**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwibo43HpKrVAhUIGz4KHYn_BMoQjRwIBw&url=http://clipart-library.com/owls-clipart.html&psig=AFQjCNEB3N-cdA1EJVVbbcS-WT4dakeZjg&ust=1501273178957166)\*\*\*ESSENTIAL PERSONNEL\*\*\***

**St. James Child Care Center**

401 Carlwood Drive.

Miamisburg, OH 45342

937-866-1633

**03/23/20**

**Parents,**

**If your child is enrolled at St. James Childcare Temporary Pandemic Center the following health/safety procedures will be effective Thursday March 26, 2020 regarding the COVID-19 Virus:**

**\*Any individual entering the Facility will have their temperature taken before they are permitted to enter the facility. Any temperature reading 100 degrees or above will not be allowed to enter the facility.**

**\*There will be a Childcare Staff Member at the drop off/pickup door. This staff member will take your child and all their belongings needed for the day and take them to their appropriate room. When you are picking up your child, please call or wait by the door and a Childcare Staff member will bring your child and their belongings to you. (Regarding infants, we will not need car seats just hand your child and belongings to the childcare staff member at the door.)**

**\*If during the day your child is ill or has a fever, they will need to be removed from the facility immediately.**

**Documentation that is required for enrollment in a Pandemic Childcare Center:**

**(see attached)**

**\*Child Enrollment Form**

**\*Pandemic Child Care Center Child Enrollment Addendum**

**Both forms need to be completed prior to first day at the Pandemic Child Care Center.**

**We realize that some of the measure may seem drastic, but they are only in effect for the safety and well-being of your children and our staff caring for them. If you have any questions, please don’t hesitate to call the childcare office.**

**Stay safe and healthy during this current crisis.**

**Sincerely,**

**Cindy Sorg Stacy Bell Krista Cain**

**Administrator Asst. Administrator Asst. Administrator**