



WVCA Cougar Club is operating with enhanced measures to prevent, contain, and mitigate the spread of COVID-19 Pandemic under the guidance and regulations of Health and Human Services, Community Care Licensing Division, and in conjunction with guidance provided by the San Joaquin County Public Health Department. WVCA Preschool and Child Care has the right to dismiss any family from care at any time if the family is found to have failed to meet the policies set to maintain the health and safety of all children, staff, and families.

These policies, in addition to the policies outlined in the WVCA Cougar Club Parent Handbooks, will be maintained and implemented through the conclusion of the COVID-19 Pandemic, and will adapt to changing regulations as outlined in our *WVCA Preschool-8th Grade Reopening Plan*.

Admissions Policies

Previously enrolled Cougar Club Families must submit the corresponding enrollment packets for the program option of enrollment each year available at <https://wvcapreschool.com/> under the “Cougar Club” tab. Community Care Licensing Documents are only required at time of initial enrollment.

Placement is guaranteed to all returning families during the priority re-enrollment period through March 25, 2020. Applications received after this date will be considered new applicants, and are subject to the registration fee.

New applicants must complete the WVCA Preschool Admissions Packet or the WVCA Cougar Club/Camp Admissions Packet, and all Community Care Licensing Documents found at www.wvcapreschool.com under the “Cougar Club” tab. **We will begin to accept new students beginning March 26, 2020.**

Admissions Agreement COVID-19 Updates

All families upon enrollment are to accept the following terms of enrollment under COVID-19 Pandemic as signed and agreed to on the Admissions Agreement:

- WVCA Cougar Club cannot prevent exposure to COVID-19, but will do our best to implement all guidelines. All enrolled children and families are aware of the risk to exposure to COVID-19 at the facility before enrollment.
- WVCA Cougar Club cannot exclude children with pre-existing medical conditions, and it is the parent’s responsibility to understand that enrolling their child has a higher risk for vulnerability to COVID-19.
- WVCA is not liable for any child or family’s exposure, illness, or expenses related to exposure or illness of COVID-19.
- Enrolled families are required to communicate family and individual exposure of COVID-19 immediately to the Director at (510) 300-4232.
- Upon exposure of COVID-19, the center will be required to report to the county public health department, and can lead to an unspecified amount of closure time as deemed by the public health official.
- In the event that Cougar Club, or a cohort of Cougar Club is required to close due to COVID-19 exposure, no credits or refunds will be issued due to the cost of employment and operations to respond to the event, and prepare for reopening. Enrolled families will be guaranteed placement upon return.



Admissions Criteria

The following are additional criteria for admission to WVCA Preschool and/or Cougar Club during the COVID-19 Pandemic. General admission criteria can be located in the WVCA Preschool and Cougar Club Parent Handbooks

- Child(ren) must be independent in using the bathroom.
- Child(ren) and Families must abide by the **WVCA PS-8th Grade Re-opening Plan**

Screening and Exclusions

Drop-off and Pick-up: Children are expected to be dropped-off and picked-up by one adult, and preferably the same adult daily. The sign-in and -out log will be located in the lobby at the sanitizer and temperature station. Bring your own pen to sign-in and -out.

Drop-off

1. Before arrival, take your and your child(ren)'s temperature. Stay home if you or your child:
 - a. Have been exposed to COVID-19 through employment or family member in the past 14 days and alert the Director at (510) 300-4232 immediately.
 - b. Have had a fever of 100.4 F or higher in the past 24 HR and/or have taken a fever reducer.
 - c. Have symptoms of illness including cough, difficulty breathing, or any signs of illness.
2. Line-up and maintain 6ft social distancing.
3. Sign-in using a pen from the "clean" cup, and place in the "dirty" cup when done. No pencil or colored ink. This is a legal document.
4. Utilize the hand sanitizer station in the lobby for adult and child(ren)'s hands.
5. Children will have a visual well check upon entry, If they appear ill, or showing symptoms of COVID-19 a temperature check will be taken before permitted back to the classroom. Children will be excluded with 100.4 F or higher fever, or have taken a fever reducer in the last 24 hours.

Pick-up

1. Upon pick-up, line-up and maintain 6ft social distancing in the lobby. No parents are permitted past the lobby.
2. Sign-out your child using a pen from the "clean" cup, and place in the "dirty" cup when done. No pencil or colored ink. This is a legal document.
3. Step aside to the waiting to pick-up line opposite of drop-off line.
4. A staff member will radio the classroom for your child to be sent to the office, and will be supervised leaving the classroom to the lobby.



