



Colorful Apples Learning Center LLC

Pandemic Handbook

2020-2021

This handbook has been designed to help give everyone guidance into new policies, precautions and procedures. It will list all safety measures given by the NH Governor, the CDC, and NH State Licensing/ DHHS. This handbook may be adjusted based on the pandemic and new information received on the pandemic and our emergency needs of our center. As things change and are constantly evolving we will look closely into updates and keep all staff and families up to date on any changes to our pandemic handbook and policies in place. We encourage open communication while we follow State and Federal guidelines. We will continue to follow all NH State rules and regulations for childcare centers as well as state and federal government for the health and safety of all students, families and staff.

1. **Dropping off and Picking up of students:** Parents will pick up and drop off either in the hallway of our center or outside on the playground. Parents/ Guardians will not be allowed in the building for drop off or pick up. We ask that when in the building that parents respect personal space of students and staff by standing at least 6 feet away. If we are out on the playground we are also asking all parents/guardians to respect personal space of students and staff by standing 6 feet away. At drop off we ask that parents/ guardians will wear a mask over their nose and mouth. We will also check parents temperature and child's temperature at the door upon entry. If a child or parent has a fever of 100.4 or higher they will not be allowed to enter the center. When a child enters the school we will immediately go into the bathroom and wash our hands for 20 seconds with soap and water. We are also asking you to please apply the first application of sunblock on your child since we will be making the most of outside time.
2. **Student supplies and belongings:** We will require all families to bring in a backpack with a blanket/ sheet for rest time. We will keep every personal backpack on the child's hook until rest time and then put it immediately back on the hook at the end of rest time. Please take your backpack home daily and clean your blanket/ sheet weekly. Please remember to return all belongings for the following week. In your back pack please pack extra pairs of clothes for your child. We will also need an extra pair of shoes for children that are potty training. Student cubbies and hooks will be sanitized every morning upon the directors arrival at the center. **No home toys will be allowed.**

3. **Face Coverings and Masks:** All staff will be required to wear a mask/ face covering over their mouth and nose. We have provided a reusable cloth mask that has a child friendly design and can be washed daily for use, we will also supply blue medical/ surgical masks daily for staff. If parents wish their child to wear a mask we will allow children over the age of 3 to wear a mask. We will take the mask off at rest time and place it on their personal hook and then take it off their hook at the end of rest time and reapply it to your child after we have washed our hands and followed all CDC recommendations when it comes to applying and removing a mask. Children under the age of 2 are not allowed to wear a mask in accordance to CDC and NH State Licensing and DHHS standards for safety as they pose a strangulation/ suffocation risk for children under 2. We are also asking that parents/ guardians will wear a mask over their nose and mouth at all pick up and drop offs at our center.
4. **Illness and Monitoring Policy:** Students, Parents/ Guardians, Teachers and Children will have their temperatures taken every day upon arrival, and various times throughout the day. Any student with a fever of more than 100.4 must remain out of school for 10 days. We will not allow a doctor's note for returning before the 10 days. Any student that shows signs of a respiratory issue; wheezing, shortness of breath, excessive coughing, tugging at their chest will be sent home and may not return for 10 days and must be cleared by a medical professional stating it is not COVID-19 related illness. Students with a cough with a fever are required to be seen by a medical professional within 24 hrs. Students must remain out of school for 10 days if negative testing for COVID19 if positive for the test then please remain out for the 14 days. Your child may return after receiving 2 negative test. Please provide documentation of these tests or you may not return to center. We also require parent/ guardian to notify us within 24 hrs. of what the illness might be. If a doctor has cleared your child to attend after the 10 days, the medical professional must state in writing, "The child _____ was seen and evaluated for _____. The child does not have COVID-19 and is able to return to childcare without placing another child, or adult at risk of infection." We will need documentation from the medical professional what the child has and why the child is coughing. If the child or anyone in the home has had a positive COVID-19 test or someone they have had direct contact with has had a positive case we require the parent/guardian and child to stay home for the 14 day incubation period. Please notify us of the positive case or the direct contact as soon as possible. If there is a positive case of COVID-19 at our center we will notify all families, The Bureau of Infection Disease Control (BIDC) at 603-271-4496, The Bureau of Child Development and Head Start Collaboration at 603-271-4242; and The Child Care Licensing Unit at 603-271-9025, or ccluoffice@dhhs.nh.gov.
5. **Staying Healthy:** Colorful Apples Staff will continue our commitment to keeping all of our students healthy while in our care. We will all encourage children to keep their hands away from their eyes, nose and mouth throughout the day. Consistent hand washing and around the clock cleaning with bleach and water will be used multiple times throughout the day. Bleach and water will be 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water or 4 teaspoons bleach per quart of room temperature water. Bleach solutions will be effective for disinfection up to 24 hours. We need to work together to keep everyone safe. It is the responsibility of the parent/

guardian to be honest and open with staff about any illnesses the parent/ guardian or child may be experiencing. If we find that this is not the case, students will be asked to leave the center and not return.

