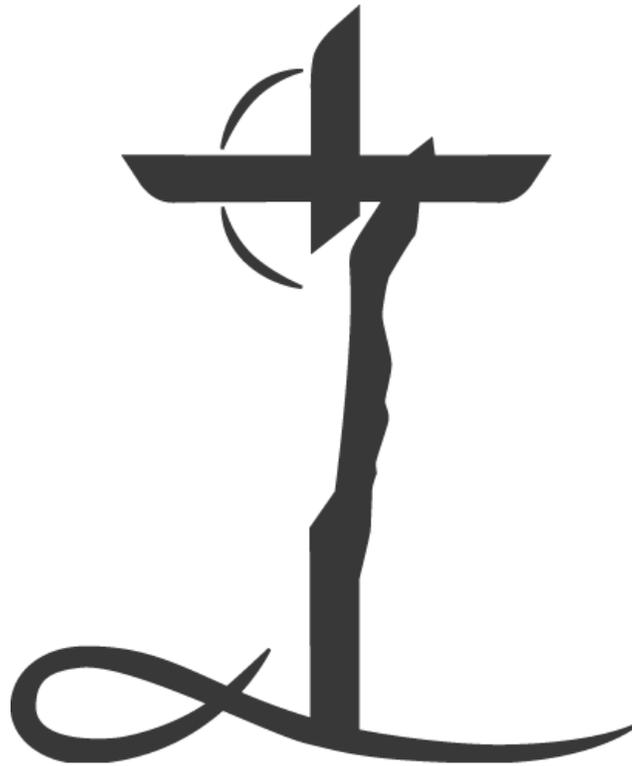


**Our Savior Lutheran Ministries  
Early Childhood Development Center  
1385 South Livermore Avenue  
Livermore, CA 94550  
(925) 455-KIDS (5437)  
State Licensing Number 013415043**



**Our Savior Lutheran Preschool  
Parent Handbook  
2020/2021**

*Rooted in Grace ~ Growing in Faith ~ Serving with Joy*

Our teaching staff is comprised of experienced, qualified teachers for each age group. Our center maintains a maximum teacher to child ratio of 1:5 for our 2-year-old preschool classes, 1:7.5 for our 3-year-old preschool classes and 1:9 for our 4-year-old Pre-Kindergarten classes.

**See our new ratios under the COVID-19 Policies and Procedures.**

Our Savior Lutheran Ministries Early Childhood Center has a license from the California Department of Social Services (license # 013415043). Licensing has basic requirements dealing with staff qualifications, student/teacher ratios, facility specifications and program parameters. The philosophy of our center is to exceed, where possible, these basic standards to ensure the highest quality childcare program.

### **RELIGIOUS EDUCATION**

We believe that our lives are “Rooted in Grace ~ Growing in Faith ~ Serving with Joy”. By this statement, we believe that our lives are rooted in God and His saving act of sending His Son, Jesus, to redeem us from sin. Our faith develops and grows through prayer and is broadened by knowledge of our faith. We then express our faith by serving Him and others in joy.

#### **Prayer:**

As a Lutheran school, one of our primary goals is providing a religious education for all our students. To accomplish this, we ask God to bless our work. We recognize the importance of both formal and informal prayer. Classes will pray together before class begins, before snack, and at dismissal time each day.

## **ADMISSION POLICY**

### **Admission Priorities:**

Admission priority is based on the following factors listed in order of importance:

- Sibling enrolled in Our Savior Lutheran Preschool and/or Our Savior Lutheran School
- Membership of Our Savior Lutheran Ministries
- On the current year Waiting List

### **State Requirements for our Center:**

- Current Immunization record
- Signed Parent's Rights form
- Signed Personal Rights form
- Physician's Report form (Signed by Doctor)
- Preadmission Health History form
- Identification and Emergency Information form
- Fieldtrip Permission Consent for Medical Treatment form
- Children enrolled in our three and four-year-old programs must be potty trained

### **Non-Discrimination Statement:**

Our Savior Lutheran Ministries (School), is mindful of our mission to be witnesses to the love of Christ for all, and so admits students of any race, color, and national and /or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Our Savior Lutheran Ministries does not discriminate on the basis of race, color, national and /or ethnic origin, age, sex, or disability in the administration of educational placement.

