



WVCA Preschool & Cougar Club **2020-2021 School Year** **COVID-19 Policies & Procedures**

WVCA Preschool and Cougar Club Child Care is resuming regular operations 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, in conjunction with guidance provided by the San Joaquin County Public Health Department and CA Public Health Department Child Care Guidance. WVCA Preschool and Cougar Club 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 Preschool and Cougar Club Child Care Parent Handbooks, will be maintained and implemented through the conclusion of the COVID-19 Pandemic and Executive Orders, and will adapt to changing regulations as outlined in our *WVCA Preschool-8th Grade Reopening Plan* available for review at www.WVCApreschool.com and www.WestValleyChristianAcademy.com.

Admissions Policies

Currently enrolled families, and WVCA enrolled students will be admitted on a priority basis with receipt of:

- COVID-19 WVCA Preschool Admissions Agreement
- COVID-19 Policies Parent Receipt
- Submission of Tuition

New applicants must complete the WVCA Preschool Admissions Packet and all Community Care Licensing Documents found at www.wvcapreschool.com, in addition to the items listed above.

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 Preschool and Child Care Cougar Club cannot prevent exposure to COVID-19, but will do our best to implement all guidelines outlined in the WVCA Reopening Plan available for review at www.WestValleyChristianAcademy.com. All enrolled children and families are aware of the risk to exposure to COVID-19 at the facility before enrollment.
- WVCA Preschool and Child Care 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 Preschool and Child Care Cougar Club 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 any direct or secondary exposure of COVID-19 immediately to the Director at (510) 300-4232. This communication can be outside of school hours.
- Upon exposure of COVID-19, the center, or cohorts of the center, may be required to close for up to 14 days, and all children and staff will have to follow instructions from a San Joaquin



WVCA Preschool & Cougar Club

2020-2021 School Year

COVID-19 Policies & Procedures

County or State Public Health Official as outlined by the California Department of Public Health with less than 24-hour notice.

Screening and Exclusion Procedures

WVCA Preschool and Cougar Club Child Care's program options are all organized into isolated cohorts to limit, and at times eliminate, the cross exposure of COVID-19 to avoid large closures, and ensure our goal to maintain care onsite.

All Families are expected to pre-screen their children at home first. Any symptoms of COVID-19 with, or without a fever is required to stay home until symptoms have subsided.

WVCA Preschool Entrance is now located on the right of the main school building and marked with a sign. Only the enrolled student and primary adult for drop-off and pick-up are permitted into the office. One family at a time. Face Masks are required for adults entering the office. Any WVCA School Age sibling must stay outside of the office.

WVCA Cougar Club Child Care entrance is the WVCA K-8 gate entrance marked with a sign for entry. Only enrolled students are permitted past the gated entry. Families must sign-in and sign-out their child from care daily. Please follow prompts by teaching staff. Families needing assistance in the WVCA School Office must adhere to social distancing and face mask wearing. Bathrooms are for employees only at this time. We appreciate your patience and flexibility.

Drop-off and Pick-up:

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 by first or secondary exposure 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 COVID-19 including cough, difficulty breathing, or any signs of illness.
2. Line-up and maintain 6ft social distancing.
3. Sign-in using your own pen. No pencil or colored ink. This is a legal document.
4. Utilize the hand sanitizer station 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, have taken a fever reducer in the last 24 hours, or have a visual symptoms of illness.

Pick-up

1. Upon pick-up, line-up and maintain 6ft social distancing.
2. Sign-out your child using your own pen. No pencil or colored ink. This is a legal document.



WVCA Preschool & Cougar Club 2020-2021 School Year COVID-19 Policies & Procedures

3. 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 preschool office or Cougar Club Gate entry.

If your child becomes ill at school: Children who become ill while at school with a fever of 100.4 F or higher, or displaying any symptoms of COVID-19 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, and Physical and Social Distancing Measures

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. Items include:

- Overview
- Ongoing Monitoring & Family Engagement
- Guidance, Regulations, and WVCA Applications for the following topics:
 - Instructional Scheduling
 - Physical Distancing
 - Health Screening, Exclusions & Positive Test Procedures
 - Cloth Coverings/Face Masks
 - Healthy Hygiene Practices
 - Cleaning, Sanitizing, Disinfecting, and Ventilation
 - Access to Resources
 - Parent Communication Platforms

Ratio & Supervision

Both Preschool and Cougar Club Child Care program ratios have been impacted by COVID_19 Guidance to ensure physical distancing mitigation measures.

Preschool Classrooms are in isolated cohorts with the same a teacher, to the same 12 students daily. Preschool Classrooms will not exceed 12 students unless CCL permits more children if physical distancing can be maintained. A floater teacher provides breaks and lunches to teaching staff, and follows an entry and exit protocol for each classroom entry and exit to perform basic duties.

WVCA Cougar Club Child Care Full Day Program Option is organized into grade level and/or age groupings as outlined in the Parent Handbook, located in isolated classrooms to build cohorts in an effort to limit cross-exposure. Students are organized additionally into cohort groups, but physically



WVCA Preschool & Cougar Club 2020-2021 School Year COVID-19 Policies & Procedures

distant and separated for recesses and lunch in ratios of one child care teacher to 14 students, and up to one child care teacher to 16 students when a WVCA contracted teacher is present.

WVCA Cougar Club Child Care Extended Care Programs are located in the Cougar Club Classroom, Gym, and primarily outdoors when weather permits, and organized by cohort grade levels when possible.

Meal Service

All programs offering lunch now are limited to the fruit, vegetable, and milk component. Families are responsible for bringing the main dish/entrée daily. We do not warm food, or keep food cold. Food must be stored in a container that maintains desired temperature. No delivery, or outside commercial food is permitted. WVCA will provide Turkey Sandwiches for students who intermittently forget their lunch. We are a no nut school.

Anticipated Changes

The COVID-19 global pandemic is a rapidly changing and dynamic situation. Please make sure to check your email and our website www.wvcapreschool.com periodically for ongoing updates and changes.

Resource Documents

The following referenced resource documents can be located at www.wvcapreschool.com or hard copy by request to admissions@wvcapreschool.com. Please review these documents before completing the admissions process, as they outline terms of enrollment and program operation policies.

- WVCA Preschool- 8 Grade Reopening Plan
- WVCA Preschool Parent Handbook
- WVCA Child Care- Cougar Club Parent Handbook



WVCA Preschool & Cougar Club
2020-2021 School Year
COVID-19 Policies & Procedures

COVID-19 Parent Policies Receipt

I have read, understand, and will abide by the policies as outlined in the WVCA Preschool and/or Cougar Club Handbook, COVID-19 Policies, and WVCA Preschool-8th Grade Reopening Plan, and failure to do so can result in termination of services.

Child Name: _____

Parent Name: _____

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 packet.