6. **Hours of operation:** New hours for our center will be 7am- 5:30pm. This will ensure that our staff has additional time to clean and disinfect the school for the next day. We appreciate your cooperation with a timely pick up by 5:30pm. This handbook is fluid and we are uncertain for how long our hours will be changed from 6pm to 5:30 we are sorry for the inconvenience but we appreciate your understanding and flexibility during this time while we ensure the safety precautions and procedures are in place. Any child picked up after 5:30pm will be considered a late pick up and the parent/ guardian will be charged \$2.00 a minute until picked up. This will be paid in cash to that teacher within 24 hrs.
7. **Closing of Our Center:** If a child has a cough and a fever, we must close the center for 24 hrs. for proper cleaning and sanitizing in accordance with the CDC and DHHS cleaning procedures. If a medical professional notifies us that a child or parent/ guardian has been informed that they may be positive or have had direct contact with a person that has been confirmed a positive case of COVID-19, the center will be shut down for 2 weeks for everyone to be tested and for proper cleaning and sanitation. Everyone will provide documentation of the test from the doctor upon returning. If we are not provided proof of negative test your child will not be able to return to center until we receive negative testing. We will be very transparent with all of our families if anyone is at risk of exposure. We are sorry for any inconvenience a closure would mean for any family but everyones health will come first and we will do our absolute best to ensure cleaning and sanitizing procedures posted by CDC are followed. If a child, parent/guardian, or teacher is being tested for COVID-19, the center will close and remain closed until results from the test are received. If the test is negative, the center will reopen after cleaning and sanitizing of the center. If the test is positive, the center will be closed for 14 days. The person that has received the positive test result will need to have 2 negative tests before re-entry into the center. If there is a positive case of COVID-19 at our center we will notify all families, The Bureau of Infection Disease Control (BIDC) at 603-271-4496, The Bureau of Child Development and Head Start Collaboration at 603-271-4242; and The Child Care Licensing Unit at 603-271-9025, or ccluoffice@dhhs.nh.gov.
8. **Staff Responsibilities and Health Requirements:** Upon entry to the center the director will take the temperature of all staff. All staff will be required to wear a mask over their nose and mouth. Staff will also wash hands upon entry and multiple times a day as we usually do. Teachers will rotate and clean and disinfect toys daily. Teachers will assist all students with 20 sec. hand washing and ensuring all best practices for hygiene in bathroom activities. All staff will be responsible for cleaning and disinfecting all toys and objects and surfaces in their room. Teachers will be encouraged to incorporate more outside activities including sidewalk chalk, bubbles, social distancing games such as simon says, red rover, our parachute games, dance parties outside, sprinkler fun, riding bikes/ scooters, playing on the swings and structure. Child care facilities must have a Safety Data Sheet (SDS) for each chemical used in the facility. Our chemicals will include bleach and water, Clorox

wipes, and Lysol for all cleaning and disinfecting needs. **We will remain committed to keeping all kids in our care as safe as we can.**

9. **Items Prohibited from Center:** Home Toys, Playdough, slime, soft animals, dress up clothes, wood blocks that need individual cleaning, sand and water tables, and pools.
10. **Tuition Payments during a pandemic:** We are asking all families to please pay timely tuition payments by Tuesday of each week. If your child is absent or the center is closed because of a COVID-19 case we are asking our parents to pay the tuition during our closed duration. We will not ask our parents to pay more than 2 weeks during a closure. We will try to remain fair and keep this policy fluid as it may change based on state funding and grants applied for and/ or received by directors. If we don't have to charge parents to pay teachers we won't. If your child is out or you don't feel comfortable coming into our center for a period of time we are asking parents/guardians to continue to pay if they wish to hold their child's spot. If the parent doesn't pay within 2 weeks they will unfortunately lose their enrollment and be replaced as we try and remain fair to our teachers as well and trying to provide everyone with full-time hrs as requested from our wonderful team of teachers.
11. **Supply Donations:** We are kindly asking all parents/ guardians to bring in one container of bleach, a roll of paper towels and a box of gloves that are latex free if you are able to supply. We sincerely appreciate the donation! We are a small operation and even though we now have acquired a 3 month supply of cleaning and disinfecting items we would greatly appreciate any help we can get to give us the surplus we need until this COVID-19 pandemic is over. We will also accept any Lysol, Clorox wipes and sanitizer.
12. **Ceremonies and Family Gatherings:** Unfortunately, we will not be having any visitors, special guests, events or ceremonies at this time. We know that we typically encourage gatherings but we are abiding by CDC guidelines and we will have no gatherings larger than 10 people at a time during a pandemic. All events will be postponed until further notice.
13. **Visitors and Entry into Center:** Only staff, students, DCYF, Fire Department, Federal inspectors for Food program, NH State Licensing, and Health Inspectors will be admitted into our classrooms. No parents, visitors, occupational therapists, reading specialists, or therapists, will be allowed into the classroom. We understand that is may be an inconvenience to everyone and we appreciate your understanding during this time.