



Shepherd's Gate
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www.shepherdsgateacademy.com



Health and Safety Policies

At Shepherd's Gate, we recognize the vital role that schools and childcare programs play in the well-being of children and the lives of working parents. We understand the necessity for parents to feel assured that their children are being cared for and nurtured in the best possible way while they are at work. That's why the health and safety of our staff and children are our utmost priority. We are committed to maintaining a safe, nurturing, and supportive environment where every child can thrive.

With that in mind, we have implemented new policies and procedures to enhance our day-to-day operations. These include updated guidelines on sanitization, social distancing, and health screening to ensure the safety and well-being of everyone at Shepherd's Gate.

We sincerely thank you for your continued trust in the staff of Shepherd's Gate to care for your children. Your partnership and support are invaluable as we work together to provide a safe and nurturing environment.

Daily Health and Wellness Guidelines

- **Temperature Checks:** Temperatures will be taken if necessary. If a child or staff member exhibits an elevated temperature along with other symptoms, they will be asked to leave to prevent the spread of illness.
- **Ongoing Wellness Monitoring:** Wellness checks will be conducted throughout the day. If any child or staff member shows signs of illness, they will be sent home immediately.

Parental Responsibilities

- **Pre-Screening:** Parents are asked to pre-screen their child for any signs of illness before coming to Shepherd's Gate.
- **Stay Alert:** We encourage parents to remain vigilant for any symptoms of illness in their children and to keep them home if they are unwell.

Cleaning and Disinfecting Strategies

- **Comprehensive Cleaning:** Our schedule includes cleaning, sanitizing, and disinfecting frequently touched surfaces and objects, such as toys and games. Additionally, items such as doorknobs, light switches, sink handles, countertops, desks, chairs, cubbies, and playground structures, will be regularly disinfected.

- **Safe Storage:** All cleaning materials will be stored securely and kept out of the reach of children.
- **Safe Usage:** Cleaning products will not be used near children, and staff will ensure proper ventilation when using these products to prevent children from inhaling any toxic fumes.

Healthy Hand Hygiene Practices

To maintain a healthy environment, all children, staff, and volunteers will practice proper hand hygiene at the following times:

- Upon arrival at the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating, handling food, or feeding children
- After using the restroom or assisting a child with restroom needs
- After contact with bodily fluids
- After playing outdoors
- After handling garbage

Handwashing Guidelines

- **Handwashing:** Staff and children will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol may be used when soap and water are not available.
- **Supervision:** Staff will supervise children when using hand sanitizer to prevent ingestion.
- **Assistance for Younger Children:** Younger children will receive assistance with handwashing to ensure their hands are thoroughly cleaned.
- **Staff Hygiene:** After helping children with handwashing, staff will also wash their own hands.

Food Preparation and Meal Service

- **Child Hygiene:** Caregivers will ensure that children wash their hands before and immediately after eating.
- **Caregiver Hygiene:** Caregivers will wash their hands before preparing food and after assisting children with eating.

Attendance

To ensure the health and safety of all children and staff, the following protocols are in place:

- **Staying Home When Ill:** Children and staff are required to stay home if they are ill. If your child becomes ill while at school, we will contact you immediately to arrange for prompt pickup. Please ensure that you pick up your child as soon as possible to protect their well-being and help limit the spread of illness. During this time, your child will be kept in an isolation area with a staff member until you arrive.
- **Cleaning Protocols:** After a sick child has been picked up, we will thoroughly clean and disinfect all surfaces in the isolation room or area.

- **Monitoring and Physician Consultation:** To minimize exposure to germs, it is crucial to keep children at home when they are ill or contagious. Please monitor your child’s health closely and consult your physician.
- **Return to School:** Children must remain at home if they exhibit any symptoms of illness until they have been symptom-free for 24 hours or have received a physician’s approval to return to a childcare setting.

Reminders to Stay Safe

- **Hand Hygiene:** Wash hands frequently with soap and water. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- **Visible Dirt:** Always wash hands with soap and water if they are visibly dirty.
- **Supervision for Young Children:** Supervise young children when they use hand sanitizer to prevent accidental ingestion.
- **Surface Cleaning:** Regularly clean and disinfect frequently touched surfaces.
- **Cover Coughs and Sneezes:** Always cover your mouth and nose with a tissue or elbow when coughing or sneezing.

Please print and sign to confirm that you understand and will follow the policies set by Shepherd’s Gate, in accordance with OCFS and CDC recommendations, to ensure a safe and healthy environment for both children and staff.

Child Name: _____

Parent Name: _____

Parent Signature: _____ **Date:** _____

Staff Initial: _____