



# Grand Reopening Guide

~ A COVID supplement to the Ellis Family Handbook ~

*Updated August 19, 2020*

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*This guide will also be available at [www.ellismemorial.org](http://www.ellismemorial.org)*

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## Ellis CEO Welcome Letter

*August 11, 2020*

Dear Wonderful Families,

We're eager to welcome you back to Ellis- we have missed you! And for those joining Ellis for the first time, we are eager to serve you!

Within this document you will find an abundance of information to prepare you and your little one(s) for their return or arrival to Ellis. We have opted to put everything into one document to spare you from searching your inbox for various pieces of information. We hope we have addressed everything you need and wish to know, but if you have additional questions, please let me or the Ellis program leadership team know.

This document includes a FAQ section that will be updated as needed and shared accordingly. Additionally, you'll find health and safety information, including health screening instructions, a checklist for what to bring to Ellis each day or week, an overview of the pick-up/drop-off procedures, changes in set up and practices within the classrooms, and instructions on how to download and utilize our new ProCare Connect app.

We truly appreciate your support and understanding as this crisis has unfolded, and we also appreciate your continued patience and understanding as we begin to navigate new waters together. Please keep in mind our first weeks of reopening at full capacity in September may be challenging. We expect new or returning children may have a difficult time adjusting to being apart from you, which may likely be hard for you as well. We will meet their anxieties and fears with loving social emotional support and patience. From an operational perspective, the entire Ellis team, including administration, will be needed to ensure we can welcome all of you in a timely manner while adhering to EEC's requirements. Because Ellis is a large center, this will be particularly challenging, and it will be essential each family arrives on time for their assigned windows for drop-off and pick-up.

Throughout this extraordinary time, I have commented on how special the Ellis community is, and I mean it. Thank you for being as wonderful and generous as you are. We will continue to get through this historic period as an extended family, and we will forever remember how we made it through this time together as working parents-- an incredible triumph!

In service,



Lauren Cook  
CEO

# Health and Safety Overview

## Cleaning Procedures

- Intensified routine cleaning, sanitizing, and disinfecting practices, with extra attention to frequently touched objects and surfaces, including doorknobs, bathrooms and sinks, keyboards, and bannisters.
- Toys and activity items will be frequently cleaned and disinfected, and staff will ensure all objects that children put in their mouths are removed from circulation, cleaned, and sanitized before another child is allowed to use it.
- Soiled clothing will be sent home in clear tied plastic bags labeled with the child's name.
- While cleaning and disinfecting, staff will wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer after these procedures is always required, whether or not gloves are used.
- If Ellis suspects a potential exposure, we must conduct cleaning and disinfecting as follows:
  - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfection. Ellis will plan for availability of alternative space while areas are out of use.
  - Cleaning staff must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment used by the ill persons, focusing especially on frequently touched surfaces.
- Ellis service hours have been modified to accommodate enhanced cleaning procedures. Our new hours of operation are 8:15am - 5pm, though each family will receive roughly 7 hours of care to accommodate for staggered drop-offs and pick-ups.

## Classroom Modifications

- Discontinuing tooth brushing
- Nap spots will be socially distanced
- Furniture will be rearranged to allow for social distancing
- Children will have their own individual art supplies
- Communal sensory activities (sand, play-doh, etc.) and plush/fabric toys will be removed from the classrooms unless individual-specific supplies are provided

## Face Masks

- Ellis staff are required to wear masks when physical distancing is not possible. Neck gator masks are now prohibited for use by staff and children due to [demonstrated inefficacy](#).

- Caregivers must wear masks at pick-up and drop-off and whenever on Ellis property
- **Children over the age of two are encouraged, but *not required*, to wear masks** (discretion of the caregiver). Children will never be forced to wear a mask.
  - **Be an example:** Wear your mask, too!
  - **Give them control:** Let your child choose their own mask every morning when they get dressed
  - **Be honest:** Explain they are helping to keep their friends safe from germs
  - **Reassure them:** Help them understand masks aren't scary, and imagine a person's smile underneath their mask
  - **Make it fun:** Encourage children to play pretend superheroes, doctor, etc. and to greet their friends with air hugs and elbow bumps. Remind them of their "airplane arms" to measure social distancing.
- **Families should provide their own clean masks**, clearly marked with child's name and should be washed daily. Washable cloth masks are recommended
- Children will never wear masks when eating or sleeping

## Meals

Families will be asked if they would like to opt out of the food program to respect families who would prefer to send their children with food from home, and to conserve Ellis's financial resources if meal demand decreases due to COVID.

