

**Brookside Children's Early Education Centers (BCEEC)**  
**Policies for Public Health Emergency Child Care Services/Fee Agreement**

1. I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that during drop-off and pick-up I MUST always wear a mask. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.
2. I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center, I will be contacted, and my child MUST be picked up from the facility within 30 minutes of being notified. If this child has a sibling(s) they too must leave the center. If my child, or a member of our household is experiencing any of the following symptoms, my child/ and sibling(s) will not be able to attend BCEEC.

Symptoms include,

- fever of 100.4 degrees Fahrenheit or higher
- dry cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches
- Nausea, Vomiting or Diarrhea

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 24 hours and have a doctor's note before returning to the facility.

3. I understand that my child will always be encouraged to wear a mask while in the facility and on facility premises. Parents must provide 2 masks for their child to wear, in accordance with the Department of Health Order Requiring Face Coverings. Children 2 years of age and up MUST wear a mask. Children are not required to wear a mask while eating or napping. Children may remove their masks while six feet apart on the playground.
4. I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
5. I understand that to limit the risk of exposure for everyone in the center my child will be excluded from the program for 14 days upon return if my child travels to any country, state, county or city that is considered to be a "high risk" for COVID-19 infections as per [health.pa.gov](http://health.pa.gov). I further acknowledge that tuition will be due in full during any 14-day period the child is not permitted to attend BCEEC as the child is still enrolled in the center.
6. I will immediately notify BCEEC management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 2 above, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19. \*This is not a HIPPA/Privacy violation as we are not requiring you to disclose the identity of the person.
7. I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that my family and I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein. I understand that these guidelines can and will be updated and changed related to developments and updates to the Public Health Emergency on the national, state, and local level and based on best practices, CDC guidance and licensing recommendations and/or requirements. Further, I acknowledge that the center administrators have the right and responsibility to enact and enforce policies and procedures to keep all employees, children, and their families as safe as possible.

8. In the event that Brookside is mandated to close due to a Public Health Emergency, I understand that I am responsible to pay full tuition for the first two weeks of closure. Thereafter, I am responsible to pay 25% of my tuition for any additional time that Brookside is mandated to remain closed. This allows Brookside to pay their staff for the first two weeks of closure, as required by law, and maintain the school property during closure to reopen as soon as possible when allowed.
  
9. I understand that I may cancel the Contract for Child Care Services/Fee Agreement by giving two weeks' notice in writing, and I am responsible to pay for those two weeks whether my child attends or not. Written notice must be submitted by email on a Monday at least two weeks prior to the last day of care. This policy remains in effect in the event that BCEEC closes due to a Mandated Closure for Public Health Emergency, or if the CDC, Department of Human Services or any local governing agency requires policies that I may not agree with. Any security deposit held in my account will be applied to my unpaid account balance. Any remaining unused tuition that was paid will be refunded to me within 30 days of cancellation.

I/we the parents/guardians of the enrolled child(ren) hereby acknowledge that I/we have read the above COVID/ Pandemic Policies for Child Care Services/Fee Agreement completely, BCEEC reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.