

# Oak Lane Child Care Center

COVID-19 Handbook

rev 9-20-2020



Ronnie Weinberger, Ms.Ed.  
Executive Director  
Oak Lane Child Care

# Contents

GOALS .....	4
SCOPE .....	4
TIMELINE .....	4
NEED FOR VIGILANCE .....	4
CONFIDENTIALITY .....	4
TESTING FOR COVID-19 .....	5
IN CASE OF A COVID-19 EXPOSURE .....	5
TRAVEL RESTRICTIONS .....	6
New York State Travel Restrictions .....	6
Additional Restrictions for All Air Travel .....	6
CLEANING & SANITATION .....	6
RESTRICTING ACCESS .....	7
FOLLOW THE RULES ON THE “STOP” SIGN AT THE DOOR .....	7
TEMPERATURE CHECKS .....	7
HEALTH SCREENING QUESTIONS FOR STUDENTS .....	7
HANDWASHING .....	9
MASKS .....	10
GLOVES .....	10
ILLNESS AND EXCLUSION WHILE AT SCHOOL .....	10
SOCIAL DISTANCING: .....	11
DROP-OFF AND PICKUP .....	12
IF CHILDREN ARE OUTSIDE .....	12
WHICH GATE TO USE .....	13
The Acorn Class .....	13
Drop-off .....	13
The Chestnut Class .....	13
Drop-off .....	13
Pickup .....	14
The Walnut Class .....	14
Drop-off .....	14
Pickup .....	14
The Coconut Class .....	14
Drop-off .....	14
All Classes, Before and After Drop-off and Pickup .....	15

WHAT THE DAY WILL LOOK LIKE AT OAK LANE .....	15
TOILETING .....	15
MEALS .....	16
NAPTIME .....	16
AFTERNOON SNACK.....	16
VIRTUAL LEARNING .....	16
CHILDHOOD INFLAMMATORY DISEASE RELATED TO CHILDREN .....	17
CONCLUSION .....	18
RESOURCES.....	18
CONTACT INFORMATION .....	18
APPENDIX .....	19

## **GOALS**

Our goal is to reduce the risk of transmission of the COVID-19 virus to every extent possible through strict sanitation practices and social distancing in order to provide a safe environment for both the children in our care and the adults who care for them.

## **SCOPE**

The guidance provided in this document applies to all Oak Lane community members. The cooperation of staff, parents, caregivers, and children is fundamental in maintaining the sanitary and distancing measures that will keep everyone as safe as possible.

## **TIMELINE**

Oak Lane will continue the stricter practices until local health and regulatory agencies advise that they are no longer necessary.

## **NEED FOR VIGILANCE**

Please be aware that COVID-19 is a highly contagious, airborne disease. Currently, according to the CDC guidance, our best defense against the virus is mask-wearing, social distancing, frequent handwashing, and being careful about avoiding crowds. We all need to work together closely and follow these guidelines in order to protect our Oak Lane community.

We also need to work together as a community of parents and staff members, to be vigilant in detecting subtle signs of illness that may indicate an infection in order to keep down the spread of the virus. Parents and staff are encouraged to monitor for signs of illness, and to remain home from Oak Lane if those signs are present. Of course, we highly recommend COVID-19 testing if those signs of illness warrant.

Please be sure to report positive COVID-19 cases so we can assist the Westchester County Department of Health with their contact tracing efforts.

## **CONFIDENTIALITY**

Oak Lane is committed to maintaining confidentiality regarding COVID-19 information. We will be sharing contact information with the Westchester County Department of Health as required by law.

## TESTING FOR COVID-19

All the staff members will be tested for COVID-19 disease prior to our reopening on September 23, 2020, and pursuant to Department of Health guidelines going forward.

## IN CASE OF A COVID-19 EXPOSURE

If a child or staff member at Oak Lane tests positive for COVID-19, Oak Lane will follow the guidance and the recommendations of the Westchester County Department of Health and the CDC. The child or staff member's name and contact information will be reported to the Westchester County Department of Health. The name and contact information for all students and staff members known to have been in direct contact with that person will also be reported to the Westchester County Department of Health. The infected individual will be under an order of isolation by the Westchester County Department of Health for a period of 10 days and would be allowed to return to Oak Lane upon satisfying the Westchester County Department of Health's isolation requirements. The direct contacts will be under a quarantine order by the Westchester County Department of Health for 14 days and would be allowed to return to Oak Lane upon satisfying the quarantine requirements and providing proof of a negative COVID-19 test result. Oak Lane will follow the guidance of the Westchester County Department of Health regarding family members of direct contacts of positive cases.

