



COVID-19 - Health & Safety Protocol Parent Handout

We hope that you all are safe and healthy. While we get ready to open, the safety of our families and staff remains our priority. The California department of social services in collaboration with California department of education has given us guidelines that needs to be followed during this pandemic. Their guidelines, in addition to our own added policies, will be put into place to ensure the safety of every child, family, and our staff. Please read them carefully as we will be strictly following these guidelines during the pandemic until further notice.

The following guidelines and policies will be in place until further notice

General guidelines

- The school will reopen on Monday, August 17, 2020.
- School operating hours are Monday - Friday 8:00 am - 5:00 pm until further notice.
- **Stay home if sick:** If you or your child has been sick (*fever, cough, cold, runny nose or any other illness*), we ask that the ill person stay home until they are symptom free.
- **Follow CDC quarantine guidance** and travel guidelines if you think you have been exposed to COVID-19 Virus.
- We ask families to inform us if a child or family member is ill due to COVID-19, be rest assured we will maintain confidentiality. Should there be any confirmed COVID-19 case within the school, County Public Health Department, Community care licensing and parents will be informed. You will be required to submit proof of clearance from a doctor prior to bringing the child back to school. Same protocol applies to the staff as well.
- If a family travels out of California, they would need to quarantine for 14 days before they can be back to school.
- **Except water bottles no outside items** such as toys, pacifiers, backpacks, lunch bags, reusable bags will be allowed inside the facility. Parents should send lunch in

a disposable bag/container. Parents should send the blankets and crib sheets in a clean disposable bag.

Wellness Checks

- **Forehead temperature** check: Upon arrival, temperature of the child/staff will be taken by a no touch thermometer. A 100.4 degrees Fahrenheit is considered fever and no child or staff will be allowed in the facility if the temperature is or over 100.4 degrees F.
- We will check if children/staff have any symptoms of a cold, cough, fever, runny nose etc. (no entry if sick).
- Parents must also notify if children have taken any fever reducing medication in the prior 24 hours.
- We will monitor staff and children throughout the day for any signs of possible illness. If staff or a child exhibits signs of illness, we will follow the facility procedures for isolation from the general population and notify the parents immediately to pick up the child.

Drop off and pick up

- Parents **are required to wear a mask** during drop-off and pick-up.
- We recommend same parent pick/drop the child, if possible, to minimize exposure.
- Parents will now be able to scan a QR code from their mobile phone to sign in and out their child without having to touch school tablet to enter the pin.
- Parents need to be in designated marked spots (6ft apart) while dropping and picking up the child.

Hand Washing and Personal Hygiene

- All staff and children must wash their hands upon arrival and frequently thereafter for minimum of 20 seconds.
- Hand sanitizers will be available inside classrooms (out of children's reach) as another option to maintain hygiene and cleanliness.
- Proper handwashing guidelines and posters will be posted for staff and children in restrooms and sink.
- We ask that parents leave a pair of sneakers for children at school. These sneakers will remain at school. This is to keep the school environment free of germs and to minimize exposure-
- Children will be supervised for proper and frequent handwashing for a minimum of 20 seconds.
- **We ask that children wear face shield in the classroom and outside to protect themselves and everyone around them.**

Healthy Hand hygiene Behavior: All Children and Staff would engage in hand hygiene at the following times:

- Arrival to the facility and after breaks.
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors
- After handling garbage
- After coughing or sneezing
- Children will be lined up for handwash keeping a safe distance between them
- We will keep the faucet running so that children do not need to touch the faucet. Teacher closes faucet once children finish hand washing
- Children will be asked to use a sheet of toilet paper to hold flush handle when flushing.
- Teachers will always wear a mask during their shift. A protective vest/smock will be provided for teachers as personal protective equipment.

Cleaning and social distancing in the facility

- All high touch surfaces will be frequently disinfected using disinfectant solution or wipes. This includes door handles, light switches, high touch outdoor play equipment and electronic devices.
- Children will not be allowed to share toys. Manipulative toys will be cleaned and disinfected. There will be a tub provided for used toys. Children will be allowed to use these toys only after they are cleaned and disinfected.
- Food trays and tables will be frequently disinfected.
- Each child will be provided with personal box that he/she will carry along. All the required supplies will be in that box. They will have pencils, color pencils, eraser, crayons, scissors, and other essentials that the child may need at work time. This box is not to be exchanged at any time. This will be cleaned and disinfected frequently.
- We will practice social distancing and model it to our children, so they learn. Frequent verbal reminders will also be given.
- We will provide proper ventilation indoors by opening windows for fresh air.
- Cots/mats will be placed far from each other with children facing head to toe at naptime.

- Children will be encouraged to play outdoors to get fresh air. Indoor and outdoor play time will be staggered and adjusted to reduce the number of children playing at any given time.

Classroom Setting and Class Management

- Classroom group size will be 10 children per class (3-6 years)
- Maximum of 10 children in a group with two teachers for ages 18-35 months.
- Same teacher will stay with the group of children in the same classroom.
- Name cards and visual display will be provided for children to indicate spacing.
- We will offer opportunities for parallel play during this time of the pandemic when close physical contact is not recommended.
- Weather permitting, we will extend our learning outside in fresh air.
- We will accommodate children from same family in same classroom whenever applicable.

School Supply List Summer 2020

Please remember to label **EVERYTHING** you can possibly label

Two's	Three's, Pre-K and Kindergarten
<p>For your child please send:</p> <ul style="list-style-type: none"> • Diapers • Pull-ups with detachable sides (older 2's) • Wipes • 2 extra sets of clean, weather appropriate clothes. • Lunch in a disposable bag/box. • Clean fitted sheet and a blanket. (No sleeping bags will be allowed) • Sunscreen 	<p>For your child please send:</p> <ul style="list-style-type: none"> • 2 extra sets of clean, weather appropriate clothes. • Lunch in a disposable bag/box. • Clean fitted sheet and a blanket. (No sleeping bags will be allowed) • Sunscreen