

Sonshine Preschool Covid-19 Policies and Protocols

The following policies and protocols have been put in place to protect the health and wellbeing of the Sonshine Preschool community during the Covid-19 pandemic. These policies and protocols have been adopted by the Childcare Ministry Board of Eastside Covenant Church and are to be applied and modified as needed by the Director and Administrative Staff of Sonshine Preschool for the continued protection of the Sonshine community.

The following policies and protocols may change in function or level of protection provided as the regulations and mandates of the city, county, state, and country change and as the level of Covid-19 case numbers and severity of the infection changes. The Director of Sonshine Preschool has the final word in the enforcement of these policies and protocols, including the determination that a child needs to be removed from the facility due to fever or symptoms of Covid or PMIS. This also includes the need for a classroom to be closed due to positive test results of an individual within the class "bubble" or the need to refuse attendance of a child for two calendar weeks due to a household member testing positive for the virus.

It is of great importance that all of us remain diligent to do our part in keeping our community safe. We *ShineTogether* when we think of others before choosing to take undue risks of exposure and transmission of the virus. Should you have questions regarding these policies or protocols, after reading through the information provided below, please contact the Director, Brenda K Drost, through REMIND, phone call, or email at Brenda@sonshineprek.org.

Physical Distancing / Limiting Exposure:

Only students and preschool staff will be allowed on the Sonshine campus.

Drive-up drop off and pick-up will be in force. Parents will follow the arrows around the parking lot and drop off their child at their class drop off point, marked by their class banner. Your child will be screened at the drop off point. Once your child is cleared for attendance, you can say goodbye and return to your vehicle to leave. Your child will be escorted to their classroom/playground by a member of the teaching team in your child's classroom. **At pick-up time**, parents will pull up to the child's pick-up point. A staff member from your child's class "bubble" will escort your child to your vehicle.

Parents will be required to notify their child's teacher or the office if their child will not be attending school for the day. Please leave the child's name and the reason the child will be absent. Should you forget to call in, a welfare check call will be made to confirm the reason for your child's absence. Notification may be made through REMIND app, phone call, or text.

Daily Screening will take place upon arrival for staff and children.

Child screening will take place at the child's drop off point. Their temperature will be taken and logged. The following questions will be asked of the adult transporting the child. Has anyone in the child's household had a positive Covid test? Does anyone in the child's household have symptoms of Covid-19? Did the child have a good night's sleep and typical behavior? **Should anyone in the child's household have a positive Covid-19 test, the child will not be allowed to attend school for two calendar weeks from the date of the reported positive result to Sonshine staff.** The date of the child's eligible return to school will be confirmed with the child's parents by email from the Administrative Staff.

School "Bubbles" will be enforced for the purpose of limiting exposure to a greater number of people. **Busy Bees and Fireflies are a "bubble" and Ladybugs and Butterflies are and "bubble"**. Children will have separate playground and outdoor activity times from other classes during preschool hours. Children will be spread out at tables for snack and activities and be encouraged to spread out physically, as much as possible, when in lines and waiting for a turn. Each child will have their own writing and art supplies in a plastic pencil case, supplied by Sonshine.

Face Shields and/or Masks are being **required for all staff members. Adults dropping off and picking up children will be required to wear masks when outside of their vehicle. Children will not be required to wear masks** while being screened or while at school. Should you desire for your child to wear a mask at school, please inform the staff member doing your child's screening. Staff members will encourage your child to keep their mask on when not eating. However, wearing a mask for long stretches of time is difficult for young children. The staff will communicate with you regarding how your child is adjusting to wearing a mask during the school day.

