

General Preparedness and Planning

Dear Families:

With the impact of coronavirus disease 2019 (COVID-19) has had on everyone, it is important to us that we are working with our local health officials, school districts, child care licensing boards/bodies, health consultants, and other community partners to determine the most appropriate plan and action. This letter is meant to help not only the faculty but the parents of the children of our program to follow a protocol that is to be followed to prevent the transmission of this virus.

See [CDC's guidance](#) for more details.

- Modify [drop off and pick up procedures](#)
- Implement [screening procedures up arrival](#)
- Implement [social distancing strategies](#)
- Intensify [cleaning and disinfection efforts](#)

Recommended Guidelines

Face Masks

The purpose of the face covering recommendation is to limit the impact the virus could have on the teacher and students of the class.

Staff members will be **wearing face coverings** during certain instructional times and during transition times.

Children will be asked to wear face coverings. We ask that you send in a mask with your child each day.

Face covering should be worn especially during those times when social distancing cannot be maintained.

Parent Drop-Off and Pick-Up

NO PARENT/PARENTS ARE TO ENTER THE SCHOOL

Staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.

If applicable: Please bring your own pen for signing your child in/out

Elementary drop off: 7:40 a.m. - 7:55 a.m. Pick –up: 2:40 p.m.

Kindergarten drop off: 8:00 a.m. Pick –up: 2:50 p.m.

Pre-Primary-Primary drop off: 8:00 a.m. Pick –up: 3:00 p.m.

Screen Children upon Arrival

Persons who have a fever of 100.4° (38.0°C) or above or other signs of illness will not be admitted to the facility. We encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. We will screen children upon arrival.

Implementing Social Distancing Strategies

- Classes will include the same group each day, and the same child care providers will remain with the same group each day.
- Keep each group of children in a separate room.
- Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities and exercising.
- If possible, at nap time, ensure that children's naptime mats are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
- We have canceled or postponed until further notice of any special events such as festivals, holiday gatherings, in-house field trips, bookfairs etc.

Require sick children and staff to stay home.

Parents, for the protection of our staff and other children, it is critical to keep children home when they are sick. During this time of the pandemic, children have been away from school and isolated from other children and from germs. Please know that whenever children have been away from school, upon their return it is common they may get sick as they are re-exposed to other children.

- We have communicated to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Children and staff who come to the school sick or become sick while at the facility are sent home as soon as possible.
- Children will be kept isolated until picked up. Staff will be sent home immediately
- Sick staff members should not return to work until they have met the **criteria to discontinue home isolation.**

If someone is or becomes sick we will be ready to follow CDC guidance on how to proceed forward with contacting parents and disinfect the facility/classroom.

If COVID-19 is confirmed in a child or staff member:

- We will continue routine cleaning and disinfection.
- Consult with their medical provider to assess their risk.
- Determine if the designated class of the infected child/ staff member needs to be quarantined for two weeks or if the individual class needs to be tested prior to coming back in two days.

Prevent the Spread of COVID-19

We have planned ahead to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces.

Staff will be required to take **everyday preventive actions** to prevent the spread of respiratory illness.

- **Wash hands** often with soap and water. The use of an alcohol-based hand sanitizer with at least 70% alcohol will be used in between hand washings as necessary
- **Always wash hands with soap and water if hands are visibly dirty.**
- **Clean and disinfect frequently touched surfaces**

I have read and understand, and will comply with the foregoing protocol the Children's House has implemented as precautionary measures to help ensure the safety of my child. I recognize the risk that my child may become sick, and in consideration of the Children's House agreeing to be open and accepting my child, I agree not to hold Children's House responsible if my child becomes sick.

Signature

Dated: _____

Child