## **TUITION**

### **Suspended due to COVID-19**

Tuition Aid Data Service (TADS) is our enrollment, billing, and collection company. Tuition is a monthly fee. You may enroll your child in our program with tuition payments being from August-May. Payments will be made directly to TADS and can be made by check or by automatic transfer from your checking or savings account.

Payments are due on the date that you select. A return check fee of \$35.00 applies. In addition, a late fee of \$35.00 will be charged if the tuition fee is not paid by the due date. In the event that tuition payments become delinquent, the student's enrollment will be jeopardized. If an account is not current by the end of May, the child's registration for the following year will be held and not processed until arrangements have been made with the Business Office to bring the account into a current status.

If for any reason you must withdraw your child during the school year, we require a 30-day written notice. In consideration of our staffing and other fixed educational costs, tuition will be billed through the 30-day notice period. We realize that some situations make it difficult for parents to comply with these policies. In the event that this happens, the Executive Director or Business Administrator should be notified to see if other arrangements can be made.

## **GENERAL INFORMATION**

### **Babysitting:**

Our Savior Lutheran Ministries is not liable for employees who provide child care services outside of our program or normal operating hours.

### **Preschool Dress Code:**

Please dress your child appropriately for weather and messy activities. We ask that jackets, sweaters, and sweatshirts be labeled with your child's name. We believe children need the opportunity to explore and learn freely. Children get messy and teachers are not responsible for soiled or ruined clothing. We ask that all children wear tennis shoes at school. Shoes such as flip-flops, jellies, cowboy boots or open toed sandals tend to limit the activities and increase the chance of injury, therefore they are not allowed. Please leave all jewelry at home as this can be hazardous on the playground equipment.

### **Calendar:**

Our calendar follows Our Savior Lutheran School's calendar as closely as possible. It is published at the beginning of the school year and updated monthly when necessary.

### **Change of Address:**

The Preschool office must be notified immediately of a change of home address, telephone number, work numbers, and e-mails. This will facilitate communication and enable us to locate you quickly in the event of an emergency.

## **Field Trips:**

### **Suspended due to COVID-19**

Permission forms must be filled out and returned to the teacher before a student is permitted to participate in planned educational field trips. Parents are expected to sign the permission form, which releases the school from liability. Students who fail to submit the required official form will not be allowed to participate in the field trip, and will need to find alternative care while the class is away from campus. Telephone calls will not be accepted in lieu of proper forms; however, emails of the proper forms are acceptable.

Observance of the following guidelines for drivers is mandatory:

- Drivers must be over 21 (preferably over 25) year of age.
- Drivers must provide evidence of a valid, unrestricted driver's license. A copy of the driver's license should be on file in the office.
- The driver must also complete a liability insurance form on the vehicle to be used, which is to be kept on file in the school office.

For the safety of the students the following must be observed:

- One seat belt must be provided for and used by each vehicle occupant.
- No private (non-chartered) vehicle, including vans, with more than nine seats should be used.
- No one may ride in the bed of a pick-up truck.
- Motorcycles may not be used.
- No parent may take students to an "unscheduled stop" (e.g. restaurant, a fast food restaurant, "7-11", etc.)
- Drivers are to refrain from using cell phones while driving.

Younger siblings (unless under the age of one and confined to a stroller) are not permitted to attend school-sponsored field trip.

## **Parties**

### **Home:**

Parents PLEASE... To protect the feelings of children, no birthday invitations may be given out on school property or during the school year unless the entire class is being invited. Otherwise, all birthday or special occasion party invitations are to be mailed. For those that consented a class list with child's and parents' names, home addresses, and email addresses of the students in your child's class will be passed out at the beginning of the school year.

### **School:**

We celebrate school birthdays during snack time, and you are more than welcome to bring in a treat to share. **Please check with your child's teacher as to which day they will be celebrating in class.** All children with summer birthdays will have ice cream together as a class during the last two weeks of school.

**Potty Training:** Children enrolled in our two-year-old program that are showing signs that they are ready to start the potty training process will be asked to transition from diapers to pull ups. When your child has gone two weeks with a dry pull up we will ask you to then transition them into training pants (thick underwear). They may continue to wear the thick underwear as long as you wish. Once your child has gone two weeks in training pants without an accident we consider them potty trained and ready for our three-year-old program.