- As always, staff will wear gloves when handling food and throughout mealtimes
- Staff and children will wash their hands immediately before and after meals
- Physical distancing at tables
- Thorough sanitizing of tables immediately prior to and following all meals
- If you are participating in the Ellis Meal Program, snacks will be pre-packaged and meals will be individually portioned
- If you are ***not*** participating in the Ellis Meal Program, please pack your child's lunch in a disposable bag clearly labeled with your child's first and last name. **Refrigeration is limited**, so consider an ice pack inside a lunch box.
- Personal bottles, spoons, and cups will be sent home at the end of each day to be washed. It is the parent's responsibility to bring a clean supply each day.

## Illness

- If a child becomes symptomatic
  - Children who develop symptoms will be cared for in a designated isolation room away from others until a caregiver picks them up.
  - Sick children will need to be picked up immediately. Please ensure Ellis will be able to reach you if this occurs.

- If a staff member becomes symptomatic
  - Staff must cease childcare duties immediately and leave the building
  - There is an emergency backup coverage plan for sick staff members
- If a child or staff member contracts COVID-19:
  - Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider.
  - Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick.

## Social Emotional Transition

During COVID-19 stay-at-home orders, young children have likely experienced significant changes in their expected routines and relationships. Returning to child care is yet another significant change, so it is critical that parents and staff support each other in a child's return to Ellis.

Here are some helpful suggestions for a successful transition:

- **Have a conversation:** For younger children keep your words simple and in terms they can understand. Talk about the new daily routine and share pictures of what will happen. Get your child excited by reminding them about all the fun activities at Ellis: seeing their teachers and friends, playing, etc.
- **Get back to a good sleep schedule:** Bedtime and nap time routines may have been lost as we have had to stay at home. Sleep contributes to mood and emotional regulation, learning processes, and overall well-being. Take a few days to get back to appropriate sleeping habits.
- **Discuss emotions:** It will be hard for your child (and for you!) to separate again. Acknowledge that your child may feel sad, anxious, or angry as the transition begins. Remind them Ellis is a safe place and you will be so happy to see them at the end of the day.
- **Model their school routine, including new procedures:** Consider trying to model the Ellis routine for a few days prior to return. Walk children through the drop-off/pick-up procedure (see pg. 6-8). Normalize wearing a mask and ensure younger children are used to seeing trusted adults with face coverings. Practice hand washing frequently, including before and after meals.
- **Expect some behavioral challenges:** Young kids may not be able to express how they feel with words, so may instead use their behavior to tell us how they are feeling. Remember to set firm limits while acknowledging emotions- i.e, it is ok to be angry about having to be away from mommy/daddy all day, but you may not hit, throw, etc.

## Daily/Weekly Checklists

**Label *everything*.** Teachers need to keep items separated to prevent cross-contamination. Make sure your child's belongings are labeled to avoid mix-ups.

### Infants

- Diapers-weekly supply
- Diaper cream (optional)
- Wipes
- 1 or 2 pacifiers (to leave at Ellis)
- Teethers (if applicable)
- Bibs
- Bottles (pre-mixed milk/formula/pumped milk)
- Baby food
- Sippy cup
- Washcloths
- Fitted sheet for the crib (pack and play size, to be sent home to wash and return every Friday)
- Sleepsack (if desired)
- 3 sets of extra clothing (sealed in a Ziploc bag, layers recommended)
- Sunscreen (6 months and up)
- Sun hat
- Medication (must have completed authorization form and be in original box)
- 2 receiving blankets (to be sent home to wash and return every Friday)

### Toddlers

- Diapers
- Wipes
- Underwear (if potty training)
- 3 sets of extra clothing (sealed in a Ziploc bag, layers recommended)

