

July 20, 2020

Dear First Steps families,

Together we continue to adapt to an ever-changing world. It makes us look forward to the eternal peace of a worry-free heaven.

As we continue to evaluate the changes in our families' lives, developments in our community, and our ongoing commitment to provide excellent child care in an excellent facility, we find that we need to update some of our existing policies regarding child absences.

1. Summer Camp Vacations and Absences (for 2021)

This policy change begins next year. It does not impact our 2020 Summer Camp.

Starting at next year's Summer Camp, all parents will be given five vacation days per child to use at their discretion during our Summer Camp. Vacation days may be used as sick days (call by 8:30 a.m. the day your child is sick), vacation days (2-week notice required), or used for a holiday (2-week notice required). All holidays (actual or observed) that fall on your child's registered day will be charged to you unless a vacation day is used.

2. Leave of Absence Retainer Requirement (now)

This policy change takes effect immediately.

Parents who choose to take a leave of absence beyond their vacation days and wish to reserve their child's spot to resume their regular schedule are required to pay for a minimum of two days per week during the leave of absence.

We will do our best to accommodate your preferred schedule if your child will be attending two days per week during the leave of absence, but your flexibility is appreciated as available days may be limited.

This policy applies to maternity leave, summer break, extended winter breaks, and any other time longer than your standard vacation days.

3. Mandatory Closing of a Room or Rooms due to Pandemic

In the event one of our children or teachers tests positive for COVID-19, we will follow the direction of the Waukesha County Health Department. As of this writing, the Health Department requires that all children and teachers in the COVID-19 child's classroom self-quarantine for 14 days. To cover a small portion of our ongoing operating expenses during a quarantine, we will consider any quarantine to be a leave of absence with a 2-day per week retainer requirement. Parents may use vacation days to cover the days charged during any leave of absence.

COVID Questions and Answers

(These were written by Principal Tom Plitzuweit for the school. First Steps will be following the same guidelines)

What happens if we have a positive COVID test in the center?

- The individual must quarantine for 14 days

What about siblings in the center?

- Only siblings that are in close contact with the positive person need to be quarantined
 - If they are one-step removed, they do not need to be quarantined

What about testing?

- A negative does not allow re-entrance to earlier
- Self-tests and OTC tests have uncertain reliability
- American Pediatrics said antibody tests should not be used as inclusion/exclusion

Who else needs to quarantine?

- Anyone who has been in close contact with the positive case
 - Close contact is defined as within 6 feet of an individual (regardless of mask usage) for accumulative 15 minutes per day

Who does contact tracing?

- Contact tracing is the responsibility of the First Steps
 - Interview individual that is positive to identify those with whom they've been in close contact
 - Notify contacts of possible exposure
 - Refer contacts for testing
 - Monitor contacts

What about teachers being exposed?

- Currently, the Waukesha County Public Health Department recommends that teachers should self-quarantine. However, this recommendation is currently under review

General Questions

What is the role of Waukesha County Public Health Services?

⇒ They will provide guidance and advice. At this time, they will not make recommendations to open or close schools or child care centers unless an outbreak occurs

What is social distancing?

- ⇒ CDC recommends a distance of 6 feet between individuals
- ⇒ American Pediatrics recommends a distance of 3 feet
- ⇒ Waukesha County PHS recommends following CDC guidelines
- ⇒ Masks do not affect social distancing

What is close contact or an exposure?

⇒ Defined as being within 6 feet of each person for a cumulative of 15 minutes during the day