Children in our Three & Four-Year-Old Programs must be potty trained to start school. We understand that children in preschool will have occasional accidents. During the first month of school as our children transition into our three-year-old programs we anticipate accidents as they become familiar with school. After the first month of school if children continue to have accidents on a weekly basis they are probably not ready for our program. If a child has a bowel moment accident at school after the first month parents will be called to come and change their child. If this continues on a regular basis (daily or weekly) your child may be asked to find other care.

**Smoking:**

Smoking is prohibited in all areas (inside and outside) of our building.

**Snack:**

The State of California requires that you provide your child with a healthy snack consisting of two separate food groups and a disposable drink (a water bottle that your child can open is acceptable). Candy and soda are not appropriate for school snack. For easy identification for both child and teacher, we ask that you label your child's snack box or sack with his/her name.

**Visitors:****Suspended due to COVID-19**

At Our Savior Lutheran Preschool, we have an "open door" policy. Parent/Guardians of an enrolled child are welcome to visit and observe our programs at any time. Please check in with the office to receive a visitor's badge before entering your child's classroom.

**ARRIVAL AND DEPARTURE****Please see COVID-19 Policies and Procedures****Arrival:**

Teachers are ready to receive our Half Day children when they open their doors for class time at 8:30 am. All Full Day children may ring the bell for early drop off beginning at 7:00am.

**Departure:**

For your child's safety, we require that you or another authorized adult pick up your child. When you arrive, please sign your child out and wait outside the classroom until a teacher dismisses your child.

**Drop Off Procedure:**

The manner in which a parent drops off a child at school is very important. To start the day well for both the child and the teacher, please take the time to bring your child into the classroom, hand your teacher your child's paw print from their file, remind them to wash their hands, and say good-bye before you leave.

### **Sign In/Out Sheets:**

California State Licensing requires that each child be signed in and out each time the child attends class. Parents/Guardians are required to sign their full legal signature. There is a penalty of \$150 for failure to sign your child in or out.

### **Persons Authorized to Pick up Your Child:**

At enrollment time, Parents/Guardians must register the names of persons authorized to pick up their children. (Authorized persons must be 18 years or older.) It is the Parent/Guardian's responsibility to inform the center in writing of any changes regarding authorized persons. We will release children to authorized persons only. Photo identification or other official identification will be requested before the child is released. If someone other than an authorized person is picking up your child, please notify the Preschool Office in writing prior to pick up.

In the event of a divorce, separation, or joint custody ruling, both parents will be granted equal access to their child/children unless legal documentation is provided. All state forms must be filled out by both parents. All documentation will be kept in the child's confidential file.

If someone new (whose name is not on the emergency card) comes to pick up your child and we have not been notified in writing, the child will not be released until the following procedure has been followed:

- Identification will be requested
- The parents will be contacted by phone
- The Director will release the child

In the event that a child is still here after closing (6:00pm) and there has not been notification from the parents, the following steps will be taken:

- We will attempt to reach the parents at home and work.
- We will call the people listed on the emergency forms.

Thirty minutes after closing time, if we have not received word from an authorized person, Child Protective Services or the Livermore Police Department will be called.

If a child is still here after closing (6:00pm) more than 3 times during the 2020/2021 school year, the child may no longer be able to attend our full day program.

## **HOURS OF OPERATION**

**Please see COVID-19 Policies and Procedures for new hours**

Office Hours: 8:00am – 3:00 pm Monday - Friday

Half Day Classes: 8:30am – 11:45am

Full Day Classes: 7:00am - 5:30pm

## **FULL DAY PROGRAMS**

### **Lunch:**

Children attending our Full Day Program will need to arrive at school with a healthy lunch. A healthy lunch includes grain, dairy and/or protein, and fruit or vegetable. There is a microwave available for teachers to warm up food. Candy and soda are not appropriate for school lunches. Be sure to pack your child's morning snack in a separate container, so there is no confusion. Both should be clearly labeled with your child's name on the outside.

### **Snacks:**

Children attending our Full Day Program will need to bring a morning and afternoon snack. We are asking that the morning snack be in a separate snack bag and that the lunch and afternoon snack are packed together in their lunch box. Make sure to label the afternoon snack.