If your child becomes ill at school: Children who become ill while at school with a fever of 100.4 F or higher will be isolated in the front office with a supervising adult. Grace periods for illness pick-up have been eliminated, and all enrolled families are now required to pick-up children immediately at time of notification. Failure to pick-up immediately by an authorized representative can result in termination of enrollment and/or a fee determined by \$20 for every fifteen-minute increments beginning fifteen minutes after the initial call for pick-up which will be documented at time of call. **All families are required to have a designated emergency pick-up person within 15 minutes of the center in case of illness at time of enrollment designated on the emergency pick-up list.**

Health, Safety, Physical and Social Distancing Measures

Classroom Materials: Each classroom is equipped with material sanitization station. Used materials are put in the “Dirty”, and sanitized materials are placed back in the classroom or the “Clean” station for use. There is a designated support staff teacher who is responsible for cleaning and disinfecting toys, materials, and surfaces following the frequency guidelines provided by the CDC.

Physical Distancing: Teaching staff are teaching children about healthy habits, age appropriate information regarding Coronavirus for understanding, as well as physical distancing. Teachers are curriculum planning for individual activities, using physical markers like carpet squares, tape dots, and hula-hoops to organize activities to ensure physical distancing. While attempts are made, we cannot guarantee that children will be physically distant at all times, and we do anticipate some moments of close interaction when they walk/run past each other outdoors and inside the classrooms.

Cohort Organization: Students are organized into classroom cohorts while primary teachers are present. Children who participate in the extended care portions of the day will be cohorted with their classroom peers in the same classroom as other cohorted groups. A cohort is defined by an isolated group separated by at least 6ft and/or physical barriers. There are materials specifically for extended care times of day, and sanitized after use.

Outdoors: Children will spend more time outdoors, and indoors with open windows. The outdoors is an extension of the preschool classroom. The play structure will be disinfected nightly and sanitized between play groups.

Bathrooms: The bathrooms are monitored, and cleaned periodically throughout the day, and by custodial nightly. Children will be supervised to wash hands with soap and water for a minimum of 20 seconds, and taught to flush the toilet using bathroom tissue.

Meals: Meals and Snacks will be provided individually served. Family style, large serving meals will not be served. Each child will have a sanitized table top before and after each meal, will wash hands before and after each meal, and will be served individual servings on their own disposable materials. A separate garbage can with lid will be used for all meal item disposable.



Teacher-Child Ratios & Supervision: All children will be assigned a classroom, and teacher that will be maintained through enrollment with exception only for teacher absence. All program components will be in a 1:15 teacher to child ratio, with classrooms that can currently accommodate up to 18 students for safe social distancing.

WVCA Preschool-8th Grade Reopening Plan

The WVCA Preschool-8th grade community is committed to providing a streamline approach to the response of COVID-19 across all programs and grades. A Reopening plan was distributed and published to our website for family review. This document is intended to provide our plan and philosophical approach to reopening, and will be applied to Cougar Club Summer Camp, and Full Day Camp Care. Items include:

- Overview, Mission, and Vision of the WVCA Community response to COVID-19
- Guidance, Regulations, and WVCA Applications for the following topics:
 - Instructional Scheduling
 - Physical Distancing
 - Health Screening
 - Cloth Coverings/Face Masks
 - Cleaning, Sanitizing, and Disinfecting
 - Meal Service
 - Access to Resources
 - Parent Communication Platforms

Anticipated Changes

The COVID-19 global pandemic is a rapidly changing and dynamic situation. We anticipate further changes including potential steps back to rigid regulations, as well as, steps forward toward more “normal” operations. Please make sure to check your email and our website www.wvcapreschool.com/CougarClub periodically for ongoing updates and changes.



COVID-19 Parent Policies Receipt

I have read, understand, and will abide by the policies as outlined in the WVCA Cougar Club Parent Handbooks for School year & Summer Camp, COVID-19 Policies, and failure to do so can result in termination of services.

Child Name: _____

Parent Name: _____ Phone _____

Parent Signature: _____ Date: _____

Designated Adult for Drop-off and Pick-up: _____

Immediate *must be able to pick-up within 15 minutes*) Pick-up Emergency Contact Person to be added to the Emergency Pick-up list:

Name: _____

Phone Number: _____

Relationship: _____

Please return this completed page with your application and/or admissions agreement to complete your enrollment or re-enrollment packet.