- Bibs
- Sippy cup
- Sun hat
- Sunscreen
- Light blanket (standard crib size sheet for nap, to be sent home to wash and return every Friday)
- Medication (must have completed authorization form and be in original box)
- Clean masks, clearly marked with child's name and should be washed daily

### Preschoolers

- 3 sets of extra clothing (sealed in a Ziploc bag, layers recommended)
- Water bottle
- Hat
- Sunscreen
- Crib-sized sheet and light blanket for nap (to be sent home to wash and return every Friday)
- Medication (must have completed authorization form and be in original box)
- Clean masks, clearly marked with child's name and should be washed daily

### School Age

- Water Bottle
- Tennis Shoes/ Sneakers
- Set of extra clothing (sealed in a Ziploc bag)
- Sunscreen
- Hand Sanitizer (**Ellis needs written parent permission for hand sanitizer use**)
- Baseball Cap
- Clean masks, clearly marked with child's name and should be washed daily

## Caregivers

- Your phone with the ProCare Connect app installed
- Mask
- Grace and patience 😊

## Daily Home Health Screening

The Department of Early Education and Care (EEC) requires every staff member and family to complete a daily self-check health screening before entering Ellis to help stop the spread of COVID-19. EEC requires the health screening results be collected and saved in the event contact tracing is necessary.

## Staff

- Staff will complete a daily self-check health screening form and electronically sign an attestation before arriving at Ellis for work.
- Every morning, the designated health screener will verify each staff member has completed the form and attested in advance.
- Staff members will only be allowed into their assigned Ellis program area once their daily self-check health screening form is complete.

## Caregivers

- Caregivers must complete a daily self-check health screening form using the designate google form link on behalf of their family and electronically sign an attestation before arriving at Ellis.
- Caregivers must complete **one daily self-check health screening form for each child.**
- If the caregiver forgets to fill out the form prior to arriving at Ellis, they may do so while waiting in the drop-off line- a QR code will be displayed outside our buildings for ease of reference.
- A designated health screener will perform a visual symptom check of your child(ren) upon arriving at Ellis.

## The daily self-check health screening form asks the following questions:

- Today or in the past 24 hours, have you or any household members had any of the following symptoms?
  - Fever (Temperature of 100F or above), felt feverish, or had chills?
  - Cough?
  - Sore throat?
  - Difficulty breathing?
  - Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
  - Fatigue? (Fatigue alone should not exclude participation)
  - Headache?
  - New loss of smell/taste?
  - New muscle aches?
  - Any other signs of illness?
  - None
- If you selected one of the above symptoms but believe it is safe for your child to attend Ellis (e.g. seasonal allergy symptoms), please explain and **provide a doctor's note** (otherwise list N/A).
- In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?
- Have you or anyone in your household traveled outside the following states (MA, NH, VT, CT, ME, NY, NJ) within the last 14 days? (Please note anyone who has traveled outside New England is instructed by the EEC to self-quarantine for 14 days.)
  - If so, where have you traveled?

Sick children or staff members who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Caregivers who decline to complete the screening on behalf of their child(ren) will not be permitted to attend Ellis that day.

## Drop-Off Procedures

**Step 1:** Fill out the [Daily Health Screening Form](#) for your children.

- Caregivers are **strongly encouraged** to complete the screening form before arriving at Ellis to make the morning drop-off process as efficient/fast as possible.
- The screening form can be completed at home, on your way to Ellis, or in the drop-off line.
- If the caregiver forgets to fill out the form prior to arriving at Ellis, they may do so while waiting in the drop-off line. A QR code that links to the form will be displayed outside of Ellis.
- Caregivers must complete **one form for each child**.

**Step 2: Arrive at Ellis during your designated 15-minute drop-off window.**

- All families have been assigned a 15-minute window to drop-off their child(ren). The first slot begins at 8:15am and the final slot of the morning at 9:45am.
- One designated caregiver for pick-up and drop-off is preferred and encouraged.
- Caregivers who arrive late for their 15-minute window will not be able to “cut” the line, but may go to the end of the line at whatever time they arrive. Please make every effort to arrive in your assigned timeslot.
- Should caregivers arrive early for their 15-minute timeslot, you won’t be able to enter the line until your window begins. Staff will be verifying assigned drop-off windows as families arrive.

