



The Cartwright School 

1647 Cartwright School

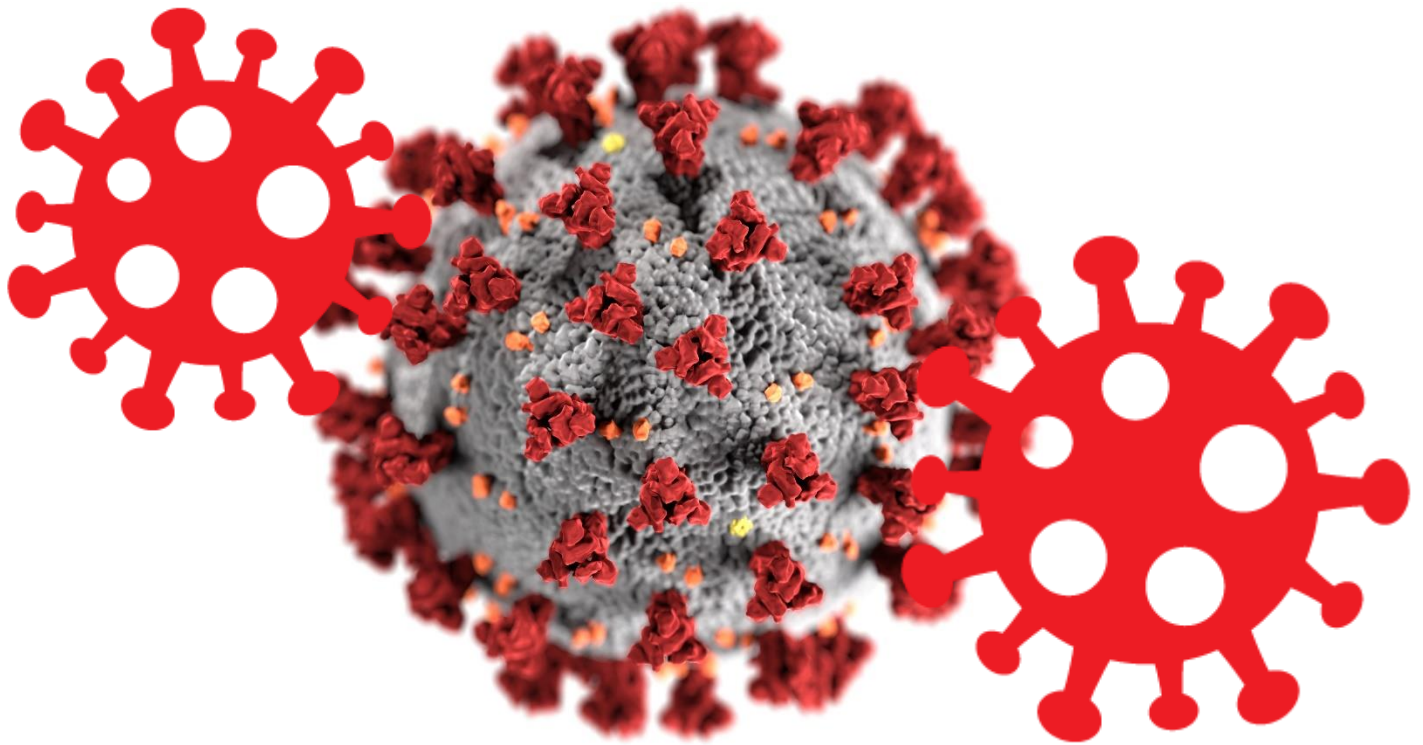
Missouri City, Texas 77489

Email: tcschool1647@gmail.com Phone/Fax: (281) 437-6300 / 6301

The Cartwright School

COVID-19

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Parent Policy

Handbook

(active until further notice)

If you have any questions and concerns, please contact Mr. McIntyre (Mr. Mac) at (832)265-7307. This handbook is subject to change as we continue to learn about the Coronavirus (COVID-19). Parents will be notified of amended changes within a 48-hour period should alterations occurs.



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ADMINISTRATION & GENERAL INFO

Business Manager: Vermice McIntyre Jr. (Mr. Mac)

tcschool1647@gmail.com

Cell: (832)265-7307

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Director I: Linda Burton-McIntyre

tcschool1647@gmail.com

Cell: (832)752-2884

Director II: Aarica McIntyre

mcmcintyre84@gmail.com

Cell: (281)669-7385

Controlling Person: Shayla Davis

tcschool1647@gmail.com

Phone: (281)437-6300

School Address/Phone: 1647 Cartwright Road
Missouri City, Texas 77489
Phone: (281)437-6300
Fax: (281)437-6301

Temporary Hours of Operation: 7 AM – 5:30 PM

Website: www.thecartwrightschool.com (New Interface)

Social Media: Facebook – The Cartwright School, Twitter - @tcs1647, &
Instagram – mocity_tcschool

NOTE TO PARENTS:

As a method of communication, parents should text the **Remind** app, send an e-mail, or call the school if they have any questions or concerns regarding operations. If it is a financial matter or an emergency, please call Mr. Mac on his cell phone. Conferences will be held via Zoom or Google Meets with involved parties which must include **two (2)** members of management. **Please check your email, the website, and your blue mailbox (at TCS) regularly for important announcements or notifications.** *Special Note: Blankets used for naptime must fit in a 2.5-gallon Ziploc bag.

