

NORTHWEST COMMUNITY SCHOOLS

Northwest Preschool and Childcare Center
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www.nwschools.org

Geoff Bontrager Ed.S.
Superintendent



We are Northwest.....Go
Mounties!

Dear Parents and Families of NWPCC,

Recent changes mandated by the State of Michigan have required us to add restrictions. See the mask guideline grid below. We will continue to make every effort to provide a safe environment for your children. If you have any questions or concerns or just want to talk, I can be reached via phone or email.

Below is NWPCC's plan for the continuing safety of your children and our staff.

Take care.
Kristy West, Director

Safety protocols are required effective 4/26/2021

- Anyone entering the building is required to have a temp check.
- Access to the Office is by appointment only.
- Staff members wear masks all day, with exceptions including for meals and while they are outside and social distancing
- Parents will need to send their child ages 2 & up to the Childcare Center with a clean mask labeled with their name.
- If parent exits vehicle to give or get child from Staff member, a mask is required.

Following are Guidelines from www.michigan.gov/documents/LARA/child_care_guidelines

When and Where to Wear a Cloth Face Mask in Your Facility

Environment	Staff	Children Ages 2-3	Children Ages 4	Children Ages 5 and up	Parents and visitors
Classrooms, homes, cabins, or similar indoor settings	Required	Good faith effort*	Good faith effort*	Required	Required
Indoor hallways and common areas	Required	Good faith effort*	Required	Required	Required
School bus or transportation	Required	Required	Required	Required	Required
Outside with social distancing	Not required	Not required	Not required	Not required	Not required
Outside without social distancing	Required	Good faith effort*	Good faith effort*	Required	Required

- Good faith effort means best effort to keep masks on in gatherings

Drop off/Pick up

- If you have multiple children in multiple areas you will need to go to each designated area for both drop off and pick up.
- You will need to allow for waiting time during drop offs and pick-ups. Our doors will open promptly at 6:40AM. If you exit your vehicle and will be close to a Staff member, a mask is required.
- Parents will get in a car line for the entrance to their child's designated area.
 - Infant/Toddler-Back door on the North side of the building. Can be accessed via the Alternative education driveway. Pull up to the 2nd door until 9AM. ****If you arrive after 9 AM, please send message over Brightwheel to have a Staff member come out to you.**
 - -Preschool age-Corner entrance nearest preschool rooms/hallway only until preschool starts. If you arrive after the start of class, send a message to the classroom teacher to have a Staff member come out to you.
 - -Youth care-Front entrance (Bus pick up is approx. 8:30am/drop off 4pm). ****If you arrive after 8 AM, please send message over Brightwheel to have a Staff member come out to you.**
- When you Drop off – Please remain in your vehicle. Staff members are at each of our entrances to come to your vehicle, greet you, take child's temperature with a touchless thermometer, record their attendance and temperature. If your child shows any signs of illness they will not be able to enter the building and then report this through the [NWCS COVID-19 Reporting Tool](#) on the NW web page →<https://forms.gle/E2RP5svYHE9XWFQN8>.
If child is cleared, Staff member will get any instructions for the day and get your child to their classroom.
- For pick up we will need notification through Brightwheel app when you are leaving to come pick up your child and what time you expect to arrive. Message when you arrive. This will aid with making pick up easier for all. You will need to go to the same area as drop off for each child.

What enhanced cleaning protocols are in place?

- Toys will be washed and sanitized in between play and toys will be limited as to how much is out to try to control any spread of germs. Toys that cannot be cleaned and sanitized will not be used.
- Both outside play areas will be sanitized. Groups will have staggered times in play areas.
- Cots and mats will be labeled for each child and sanitized between each use.
- Our janitorial service has an expanded cleaning and sanitizing schedule in place daily and weekly.
- Increased diligence with clean and safe diapering protocols.
- Sanitizing toilets and sinks after use.
- Increased use of hand sanitizer. Staff and children will increase handwashing.
- CDC guidelines will be posted in each room.

What happens if your child gets sick while at Childcare?

- Any age child will be brought to the sick room in the Office and parents contacted to have them picked up within an hour from the Office. When you get home please report this through the [NWCS COVID-19 Reporting Tool](https://forms.gle/E2RP5svYHE9XWFQN8) on the NW web page →<https://forms.gle/E2RP5svYHE9XWFQN8>. Your child's return to care requires you to provide a doctor's note of release. This condition applies if your child is sent home because she/her became sick while in care or if she/he is absent from care due to illness.

What is happening with food service?

- All meals/snacks will be provided as normal. Infant/toddler will still eat in their classrooms. Preschool & Youth will have staggered lunch and snack times so that they will be eating in the cafeteria without the other group in there. Our janitorial staff will sanitize in between each group.

How do I pay tuition and report my child's schedule each week?

- Schedules for the following week are due by Thursday morning. Please email the schedule to: mary.huffman@nwschools.org.
- Please pay online through eFunds <https://www.nwschools.org/Page/2685>. If you are unable to pay online, please contact the Office to make arrangements. Payments still need to be made on time which is no later than Friday for the following week.