If a positive case is detected, we will close the staff member's or child's classroom for 14 days from the staff member or child's last exposure to the positive case. because the other teachers and children in the affected classroom are "direct contacts". The classroom will be deep cleaned prior to reopening pursuant to OCFS regulations.

Given the fact that there is a possibility we will be required to close a classroom, or the entire Center, for a 14-day period in case of an outbreak, please have alternate childcare plans in place.

If you must quarantine and require assistance with errands or shopping, please let us know. Several Board members have volunteered to help out with your needs in case of a quarantine. In addition, you would have full access to our distance learning program to help mitigate the impact of the quarantine on your child.

We hope this helps to allay any concerns you may have, and also strengthens your faith that the Oak Lane staff and the Board of Directors have the best interest of the Oak Lane Community at heart.

## TRAVEL RESTRICTIONS

### New York State Travel Restrictions

Please be advised that Governor Cuomo has just issued a new [list of states](#) that do not meet the metrics necessary to be considered safe for travel into New York State.

Governor Cuomo said, "We've set metrics for community spread just as we've set metrics for everything the state does to fight COVID-19, and eight more states have reached the level of spread required to qualify for New York's travel advisory, meaning we will now require individuals traveling to New York from those states to quarantine for 14 days."

Based on this guidance, please understand that if you choose to travel to any one of these states, you will be required to keep your child out of Oak Lane for 14 days upon your return.

The list of states is subject to change and may not be complete or final. Please check with the link above at the time of your return from your travel in order to see whether your destination has fallen into the restricted state status.

### Additional Restrictions for All Air Travel

In addition, the Board of Directors of Oak Lane has determined that air travel for a member of your household, or people entering your household either at home or on vacation, will require you to keep your child home from Oak Lane for 14 days upon your return. This is because of possible exposure, either in the airport itself or on the airplane, to people who are traveling in or out of a restricted state.

## CLEANING & SANITATION

Frequently touched surfaces will be cleaned and disinfected regularly throughout the day, including doorknobs, doorbells, handrails, toys, chairs, cots, tables, and rest rooms. Books and toys that cannot be disinfected will be removed from the classroom. Toys and books will be disinfected after being used by one child, before being used by another. All chairs are disinfected after each use, and all cots are disinfected after each daily nap.

We currently utilize a dishwasher/sanitizer and will be using disposable tableware as recommended. The house is thoroughly cleaned and disinfected each weekday evening by a professional cleaning company, who uses a team dedicated to Oak Lane. The team wears full PPE while cleaning, as well as approved disinfectant.

We have received guidance from the Westchester County Department of Health regarding our cleaning supplies and the products used by our professional cleaning company. We will regularly monitor to be current with their advisories.

Air purifiers have been installed in each classroom, the cubby room, upstairs and staff rest rooms, the office, and the stairwell to the top floor. Filters will be replaced regularly as per the manufacturer's recommendations.

## **RESTRICTING ACCESS**

Only Oak Lane staff and students will be allowed into the building. Parents, caregivers, and siblings of students will not be allowed into the building,

Exceptions will be made for OCFS or CPS personnel, police, fire or emergency medical personnel, itinerant therapists caring for special education students whose presence is required by law, and outside contractors necessary to perform necessary inspections or make emergency repairs.

## **FOLLOW THE RULES ON THE "STOP" SIGN AT THE DOOR**

All people entering the building will read and answer the questions on the "STOP" sign posted at the door and if the answer to any of the questions is "YES", they are not allowed into the building.

## **TEMPERATURE CHECKS**

Prior to leaving your home you should take your child's temperature. If it is 100 degrees or higher, please do not come to Oak Lane.

All people entering Oak Lane will be temperature-checked with a non-contact thermometer. A "temperature below 100 degrees" will be noted on the Staff & Visitor Check-In Sheet at the front desk. Children's temperatures will be logged on the Daily Health Check Sheet by the teacher performing the check.

