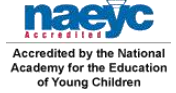




# ABC ACADEMY...

*A great place for your child to grow, learn and succeed!*



## ABC Academy COVID-19 Company Policies

March 13, 2020

Dear ABC Academy Families,

We would like to thank all of the families for understanding and implementing the new policies we put into place this week. We have all come together to do our part in reducing the spread of COVID-19 to the best of our abilities.

We reassure you that at this time ABC Academy, Lansing Ave., Laurence Ave., and Jackson College locations continue to remain open. Child Care is essential to our families and community. With that in mind, we would like to remind you of how we are handling the Coronavirus concern within our centers. ABC Academy will continue operating normally as long as we may do so safely, responsibly and in line with prevailing public health advisement.

Today we want to provide you with the most up to date guidelines for COVID-19. The updates have been highlighted so that you are aware of the changes that have been made. We will reevaluate the Coronavirus situation to determine how we will move forward after April 6. This is not only for the children's health, but for that of the staff and those the children may come in contact with within our community who may be at risk.

- Upon arrival, your child's temperature will be checked. If it is 99 degrees or above we will need to exclude them from the program. Your child will need to be fever free **(without the use of fever reducing medication)** for 72 hours to return to the center. **We expect families to honor these measures that we have put into place for the safety of our families and staff, refraining from using fever-reducing medication to mask any of the symptoms described. ABC Academy holds the right to cancel services in the event procedures are intentionally not followed.**
- If your family is exposed to an individual who tests positive for the Coronavirus we expect you to self-quarantine yourself and your family for 14 days. This 14-day period begins after the last day of contact with the individual. Please note the center reserves the right to end services for families that fail to follow guidelines for the safety of our children.
- If your family is exposed to an individual who was tested for the Coronavirus and is awaiting test results and your family members are not exhibiting symptoms, quarantine is not required until the laboratory case has been confirmed. However, if signs of illness (fever/cough) appear, you will need to self-quarantine yourself and your family for 14 days.
- If a family member works in a building where there is a confirmed case, and they were not identified as a close contact they do not need to quarantine; they should just self-monitor for symptoms and stay home at the first sign of illness.
- If there is a confirmed case of Coronavirus in your family, you must complete a minimum 7 days in isolation AND must be fever free (without the use of fever reducing medication) for 72 hours AND improvement of respiratory symptoms.
- We request that our families follow the general guidelines for mitigation strategies, refraining from visiting areas where groups of 10 or more people gather or venues that

3210 Lansing Ave.  
Jackson, MI 49202  
(517)784-9161

800 Laurence Ave.  
Jackson, MI 49202  
(517)783-3040

2111 Emmons Rd.  
Jackson, MI 49201  
(517)768-9323

405 S. Main St.  
Concord, MI 49237  
(517)740-0167

1143 N. Brown St.  
Jackson, MI 49202  
(517)581-0568

3450 Kibby Rd.  
Jackson, MI 49203  
(517)745-0007



# ABC ACADEMY...

*A great place for your child to grow, learn and succeed!*



## ABC Academy COVID-19 Company Policies

do not allow social distancing of 6 feet per person. If these guidelines are not maintained, we ask that you self-quarantine. This includes Spring Break travel. Exposure to these types of situations will determine our ability to provide services without interruption.

- The president has recommended against traveling within the United States. We will continue to watch for his guidance over the upcoming days. Please be aware that we will follow his guidance and if a family travels over the following weeks they may need to be excluded from care.

Other policies we will continue to follow over the coming days and weeks –

- Parents will drop off and pick up their children from the office area between the hours of 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m. We ask that parents provide their center director with their planned drop off and pick up times for the period of time that the new policies are in effect to allow us to add the additional staff that will be required to escort the children to and from their classrooms. Plan for extra time during drop off and pick up to arrive at your final destination on-time. If you find that extenuating circumstances prevent you from dropping off or picking up during the scheduled times, we ask that you contact your center director in advance. We will do our best to support your needs while maintaining ratios and following our new policies. No adults beyond our classroom staff will be allowed in the classroom area of our centers. This includes any visitors. We will extend reading month activities into April to allow families to read to their child's class.
- Upon arrival, staff will take the children directly to a sink in the children's bathroom to wash their hands. This will prevent outside germs from entering the classroom.
- No car seats will be permitted inside the building. You will need to keep your child's infant carrier in your car, we will not allow them to remain in the office or classroom for the next 3 weeks.
- No backpacks, outside toys, or blankets will be allowed to be brought from home. You may bring your child's naptime blanket on Monday to leave for the remainder of the next 3 weeks. Staff will wash these blankets Monday morning and then periodically throughout the next 3 weeks.
- Your child's lunch will need to be brought to the center in a **brown paper bag**. The virus lives up to 72 hours on plastic, vinyl, and metal surfaces. Exposure to the live virus is reduced by at least 48 hours by the use of paper products. We will have brown paper lunch sacks available in the office area for you to use in the event you do not have access to any at home.
- If you have been out of the country within the last two weeks, you must quarantine your child, if they have been in contact with you, for a total of 14 days before coming back to the center.
- If at any time, we are unable to get necessary supplies such as bleach, paper goods, snacks, or gloves, we will close until supplies are available.
- If staff begins to become ill or are exposed, and must be quarantined, we may be unable to cover ratios. If this happens, we will take children on a first come, first served basis until ratio is reached.
- We will prioritize requests for services as follows:

3210 Lansing Ave.  
Jackson, MI 49202  
(517)784-9161

800 Laurence Ave.  
Jackson, MI 49202  
(517)783-3040

2111 Emmons Rd.  
Jackson, MI 49201  
(517)768-9323

405 S. Main St.  
Concord, MI 49237  
(517)740-0167

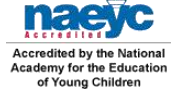
1143 N. Brown St.  
Jackson, MI 49202  
(517)581-0568

3450 Kibby Rd.  
Jackson, MI 49203  
(517)745-0007



# ABC ACADEMY...

*A great place for your child to grow, learn and succeed!*



## ABC Academy COVID-19 Company Policies

1. Families with current contracts at their desired site. This includes families enrolled in the GSRP classrooms and in our latchkey program.
2. Families currently enrolled in our GSRP classrooms located at Hunt Elementary, Dibble Elementary, or Concord Elementary seeking care at the Lansing Ave., Laurence Ave., or Jackson College locations.
3. Siblings of children with current contracts with our centers.
4. Alumni families requesting services during this time.
5. New students.

Our goal is to remain open as long as possible through this situation. It is going to take ALL of us working together to ensure this happens. ABC Academy will continue to do our part also. We will add extra staff to clean vigorously throughout the day, we will limit the number of transitions the children have between classrooms to avoid cross-contamination, we will not allow outside visitors to enter our buildings, we will ensure all deliveries are left at the office and NO ONE enters the classroom area beyond ABC Academy staff, we will monitor the health of the children in the classrooms throughout the day and ask families to pick them up immediately if they become ill.

We will continue to keep you updated as more information is received on the current situation that is unfolding in the world around us.

Sincerely,

ABC Academy Administration Team

3210 Lansing Ave.  
Jackson, MI 49202  
(517)784-9161

800 Laurence Ave.  
Jackson, MI 49202  
(517)783-3040

2111 Emmons Rd.  
Jackson, MI 49201  
(517)768-9323

405 S. Main St.  
Concord, MI 49237  
(517)740-0167

1143 N. Brown St.  
Jackson, MI 49202  
(517)581-0568

3450 Kibby Rd.  
Jackson, MI 49203  
(517)745-0007