

The Children's Village



Early Learning Center, Inc. PANDEMIC POLICY

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Introduction:

Welcome back to The Children's Village! The following pages map out the plan for reopening in a safe manner. During a pandemic, these policies will be followed in conjunction with our Family Handbook. We understand these procedures are new to all of you and ask for your patience as we navigate these uncharted waters. As we proceed with the new policies, we can expect to find things that will work for us and some things that will need to be changed. You will be notified as much in advance as possible as changes are implemented. Lastly, we ask that you take these new procedures very seriously, especially regarding the illness policy. Each child's health and safety is extremely important to us and we will be strictly following these guidelines.

Child Illness Policy:

- If your child is sick, they are required to stay home.
- Children will not be required to wear face coverings.
- If your child becomes ill while at school,
 - your child will be isolated in the director's office and offered a cot to rest on.
 - a family member will be contacted immediately.
 - child will need to be picked up within 30 minutes.
 - once the child has left, the isolation area will be cleaned and disinfected.
- Symptoms that will qualify as illness...
 - fever of 100 degrees or higher
 - persistent cough
 - shortness of breath or difficulty breathing
 - body aches
 - sore throat
 - chills
 - runny or stuffy nose
 - diarrhea
- Your child may return to school after they are symptom free for 72 hours without the help of medication.
- If COVID-19 is confirmed in a child,
 - areas used by the person who is sick will be closed off immediately.
 - doors and windows will be opened to increase air circulation in the areas.
 - staff will wait up to 24 hours or as long as possible before cleaning and disinfecting to allow respiratory droplets to settle.
 - staff will clean and disinfect all areas used by the person who is sick.
 - the director will immediately contact the DHS Child Care Office for further instruction.

Drop-off and Pickup Procedures:

Arrival:

We have temporarily changed our hours of operation to allow time for staff screenings in the mornings and extra cleaning in the evenings. Our new hours will be from 7am to 5:30pm. Morning drop offs will be allowed between 7am and 9am. If you need a later drop off time due to a doctor's appointment, please notify the director in advance to ensure staff is available.

Per CDC recommendations, family members are not allowed inside the building. Drop offs will take place at the entrance to the building. Two staff members will be at the front door wearing face masks and gloves. We ask that families park as usual in front of the building and wait in your vehicle to avoid crowding at the entrance. A staff member will wave you in, one at a time. At the entrance, parents or family members will be required to complete a health questionnaire for each child. Your child's temperature will be taken by a staff member and recorded on the questionnaire. Family will then "sign in" their child on the same form. iPads will not be used by family members at this time.

Once your child(ren) is cleared to enter, they will use hand sanitizer and the second staff member will take the child to their classroom and assist them with putting away belongings as you would normally do. We know this part is very different for families and especially the children. We do understand that some children will have a hard time with this transition. We promise to do everything in our power to make this as easy as possible for everyone involved. If your child is having a difficult time, we recommend giving them a big hug, kiss and goodbye. From our experience, we have learned that most children calm down within minutes of being in their classroom. Teachers will happily send you a message or photo of your child via Brightwheel once they have transitioned.

Infant car seats will be allowed to help make the drop off process easier and then stored in their usual spots away from the reach of children.

Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for illness.

Departure:

When picking up your child at the end of the day, please call the center or send a message via Brightwheel when you are outside or close to arriving. Please stay in your vehicle in the parking lot. A staff member will wash your child's hands and their own, gather your child's belongings and bring them out to the sidewalk near your vehicle. Family will then sign out the child.

Unfortunately, with this process, you will most likely not be able to have a face to face conversation with your child's teacher as you normally would at pick up time. In addition to photos and curriculum, teachers will be sending out daily updates one to two times per day in order to keep that communication with families. As always, feel free to send questions and/or messages to your child's teachers through Brightwheel and they will answer as quickly as they can.

Cleaning and Sanitizing:

- A new, intensified cleaning schedule will be posted in each classroom.
- Surfaces and objects that are frequently touched, especially toys, will be cleaned, sanitized and disinfected routinely throughout the day. This includes countertops, toilets, tables, chairs and cots.
- In addition to our normal daily cleaning, doorknobs, light switches, sink handles, cubbies and playground structures will be cleaned multiple times a day.
- Cloth toys will not be used at this time.
- All toys and manipulatives will be rotated and cleaned through the dishwasher after each use.
- All bedding used at nap time will remain at the center and washed weekly, or more, by our staff. Please do not take bedding home on Fridays.
- Toys from home are prohibited from entering the building!
- No shoes will be allowed in the infant room.

Handwashing Guidelines:

- All children and staff should 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 playing outdoors or in sand
 - After handling garbage
- All children and staff must adhere to the regular hand washing with soap and water for at least 20 seconds.
 - Turn water on and wet hands, remove from water
 - Add soap to hands and create friction to make bubbles
 - Scrub for 20 seconds, sing Happy Birthday or ABCs
 - Rinse hands under running water
 - Dry hands with single use paper towels
 - Turn off faucet with paper towel

- The use of alcohol based sanitizers with at least 60% alcohol are permitted when soap and water are not readily available. Children will be supervised when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone. After assisting children with handwashing, staff should also wash their hands.

Staff Protocols:

- To ensure the plan for “stable groups”, staff members will have set weekly schedules and remain in the same classrooms throughout the week.
- Due to lower group sizes and decreased enrollment, alternate staff will be available for coverage of classrooms during breaks or in the event a teacher is absent.
- Staff absenteeism will be monitored by the director, date of absence and reason(s) will be recorded.
- Staff is required to arrive fifteen minutes prior to the start of their shift. Each staff member will be screened by the director. Forehead temperatures will be taken and recorded, health questionnaires will be completed.
- All staff is required to wear face coverings when inside the child care center.
- Staff will complete required trainings provided by DHS before returning to work. These trainings include increased awareness when monitoring for sick children, new cleaning protocols, a review of proper handwashing guidelines and social distancing strategies in a child care facility.
- Staff is required to stay home if they are experiencing any symptoms.
- If COVID-19 is confirmed in a staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.

Social Distancing Strategies:

- Classes will include the same group of children each day and, to the best of our ability, the same teachers will remain with the same group each day.
- Special events and/or large gatherings are canceled until further notice (Mothers/Father's Day celebrations, Prek graduation, etc).
- At rest time, children's cots will be spaced out as much as possible, ideally six feet apart.
- Visitors will not be allowed at this time with the exception of monitoring visits from DHS, maintenance employees, special educators and Early Intervention. These essential visitors will be required to sign in to our Visitor Log.
- Outdoor play spaces will only be used by one stable group at a time. Toddlers will be able to use their playground as normally scheduled while Preschool and Prek groups will have staggered times built into their daily schedule.
- Other gross motor options will be utilized, including playing on the grass field located behind our building, going for walks and ball play on the paved area adjacent to the toddler playground.