**Step 3: Wait in line outside your child’s classroom building\* (in all weather, so please be prepared).**

- Ellis staff members will welcome caregivers when they arrive to wait on line at Ellis. These are our “greeters,” most of whom will be program leadership to give you an opportunity to connect and ask questions, etc.
- There will be no stroller storage in either building, and strollers won’t be permitted inside due to space constraints. The greeters will watch strollers left outside during your screening.
- Caregivers are required to wear face coverings while in line for drop-off and pick-up.
- Markers on the ground will ensure 6 feet of space between families while waiting in line.
- If a caregiver forgets to fill out the Daily Health Screening Form prior to arriving at Ellis, they may do so while waiting in the drop-off line. There will be prompt on the wall to help families access the form.
- \*If you have children in both buildings, you will be assigned one building for the screening of all your children. After you have successfully passed your screening, you may go to the front of the line at the other building to drop off your remaining child(ren). Those children will receive a pass to indicate they’ve already been cleared for the day.

**Step 4: Participate in the Health Screening.**

- A “greeter” will allow you into the building when it is time for your health screening.
- Because Ellis doesn’t have hand washing stations in our lobbies, the EEC recommends the use of hand sanitizer with at least 60% alcohol for age appropriate children (not infants). **Ellis will have had sanitizer available in the lobbies, and the parent/caregiver will be**

**responsible for applying it should they choose to.** If not, the child will immediately need to wash their hands upon entry to their classroom.

- Once inside, an Ellis staff member wearing PPE will conduct a visual symptom check of the child(ren). This staff member is the “screener.”
- Health screenings will be contactless. There should be 6 feet of space between the caregiver and the screener at all times. There will be no temperature checks during the health screening process per guidance from the Department of Early Education and Care.
- The “screener” will look for:
  - Flushed cheeks
  - Rapid breathing or difficulty breathing
  - Fatigue
  - Extreme/alarming fussiness, beyond drop off anxiety
  - Coughing or shortness of breath
  - **If the screener observes any of these symptoms, the child will not be permitted to attend Ellis that day. If you observe any of these symptoms, please stay home and seek medical attention if necessary.**
- If the caregiver wasn’t able to fill out the Daily Health Screening Form prior to arriving at Ellis, the “screener” will have the caregiver answer the questions verbally and fill out the form on their behalf. **This is not ideal as it will slow down the line.**
- Caregivers who decline to complete the screening on behalf of their child(ren) will not be permitted to attend Ellis that day.

#### **Step 5: Say goodbye.**

- Caregivers are not permitted past the health screening point, so they should quickly say goodbye to their child(ren) once the screening is complete.
- An Ellis staff member will receive the child(ren) and walk them to their classroom(s). This staff member is the “escort,” and likely a friendly and familiar face to your child(ren).
- If a child is resistant to leaving the caregiver, you may still leave them with the escort who will empathetically take them to their classroom. You may also choose to exit the building with your child to settle before re-entering.
- We understand this will be difficult! You are free to stay nearby Ellis after the drop-off to follow-up with a phone call to Ellis to see how your little one is doing.
- **No children will be accepted into Ellis after the drop-off windows have passed at 10am unless prior arrangements have been made.**

## Pick-Up Procedures

- All Ellis families have been assigned a designated pick-up window. The first pick up window is at 3:30pm and the last window is at 4:45pm. Ellis closes to families promptly at 5pm. **Please note a late fee will be applied to your account should the pick-person arrive past 5pm.**
- Caregivers should wait in a socially distanced line wearing masks, like during drop-off.
- When caregivers arrive to pick-up their child(ren), they will need to share their child(ren)'s name and classroom with the front desk staff in each building. Families will only be permitted to enter the Ellis lobbies one at a time.
- Your child's classroom(s) will be called upon your arrival and an escort will bring the child(ren) and their belongings to the front door.
- If a caregiver needs to pick-up their child before their designated pick-up window, they will need to call the front desk of either 58 or 66 Berkeley Street with at least one hour's notice.
- In the event of an emergency, please call as soon as possible so teachers can have your child(ren) ready as quickly as possible.