Physical Exclusion – Should your child develop Covid or Pediatric Multi-System Inflammatory Syndrome (PMIS) symptoms during their school day, they will be taken to an isolation area until they can be picked up. A staff member in their class bubble will remain with them in the isolation area. Once notified, you or your designee will need to pick up your child within **30 minutes**. This is for the comfort of your ill child and to eliminate lengthy exposures of individuals who are not symptomatic. The wait time for pick up should never exceed one hour. **Please have pick up plans pre-arranged with another individual in case your child needs to be removed from school and you are not able to pick them up within 30 minutes. Your child will be required to have a doctor's note to be admitted to school after being sent home with a fever or Covid/PMIS symptoms.** (Please see Covid-19 return restrictions under Policies in this document as well as information in the Parent Handbook regarding illness and the 24 hour Rule.)

A Door Bell at the office gate will be used for delivery personnel or others who need assistance during the school day. **Communications Folders** will be provided by Sonshine for the purpose of sending paperwork and daily updates to parents. **Folders are to be returned to school on your child's next school day.** Please use the folder to send return messages or information to your child's teacher.

Your Child's Personal Items:

A Lunch Box and Water Bottle will need to come to school with your child each day. Both are to be labeled with your child's first and last name. Items that come to school without being labeled will be labeled by staff with a Sharpie. This is important to help avoid having children touch or use one another's items. Your child's lunch box and water bottle will be kept in their cubby when not being used.

Nap items are to come to school in a back pack labeled with your child's first and last name. Sonshine will provide a nap back pack for your child if you do not have one. The back pack as well as each napping item will need to be labeled with your child's first and last name. Items that come to school without being labeled will be labeled by staff with a Sharpie marker. Back packs are being required for nap items to keep them securely separated from the nap items of other children while stored. The back pack containing your child's nap items will be sent home on your child's last school day of the week for laundering. Please be sure to return the nap back pack with clean items on your child's first school day each the week.

Please, NO other items from home should come to school!! Other than a jacket or sweater (which should be labeled with your child's first and last name), no other personal items will be allowed at school. This is to reduce the number of things being transferred from one environment to another and to reduce the temptation for children to touch one another's things. **Please do not send hand sanitizer, wipes, lip balm, sun screen, lotion, etc to school with your child. These items are novel and easily shared with peers in the classroom.** Should your child need to use one of these items, due to health concerns, a medication form will need to be completed through the office. The item will need to be in the original container and be labeled with your child's first and last name.

Personal Care, Cleaning and Sanitation:

Children will be . . . learning to wash their hands thoroughly using health department guidelines. Hand washing will take place when a child enters the classroom, before and after eating, before and after outdoor play, after wiping their nose, and after using the restroom. Children will be wiping their lunch box and pencil box with a regular wipe before returning it to their cubby. Children will be taught to cough and sneeze into their elbow, use tissues, and use regular wipes to clean their hands. Hand sanitizer may be used with children 2 -6 yrs old.

Playground and outdoor activity areas will be used by one class bubble at a time. Grab spots on play equipment will be disinfected between each bubble group. Toys in outdoor activity areas will be changed out or disinfected between bubble groups.

Toys and Activity items in classroom centers will be sanitized each day. All soft toys, blankets for comfort or play, pillows, and plush toys will be removed from the classroom. Mouthed toys will be placed in a separate tub for disinfecting and air drying before being available for play.

Napping protocols will include . . . children positioned head to toe, as far apart as possible, a minimum of 3 feet. Each child will have their own nap mat/cot labeled with their first and last name. Mats will be disinfected after each use, allowed to air dry, and be stored in a plastic bag. Nap items will be stored in each child's back pack after each use and sent home for laundering following the child's last day of school for the week.

Hard surfaces will be disinfected multiple times per day. This includes door frames, door knobs, tables, grab spots on chairs, shelves, etc.

The following will be available to staff for use in prevention of viral and bacterial spread: gloves, disinfecting wipes, regular wipes, bleach solution of 1000ppm mixed each day, Lemon D disinfecting solution, face shields, and masks.

Classrooms will be cleaned each evening with extra attention given to toileting and sink areas.