No one will be admitted who has a temperature of 100 degrees or higher. Anyone who has a fever cannot return to Oak Lane until (s)he is fever-free without medication for 72 hours.

## **HEALTH SCREENING QUESTIONS FOR STUDENTS**

When students arrive, a teacher will come to the door to perform the temperature and health check. If the child's temperature is below 100 degrees, the teacher will ask the parent or caregiver to answer a series of questions and log the answers. The teacher will also perform a visual assessment of the child for signs of illness. If the answer to

any of the screening questions is “Yes”, or if signs of illness are noted during the visual assessment, the child will not be admitted for care that day. These questions apply to all members of your household.

The Screening Questions are:

In the past 3 days, have you **or any of the people in your household** had:

- Any illness (including runny nose, gastrointestinal symptoms)
- A fever of 100 degrees or higher
- A cough, sore throat, body aches or headache
- Shortness of breath or trouble breathing
- Chills or shaking with chills
- A new loss of taste or smell
- Direct contact with anyone with known COVID-19 or someone under Investigation for COVID-19
- Or is under active quarantine or isolation

Please note that the symptoms apply to anyone who lives in your child’s household. If an Oak Lane student’s household member (parents, sibling, grandparent, au pair) has a fever of 100 degrees or higher, or any of the symptoms noted above, that student should not be brought into Oak Lane until you can answer all of the screening questions with a “no” response.

We suggest that you review the questions each day before leaving home to bring your child to Oak Lane to avoid being sent back home.

Regarding the Screening Questions that the teachers go over with you each morning, we appreciate the fact that some students may have allergies or an underlying condition that may result in a seasonal cough or runny nose. We have no desire to refuse admission to a child with these conditions. If your child has underlying conditions such as allergies or a cough that may be persistent, please get a note from your doctor on his or her letterhead stating the condition and anticipated duration of the condition and we will enter it into your child's file. You must also complete and return the OCFS-7006 form from New York State OCFS. Only if we were to note a change in that condition, such as a cough changing or worsening, would we then exclude the child from care. Otherwise, we would allow the child to attend.



It is important that parents are proactive in obtaining this documentation. Without it, we **MUST** assume that the child is ill, and we will then deny entry to Oak Lane for each day that the symptoms persist.

## HANDWASHING

Staff, students, and everyone entering Oak Lane will wash their hands

- immediately upon entering the building
- when they are dirty
- after toileting or assisting children with toileting
- after changing a diaper
- before and after administering medication
- before and after applying sunscreen
- before and after food handling or eating
- after handling pets or other animals
- after contact with any bodily secretion or fluid

Staff must ensure that children thoroughly wash their hands and assist children where necessary.

Everyone must wash hands using the following steps:

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a paper towel or air dry them.

- **Use** the paper towel to turn off the faucets and open the door.
- **Discard** the paper towel.
- **(Adults only) Using** the provided disinfectant, wipe down all surfaces.

## **MASKS**

According to Gov. Cuomo's executive order of April 17th, any individual who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.

Parents and caregivers must wear masks when dropping off and picking up children because they may be in close proximity to the staff members during drop-off and pickup. All adults are required to wear masks while they are inside the building.

We require that all children over two years of age wear face masks while they are in attendance at Oak Lane. The staff at Oak Lane is committed to be clear with the children regarding the expectations that everyone wear masks. For example, helping the child to understand that if they want to play in close contact with a peer, in order to keep each other safe, they must wear masks.

According to the New York State Office of Children and Family Services regulations, all staff members are required to wear a mask at all times. Oak Lane additionally requires all staff members to wear a plastic face shield while on duty. The staff has undergone mask donning and doffing training, as well as training in COVID-19 safety procedures.

## **GLOVES**

The teachers are required to wear gloves for food service, toileting, changing soiled clothing, applying sunscreen, and any time it necessary to handle bodily fluids. The chefs will wear gloves as per the NYS DOH requirements. Staff members have undergone training in the proper way to wear and change gloves according to OCFS regulations.

## **ILLNESS AND EXCLUSION WHILE AT SCHOOL**

If a child becomes ill at school, (s)he will be isolated from the group, and you will be contacted immediately.