### **Naptime:**

All children attending our Full Day Program will have a scheduled 90-minute nap time. Children staying for nap are expected to sleep or to lie quietly not disturbing other napping children during our scheduled nap time. If your child is unable to rest quietly, you may be asked to pick them up before nap time. If your child shows a pattern of not being able to rest quietly during nap time you may be asked to find alternative care for nap time.

All full day children will be charged through TADS for a nap bag containing a sheet. We ask that you provide a blanket for your child to use during nap. **Due to COVID-19 this nap bag will remain at school for the school year and will be washed weekly. (If your child is allergic to any detergents please let us know).**

## **DISCIPLINE**

### **Core Beliefs that Guide Enforcement of School Rules and Expectations**

Each student is uniquely made by God with individual personal, social, and educational needs. It is our prayer that each and every day your child leaves our school feeling loved by Jesus and knows that they are special. Consequences for misbehavior are most effective when matched to the individual student and the unique situation. Our Savior Lutheran Preschool strives to work with each student and family to help them have the best educational experience. With that being said, we may not be able to meet the needs of each family. The potential for children to learn from their mistakes increases dramatically when they see a connection between their behavior and the consequences.

Our staff prayerfully dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and their consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring their concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

### **Core Beliefs for Our Savior Lutheran Preschool**

The following list of core beliefs outlines the professional actions and attitudes of all staff members at Our Savior Lutheran Preschool:

1. Every attempt will be made to maintain the dignity and self-respect of both student and the teacher.
2. Students will be guided to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make age appropriate decisions and live with the consequences.

4. Misbehavior will be handled with developmentally appropriate natural and logical consequences.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.

### **Action Plan for Discipline at Our Savior Lutheran Preschool**

When behavior is beyond the normal everyday behavior (i.e. hitting, biting, aggressive behavior, defiant behavior, disrupting the learning environment and classroom expectations):

1. A Discipline Report will be completed and discussed with the parents. In extreme aggressive or defiant behavior parents might be asked to pick up their child for the day.
2. If more than one discipline report is completed within a three-month period a parent conference will be scheduled with the parents, teacher, and director at which time a discipline plan will be discussed and agreed upon.
3. If the discipline plan is not effective and the child's behavior continues to be an impediment to student learning, Our Savior Lutheran Preschool reserves the right to ask the family to seek other preschool accommodations. Even though we wish to care for and educate all children, we realize that occasionally Our Savior Lutheran Preschool may not be the best fit for every student.

## **HEALTH AND SAFETY**

### **Absence**

**If your child is absent from school, please notify the school office before 9:00 a.m. by either calling (925) 455-5437 or emailing us at [ecdclions@oslm.net](mailto:ecdclions@oslm.net).** If your child has been diagnosed as having a contagious health issue, (e.g., Chicken Pox, Strep, Lice, etc) please notify the office so that precautions can be taken and notifications can be sent home to all families. If your child is not well prior to the beginning of the school day, you are required to keep your child home. If your child comes to school and their teachers believe the child is too sick to function in the class, the school reserves the right to send the child home. A call will be made and the child will need to be picked up from school within 30 minutes of the call. **The child should be without a fever for 24 hours before returning to school.**

If you are aware of a planned absence (i.e. vacation, doctor's appointment etc.) please notify the teacher or office.

### **Illness**

**Please see [COVID-19 Policies and Procedures for new policies](#)**

Your child's health is a matter of major importance to us. Your child may need to be sent home if he/she appears to have symptoms of illness during the day. In such cases, the parent will be contacted. Any child sent home ill from school may not return to school the following day.

We understand that many children in a group setting do have recurring colds. If the symptoms are mild (no fever, serious congestion, respiratory infection, vomiting, or diarrhea), the child may be brought to school. Children with fever must be fever-free for at least 24 hours before returning. Children with vomiting or diarrhea should remain home for 24 hours after the final incident. **Assessment on whether a child is well enough to participate in our program is left to the discretion of the teachers.**

Children suspected of having contracted a contagious disease or having an undiagnosed rash will not be re-admitted without a doctor's release. Children may not attend until the physician indicates in writing that neither that child nor the other children are in danger.

