



# 2020 Program Policies and Changes

## Beginning June

(Adjustments will occur as new guidelines are given  
through the state and federal government)

## **Pick Up and Drop Off**

Parents will use a separate entrance to all other programs. This entrance is located on the east side of the building near the pond. Signs will be posted to help assist parents in dropping off and picking up their child. We ask that all parents wear a face covering during pick up and drop off. Located outside of every classroom will be a hand sanitizing station. Parents, please use these stations before ringing the doorbell or knocking on the door. If there is another parent dropping off or picking up, please keep a distance of 6 feet. Once they have left, then bring your child to their classroom and follow the hand sanitizing regulation.

Teachers will meet you and your child at the door. Parents will not be allowed to enter the classrooms. Teachers will help your child bring all of their belongings to their cubby and wash their hands with soap and water upon arrival.

We ask that during this time, only parents and one other adult (if needed) will be dropping off or picking up. This adult will need to be identified to the program manager before the child's first day.

Students will be monitored throughout the day with symptom checks to ensure all students are healthy and safe.

All students need to have 2 pairs of shoes for school. On their first day, please bring a pair of gym shoes that will be used for indoor use only. Students will take off their outdoor shoes in the hallway before entering their classroom and change into their indoor shoes once inside their room. Their indoor shoes may be kept in their cubby at the end of each day.

## **Daily Schedule**

Every classroom will have no more than 10 students and 2 teachers at any given time. The program will still run Monday – Friday from 7:00a-6:00p. Classes will not interact with each other at any point throughout the day. Each child will have a designated classroom. This classroom may be different than the one they were in previously and with new classmates. We will not be taking any friend recommendations for which children your child will be in class with. The only exception is siblings will be placed in the same classroom.

Students must wear a face covering to the extent practicable. They will not be required to wear a face covering during nap time. Students will not be required to wear a face covering while outside. All staff will be required to wear a face covering during the entirety of their time at school.

If a staff member becomes ill, there will be substitute teachers assigned to a specific classroom only to mitigate the interaction between classrooms.

All gross motor play, whether in the gym or outside, will be staggered and disinfected between classes. The playground will have only one class on it at any given time. We have designated a grassy patch in the front of the building for the children to use for outdoor time as well. Only one class will use this area at any given time. Each classroom will have their own set of outdoor toys which will be cleaned and sanitized daily.

Nap time will continue to occur in their classroom. All cots will be spaced 6 feet apart. Each cot will be sanitized daily. All blankets and pillows brought from home will be stored in each child's cubby. We are not enforcing bringing blankets home each day to be washed, but it will be encourage. However, all blankets and pillows will be sent home at the end of your child's school week to be washed over the weekend.

Hand washing will be continued to be enforced throughout the entire day. Students will wash their hands upon arrival every day, between transitions to new activities, before and after going to the gym or outside, before and after all meals, and extra handwashing as needed. Staff will follow the same hand washing procedures.

Play in centers will be limited to only 2 children in a center at a time.

### **Cleaning Procedures**

Daily cleaning will continue to happen as usual. Every classroom will be deeply cleaned and disinfected at the end of every day. All counters, tables, chairs, and high touch areas will be cleaned and disinfected throughout the day by the teachers using a soap and water solution first and then a bleach solution for sanitizing. Bathrooms will be clean and disinfected twice throughout the day and then deep cleaned at the end of the day.

Toys will be cleaned between child usages throughout the day. During naptime, all toys used during the day will be sanitized through our sanitizing dishwasher and brought back to their classroom.

Gym spaces will be fogged with disinfectant in between class use.

### **Meal Times**

We will no longer be serving family style meals. All meals will be plated. Students will be staggered around the classroom to ensure distancing during meals. Parents will still be allowed to bring in special milk for those children who cannot drink cows milk. Our kitchen aid will not be entering any classrooms, but will bring meals to the room and hand them to the teacher from the hallway.

## **New Policies**

To reduce the use of shared materials, every student will be provided with the own pencil box that includes, crayons, markers, and pencils. These pencil boxes will be labeled with their name and stored in their cubbies.

Every cubby will now be separated by an empty one.

Please send your child to school with a water bottle each day. All water fountains will be turned off in the building. These water bottles need to be labeled with your child's name. A water cooler will be filled in the morning and afternoon for the children to refill their bottles as needed throughout the day.

Sunscreen will continue to be put on the children before they go outside. The teachers will continue to use different gloves for each child and wash their hands before applying sunscreen on the next child.

The dramatic play center will no longer have dress up clothes and activities. We will keep all food and baby dolls in the center which will be cleaned following our cleaning procedures.

We will also no longer be using communal sensory tubs. For sensory exploration, the teachers will create activities with individual trays for each child to explore.

## **Sick Policy**

We will be following the guideline stated by the CDC for all Covid-19 related illnesses. Below are the steps that we will be enforcing as a district.

- Signs of Illness or Confirmed Case of COVID-19
  - If a participant shows illness symptoms, there will be a designated room for that participant to go until they can be picked up safely by parent or guardian. This room is located near the program manager to ensure the child is safe until they are picked up.
  - Local health officials, staff and families will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with ADA and other privacy laws. The program manager will work with the local public health department to assist with contact tracing and monitoring of absenteeism among children and staff.
  - The other program participants will be moved to another designated room in the building. The contaminated room will be quarantined and cleaned 24 hours after initial exposure. Programs can return to room upon following proper disinfecting procedures.
  - We will ask that the program participant self-quarantine per CDC guidelines.

**If HEParks is informed of a confirmed case of Covid-19 in a program room:**

**All program participants in that room will be asked to self-quarantine per CDC guidelines.**

- Participants or Staff who is exposed/diagnosed to COVID may not return until:
    - o They have had no fever for 72 hours (without medicine) AND
    - o Other symptoms have improved AND
    - o At least 10 days have passed since their symptoms have passed
- OR
- o Have had two negative COVID-19 tests in a row, with testing done at least 24 hours apart.

If a participant or direct family member has contact with a confirmed COVID-19 case, we will ask that the participant self-quarantine per the CDC guidelines.

Any COVID-19 related absences will not be charged tuition. All other illness related absences will follow original sick policy.