Any policies that are not listed in this handbook that mentioned in the regular *Operational Policy Handbook* are still valid and must be adhered to. **Please read over this Policy Handbook, sign and submit the last page to a member of management. Parents must also complete the Assumption of Risk and Waiver of Liability Relating to the Coronavirus Form located on the website.** Thank you and welcome back!

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Preventing the Spread of COVID-19

How the Coronavirus (COVID-19) Spreads

The novel coronavirus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). While transmission of coronavirus occurs much more commonly through respiratory droplets than through surfaces or objects contaminated with the virus (called fomites), current evidence suggests that the novel coronavirus is capable of remaining viable for hours to days on surfaces made from a variety of materials.

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Drop Off/Pick Up Procedures

- Parents must wear a mask to enter the building.
- Parents are allowed to enter the building to drop off/pick up children; however, they may **not** go past the front desk/counter. The staff will sign the children in and out daily.
- Parents may also enter the building to check notifications in their mailboxes and to make payments.
- Only one family is allowed in the front office at a time. If a family is in the office, please wait outside until they exit the building, then proceed to enter.
- When dropping off / picking up children, conversations, questions, or concerns should be exchanged via phone, Remind, email, or memo to avoid traffic in the office area.
- A hand hygiene station with hand sanitizer will be set up at the facility's entrance, so parents can clean their hands after entering the building. Staff will assist the children in washing their hands once they enter the open area.
- 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 severe underlying medical conditions, such as hypertension, obesity, diabetes, cardiovascular disease, or lung disease, should not pick up children because they are more at risk for hospitalization and severe illness from COVID-19.

Visitors and Access

The Cartwright School will prohibit any person except the following from entering the building: operation staff; persons with legal authority to enter, including law enforcement officers, HHSC Child Care Regulation staff, Department of Family and Protective Services staff; professionals providing services to children; children enrolled at the operation; and parents who have children enrolled and present at the operation.

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Screening

The Cartwright School will screen **all** individuals by taking the temperature of **each person upon arrival at the operation each day**, and deny entry to any person who meets any of the following criteria:

- A temperature of 100.4°F or above;
- Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever;
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19, is under investigation for COVID-19, or is ill with a respiratory illness; or has traveled internationally to countries with widespread, sustained community transmission.

As an extra precaution, The Cartwright School will:

- Ask parents/guardians to take their child's temperature before coming to the facility.
- Ask the parent/guardian to confirm that the child does not have a fever, shortness of breath, or cough.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Policies on Sick Children

The CDC recommends the following mitigation guidance for sick children:

- It is essential to keep children home when they are sick.
- Children that are sick or become sick while at the school will be sent home as soon as possible.
- Sick children will be separated in an isolated room or area (such as a cot in the corner of the classroom) from other children who are well until they can be sent home.

The TWC provides the following specific guidance for sick children:

- If a child develops symptoms of COVID-19 (fever of 100.4 or higher, cough, or shortness of breath) while at the facility, immediately separate the individual from all others until the ill child can leave the facility. If symptoms persist or worsen, the caregiver will call the child's health care provider or parent for further guidance.
- The child's parent **must** inform the facility immediately if he/she is diagnosed with COVID-19.
- If The Cartwright School experiences a confirmed case of COVID-19 among their population, we will close at least temporarily (for example, for 14 days, or longer if advised by local health officials). The duration might depend on staffing levels, outbreak levels in the community, and severity of illness in the infected individual. Symptom-free children **should not** attend another

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facility, which would potentially expose others. The Cartwright School will undergo a thorough cleaning and disinfecting and will continue to monitor for ill individuals.

- If the infected child with confirmed or suspected COVID-19 spent 10 minutes or less in close contact with those in the child care facility, The Cartwright School would consider closing for two–five days to do a thorough cleaning and disinfecting and continue to monitor for ill individuals.
- For any of these circumstances, TCS Management will notify parents of other children at the facility of the situation and our response, as well as communicating any updates regularly with parents.

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For returning to a child care facility after COVID-19 or similar symptoms, TWC suggests:

- If individuals have fever, cough, or shortness of breath and *have not* been around anyone who has been diagnosed with COVID-19, they should stay home until 72 hours after the fever is gone and symptoms subside. If the individual's symptoms worsen, the individual should contact a health care provider to determine whether testing for COVID-19 is recommended.
- If parents believe that they or their child has had close contact with someone with COVID-19 but *are not currently sick*, they should monitor their health and the child's health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the individual with COVID-19. They should not go to work or school and should avoid public places for 14 days.
- If a child is diagnosed with COVID-19, the individual must not enter the facility for at least seven days after the onset of the first symptoms. The individual may return under any of the following conditions:
 - If the individual had a fever, entry to the facility is permitted three days after the fever ends, and an improvement in the initial symptoms is observed (for example, when a cough and/or shortness of breath are not exhibited).
 - If the individual did not have a fever, entry to the facility is permitted three days after an improvement in the initial symptoms is observed (for example, a cough and/or shortness of breath).
 - If the individual exhibited *any* signs of COVID-19, entry to the facility is permitted no sooner than seven days after the onset of symptoms.

