Parent Handbook

COVID-19 Edition

2020 School Year

**Anointed Flavors Learning Center**

1929 W. Hunting Park Ave.

267-758-5411

Aflckids@gamil.com

WEBSITE

**Anointed Flavors Learning Center**

**Parent Handbook**

**COVID-19 Edition**

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## Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly 5 months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at AFLC are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by OCDEL & ELRC. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me or the management team Sheena Thomas & Steven Whitfield if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that AFLC is a safe and enjoyable place for your family.

Beverly Thomas

Director/Owner

Anointed Flavors Learning Center

## A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of AFLC and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

## B. Nondiscrimination Policy

Admissions to Anointed Flavors shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

## C. Extra Hygiene Measures and Procedures

1. Handwashing:As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child’s mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask wearing: Each enrolled student will receive disposable masks that they will use while here. If you or a family member need a mask, please email the director, and one will be provided for you.
4. Social distancing: Each class is considered a “family.” Each “family” will social distance from other “families” to assure safety. Children will not need to wear a mask when they are in their “home” (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, if over 2 years old, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks will be remove. All staff will wear masks when not in their personal office/cubicle, and they will only be in the front of the building in the office area.
5. Socks-only classroom: All children will take shoes off before entering the classroom. Shoes will be placed in the hallway. Teachers will be allowed to bring in “indoor shoes” to wear in the classroom only. Since children spend time on the floor, we want it to be as clean and safe as possible.

## D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

## E. Fee and Payment Policy

Anointed Flavors Learning Center enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition is automatically deducted on the 1st of the month.
2. A $25.00 per month late fee will be charged when a payment is declined.
3. There will be a $5.00 charge per child for every five minutes elapsed after you scheduled pick-up time.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), ***emergency-related closings mandated by the state/local government/DHS, like a pandemic.***
5. If you need to terminate your child’s enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
6. If you decide to take an extended leave of absence, we can only hold your child’s spot by paying a 25% per month fee. ***The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.***
7. Part-time options will be available for all ages while in the PHASE OF QUARANTINE IN YOUR AREA. (2-day, 3 day, and 5 half-day).
8. To ensure your child’s enrollment, parents must re-register their child(ren) for the following year.
9. It is understood that there will be an annual increase each July at the start of the fiscal year.
10. There is a 4% convenience charge for any enrolled family using a credit card.

## F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child’s health, please call us at 267-758-5411to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to AFLC without a doctor’s note. The doctor’s note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the Medication Consent form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist’s directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you’ve been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform CDC & ELRC and our parents.

## G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. All fabric masks will stay here on the premises and be laundered. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

## H. Arrival and Departure Procedures

Our facility is operational from 7:00am – 4:00pm, Monday through Friday. Later options (until 5pm) may be available upon request. While operating in this phase, drop-off times will be staggered. You will be given a time between 7- 9am to drop off and between 2-4pm to pick up. All children must be dropped of by 9am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time.

**Drop-Off Procedures**

Infants and Toddlers

If your child is an infant or young toddler, you will bring your child to the front door of the center. All parents MUST wear face covers if they must enter the building. Our check-in staff will do a visual assessment before allowing you into our lobby. Once you enter the lobby, please use the hand sanitizer station. You will be asked a series of yes/no questions regarding symptoms and travel. Your infant/toddler will get their temperature taken and logged. If it is below 100.4F, our runner will take your child to his/her classroom.

Twos and Older

A designated check-in staff will come directly to front entrance wearing proper PPE. This check-in staff will perform a visual assessment. The check-in staff will then ask a series of yes/no questions regarding symptoms and travel. Your twos and older child will get their temperature taken at the front entrance. If it is below 100F, the runner will take your child to his/her classroom. Children 2 or older will be given a fabric mask that he/she should wear (to the best of their ability) while walking to their classroom. Once in the classroom, the mask will be placed safely in a bag specific to each child.

**If you have both an infant and older child, follow instructions for infant/toddler drop off.**

We ask that the designated drop-off and pick up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

**Pick-Up Procedures**

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. Anyone entering the center to pick up their infant/toddler must wear a face covering/mask. A runner will bring any infants and toddlers to the front entrance for pickup.

## I. Visitors

Visitors will not be permitted at this time. This includes specials teachers until further notice. IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

## J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

## K. Parties and Celebrations

Birthdays- If you wish to celebrate your child’s birthday at Anointed Flavors, please check with your child’s teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

## L. Food

1. Lunch: **We ask that you do not bring in lunches that need to be heated.** A packed lunch is acceptable.
2. Snack: A morning and afternoon snack is included in your monthly tuition amount. Snack is provided at 10:00am and 3:00pm daily.
3. Food Allergy: **We are a peanut-free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child’s paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely “nut free.”

**Anointed Flavors Learning Center**

**Parent or Guardian COVID-19 Handbook Receipt Form**

Parents or Guardians,

Please thoroughly review the Parent Handbook”COVID-19” edition for the 2019- 2020 school year, which contains the policies and procedures for Anointed Flavors while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child’s file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Beverly Thomas

Director

Anointed Flavors Learning Center

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print your name), the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print child’s name), hereby acknowledge receipt of Anointed Flavors Learning Center Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_