### **Keep Your Child Home if your Child:**

- Has a fever or has had one in the previous 24 hours
- Has vomited in the last 24 hours
- Has diarrhea
- Has eye discharge or crust (A child with Conjunctivitis must remain at home for 24 hours after treatment has begun.)
- Has Croup
- Is fussy, cranky and generally not him/herself
- Has a constant runny nose (yellow or green mucus)
- Has an undiagnosed body rash
- Is unable to play outside
- Has a doctor's appointment for suspected illness (Please do not bring your child to class prior to the appointment.)

### **Medications:**

Medications with written doctor's instructions will be administered. All medications, whether a prescription or inhaler, must be checked in at the Office.

### **Safety Drills:**

As a school we conduct earthquake, fire, and lock down drills. Each month one of the following drills is conducted both with our M/W/F program and T/Th program. For earthquake drills, the children are taught how to duck and cover as well as evacuate the building and for fire drills, the children are taught to evacuate the building. When evacuating the building, all children gather together on the grass field or the blacktop. If there were a true emergency and we needed to evacuate our grounds, we would go to the softball fields or the public library. You will be notified as soon as we have all children safe as to where to pick-up your child. When a lock-down drill is conducted we tell the children that they are simply playing "hide and seek". In a true emergency, once everyone is safe you will be notified. To be proactive we do discuss with the children ways they can be safe at school.

### **INCIDENTAL MEDICAL SERVICE PLAN**

The overall goal of our allergy policy is to help the families and school work together in assisting the child with becoming independent in living with an allergy or medical condition. The types of Incidental Medical Services that Our Savior Lutheran Early Childhood Center will provide for are:

- Blood-Glucose Monitoring for Diabetic Children
- Administering Inhaled Medication
- Administering EpiPen Jr. and EpiPen

#### **Procedures:**

1. Parents need to fill out an IMS form. All allergies will be posted in the classrooms.
2. Parents need to fill out a Medication Permission form. No prescription medication can be given unless the label appears on the medication and is prescribed by a physician. Epipens must be provided to the child's teachers and are kept in the classroom with the child. (Other emergency medications need to be provided in the same manner and will be kept in the Preschool office unless other arrangements are made.)
3. All medication will come with instructions containing the following:
  - Specific indications for administering the medication to the physician's prescription.
  - Potential side effects and expected response.
  - Dose-form and amount to be administered to the physicians' prescription
  - Actions to be taken in the event of side effects
  - Instructions for proper storage of medication
  - The telephone number and address of the child's physician
  - All instructions will be updated annually
4. Parents are required to keep their child's teacher informed of any changes or concerns regarding their child's allergy.
5. All children with food allergies attending our Full Day Program will need to provide an afternoon snack for their child.
6. For airborne allergies, a Doctor's note is required and every reasonable measure will be taken to keep the child away from any situation that may cause a reaction.
7. For sting or bite allergies, a Doctor's note is required and every reasonable effort will be made to keep the child away from any situation that may cause a reaction.

8. Classroom space will be cleaned thoroughly before and after all snacks and lunches in order to clear any allergic food products from the tables, counters, etc. Food areas will be cleaned with an appropriate disinfecting mix. Special care will be given whenever any food allergy product is served.
9. All medication for allergic reaction will accompany the teacher on any field trips.
10. Any child needing blood glucose testing done while at school will provide instructions from the child's physician on how to identify the symptoms of hypoglycemia or hyperglycemia. Written instructions for the blood glucose test from the child's physician will be provided.

### **INTEGRATED PEST MANAGEMENT PLAN**

It is the goal of Our Savior Lutheran Preschool is to implement an Integrated Pest Management Plan by focusing on long-term prevention or suppression of pests through accurate pest identification, frequent monitoring for pest presence, taking appropriate action and by making the habitat less conducive to pests through the use of sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown to be ineffective.

You will be notified 72 hours before pesticides are used at Our Savior Lutheran Preschool and applied by a Terminix Technician. The pesticide that will be used is Rosemary Oil 10% Peppermint Oil 2%.

### **CHILD ABUSE REPORTING AND OBLIGATIONS**

In accord with California State Law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse or exploitation. In this very serious matter, the school will not contact parents in advance of making a report to legal authorities, which is the procedure followed in such legal matters.

