

## Message to Parents Regarding BGCWIN COVID-19 Procedures

- **Drop off time only will be at 7:30 am-9:00 am.**
- **Closing Time is at 5:30 pm please do not be late. You can pick up your child before the 5:30 closing time.**
- Items children are allowed to bring in to the building will be limited. Allowable items include a clean, reusable water bottle (suggested), coat, or jacket.
- Three meals a day, breakfast, lunch and afternoon snack will be provided by BGCWIN. Should a child bring outside food into the building, it **MUST** be in disposable containers. *We ask that children do not bring outside food into the facility unless it is necessary due to dietary restrictions or allergies.*
- Coats need to be washed daily. Children should wear fresh/clean clothing each day.
- Parents will **NOT** be permitted in the building. Staff will be available to walk children into the building and return them to their parents' cars at the designated pick up and drop off time.
- Parents or persons designated to pick up will need to be on the list and present an ID for their child to be released.
- Parents will need to provide an extended list of emergency contacts who can pick up the child in case of any emergency.
- Parents will need to notify BGCWIN if any children participating in the program have symptoms or have potentially been exposed.
- If a child exhibits symptoms (fever, dry cough accompanied with a fever, difficulty breathing), they will be separated from the group until they can be picked up by a parent or listed emergency contact.