19?
2. Temperature Check
 - A. Staff will take forehead temperature of youth **twice**.
 - i. Temperatures are taken at arrive, mid-scheduled time, and at the end of the day when they depart from the program.

**If lower than 100.4 F – Youth may enter building and proceed to washing hands. If 100.4 or higher - Youth must be sent home until fever-free without fever reducing medication for at least 3 days. If youth exhibit signs of illness or experiences any symptoms at any time throughout the day, parent/guardian will be notified for pickup arrangements.*

Parent/Guardian Pick-Up Procedure

You will need to call the Arrow Prep cell phone at 880-1283 when you are close to arriving for pick-up. We will meet you in the first set of Arrow Prep doors with your child. If there is a parent/child waiting, please stay outside until that parent exits the foyer.

Scheduling Procedure

Due to COVID-19, we are requesting accurate drop-off and pick-up times due to health screenings. Please be patient as multiple families may be dropping off or picking up at the same time and this may cause a small delay in this process.

Please adhere to the times indicated on your schedule within a 15 minute window. Any changes to drop-off or pick-up times on your schedule will need to be communicated to staff in advance.

Payments

Due to COVID, we are requiring contactless payment. All payments will need to be made online at www.myprocare.com.

Payments are due Friday by 5:30pm for the upcoming week. We require “pre-payment” for all services. If payment is not paid in full, a \$20.00 late fee will be added to the account. If the bill still remains unpaid as of Monday at 5:30pm, the child may not be able to attend again until the bill is paid in full.

Youth Expectations

Youth participating in the program are expected to follow the policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC. Youth must be able to participate in the program at their designated space and follow instructions of staff in order to ensure their safety. If youth or parents show disregard for the policies or exhibit intentional disruptive behavior, discussion will occur to work through the situation.

General Hygiene

The program requires all youth and staff to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

1. Handwashing for a minimum of 20 seconds
2. Practice proper social distancing
3. Not touch their face
4. Cough and sneeze into a tissue or inside of elbow
5. Stay home if they are sick or know they will not pass wellness screening

Personal Items

Youth are permitted to bring the following **approved items**:

1. Change of clothing
2. If your child is in the napping group a sleeping bag/sack will be required. We are eliminating multiple items during nap for sanitary purposes. I will notify the specific families for details.
3. Swim gear if water activities are planned.
4. One bottle of labeled sunscreen per child.

The following items are **not approved**, but are not limited to the following items:

1. Food/drinks (All snacks and meals will be provided to youth; exceptions will be made if necessary.)
2. Toys/stuffed animals
3. Blankets/pillows

*We will not be held responsible for lost or stolen items brought from home.

Program Space

We will follow cleaning procedures recommended by CDC guidelines. Staff will wear facemasks daily with the youth.

***Please note all COVID related policies and procedures are subject to change.**