Illness includes but is not restricted to fever of 100 degrees or higher, runny nose, cough, sneezing, trouble breathing, diarrhea, vomiting, stomach pain, rash, pale skin, and general malaise.

The CDC and DOH guidelines for exclusion due to illness have become stricter. We recognize that children suffer from sniffles and runny noses frequently, but we will no longer be keeping mildly ill children in care due to COVID-19 guidelines.

In case of illness at school, it is expected that you will pick the child up as soon as possible. Please be certain that we have current emergency contact numbers. Please make sure that your phone is on and can receive calls. We will proceed to alternate numbers if you are not available. Be sure those numbers are for contacts who can pick your child up promptly. Under the circumstances, it is imperative that you pick up the child as quickly as possible.

If a staff member becomes ill at school, (s)he will leave immediately. Children and staff members who leave because they feel ill may not return to Oak Lane until they are symptom free, and fever free for 72 hours without medication.

If a staff member or child, or one of their household members, tests positive for COVID-19, is under suspicion of being infected, and/or is quarantined or under isolation, the staff member or child must remain out of Oak Lane until the isolation or quarantine period has expired. If that occurs, we will also close the staff member's or child's classroom and the classroom of that child's sibling where appropriate, for 14 days from the staff member or child's first exposure to the case or suspected case.

There is a possibility that we will be required to close a classroom, or the entire Center, in case of an outbreak. Please have alternate childcare plans in place.

## **SOCIAL DISTANCING:**

The children will be segregated by class. There will be no interaction between children of different classes. Please be aware that there may be families at Oak Lane who have a child in more than one classroom. Teachers assigned to a class will not work in any other classroom, except in cases where it is necessary to maintain proper adult to child ratios as required by OCFS regulations. Every effort will be made to avoid floating staff members between classes. When support staff enter the classroom to deliver food or materials, the children will be asked to move away to maintain distance.

In order to keep the children at appropriate distances, we will be outside as much as possible, even when it is rainy. Parents are asked to provide a hooded raincoat and rainboots to leave at Oak Lane, as well as snow gear for the winter.

Each classroom will be assigned its own playground area for outside time. The classes will not be mixed on the preschool playground. The playground equipment will be disinfected when a child is done playing with an item, and the entire playground will be disinfected when the group using it returns inside. Playground areas will be rotated between classes at regular intervals, so the children have access to all the different outside areas and equipment.

When the children are in their classrooms, the supplies and activities will be set up in such a way that each child will have his/her own materials to use.

Because of the social distancing requirements, the children will have to engage in parallel play. While my teachers and I are well aware that this type of playing and learning is antithetical to typical Early Childhood Education, I am confident that we will find innovative ways to provide the appropriate stimulation and instruction.

Cots will be set up as far apart as possible and arranged head-to-toe as recommended by the CDC.

All the field trips and the rest of the in-classroom visits from the educational specialists (Music, Mandarin Language, American Sign Language, Science, Nature and Yoga) have been cancelled for the rest of the school year. Itinerant Therapists' visits should be coordinated with your local school district as required. Therapists are essential visitors and are welcome at Oak Lane. They will be required to perform the initial health screening, to mask and to follow appropriate social distancing guidelines.

Each staff member will be using a personal pen.

All parents must bring a pen or pencil for signing children in and out.

All parents should maintain social distancing of at least 6 feet while dropping off and picking up children.

Do not crowd the entrances. All areas will observe one-way traffic. There will be signs or markers.

## **DROP-OFF AND PICKUP**

### **IF CHILDREN ARE OUTSIDE**

For all parents, if you come to pick up your child, and there are children on the playground, do not come through the gate. Signal to a teacher, let them know who you're coming to pick up if the teacher is from a different class than your child, and your

child and the “Sign-In-And-Out Sheet” will be brought to you at the gate by your child’s teacher.

### **WHICH GATE TO USE**

Acorn parents will enter and leave the property via the double gate to the Acorn front playground, to the far left of the property by the big hedge and the toy cars

Chestnuts and Walnuts will enter through the gate to the brick pathway on the left side of the front yard when facing the house. They will exit via the concrete pathway to the gate closest to the preschool shed.

Coconuts will enter and leave the property through the double gate to the far right of the yard by the Preschool shed and the handicapped parking space.