## **COMMUNICATION**

### **Parent/Teacher**

We would like to emphasize that your communication and/or parent participation are very important in your child's school life. It will enhance a feeling of partnership in the education of your child. We are dedicated to working with you to provide a learning environment that most closely matches your child's developmental needs.

We will share any concerns we may have with you as they arise and ask that you share any concerns that you have with us (i.e. a change that occurs in your family, a grandparent's visit, a new baby, a family crisis, etc.). If there are any issues that you feel require an in-depth meeting with your child's teacher, please feel free to contact your child's teacher via e-mail at:

[littlelambs@oslm.net](mailto:littlelambs@oslm.net) [friendlyfrogs@oslm.net](mailto:friendlyfrogs@oslm.net) [wonderfulwhales@oslm.net](mailto:wonderfulwhales@oslm.net)  
[buddybears@oslm.net](mailto:buddybears@oslm.net) [risingstars@oslm.net](mailto:risingstars@oslm.net)

If the concern is not resolved to the parent/guardian and/or teacher's satisfaction, the Director will facilitate a resolution.

We value parent input tremendously and urge you to speak with your child's teacher and the Director with any suggestions or important information that could aid us in caring for your child. We are happy to discuss your child's day with you whenever possible, and we look forward to getting to know each family participating in our Program.

### **Home/School**

In any school setting it is possible that misunderstandings or breakdowns in communications can occur. The administration, faculty, and staff generally use the following means of communication with parents:

- Parent-Teacher Conferences
- Telephone calls or email
- Special purpose e-mails
- Classroom Newsletters – Newsletter sent out from the classroom, which highlights events and activities happening within that classroom

The Director is always kept informed of Parent-Teacher-Student Conferences.

Should there be a difficulty or problem...

First, parents are expected to contact the teacher directly to request a telephone or personal conference with the teacher.

Second, if resolution of the problem or concern is not reached at the conference, the Director is to be advised of the situation.

## **COVID-19 POLICIES AND PROCEDURES**

Please note that these new policies and procedures are being implemented to protect the health and safety of the staff and the community we serve. As guidelines and regulations change, we will be updating these policies and procedures to reflect the updates and keep you posted to the best of our ability. We thank you for your help and cooperation during these difficult times and look forward to working with you to provide a safe, healthy, and happy environment for your children. If you have any questions or concerns, please do not hesitate to contact us at [ecdclions@oslm.net](mailto:ecdclions@oslm.net).

### **Fall Schedule:**

8:00-3:00 Office Hours

7:00-5:30 Full Day Program

8:30-11:45 Two & Three-Year-Old Half Day Program

8:45-12:00 Four-Year-Old Half Day Program

### **ARRIVAL AND DEPARTURE**

#### **Arrival:**

**Children's Arrival** will take place in front of the preschool building before going through our gates to the outside classroom doors.

- All children, parents, and staff must have a mask on and practice social distancing during the drop-off and pick-up process.
- A staff person will perform a temperature and health check on each child.

- Each child's classroom will have a designated table for signing-in and out that will include sign-in sheet, pen, and hand sanitizing station. Parents and children are to use the sanitizing station when they arrive at the table. (Children are only to use sanitizing stations under the supervision of an adult)
- Children may be escorted to their classroom by a parent after they have had their temperature and health check and have been signed in. (We are limiting exposure in the classroom, so only children and teachers in the classrooms).
- We ask that each child come to school with a backpack containing two changes of clothes in a large zip lock bag, and their snack. All full day children will need to bring a lunch box with lunch and an afternoon snack.
- A staff person will be present watching for arrival until 9:00. If you arrive after 9:00 please ring the door bell and a staff member will meet you. All full day children arriving before 8:30, please ring the doorbell and a staff member will greet you.

**Departure:**

- Pick-up will happen at all our outside classroom doors. Please wait for your child to be dismissed. If you feel the teacher did not see you feel free to knock on the classroom door or ring our front door bell.

**ILLNESS/EXCLUSIONS**

- At this time, any child who exhibits symptoms of illness or who has any form of contagious illness, including but not limited to 100.4 or greater fever, vomiting, or diarrhea within the past 72 hours will not be permitted to attend preschool.
- In some cases, a Medial Release Form from a health care provider may be required for your child to return. We will let you know if this is the case.
- If your child has on going allergies and is experiencing symptoms, it may be necessary to provide a doctor's note for our records. Your child **must** be able to contain their symptoms independently (blow their nose into a tissue or cover their cough) in order to attend school.