## ProCare Connect App How-To

- **Prior to your first day back, please download the ProCare Connect app ([iOS](#)) ([Android](#)).** This will be the primary daily communication platform for parents/caregivers and Ellis teachers.
- You will receive an invitation to sign up via email prior to your return to Ellis. If not, please check your spam folder or email Ellis's Director of Operations, Monica at [mwright@ellismemorial.org](mailto:mwright@ellismemorial.org)
- Families will be asked for approval for teachers to take photos to share with parents via the app. **No photos shared via the app may be posted by families to social media.**
- Because caregivers will not be able to be present in their child(ren)'s classrooms, the ProCare Connect app will be used for attendance purposes and family communication.
- Messaging through **the app is not intended for emergency communication**, but instead to communicate anything parents believe teachers should know to best care for their child(ren), for example bathroom and sleep schedules, anything going on at home, etc.
- Please submit daily messages to teachers prior to 10 a.m., and allow 24 hours for a response time. Again, **the app is not intended for emergency communication.** Feel free to call the front desk of your child's building if you have something important or urgent to share.
- More information with detailed instructions using [ProCare Connect](#) will be shared if you haven't received it already. In the meantime, here is a link to [ProCare Connect's Parent Help Articles](#).

## Updated Payment Policy (Non-Staff)

- All families must stay current with tuition payments. Each family must pay two weeks of tuition charges before their child begins to attend. One week is considered a deposit and the other week is payment for the first week of attendance. Tuition charges may be paid weekly or monthly. No cash is accepted for tuition payments.
- Our preferred method of payment is by scheduled credit card or direct debit through ProCare via Tuition Express. Any payment that is declined by the credit card or debit card issuer will result in the family's account to be billed a \$10 processing charge.
- Due to the pandemic, it is necessary to eliminate on-sight direct payment transactions. If it is not possible to establish payment via scheduled credit card or direct debit through ProCare, payment may be made by check or money order and mailed to Ellis at 58 Berkeley Street, Boston, MA 02116, or dropped in the payment boxes in the reception areas of both Ellis buildings.
- All payments must be received in advance of the attendance period, that is on or before the first day of the week/month the payment applies to. Consistent with EEC requirements, Ellis will not allow accounts to get behind in payments. Any family's account that is three weeks behind will necessitate termination of attendance until the account is brought current.

## Classroom and Key Contacts Directory

If you would like to connect with a teacher by phone, please call the front desk.

Bumblebees: [bumblebees@ellismemorial.org](mailto:bumblebees@ellismemorial.org)

Ladybugs: [ladybugs@ellismemorial.org](mailto:ladybugs@ellismemorial.org)

Dragonflies: [dragonflies@ellismemorial.org](mailto:dragonflies@ellismemorial.org)

Grasshoppers: [grasshoppers@ellismemorial.org](mailto:grasshoppers@ellismemorial.org)

Crickets: [crickets@ellismemorial.org](mailto:crickets@ellismemorial.org)

Pollywogs: [pollywogs@ellismemorial.org](mailto:pollywogs@ellismemorial.org)

Froggies: [froggies@ellismemorial.org](mailto:froggies@ellismemorial.org)

Cubs: [cubs@ellismemorial.org](mailto:cubs@ellismemorial.org)

Bears: [bears@ellismemorial.org](mailto:bears@ellismemorial.org)

Caterpillars: [caterpillars@ellismemorial.org](mailto:caterpillars@ellismemorial.org)

Butterflies: [butterflies@ellismemorial.org](mailto:butterflies@ellismemorial.org)

Celtics: [celtics@ellismemorial.org](mailto:celtics@ellismemorial.org)

Red Sox: [redsox@ellismemorial.org](mailto:redsox@ellismemorial.org)

Bruins: [bruins@ellismemorial.org](mailto:bruins@ellismemorial.org)

Patriots: [patriots@ellismemorial.org](mailto:patriots@ellismemorial.org)

South End (66) School Age.....	(617) 482-2900
58 Berkeley St. Front Desk.....	(617) 482-7341
66 Berkeley St. Front Desk.....	(617) 426-2900
Ellis Administration .....	(617) 695-9307

# Ellis Reopening Family FAQ

*Updated: August 11, 2020*

## **When is Ellis reopening?**

Ellis will reopen on July 1<sup>st</sup>.