### **The Acorn Class**

#### **Drop-off**

Come in through the gate and across the safety surface to the porch next to the toy shed. That is the entrance to the Art Room of the Acorn Class. There will be a doorbell on the post of the porch. Please do not come up the porch stairs. Ring the bell and a teacher will come out and come down the stairs to do the temperature check and ask you the screening questions. If the screening is completed successfully, you will sign the “Sign-In-And-Out Sheet” and the teacher will take your child into the building.

#### **Pickup**

Return through the same gate you used for drop-off to the Art Room porch and ring the bell. A teacher will acknowledge you and bring your child and the "Sign-In-And-Out Sheet" for your signature down the stairs to you.

### **The Chestnut Class**

#### **Drop-off**

Enter through the brick path gate, cross the front yard, left at the house, past the garden, and go up the ramp to the Chestnut back door. There will be a doorbell by the back door. Ring the bell and a teacher will come out to do the temperature check and ask you the screening questions. If the screening is completed successfully, you will sign the “Sign-In-And-Out Sheet” and the teacher will take your child into the building. After your child enters the building, turn right, and go through the little gate under the stairs, past the grill and exit into the yard. Follow the concrete path to the exit gate.

## Pickup

In the afternoon, return to the same spot, ring the bell and a teacher will acknowledge you and bring your child, and the "Sign-In-And-Out Sheet" for your signature, out to you. Then, do not go back down the ramp. Turn right and proceed through the little gate under the stairs, past the grill and exit into the yard. Follow the concrete path to the exit gate.

## The Walnut Class

### Drop-off

Go through the brick path gate and up the left stairs to the front porch. Ring the special Walnut doorbell (not the one by the keypad). A teacher will come out to do the temperature check and ask you the screening questions. Please be patient – the teacher must come down from the classroom. If the screening is completed successfully, you will sign the "Sign-In-And-Out Sheet" and the teacher will take your child into the building. After your child enters the building, go across the porch, down the right-side stairs and out to the exit gate.

### Pickup

In the afternoon, return to the same spot, ring the same bell and a teacher will acknowledge you and bring your child, and the "Sign-In-And-Out Sheet" for your signature, out to you. Then, go across the porch, down the right-side stairs and out to the exit gate.

## The Coconut Class

### Drop-off

Enter through the double gate to the far right of the yard by the Preschool shed and the handicapped parking space, cross the safety surface and go all the way around the house to the Coconut back stairway. Please do not proceed up the stairs. At the bottom of the stairway, there will be a doorbell. Ring the bell and a teacher will come out to do the temperature check and ask you the screening questions. If the screening is completed successfully, you will sign the "Sign-In-And-Out Sheet" and the teacher will take your child into the building. After your child enters the building, go around the climbing equipment to the safety surface and out through the double gate.

## **Pickup**

In the afternoon, return to the same spot, ring the bell and a teacher will acknowledge you and bring your child, and the "Sign-In-And-Out Sheet" for your signature, out to you. Go around the climbing equipment to the safety surface and out through the double gate.

### **All Classes, Before and After Drop-off and Pickup**

Parents are asked to please bring your child directly from the gate to the door, or from the door to the gate. No lingering or playing in the yard. Also, once out the gate, please proceed directly to your car. These are new procedures, people drive too quickly in the parking lot and we want to ensure the safety of the children who, due to their size, speed, and erratic movements, cannot always be clearly seen by drivers.

## **WHAT THE DAY WILL LOOK LIKE AT OAK LANE**

Before the children enter the classroom, the teacher will escort him or her to the bathroom where the teacher and child will wash their hands. The children will enter the classroom. We have had to eliminate some of the materials in the classroom to maintain the social distancing required in the classroom. The children will still have their cubbies. Their cot sheet and their nap lovey will be stored in a plastic bag in their cubby. Each child will have a personal plastic shoebox containing an assortment of art supplies labeled with his or her name. These will not be shared by classmates.

Please bring in a raincoat and rainboots, and winter gear, to leave at Oak Lane because we will be going outside in all kinds of weather.

You will need to keep at least three sets of extra clothing because we will need to change the child in the event of an accident, and we can no longer share clothing between children. If we do not have extra clothing and we need to change your child, we will call you immediately to pick the child up from care.

