



COVID-19 HEALTH & SAFETY POLICIES & PROCEDURES



PICK UP & DROP OFF PROCEDURES

- Designated drop-off / pick-up areas. Children will be assigned a drop off location (front or back entrance) and drop off times will be staggered to avoid crowds during peak drop-off and pick-up times.
- Children will be dropped off and picked up OUTSIDE the building. A designated staff member will walk children to and from their classroom and check in on behalf of families.
- Same person drop-off and pick-up. Families are asked to assign one family member for drop-off and pick-up to minimize exposure to multiple people. If this is not possible, we ask parents to call the center upon arrival and the staff will bring children in from and out to the car.
- Temperature and wellness checks. All children and staff will be required to do a temperature check upon arriving at the center. Quick and easy temperature checks will be done using a no-touch thermometer. Daily morning health checks will be done with visual screenings and symptom-related questions.
- Shoes. Everyone who enters the building will need to change their shoes or wear shoe covers. Children and staff will keep a pair of clean shoes at the center and will be required to change shoes before entering the classroom areas. Shoe cubbies will be located at front and back entrances.

DAILY HEALTH SCREENING

Since your last check-in, has your child had any of these symptoms?

- Cough • Shortness of breath or difficulty breathing • Fever • Chills • Repeated shaking with chills • Muscle pain • Headache • Sore throat • New loss of taste or smell

Have you had close contact with anyone with acute respiratory illness or who travelled outside of the United States in the last 14 days?

Have you had close contact with someone who has been diagnosed with COVID-19?

If you answered YES to any of these DO NOT enter. Your child cannot be permitted to enter to ensure the safety of everyone. Contact your health provider.

CLASSROOM PROCEDURES

- Ratios & enrollment numbers. Classroom sizes will be limited to 10 children per classroom in pre-k and 8 children in the Toddlers and Twos classroom during the first 4 weeks of opening. After the 4th week, state guidelines will allow for 15 children in each pre-k classroom and 12 children in the toddlers & twos classroom until further notice.
- Handwashing and sanitizing. Everyone who enters the building will need to wash hands. Hand washing timers will be used to help children with proper handwashing, and we'll continue to integrate handwashing into the curriculum. Hand sanitizer will be available throughout the center for adult use only.
- Social distancing. We'll continue to practice social distancing as much as possible to reduce risk. To minimize potential exposure, children will continue to keep distance from children and staff in other classrooms.
- Daily cleaning and disinfecting. Toys, playground equipment, and other high-touch surfaces will be regularly disinfected and rotated throughout the day. We will pause the use of sensory tables, large pillows or stuffed animals, and other materials that are difficult to clean.
- Protective equipment. All teachers will be required to wear masks (only required inside the building) and a protective layer of clothing such as a smock or long-sleeved button up shirt. Children over the age of 2 will be encouraged to wear masks. Children over the age of 2 will be required to wear face masks as much as possible when they are indoors.
- Restricted classroom access. Classrooms will be reserved for teachers and children only. Students will not rotate in and out of classrooms. They will remain in their own classroom throughout their day at school.
- Modifications to family-style dining. Students will still eat together but will not be serving themselves.
- Naptime adjustments. Children will continue to sleep (without masks) six feet apart and will be positioned alternating head to toe. Bedding will be laundered nightly.
- Outdoor play time. Each group will be scheduled to play outside longer when weather permits and not mixed with other groups. Any shared equipment will be disinfected after each classroom use.
- Field trips and events. There will be no center-wide events or trips, but classes may participate in either trips or events if there is no close contact with students from other classrooms or the public.
- Daily reports on child's day. Conversations about your child's day will be done via kaymbu or by phone to support information sharing and social distancing.

ILLNESS

- If you or your child has been sick, we ask that the ill person stay home until they have been symptom-free without medication for at least 72 hours. Classrooms will be open to well individuals only.
- The center will have a dedicated space where teachers can care for sick children while being separated from others until a family member arrives to pick up.
- Removal from school will be mandatory for any student exhibiting signs of infection, including respiratory distress, fever above 100.4 or confirmed viral or bacterial contagion. Students will only be permitted to return to school with appropriate medical documentation from a licensed physician who has attended to and treated the child.
- Follow CDC travel guidance. As states and countries lift their restrictions, please pay close attention to CDC guidance around travel to specific regions. If you travel to these regions, you will need to follow CDC guidance for quarantining yourself and your family before returning to Little Scholars Club.

HOW CAN YOU HELP?

- Do not bring your child to school if he/she has respiratory distress symptoms and/or fever higher than 100.4.
- Seek immediate medical care and testing if flu-like symptoms are present in your child or other family members.
- If diagnosed with Coronavirus (COVID-19), notify us immediately, as we are required to notify the public health authorities, and keep all children at home until cleared by a doctor to return to school
- Consider a backup childcare plan in the event the center is required to close.

COVID RESPONSE PLAN

If a confirmed case enters our center, we will follow the following protocol per CDC guidance for child care centers:

- Coordinate with local health officials to report cases and determine course of action.
- Close center and dismiss staff for a minimum of 2-5 days. This initial short term closure will allow time to determine the impact and need for an extended closure duration.

- Inform parents and staff of confirmed cases while maintaining the privacy and anonymity of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- Clean and disinfect center thoroughly. Professional decontamination will be performed by professional contractors.
- Determine the need to extend closure. We will seek guidance from local health officials to determine when children and staff can return to the center and what additional steps are needed for the school community.
- Privacy and anonymity of the student or staff member will be maintained at all times when reporting positive cases as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

WHAT TO PACK

- Face masks. Per state guidelines, children over the age of 2 will be required to wear face masks as much as possible when they are indoors.
- School shoes. No laces, wipeable (i.e. crocs) to be left at center daily.
- Water bottle. We will discontinue use of water fountains. Please label your child's water bottle (top and bottom) with their name using a permanent marker. Water bottles will be sent home daily for washing.
- Small blanket (NO PILLOWS PLEASE)
- 2 changes of clothes

RESOURCES

“Helping Kids Get Used to Masks (for Parents)” <https://kidshealth.org/en/parents/coronavirus-masks.html>

“Tips on Face Masking for Children During COVID-19” <https://illinoisap.org/wp-content/uploads/2020/05/Masking.pdf>

“Just For Kids: A Comic Exploring The New Coronavirus” <https://www.npr.org/sections/goatsandsoda/2020/02/28/809580453/just-for-kids-a-comic-exploring-the-new-coronavirus>

“Talking to Kids About the Coronavirus risis” <https://childmind.org/article/talking-to-kids-about-the-coronavirus/>

COVID-19 HEALTH & SAFETY POLICIES ACKNOWLEDGMENT

We (I), _____ & _____, have received and read
The Little Scholars Club, Co. Covid-19 Health & Safety Policies and Procedures and will comply with all
provisions contained therein.

Child Name

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date