



Peralta Community College District

Children's Centers

Campus: Laney Merritt

Policies and Procedures COVID-19 Addendum

In order to promote health and safety practices during these unprecedented times we ask that you review and initial each policies below to acknowledge understanding of them. We want you to please be mindful and take measures to protect your child and family from illness by avoiding ill people, minimizing non-essential activities, practicing frequent handwashing for at least 20 seconds and use hand sanitizer when necessary. Also please be sure to comply with social distancing requirements.

1. _____ Temporary hours of operation are 8:30am-4:00pm until further notice.
2. _____ Parent/guardians must screen children at home prior to drop off and ensure that children are kept home with any signs of illness. This includes runny nose, cough, and common cold/flu symptoms.
3. _____ Parents/guardians are to notify the center immediately of suspected exposure or diagnosis of COVID-19 and stay home until cleared from a doctor based on the Alameda County Health Department guidelines.
4. _____ Confidentiality will maintained for children/families as required by the American Disabilities Act and Family Education Rights and Privacy Act, as applicable.
5. _____ Parents/guardians will be notified if there's a confirmed case in the center and in the event of multiple cases being confirmed there is a possibility the center will close down until further notice to prevent potential the spread of COVID-19.
6. _____ Parents/ guardians or the authorized adult must sign in and out in the outdoor station and knock on the door or call center for staff to admit children. Please be aware that during pick up time children will be delivered to the parents or authorized adults at the outside station. During this time parent will not be allowed to enter the facility. Restrooms will not be available to those dropping off and picking up children.
7. _____ Daily health checks will be done by staff which includes taking the child's temperature upon arrival. DO NOT LEAVE YOUR CHILD until the staff has cleared him/her and has entered the classroom.
8. _____ Please refrain form from sending personal items from home including toys, backpacks, stuffed animals, etc.

9. _____ Per County regulation all adults must wear a mask when dropping off and picking up children.
10. _____ Per County regulation practice social distances by staying 6 feet apart while at the center.
11. _____ I/We the parent/guardian of _____
(Child' Name)

Agree that ___ Laney College Children Center or ___ Merritt College Children Center will provide child care services for the above named child. I/we also understand that our agreed upon contracted days/hours are as follows:
Monday-Friday from 8:30 AM to 4:00 PM

Parent/Guardian Signature

Date

Children's Center Office Staff

Date