Mitigation / Preventative Measures

These are everyday preventative actions, apart from pharmaceutical interventions, such as getting vaccinated and taking medicine, that can help keep yourself and others from getting and spreading

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respiratory illnesses like COVID-19 or the flu. To help stop the spread of germs, personally practice and teach the children good hygiene practices.

- **Staying Home**

- It is important to keep children home when they or someone in the household are sick or experiencing signs of illness.

- **Covering Coughs and Sneezes**

- Teach your child how to cover their mouth and nose with a tissue when they cough or sneeze, and put the used tissue in a wastebasket.
- Teach and show the child to cough or sneeze into their upper sleeve, not their hands, when they do not have a tissue.
- Remind your child(ren) to wash their hands after coughing or sneezing.

- **Face Coverings**

- Older children can wear face coverings within the facility; however, face coverings **should not** be put on babies and children **under age two**, because of the danger of suffocation.

- **Handwashing**

- Wash hands often with soap and water. Unclean hands are a problem when we touch our face after touching contaminated objects, or touch objects after contaminating our hands.

Clean Hands Care / Handwashing

Clean Hands Count

- Many diseases are spread by not washing hands with soap and clean, running water.
- Germs in respiratory droplets from the nose and mouth can land on surfaces that you and others commonly touch with your hands.
- Germs from your and others' unwashed hands can get into foods and drinks while they are being prepared or consumed.
- Germs can be transferred to other objects, like handrails, tabletops or toys, remain viable for up to several days, and then be transferred to others' hands.

The novel coronavirus can survive: (Source: van Doremalen et al., 2020)

- up to 4 hours on copper,
- up to 24 hours on cardboard, and
- up to 2-3 days on plastic and stainless steel.

The flu virus can survive: (Source: Bean et al., 1982)

- up to 2 days on plastic and stainless steel, and
- up to 12 hours on cloth, paper and tissues.

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Handwashing is one major way that you can care for and protect others from contracting COVID-19. As you know, children touch their faces a lot, especially eyes, nostrils and mouth, which can easily transfer germs. Proper handwashing with soap and water does not simply wash these viruses off our hands, but completely destroys them.

How to Wash Hands

The CDC recommends five simple and effective handwashing phases:

1. **Wet:** Use clean, running water.
2. **Lather:** With soap to lift dirt, grease, and germs from skin.
3. **Scrub:** With soap for at least 20-seconds to provide ample coverage.
4. **Rinse:** Completely to help rinse dirt, grease and germs down the sink.
5. **Dry:** Completely, as germs are transferred more easily to and from wet hands.

Coverage

Not every 'scrub' is the same. So, the World Health Organization provides the following steps to ensure every nook and cranny that germs like to stick are covered.

After you wet your hands with water:

1. Apply enough soap to cover all hand surfaces
2. Rub hands palm to palm
3. Right palm over left dorsum (back of the hand) with interlaced fingers; then vice versa
4. Palm to palm with fingers interlaced
5. Backs of fingers to opposing palms with fingers interlocked
6. Rotational rubbing of the left thumb clasped in right palm; then vice versa
7. Rotational rubbing, backwards, forwards with clasped fingers of the right hand in the left palm; then vice versa
8. Rinse hands with water
9. Dry thoroughly with a single use towel

Duration

Wash hands for at least 20-seconds to allow time to reach all the hidden areas where germs like to hide, while giving the soap time to destroy the viruses. To help, sing 'Happy Birthday' twice, or sing 20-30 seconds of your favorite song.

Hand Sanitizer

Whenever possible, wash hands often with soap and water. However, if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Do not use hand sanitizer when hands are visibly dirty. In such cases, always wash hands with soap and water.

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Events, Field Trips, & Group Activities

The Cartwright School will minimize events and activities that commonly involve parents or others coming into the center to participate with the kids in larger/mixed groups which includes: cancelling or postponing special events, such as festivals, holiday events, and special performances. The TWC also advises to restrict outside field trips. **TCS will have the CSI (Children Sharing Ideas) Summer Camp: The Event Throwback Blast, beginning in June with only **in-house** activities.**

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COVID-19 Parent Policy Handbook Receipt Form

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Upon signing this document, I verify that I have received and read **The Cartwright School COVID-19 Parent Policy Handbook**. I further understand that as a method of communication, parents should text message the **Remind** app, send an e-mail, or call the school if they have any questions or concerns regarding operations. I recognize that if any financial matter occurs, Mr. Mac should be contacted on his cell phone. I also understand that conferences will be held via Zoom or Google Meets with involved parties, which must include either Director I, Director II, or the Business Manager. I recognize that any policy which is not listed in this handbook that is mentioned in the 2019-2020 *Operational Policy Handbook* is still valid and must be adhered to.

Parent/Guardian 1 Signature

Date

Parent/Guardian 2 Signature

Date

Center Director Signature

Date

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