## **What will happen when I drop off my children?**

Please see above

## **Will my kids get to play outside?**

- Public playgrounds are permitted under the EEC requirements updated on June 12, 2020. This means Ellis can use our own playground at the end of Chandler Street, which is wonderful news! Ellis staff will still do whatever they can to help children maintain social distancing while playing. The playground will be disinfected multiple times per day.
- Our UPK Bruins and Patriots classrooms will also be able to utilize the 58 Berkeley 2<sup>nd</sup> floor sun deck.
- All Ellis children will be able to go on socially distanced walks around our neighborhood and use nearby green space.
- **If you would like your children (not infants) to apply hand sanitizer (with supervision) during our outdoor adventures, Ellis must have your written permission on the acknowledgement form at the end of this document.**

## **Will the classrooms look different?**

- Nap spots will be social distanced
- Furniture will be rearranged to allow for social distancing
- Children will have their own individual art supplies
- Communal sensory activities (sand, play-doh, etc.) and plush/fabric toys will be removed from the classrooms unless designated for individual use
- However, in reality, the classrooms don't look very different!

## **How will I communicate regularly with my child's teacher or fill out their "daily" sheet?**

- Please see above for information on our new ProCare Connect app.
  - The app will allow parents to fill out a "daily" sheet, receive an end-of-day overview from your child's teacher, and communicate via a messaging feature (to be used sparingly so our teachers can focus on the children)

## **How will I see my child's classroom?**

- Teachers will send photos through the app and we will also share a video as part of the Ellis Transition Package.

## **Will meals be different?**

- Snacks will be pre-packaged, and meals will be individually portioned
- Thorough staff and child handwashing immediately prior to, and following, all meals
- As always, staff will wear gloves when handling food and throughout mealtimes
- Social distancing at tables
- Thorough sanitizing of tables immediately prior to and following all meals
- Families have the option to formally opt out of the food program for two reasons:
  - To respect families who would prefer to send their children with food from home

- To conserve Ellis's financial resources if meal demand decreases due to COVID-19

### **What will happen if a child or staff member gets sick while at Ellis?**

- Designated isolation rooms for sick children (children will never be left alone)
- Emergency backup coverage plan for sick staff members
- If a staff member becomes symptomatic:
  - Staff must cease childcare duties immediately and leave the building. They will not be permitted to return until they are symptom free, and if they suspect the possibility of COVID-19, they must get tested right away.
- If your child becomes sick at Ellis you'll need to pick them up right away and contact their medical provider for guidance on next steps.
  - Please let their doctor know your child attends childcare in a group setting so they can provide appropriate guidance.
- Please ensure Ellis will be able to reach you if your child becomes sick during the day. Children who develop symptoms will be cared for in a safe space away from others until a caregiver picks them up.
- If a teacher or classmate in your child's class goes home sick, it will be at the discretion of Ellis leadership whether it is necessary or appropriate to notify other families in the class. Ellis is working closely with the Boston Public Health Commission for guidance on a case-by-case basis.

### **What happens if an Ellis Child or Staff Contracts COVID-19?**

- Sick children or employees who are COVID-19 positive, or symptomatic and presumed to have COVID-19, must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider.
- Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. Families who have potentially been exposed will be notified.

### **Has Ellis had any positive cases?**

- As of August 11, 2020, no.

### **What happens if my child appears sick but isn't due to seasonal allergies, teething, or eczema, for example?**

- If your child suffers from a chronic condition that can appear like an illness, please bring a recent doctor's note confirming your child is safe to be in childcare. Ellis needs to take the utmost precautions to help ensure our community stays safe and healthy, so please get a doctor's note to ensure your child will successfully pass their health screening. A doctor's visit may not be necessary to acquire a current note.
- The points above also apply to staff who suffer from chronic conditions.

### **Who will wear masks?**

- Program staff are required to wear masks when physical distancing is not possible
- Washable cloth masks are recommended. Neck gator masks are prohibited for staff and children.
- Caregivers must wear masks at pick-up and drop-off and whenever on Ellis property
- Children over the age of two are encouraged, but not required, to wear masks (discretion of the caregiver). Children will never be forced to wear a mask.

