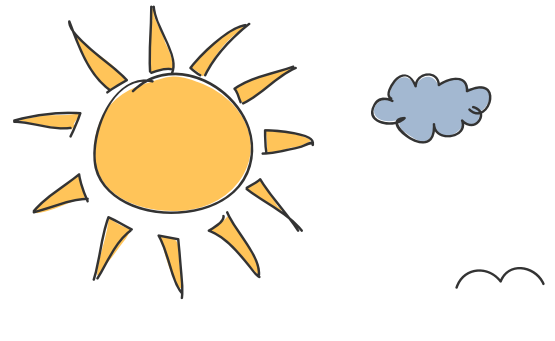


# DDC Foster

## Child Drop-Off & Pick-Up procedures:

Due to COVID-19, our center will be temporarily modifying our current Drop-Off and Pick Up procedures until further notice. Thank you for your understanding!



**Dr. Day Care**  
Learning Center

**Note:** If you are dropping off *after 9:00am* or picking up *before 4:00pm*, notify us via a Tadpoles message, a phone call, or ringing the doorbell. Maintain social distancing while waiting for assistance.

### Child Drop-Off (between 8:00 am and 9:00 am)

We are asking that families of **Infants** drop off at the **Infant classroom**. Families of **Toddlers, Preschool, & School Age** drop off at the office. You will then be greeted by a Teacher/Administrator wearing a mask.

The staff will complete the **COVID-19 Screening Tool questionnaire with each family**, and obtain all relevant information that your child's teacher might need to know (i.e. last feeding).

After your child is cleared to enter the building, the Administrator or designated staff member will then assist your child/(ren) away from you as you return to your car.

After the child is in the building, additional staff will assist with washing the children's hands and escorting the child to their designated classroom.

**Infants** can be passed to staff while still in their car seats, if the car seat is labeled and will be left on site.

If your family needs to talk with your child's teacher or site Administration, please use either a Tadpoles message or phone call so that we can properly discuss your questions and/or concerns privately and safely.

We would also like to **limit cash transitions** at this time and have numerous **automatic payments options available at no charge** to your family. Cash or check payments must be put in a **sealed envelope** and handed to Administrator or designee during drop off. Receipt for cash payment will be given in sealed envelope at end of the day (if paying at Pick-Up, receipt will be given next business day).

### Child Pick-Up (between 4:00 pm and 5:00 pm)

Families should follow the same procedure that we are using for the new Drop-Off procedure.

As families **arrive and remain in their car**, a staff member will acknowledge you and will prepare your child and their belongings. Once they are prepared for departure, the DDC staff will give you your child and we ask that you **exit and quickly enter back into your car**.

Infants will be placed in their bucket car seat (if it was left at arrival). Parents are responsible for checking and ensuring that all straps and restraints are properly adjusted for your child before leaving the parking lot.

Parents that know their pick up time, or if your pick up time is before 4:00pm, please either notify us via a Tadpoles message or a phone call.

Thank you for your help in allowing us to continue to offer quality child care for our families! We cannot thank you enough for your support and understanding during this unusual time.

For more information on the changes that we have made due to COVID-19, please visit [www.drdaycare.com/coronavirus-health-safety-updates](http://www.drdaycare.com/coronavirus-health-safety-updates).

Social Distancing - maintain 6 feet of space at all times. Thank you!