We will still be following our regular educational activities including meetings, lessons, art and science activities, and readings. The groups will be organized a little differently to maintain distance, and more time will be spent outside.

## **TOILETING**

The Acorn diapering procedure will remain the same as pre-pandemic. Please make sure that you maintain an adequate supply of diapers and wipes. There will only be one child using the potty at time.

The Chestnut class procedure will remain the same as pre-pandemic.

Children from the Walnut Class and the Coconut Class will not use the bathroom at the same time. To the best of their ability the teachers will only allow two children in the bathroom at the same time. They will coordinate bathroom time so that the children in the bathroom are from the same class. The center toilet will be disabled and will not be in use. There will only be one sink in use. A teacher from their class will monitor the bathroom area to be sure the children are spacing properly.

## **MEALS**

The seating arrangements for mealtimes will be one child at every other seat around the table. As weather allows, we will be eating outside as much as possible.

## **NAPTIME**

The recommendation for the NYS Office of Children and Family Services is that the cots be placed as far apart as possible, and that the children be positioned to sleep head to foot.

## **AFTERNOON SNACK**

The children will enjoy an afternoon snack after their naps, outside if possible.

The children will have free play for the rest of the afternoon. It is my desire for them to be outside as much as possible. It is important for them to re-establish their play practice and have as much freedom as a child should have.

## **VIRTUAL LEARNING**

Our teaching staff have created an amazing resource on our Google Classroom virtual learning platform. They developed the virtual program from scratch, very quickly, with no advanced notice, for an audience of very young children who had no experience with that type of format. They worked extremely hard on what became a very effective tool, and they are to be commended for their hard work and success.

We will continue to provide virtual learning on Google Classrooms. When Oak Lane is open and there is full attendance, the virtual learning format will still be accessible to children who might not be in attendance because they are unable to be in the classroom. We will still provide lesson plans, activities, written information, and links.



We will be streaming a live lesson from each classroom once each day, as well as videos of the teachers reading books to the children who have returned to Oak Lane. The teachers will reach out to the family to arrange a one-on-one time for the child who is homebound.

The Google Classrooms will remain in place for two reasons. The first is to serve the needs of children who are not returning to Oak Lane when it reopens. The second is to be prepared for the “Second Wave” of COVID-19 that many health professionals are predicting for the upcoming months. We hope that another closure will not be necessary, but if there is, we will be ready to return to full distance learning. We are hoping for the best but preparing for the worst.

## **CHILDHOOD INFLAMMATORY DISEASE RELATED TO CHILDREN**

A number of children in New York State have been diagnosed with a rare inflammatory disease that is being investigated as possibly being connected with COVID-19 infection. The symptoms are:

- Prolonged fever (more than five days)
- Difficulty feeding (infants) or is too sick to drink fluids
- Severe abdominal pain, diarrhea, or vomiting
- Change in skin color - becoming pale, patchy, and/or blue
- Trouble breathing or is breathing very quickly
- Racing heart or chest pain
- Decreased amount of frequency in urine
- Lethargy, irritability, or confusion

Please seek immediate medical attention if your child displays any of these symptoms.

You can find more information at:

NYS Dept of Health

<https://coronavirus.health.ny.gov/childhood-inflammatory-disease-related-covid-19>

CDC <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html>

## CONCLUSION

We are determined to do the best we can to ensure the health and safety of our students and staff. We appreciate your cooperation and assistance in following our guidance. We understand that these are stressful times for everyone. If you have any suggestions or concerns, please feel free to reach out to the Executive Director, Ronnie Weinberger, at [oaklaneccc@gmail.com](mailto:oaklaneccc@gmail.com), or 914-238-3756.

## RESOURCES

For COVID-19

[CDC Guidance for Childcare Centers Who Remain Open](#)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

New York State Office of Children Services Child Care Regulations can be found in the main office or at

<http://ocfs.ny.gov/main/childcare/regs/416%20GFDC%20effective%205.1.14.pdf>

The Child Care Complaint Line phone number is 800-732-5207 Child Abuse or Maltreatment:

Hotline Phone 800-342-3720

Internet Citizen's Guide to Reporting:

<http://ocfs.ny.gov/ohrd/ccg/ccg.asp>

## CONTACT INFORMATION

Oak Lane Child Care Center

49 Memorial Drive

Chappaqua, NY 10514

Executive Director: Ronnie Weinberger, M.S.Ed.