- Children will never wear masks when eating or sleeping
- Families should provide their own clean masks, clearly marked with child's name and should be washed daily

### **What is the COVID-Surcharge rate?**

After a thorough analysis of the costs associated with meeting the EEC's health and safety requirements (expanding our current cleaning contract, hiring additional cleaners, purchasing PPE regularly, and increasing the amount of cleaning supplies we purchase on an ongoing basis), a surcharge of ~18% on top of the previously established June 29<sup>th</sup> rate increase is necessary.

- Infant/toddler weekly rates will increase by \$95 = \$525 + \$95 = \$620/week
- Preschool weekly rates will increase by \$60/week = \$325 + 60 = \$385/week
- School Age summer/school vacation weekly rates will increase by \$45 = \$250 + \$45 = \$295/week
- School Age half-day/school year weekly rates will increase by \$30 = \$150/week + \$30 = \$180/week (please note, it is possible half-day rates will not be applicable this year due to varying school models—this will be determined by the EEC)

### **How long will the COVID-Surcharge last?**

At this point, we cannot say how long the COVID surcharge will be in place, but we don't expect the health and safety requirements from a cleaning/PPE perspective to be reduced in the foreseeable future.

### **Will teachers help my children brush their teeth?**

According to the EEC health and safety guidelines, Ellis will not be able to continue tooth brushing for children at this time.

### **Who should I contact if I need to arrive late or pick up early due to a doctor's appointment, etc.?**

If a caregiver needs to pick-up their child before their designated pick-up window, please call the front desk of either 58 or 66 Berkeley Street with at least one hour's notice. In the event of an emergency, please call as soon as possible so that teachers can have your child(ren) ready as quickly as possible.

### **Can I drop off my infant in their car seat?**

Smaller infants can be transported to and from Ellis in their car seat, though it is not preferred as we cannot accommodate the daily storage of all car seats. Car seats of larger infants or toddlers need to be left in the car as Ellis does not have the space to accommodate them and they are a lot for an escort manage from a physical standpoint.

### **How excited is Ellis for this unpredictable year?**

We can't wait! Ellis isn't Ellis without your children sharing their magic and spreading their joy.

## How You Can Help

Ellis will always appreciate the following donations:

- Hand sanitizer with at least 60% alcohol content (all sizes)
- Non latex, powder free gloves, size medium and large
- Paper towels
- Bleach
- Hand soap
- Disposable masks for children and adults
- Cloth masks for adults (new only)
- 100% cotton long sleeve button down shirts (gently worn are welcome, or new)
- Disinfectant wipes specifically for electronics (tablets, phones, keyboards, etc.)
- Fragrance free/unscented laundry detergent

Please contact Delaney ([dlawrence@ellismemorial.org](mailto:dlawrence@ellismemorial.org)) for more information.

## ELLIS FAMILY ACKNOWLEDGEMENT

I hereby certify I have read and understood the August 2020 Ellis Memorial & Eldredge House, Inc. Grand Reopening Guide. As is true for all group settings within the current public health landscape, I understand there is risk of exposure to COVID-19 at Ellis.

Ellis reserves the right to supplement, modify, amend, or terminate any policies or procedures in this Guide or provided separately, at any time.

NAME: \_\_\_\_\_  
*Please print clearly*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Would you like to opt out of the Ellis Meal Program this year?**

Please note the Ellis meal program is "all or nothing." If you opt out of the Ellis Meal Program, you will have to provide the equivalent (breakfast, lunch, and a snack) for your child(ren).

Yes - I will provide breakfast, lunch, and a snack for my child(ren).

No - I would like Ellis to provide breakfast, lunch, and a snack for my child(ren).

**I grant my child permission to use hand sanitizer when handwashing is not available, with supervision by an Ellis staff member. (Per the FDA, hand sanitizer is not recommended for infants, thus Ellis will not apply it.)**

SIGNATURE: \_\_\_\_\_

**Please sign, scan and email this acknowledgement form to Monica at [mwright@ellismemorial.org](mailto:mwright@ellismemorial.org) or bring it to Ellis during your first week back.**

**The greeter will collect them for our files. Thank you!**