

Dear BVS Families,

Thank you for your continued patience as we work to navigate through these uncertain times. BVS Staff and Administrators took the day to discuss what BVS would be able to logistically be able to offer in this unprecedented time. The COVID-19 virus has changed the way we need to look at early childhood education, and in turn what BVS Family and Child Enrichment Center LLC will be able to offer as a means of support. Please note that to respond to this virus and still offer quality care we will be changing many protocols around the center.

At this time BVS Family and Child Enrichment Center will remain open. In an effort to proactively protect our staff, families, and children we will be adjusting our hours to 8:00 am to 4:00 pm until further notice. This change in hours will help us to support our staffing challenges and allow us the ability to clean and sanitize the center effectively.

Health and Safety Policy Changes:

- If anyone in your household has traveled by plane or train, domestically or internationally. We ask that you and your child follow the CDC recommendation of a 14-day quarantine.
- If you've traveled anywhere like Boston or areas with a higher risk of outbreak of COVID-19, we ask that you follow the recommended CDC recommendations and avoid the center.
- During DROP OFF only ONE authorized adult enter the building. We will not be allowing additional family members into the center including school aged children. This will allow us to limit the number of people passing through our doors.
- During drop off it will be mandatory to assist your child in helping them to wash their hands per CDC recommendations. If you are a parent in our Pines room, we ask that you deliver your child to a staff member OVER THE GATE. We will work to wash the child's hands and unpack their belongings.
- During PICK UP we ask that you send a message via the MyBrightWheel App, and a member of the team will pack up your child(ren) and bring them out to you. This will help limit the number of people coming through the building and allow us to sanitize at the end of the day more effectively.
- For the time being we will not be allowing stuffed toys in the center.
- We will be switching to compostable cups here at the center, so please keep those water bottles at home.

CHANGES TO ILLNESS POLICY

- In accordance with recommendation from the State of NH, if a child has a fever of 100 degrees or higher, they will be sent home, the child will be unable to return to the center for at least 14 days.
- We will be evaluating each child on an individual basis by considering their ongoing systems and monitoring their general wellbeing. If we feel that children are showing

symptoms of any illness, they will be sent home and unable to return to the center 14 days.

- If a child with a sibling is sent home, the center will require that sibling also be sent home as a precautionary measure.
- **DO NOT send a sick child into the center. If you send a sick child into the center, they will be sent home and their potential for enrollment to BVS will be evaluated.**

Payments:

- Weekly tuition payments will continue to be due on Thursdays. This secures your spot in our center. If your family chooses to not pay tuition your spot will not be held, and you will need to try to re-enroll and registration fees will be charged. BVS will always respect the decisions and support our families when possible.
- We understand that it is a stressful time for everyone, however, we ask that you please remember that we are also trying to take care of our employees. Our core 10 staff members are not salaried and are hourly employees.

What We're Doing:

- Limiting outside exposure into our center by not allowing outsiders to enter the center and providing all tours of the center online.
- Cleaning and sanitizing the center multiple times per day.
- Stopping the use of soft toys in the center for the time being.
- Stopping toothbrushing and storage for the time being.
- Spending more time outside to increase our intake of sunshine and fresh air!
- Staff have been asked to shift their hours in order to remain on campus throughout the workday, as to limit the risk of outside germs.
- Staff have been asked to practice social distancing as much as possible.
- Staff will follow the same illness policy as detailed above.

What You Can Do:

- -Try to expedite your drop offs, so as to limit the children's exposure to potential outside influences.
- Model good hygiene at home.
- Refrain from talking about COVID-19 virus in the center to reduce stress and anxiety among our children, staff, and families.
- Practice social distancing as much as possible.
- If you have supplies you are willing to donate during the shortage, BVS would greatly appreciate any extras you may have incurred.
- **Be honest with us. If you have traveled recently to an area with confirmed cases, become exposed, or have the virus itself we trust that you will let a member of the administration team know immediately.**

Please know that this decision was a team effort in order to keep our doors open to support families and staff. The option to close lies with each individual center in the state, our staff has taken the initiative to support our community as we all face this pandemic together. As we continue to learn more BVS may need to alter this plan of action. We will do everything in our power to continue to run a high-quality early enrichment center, while supporting our families and staff.

All families will receive a paper copy of this correspondence and will be required to sign certifying that they have read and agree to this temporary change in operations. There will be no exceptions to these precautions.

We appreciate your support and willingness to ensure the happiness and safety of all during this time. As always, Donna and Liz are available for questions or concerns.

The BVS Team