



WHITE BIRCH CENTER

White Birch was designated as an Emergency Child Care Center by the State of New Hampshire for the duration of the New Hampshire State of Emergency. Since the State of Emergency is no longer in effect, as of 6/12/21, White Birch Center will be adapting many of our previous health and safety policies, to reflect those being set forth by the CDC, NH DHHS and the NH Division of Public Health Services. To maintain the safest environment possible, the following policy directives will be put in place, until designated otherwise.

Health and Safety Policy Directives

Travel Quarantine Guidance:

Effective April 20, 2022, all domestic travel guidelines have been lifted for White Birch Center program participants and employees.

- **Unvaccinated and Vaccinated Domestic Travelers**
 - Upon return, self-monitor for symptoms and isolate then get tested if you develop symptoms.
- **International Travelers**
 - White Birch Center will follow the CDC guidelines for international travel. Please review the guidelines in the link below prior to traveling
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

COVID-19 Sick and Illness Policy:

- If your child is sick, has a fever, sore throat, fatigue, cough, flu like symptoms, unexplained rash, shortness of breath, diarrhea/vomiting, you **will not** bring them to the center.
- Prior to the COVID-19 pandemic, the following symptoms were listed within our Sick and Illness Policy and have been questioned frequently. Thus, we have listed them before for everyone's reference:
 - Diarrhea: Runny, watery, bloody stools or 2 or more loose stools within an hour.
 - Vomiting: 2 or more times in a 24-hour period. *Note: please do not bring your child if they have vomited in the night.* Child should be vomit-free for 24 hours before returning
 - Conjunctivitis: Red, goopy eyes that have been wiped 2 times in an hour; child can return 24 hours after antibiotic has begun
- Any parent/guardian or child with any of the following COVID-19 symptoms, will not be allowed to attend childcare:
 - Fever or chills; fever of 100.4°F or above
 - Cough
 - Sore Throat
 - Congestion or Runny Nose
 - Fatigue
 - Muscle or body aches
 - Headache
 - Mild Flu Like Symptoms
 - Shortness of Breath or difficulty breathing
 - New loss of taste or smell
 - Nausea or vomiting
 - Diarrhea

- Children will not be sent to WBC on any symptom reducing medication, unless noted by a doctor, stating the medical need.
- During the day, we will be evaluating each child on an individual basis by considering their ongoing health and wellbeing. If a child is showing any of the above symptoms, the parent/guardian will be contacted, and will need to pick up your child within 1 hour.
- If a child or parent develops new or unexplained symptoms:
 - See purple flow chart for more information
- If you, your child, or a household member is being tested, or has tested positive, for COVID-19, you will notify White Birch Center immediately and provide appropriate documentation.
- If we go through any COVID-19 shut down protocol, we have told staff that babysitting for our families is not allowed, until we have at least 48 hours and can safely and properly clear everyone.
- Each classroom is designated into certain groupings or “pods”. This helps with the spread of infection. The pods are not changed unless extremely necessary for staffing purposes. We will continue to refrain from combining groups/pods unless it is necessary due to a staffing constraint and would only be for a short period of time at the beginning or end of the day. Cleaning protocols and procedures will also continue to be conducted.
- Childcare program groups should, whenever possible, include the same children each day, and the same child care providers should remain with the same group of children each day. Limit mixing between groups when able.

If your child or WBC staff test positive for COVID-19:

- Administration should be informed immediately.
- Stay home/isolate for 5 days.
- If the individual is vaccinated **AND** over the age of 5, they may return to WBC wearing a well-fitted mask
- If the individual is unable to wear a well-fitted mask consistently or is unvaccinated against Covid-19, WBC asks that they fulfill the 10-day isolation period before returning.

If a WBC child or staff are identified as a close contact of a positive COVID-19 case:

- Administration will notify families of the positive case and all individuals within the classroom or POD will be monitored closely for new or unexplained symptoms.
- All individuals who have been designated as a close contact will need to be tested (home and PCR tests accepted) on or after day 5 of contact. Documentation must be sent to classroom teacher or member of administration. If individual does not comply with testing on or after day 5 of contact, individual must fulfil a 10-day isolation period.
- If 2 or more positive COVID-19 cases arise within a general area, administration will make decisions based on the situation at hand. Center wide or classroom closures are a possibility.

If a WBC child or staff are identified as a household close contact of a positive COVID-19 case:

- Administration should be informed immediately.
- Follow the flowchart (linked below) for next steps. After you have determined next steps, please informed administration of them.
<https://www.covid19.nh.gov/sites/g/files/ehbemt481/files/documents/2022-01/household-contact-exposure-flowchart.pdf>

Tuition:

- We understand that during this difficult time, childcare expenses may be a hardship on families but to effectively carry out childcare, payment for tuition must be paid in full on a weekly basis. Services provided are contingent upon receiving payment in full. Balances also must be up to date to return.

- If you choose to withdraw from your space, please notify your Program Director and we will offer the space to the next family on our waitlist. A full two weeks' notice must be given to your Program Director for withdrawal.
- Families will be charged tuition for weekly and daily care including when their child is absent due to COVID-19 related symptoms, other illness, or if in quarantine. Your spot will be held.
- If White Birch Center must close for COVID-19 State mandated cleaning and safety protocol, tuition is still required during that time.
- Extended Education families, with school age children enrolled in before, after or full day programming, will be billed according to the days that their child is scheduled to attend, regardless of absences from White Birch or Henniker Community School.
- The State of NH is allowing child care centers to invoice DHHS for COVID related absences through September 2022 for reimbursement. The state will determine how much is to be paid for each child's absence based on their age, number of absences, and service level (part-time, half-time, full-time). White Birch Center will then apply any payments received for your child to your Brightwheel account. There are a few important things for your family to be aware of. The state has specific rules and guidelines as to which "COVID related absences" are billable. Criteria for COVID-19 pandemic related absentee payments:
 - The child has been exposed directly to another child or adult with a diagnosed case of COVID-19 and the parent/guardian is instructed to contact the child's healthcare provider for COVID-19 testing; and
 - The child is not able to return to child care until one of the following conditions is met:
 - The child has a DHHS Public Health approved COVID-19 test, the result is negative, and the child's symptoms are improving. The child must be fever-free for at least 24 hours and off fever-reducing medications.
 - For children exposed directly to someone with a positive COVID-19 test, the family and program follows the DHHS Public Health guidance for returning to the program.
 - The provider may invoice for up to 10 days that the child was not able to attend while awaiting documentation from the healthcare provider, within the designated billing period.

Additional Directives

- No longer taking temperatures during arrival/drop off. Classroom teachers will take the child's temperature once they arrive and monitor throughout the day.
- Parents/guardians/family members are allowed into the building, via their child's classroom door during arrival and dismissal times only. Please do not cluster during drop off and pick up times. Maintain appropriate social distance of a minimum of 6 feet.
- Current hours of operation for the Early Learning Program are 7:30 A.M. to 5:00 P.M.
**hours subject to change with minimal notice*
- Extended Education hours are Before School 7:00 A.M. to 8:00 A.M., After School 2:00 P.M. to 5:30 P.M., Vacation Day 7:00 A.M. to 5:30 P.M, and Summer Camp 7:00 A.M. to 5:30 P.M.
**hours subject to change with minimal notice*
- As of Monday, February 28, 2022, Center employees, visiting adults, parents, etc. do not need to wear a mask.