

# ACTIVE LEARNING CENTERS

## & Lehigh Valley Martial Arts

### COVID-19 Response Quick Reference for Palmer ALC

For further details and information on these and other topics, policies, and changes in our routine care in response to COVID-19, please reference the full policies and handbook appendix shared with all families digitally. **Below is a quick reference specific to procedures and as well as details specific to the Palmer ALC facility:**

#### Drop Off and Pick Up Details

- Drop off and pick up windows will be established and communicated.
- Parents will not enter the facility and will be required to wear a face mask or facial covering.
- A designated staff will complete all screenings and sign ins or retrieve students during these windows
- All vehicles should enter the parking lot through the Northwood Ave entrance and funnel into a line at the front door
- Parents and children will remain in their vehicles until in the designated parking spot
- Parents should be flexible and expect delays are possible
- It is expected families make every effort to have consistent drop off/pick up individuals to limit exposure

#### Payment Procedure Details

- In all possible cases, we request that payments are made over the phone or through the use of our Auto Pay system.
- Payment may be made via phone on Fridays, Mondays and Tuesday between 12noon-1:30pm and 6pm-7pm
- Payments remain due Friday prior to the week of care or no later than Monday of the week of care.

#### Personal Belongings Procedure Details

- If you do not already own or have a zip or full closure bag or backpack for your child's belongings, please be sure you purchase one before returning to care. Nylon and easy to disinfect fabrics are preferable.
- Bags must store nap and change of clothes items and are not to be used to travel to and from other locations
- There will be strict enforcement of personal belonging policies
- Personal belongings will be sent home daily as opposed to at the close of each week. Cubbies and refrigerators will be emptied at pick up each day.

#### Major Health and Illness Policy Details

- Both child and adult (staff and parent) temperatures must be below 100.4°F to be permitted to attend
- Temperatures will be taken daily, and screening questions will be done each morning
- All illness policies will be strictly enforced with a 60 minute/1hour window for pickup
- Parents must notify us immediately if any of the following symptoms are present in themselves or their child: fever, shortness of breath, rash or cough

#### Mask and PPE Policy

- Staff will maintain the use of masks during their shift.
- Staff in direct contact with bodily fluids or caring closely for a child (ie diapering, feeding, responsive care) will use disposable coverings or gowns for each individual interaction
- Students between the ages of 3 and 13 years old can bring along a parent-provided mask or facial covering, but this is not required. The staff at Active Learning Centers will do our best to have each child maintain the use of the mask.

544 Jubilee Street  
Emmaus, PA 18049  
610.966.2234

7200B Windsor Dr  
Allentown PA, 18106  
610.366.8084

7150 Hamilton Blvd  
Trexlerstown, PA 18087  
484.460.1806

3602 Nazareth Rd  
Easton PA 18045  
610.829.1818



ALC



www.alcchildcare.com  
www.lvmartialarts.com

# ACTIVE LEARNING CENTERS

## & Lehigh Valley Martial Arts

544 Jubilee Street  
Emmaus, PA 18049  
610.966.2234

7200B Windsor Dr  
Allentown PA, 18106  
610.366.8084

7150 Hamilton Blvd  
Trexlerstown, PA 18087  
484.460.1806

3602 Nazareth Rd  
Easton PA 18045  
610.829.1818



[www.alchildcare.com](http://www.alchildcare.com)  
[www.lvmartialarts.com](http://www.lvmartialarts.com)