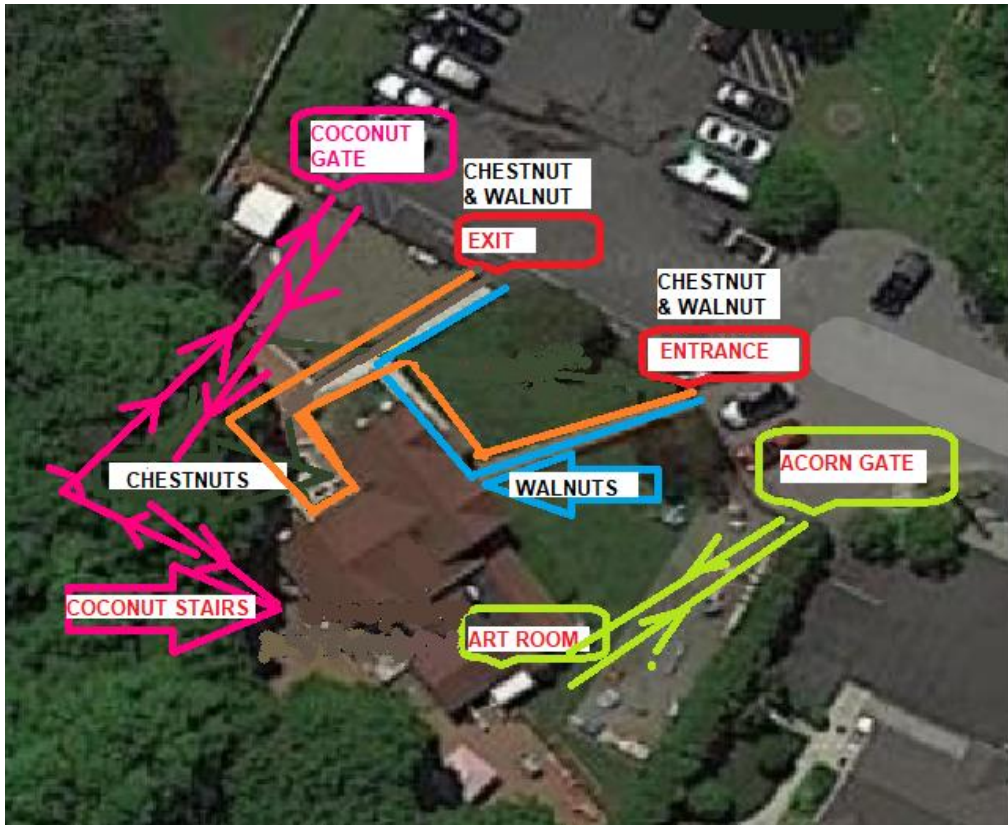
[www.oaklaneccc.org](http://www.oaklaneccc.org)

Phone: 914.238.3756

Fax: 914.238.3757

Email: [oaklaneccc@gmail.com](mailto:oaklaneccc@gmail.com)

# APPENDIX





**DO NOT ENTER THE BUILDING IF ANY OF THE ANSWERS TO THESE QUESTIONS IS “YES” IN THE PAST 3 DAYS, HAVE YOU OR ANY OF THE PEOPLE IN YOUR HOUSEHOLD HAD:**

- **ANY ILLNESS, INCLUDING DIGESTIVE ISSUES**
- **A FEVER OF 100 DEGREES OR HIGHER**
- **A COUGH, SORE THROAT, BODY ACHES OR HEADACHE**
- **SHORTNESS OF BREATH OR TROUBLE BREATHING**
- **CHILLS OR SHAKING WITH CHILLS**
- **A NEW LOSS OF TASTE OR SMELL**
- **DIRECT CONTACT WITH ANYONE WITH KNOWN COVID-19 OR SOMEONE UNDER INVESTIGATION FOR COVID-19**
- **OR IS UNDER ACTIVE QUARANTINE OR ISOLATION**



**IF “YES” TO ANY OF THE ABOVE  
DO NOT ENTER THE BUILDING**