



COVID-19

Parent Policies & Handbook

ENROLLMENT

Once your child has started in our program, you may withdraw your child at any time with a two (2) week written notice submitted to the director. Providing the account is current (no outstanding balance), the security deposit will be credited to the child's account the final week of attendance. Parents are responsible for tuition payment for two (2) weeks after the receipt of the written notice. If at any time during the pandemic you wish to dis-enroll, you may do so given the proper notice as stated above.

CENTER CLOSING

If for any reason the center must close, parents will be responsible for payment during that time. As in the past, Imagination Station will assess each situation lasting longer than a week and determine how it will be handled financially. Please know that the company is doing its best to stay viable during this time so we can continue to offer services for our families in the future. We appreciate your patience and understanding as this is not an easy time.

HEALTH ASSESSMENTS

A daily health assessment will be completed for each parent upon entry of the program and each child upon entry of the classroom. This will include the answering of four questions which will identify and document any signs of illness a parent or child might have (runny nose, cough, redness of cheeks, etc.). If needed, the center will proceed with a temperature check.

If preferred, parents can complete an at home health assessment each day, this will eliminate the need for one being completed at the center. To participate each family must complete an attestation form and hand it into the office. Each day upon arrival you tell the teacher you've completed the home health assessment and you'll be on your way!

SOCIAL DISTANCING/GROUP SIZES

Imagination Station has very strict guidelines from NYS Office of Child and Family Services on the number of students allowed in each classroom, which is very limiting in and of itself. In general, our classrooms are as follows:

- ✓ Infant Room – Max of 8
- ✓ Toddler Room – Max of 12
- ✓ Preschool Room – Varies by location, but the largest room will hold max of 21
- ✓ School Age Room – Varies by location, most have a max of 10-20, however Batavia East is 30

We understand the importance of social distancing, we also understand the need for our students to have normalcy and be kids, which is why we will spend a lot of time outdoors, thoroughly cleaning and sanitizing, and frequently hand washing. We are taking these measures to ensure the health and safety of our students, but to also ensure our students

can continue to play together and have relationships with one another as they had in the past. We will always follow the guidance from OCFS and NYS DOH to keep our students safe and healthy during this time, so if they limit our group sizes further, we will abide.

POSITIVE COVID-19 CASES

If a student or staff member in our program tests positive for COVID-19 the center will:

- 1) Notify all currently attending families
- 2) Close off areas used by the person suspected or confirmed to have COVID-19. Affected areas will be cleaned and disinfected thoroughly. Windows will be opened to increase air circulation to the area, to the extent practicable while maintaining all health and safety standards. Once the area(s) are appropriately cleaned and disinfected, they will be reopened for use.
- 3) Notify the NYS Department of Health and follow any additional guidance

At minimum, if a child tests positive for COVID-19 they cannot return to the program until after 10 days from the onset of symptoms or 10 days after the first positive test if they remain asymptomatic, unless otherwise directed by the NYS Department of Health. In any case, the parent is responsible for payment during the needed absence.

If your child is a direct contact of someone who tested positive for COVID-19 they must quarantine for 10 days after their last encounter with the individual. If the child lives with the person (i.e. a parent or sibling) who tested positive, then the child must quarantine for 10 days after their direct contact has cleared their isolation period of 10 days.

We understand this maybe confusing. If you have questions we highly recommend calling the Department of Health for clarification OR calling our administrative office at 716-902-5265.

FREQUENTLY ASKED QUESTIONS RELATED TO COVID-19

1. **What if I show any symptoms of COVID?** You should self-isolate and get a COVID test immediately. Your child will be able to attend the center, but you will not be able to drop off/pick up your child and you should remain isolated from them as much as possible. If the COVID test comes back negative, you may resume drop off/pick up duties for your child from the center. If the COVID test comes back positive, you must isolate for a minimum of 10 days and your child will need to quarantine for the 10 days you are in isolation plus an additional 10 days after your isolation ends (unless you are completely isolated from your child during your 10 day isolation period). The family of the child will be billed the full amount for the period the child must quarantine.
2. **What if my child shows any symptoms of COVID?** The child should not (and can't) attend the center. Instead the child will need one of the following to return:

- a. Receive a negative COVID test
 - b. Isolate for 10 days after the onset of symptoms and be fever free for a minimum of 72 hours
 - c. Obtain a doctor's note that the child is being treated for a diagnosed and treatable illness. For example, ear infection, pink eye, strep throat, etc. (Please know that the Department of Health will not allow us to accept a generic diagnosis of "viral respiratory illness")
3. **What do I do if I have been in close contact with someone that has tested positive to COVID-19?** Your child may continue to attend the center but you must quarantine for 10 days. You will not be able to drop off/pick up your child during these 10 days and should keep your distance from family members as much as possible.
 4. **What if your child has come in close contact with someone outside of Imagination Station that tested positive with COVID-19?** If your child comes in close contact (within 6 feet for greater than 10 minutes) with someone outside of Imagination Station that has tested positive for COVID, the family of the student must notify Imagination Station immediately. The student will need to quarantine for 10 days from the last encounter. The family of the student is responsible for full payment during the needed absence.
 5. **What if one of my child's siblings, who attend public school, came in close contact with someone who tested positive with COVID-19?** The sibling of the "exposed" child will not need to quarantine during this time and may continue to attend Imagination Station providing the sibling does not test positive for COVID at some point.
 6. **What if a household member exhibits symptoms?** The family may continue to come to the center but should avoid close contact with this household member until they receive a negative COVID test.
 7. **What if one of my child's teachers or classmates test positive for COVID?** Imagination Station will alert all families of students within the classroom immediately. These students and teachers will need to quarantine for 10 days. As a courtesy, the families of these students will be billed 50% for the period the child must quarantine.
 8. **What if someone in the center (not in my child's classroom) tests positive for COVID?** Imagination Station will notify all families and teachers in the center of the positive test case immediately and indicate what classroom it came from. The specific child or teacher will not be identified.

9. **What if I travel to a location outside of NYS that is on the NYS travel advisory list?** All family members that were at a location on the NYS travel advisory list for a period greater than 24 hours must quarantine for 10 days and will not be able to attend the center during this period. If a COVID test is completed one day prior to returning to NYS and 4 days after returning and both tests are negative the child may return to the center.
10. **Where is the best place to get COVID testing?** A NYS testing site, these are the fastest and they are FREE. You can find locations at <https://coronavirus.health.ny.gov/find-test-site-near-you>

***Please understand that guidance, policies, and regulations are continually evolving from both the NYS Department of Health and the NYS Office of Child and Family Services, which are both governing agencies in our industry. Though we have created these policies so our families have clarity of the expectation, they can change at any time as the pandemic we're experiencing is very uncertain. ***