Attendance Restrictions, Reentry to Sonshine and Refund Policies Regarding Covid-19

1. Parents who choose to withdraw their registered child prior to the start of school on August 6, 2020 will have their Registration Fee and any existing credit on their account refunded. **When/If the family is ready for their child to attend, they will re-enroll with the Registration Fee if there is room in the classroom available for their child.**

2. In the event that a student or staff member exhibits symptoms of Covid-19 or Pediatric Multi-System Inflammatory Syndrome (PMIS) **during the school day:**

A. The student will be taken to the Isolation Room where they will wait with a staff member from their "bubble". Staff members with symptoms will leave the campus immediately.

B. The student is to be picked up within 30 minutes of notification.

C. Parents of the ill child or the staff member who is ill, are to **seek a medical opinion that day to determine if they should isolate/quarantine.**

D. The status of the ill child/staff member is to be reported to the Director ASAP following a diagnosis or medical opinion.

E. Should the diagnosis not be Covid related, the class will continue as usual.

F. **The Director will take appropriate steps based on the criteria in the sections below should the diagnosis be Covid related.**

3. Should a child or staff member be directed to isolate/quarantine by a medical professional or test positive for Covid-19, the following steps will be followed:

- A. The parents of the children in the classroom will be contacted immediately.
- B. The classroom will be closed for 2 days to allow aerosols of the virus to settle and for cleaning to take place.
- C. **Those children and staff members present in the classroom bubble on the day of exposure will not return to school for 14 calendar days from the day of exposure.**
- D. Students and staff in the same classroom bubble who were not in attendance on the day of exposure may return when the classroom reopens, 2 days following the day of exposure.
- E. All staff and children may return to the classroom on the 15th day after the day of exposure.

Families whose children are required to quarantine for 14 calendar days will receive a credit to their account, at the daily rate, based on their registration for each school day of the 14 calendar days. Credits will not be given for the 2 day closure for cleaning and disinfecting.

4. In the event that **an individual in a child's or staff member's household exhibits symptoms of Covid-19 or PMIS, that is confirmed by medical personnel or a positive Covid test, the child/staff member will not be permitted to attend Sonshine for 14 calendar days. The student or staff member may return on the 15th day following the date of notification of the Covid diagnosis to the Sonshine Office or a staff member. The family's account will be credited the daily rate, based on their registration, for each school day the child misses.**

5. **No tuition credit will be given for illnesses other than Covid-19 or MSIR.** If the type of illness is in question, a Doctor's note stating the diagnosis of Covid-19 or PMIS will be required to receive credit for missed days.

6. Children and staff members who are restricted from attendance **due to their Covid-19 or PMIS diagnosis or positive Covid-19 test** will need to meet the following criteria to return to Sonshine Preschool.

- A. They will not be permitted to return until 10 days following the **onset of symptoms**, with the last 3 days being **fever and symptom free, without over the counter medications**. Should symptoms take longer than 10 days to subside, return would still require 3 days being **fever and symptom free without over the counter medications**.
- B. Staff members having Covid-19 will need to have a negative Covid test in order to return to work. Changes in CDC recommendations toward symptomatic criteria for return to contact with others will be considered on a case by case basis, by the Director, when the individual's doctor does not require/recommend testing before having contact with others.
- C. A child or staff member who has had close contact (less than 6' distance, hugging, kissing, sharing utensils, drinks, or devices, having meals together) with someone who has tested positive for Covid-19 will not be permitted to attend Sonshine Preschool for 14 calendar days.
- D. A returning child or staff member who has been diagnosed with Covid-19 or PMIS will need to **submit a Doctor's note to the Director stating that they have met the exclusion criteria for Covid-19 or PMIS and may return to school.**

Covid-19 Policies and Protocols supersede corresponding information in the 2020-2021 Parent Handbook. Please keep in mind that any of the policies and protocols described above are subject to change should adjustments need to be made for function or compliance, so that we can **ShineTogether!!**