- If a staff member becomes ill, they will not report to work and will stay at home for the designated time needed to recover.
- If you receive a call from the preschool school to pick-up your child, you must make arrangements to pick them up immediately.
- If your child is sent home due to illness, they must be symptom free for 72 hours (without the use of medication) before they may return. Acceptance back into the program will be done at the discretion of the school administration.

### **DAILY PREVENTATIVE ACTIONS**

- All children and staff members will have their temperature taken before entering the classroom.
- Daily health-checks will be done before students are signed in each day.
- We will be following current guidelines regarding the need for children and staff to wear masks.
- All children and staff members are required to wash their hands upon entering the classroom. This process will be done each time a child or staff member leaves and re-enters the room, after playing outside, after using the bathroom, and before eating. We will be implementing fun songs and ways to take your children through this process.
- We will continue to teach the children to wash their hands after they cough, sneeze, or blow their nose. It would be very helpful if you also reinforce these procedures at home to encourage good hygiene.
- At this time, we will be limiting access to the inside of our building. Anyone entering must have authorization and will need to have their temperature checked, be wearing a mask, and sign in and out.
- Per new guidelines, students and staff will need to remain in the same group and in the same classroom during the entire day to limit exposure. Therefore, children will be eating and napping in their classrooms. The new guidelines require a 1:12 ratio. Our plan is to exceed this with a 2:12 ratio in most classrooms.
- The classrooms will be designed to allow for the children to spread out while they are working and playing. This physical space does not mean they will not be allowed to interact and socialize with each other.

- The classrooms and supplies have been restructured to encourage social distancing. Please note that we will do everything we can to encourage and support social distancing, but it may not always be possible with this age group. It is important to us that we provide a safe/healthy environment while maintaining a developmentally appropriate environment that also focuses on the social/emotional needs of the children.
- There will be a heightened focus on cleaning and disinfecting the environment, learning material, manipulatives, bathroom, and commonly used areas. Classrooms will be deep cleaned at the end of the morning session and again at the end of the day. Classrooms and bathrooms will be cleaned throughout the day as well. We will continue to use our janitor service in the evenings to clean and disinfect the environment as well.
- All staff members will take the DPR training in order to ensure that cleaning and disinfecting is being done properly.
- We will be alternating playground time and implementing new cleaning procedures in between each use.
- Please remember this can be difficult with this age group and interaction and connection with peers is important for their development. We will follow guidelines to the best of our ability with their social and emotional needs in mind.

### **What we will do if we have someone tests positive for COVID-19**

**If a child, family member, or staff member tests positive for covid-19, we will take the following steps:**

1. If your child begins to show symptoms while under our care, we will take steps to isolate your child from the other children in a designated area that we have set up to monitor a sick child and keep them comfortable until someone arrives to pick them up.
2. We will place a call to the person listed on the emergency contact list to pick up your child as soon as possible (**please make sure it is updated at all times**).
3. A call will be placed to the Alameda County Health Department, and they will work with us to determine appropriate next steps, including whether

an extended dismissal duration is needed to stop or slow further spread of COVID-19.

4. Our administrative team will be asked to help identify adults or children who may have had contact within **6 feet of the ill individual for more than 10 minutes during the time period between two days prior to when the individual's symptoms appeared and the last time the child or staff attended the childcare facility**. Regardless of how long the facility remains closed, you should home-quarantine for 14 days from the last date of close contact. If any of them develop a fever, cough or shortness of breath while in quarantine, they should contact their health care provider and follow the return to work/childcare program guidance outlined above.
5. A call will also be placed to Community Childcare Licensing to file a report and determine next steps.
6. Depending on findings, families in the community will be notified.
7. If it is determined that the community has been exposed to COVID-19, we will display notification on-site for 30 days.

### **Communication**

- Please make sure that the preschool office has current and updated emergency contact information and that it is updated at all times.
- We **must** be able to reach someone at all times during the time your child is at school.
- Please contact the preschool office if you need assistance doing so.
- General information about the program will be sent out via email through the preschool office. Please make sure to read all emails so that you stay updated.