

ACTIVE LEARNING CENTERS

& Lehigh Valley Martial Arts

COVID-19 Response Quick Reference for Trexlertown 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 Trexlertown 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 continue past the center, turn right at the stop sign and funnel into the line of vehicles that will wrap around the side lot, adjacent to the playground. Infant parents will be permitted to park their car ACROSS from the facility, complete their screening on foot and complete drop off directly to an infant room staff using the classroom's external door. 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. All other payments via credit card will require phone payment directly to Miss Emily between the hours of 12:00-2:00 Friday, Monday or Tuesday or between the hours of 3:00-4:00 on Monday.
- Payments remain due Friday prior to the week of care or no later than Monday of the week of care. Payments made on Tuesdays may be subject to late fee charges.

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 parent-provided masks 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.

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