

**PARENTS,
PLEASE READ**

New guidelines
to follow when
dropping and
picking up your
child.

WORLD VIEW EARLY LEARNING CENTER

12700 S.E. CRAIN HIGHWAY
BRANDYWINE, MD 20613
301-372-0053



April 28, 2020

Dear Parents,

I'm believing that you and your loved ones are keeping safe during this pandemic. I also appreciate the kindness that you have shown to all of the team members who have dedicated themselves to care for your children during this pandemic. Likewise, we all are appreciative of your commitment to serve during this challenging time.

This 3-Page letter is being written to inform you regarding new policies and procedures that our Center must follow effective immediately in the prevention and spread of coronavirus (COVID – 19). The policies/procedures involve:

1. Dropping Off Your Child
2. Picking Up Your Child
3. Facial Mask Requirements of Teachers
4. Facial Mask Requirements of Children (3 and up)
5. Social Distancing Teachings
6. Temperature Taking

Beginning **Monday, May 4, 2020**, we are asking parents **(when dropping off)** to:

1. Call into the Center about 2 – 3 minutes before your arrival to the Center (301-372-0053) to notify the officer that you are a few minutes away to drop off your child.
2. When you exit your car, there will be a “Sign In/Sign-Out Table (outside near the entrance). Please sign in at the table.
3. Take your child’s temperature (show the reading through the glass window to our Team Member)
4. The team member will ask you the following questions:
 - a. Have you had a temperature in the past 14 days
 - b. Have you, anyone in your home or anyone you’ve been around tested positive for the coronavirus (COVID – 19) in the past 14 days?
 - c. Are you or anyone in your household showing any positive symptoms that could be related to COVID-19?

Beginning **Monday, May 4, 2020**, we are asking parents **(when picking up child)** to:

1. Call into the Center about 2 – 3 minutes before your arrival to the Center (301-372-0053) to notify the office that you are a few minutes away to pick up your child.
 2. When you exit your car, there will be a “Sign In/Sign-Out Table (outside near the entrance). Please sign out at the table.
 3. We will also make sure your child has washed his/her hands prior to leaving
- *Note: If you have any questions or concerns regarding your child, please call into the Center prior to leaving the parking lot (if possible).



TEMPERATURE TAKING

Office and Child Care and the CDC have updated their policy regarding the reading of a temperature. Both agencies consider a high temperature to be any reading **over 100.4.**



FACIAL MASKS

All staff are required to wear facial masks throughout their work day.

All children (**Ages 3 and up**) are required to wear face masks throughout the day (except during outdoor play, lunch time and recess). It is the parent's responsibility to be certain that their child has a sufficient amount of facial masks to adhere to CDC guidelines (ex. face masks must be clean, must be washed regularly and discarded at certain times). ***Note:** Any child or teacher who have medical conditions (asthma or other breathing-related challenges) are not required to wear the facial mask.



SOCIAL DISTANCING

Although teaching children to stay 6 feet apart during social interactions is not an easy feat. What we will do:

1. Have children to practice social distancing during classwork/arts and crafts time
2. Have children to practice social distancing during nap time
3. Have children to practice social distancing during outside play
- 4.

We really appreciate your support of these new guidelines instituted by Office of Child Care in conjunction with the CDC.

Please let me know if you have any questions or concerns.

*Sincerely,
Mrs. Angela Tolbert, Director*