

Parent Handbook

COVID-19 Addendum

Effective September 2021 until rescinded

***This plan is subject to change at any time at the discretion of the Little Sprouts Preschool director without written notice.*

Overview

At Little Sprouts Preschool we believe the health and safety of our students, families, and teachers is of the utmost importance. This plan is in place to minimize the spread of COVID-19 and other illnesses, and to ensure the safety of children, staff, and families, while ensuring children are in a nurturing and responsive environment. These guidelines are based on the best available public health data at this time, and the practical realities of managing a preschool program. The leadership team at Little Sprouts is dedicated to staying up to date with the changing guidelines and policies set forth by the CDC and our local health officials to keep our school and those who attend safe and healthy. As new data and practices emerge, the policies may be updated. The goal of Little Sprouts Christian Preschool is to meet and exceed the standards whenever possible. Here is what you can expect:

Drop Off/ Pick Up

Families are encouraged to wash their own hands and their child's hands before dropping off (i.e., at home), prior to coming for pick up, and as soon as they get home.

Families are encouraged to limit the number of individuals with authorization to pick-up and drop-off from the facility. Whenever possible, the same adult should be dropping off and picking up. Those authorized should be informed of the center's procedures.

There will be one door designated for entering the building and another door designated to exit. Signs will be posted to encourage the proper flow of foot traffic. Doors will be propped open to reduce families' contact with door handles/knobs.

While waiting for entry into the facility (and when in interior and exterior spaces) families and staff will maintain social distancing to the best of their ability.

Each student and staff member will be subject to a daily visual health check during arrival time, immediately upon entering the facility. If a child seems unwell, temperatures will be taken using a no contact thermometer which will be disinfected between each use. Individuals with a temperature of 100.4 degrees Fahrenheit or over will not be admitted into the program.

If a child shows symptoms of COVID-19, the child may not remain at the site. Symptoms of COVID-19 may include some combination of fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

Upon drop off, parents/guardians will walk the students to the classroom. We ask parents/guardians to remain outside of the classrooms at this time. Children will be given hand sanitizer to use before entering the classroom (students and teachers hands will be washed with soap and water as often as possible throughout the day). Upon pick up, parents/guardians will pick up their student from the classroom once the teacher dismisses the child.

In the building, staff and families will keep interactions brief. Staff and families are encouraged to communicate via phone or email for extended conversations. Please take conversations with other parents/guardians outside.

Sickness

If your child shows signs of sickness while at school such as:

- Fever of 100.4 or higher
- Shortness of breath/Trouble breathing
- Lethargy/Grogginess
- Dry Cough

**Or any other symptom/illness that is listed in the Little Sprouts Preschool Parent Handbook,

Your child will be required to be picked up immediately be sent home and seen by a doctor. Any child demonstrating signs of illness will be isolated until the parent/guardian arrives to pick up the child. The child in isolation will be supervised at all times.

Please keep your emergency contact information up-to-date regularly so staff can get in touch quickly if they need to.

Guidelines for isolation of sick children are the same as those for an adult. The child must stay home in isolation and not return to Little Sprouts Christian Preschool for a minimum of 10 days after onset of symptoms AND until their symptoms have improved, AND they are free of fever for at least 72 hours without fever-reducing medication.

PLEASE CONTACT THE SCHOOL IF:

- You or your child have been in close contact with someone who has tested positive for COVID-19. We will require your child to remain out of school for 14 days since the last encounter with a person or persons who have tested positive for COVID-19.
- Your child is showing symptoms of COVID-19.
- Your child or a family member that lives with the child tests positive for COVID-19.

Little Sprouts staff must stay home when they are sick with symptoms of respiratory illness such as fever and cough.

Staff must remain at home in isolation and not return to Little Sprouts for a minimum of 10 days after onset of symptoms AND until their symptoms have improved AND they are free of fever for at least 72 hours without fever reducing medication.

Staff shall also be sent home to self-quarantine if they have had close contact with an infected person, confirmed by testing. The quarantine must be for 14 days following contact with the infected person. If no symptoms arise during the 14 days, the quarantined person may return to work.

If any staff develop symptoms while in quarantine, they should follow the return-to-work guidelines (10 days after symptoms started AND 3 days after fevers have resolved and symptoms improved.)

All parents/guardians and staff will be informed of a confirmed case of COVID-19, though the name of the infected individual will not be shared.

Cleaning

Coronaviruses on surfaces and objects naturally die within hours to days. Normal routine cleaning with soap and water will remove germs and dirt from surfaces and daily disinfecting to kill germs on surfaces will lower the risk of spreading COVID-19 infection.

Classrooms will be deep cleaned daily. This includes disinfection all surfaces as well as toys and floors. Examples of frequently touched surfaces and objects in the classroom and restrooms that will be routinely disinfected are:

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- toys & manipulatives

Soft and porous materials will be minimized in the classroom and regular carpet cleaning will occur.

In the Classroom

Children may not visit other classrooms. Teaching staff will remain in their assigned classrooms with their assigned children unless otherwise instructed.

Teachers will offer more opportunities for individual play. Circle time and other activities that bring children close together will be done in a way to ensure adequate spacing between children.

Classroom curriculum includes activities which promote health and model/educate children on handwashing, social distancing and health and safety.

Each child will have their own caddy of school supplies to use during table activities.

The water fountain will be out of use. Children are encouraged to bring a water bottle, labeled with their name, to school each day.

Snack will be provided and delivered by staff wearing gloves. Disposable plates and utensils will be used to minimize contamination risks. Handwashing will be required before snack time. We will eat snack outdoors when space and weather allow.

General School Policies

Our Open House and Back-to-School events will be by appointment to limit the amount of people in the classroom.

Parent Conferences will be conducted via email, Zoom, or phone calls. The method will be determined by the teacher in collaboration with the parents/guardians.

Tuition Credits

Little Sprouts may need to temporarily close a classroom for 2-5 days if a child or staff member attends class before being confirmed as having COVID-19. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the classroom, and for staff to clean and disinfect the affected facilities. A credit for tuition fees during these closure days will not apply. If a classroom has to close down for 14 calendar days or more due to a COVID-19 exposure, it may be appropriate for families to receive a 50% credit of their monthly tuition for the duration of the closure. The credit will be applied upon approval from the Director and Little Sprouts Leadership Team.

Withdrawal

If you choose to withdraw your child, a 30-day written notice must be provided to the Director prior to the last day of attendance. Please ask for the Withdrawal Form from your child's teacher. If a 30-day written notice is not provided, one month's tuition will be assessed in lieu of notice. Pre-paid tuition shall be reimbursed if a written notice is provided to the Director at least 30 days prior to the last day of attendance. The registration fee is non-refundable.

Termination of Enrollment

Refusal to follow the guidelines established in this addendum can be grounds for termination of services. Examples include but are not limited to:

- Failure to comply with washing their hands or child's hands upon arrival to the classroom.
- Failure to accurately disclose symptoms and/or illnesses.
- Administering fever reducing medications without notifying the center.
- Repeated exposure to COVID-19.