

## **COVID-19 Policies and Procedures**

In order for Mission Kidz Preschool to open during the ongoing COVID-19 health crisis, we have modified a number of policies and procedures to do our best to protect the health of our families and staff.

We have compiled information from the Center for Disease Control, California Health and Human Services, and our Community Care State Licensing Program Analyst. Our plan is developed with an emphasis on keeping children and staff safe and may need to be modified or amended under the direction of local or state authorities.

### **New Temporary Hours**

8:00 AM to 4:00 PM

- If you are going to pick up your child early, you must call the school to notify staff of your early pick up. You must report to the office to have your temperature taken by administration. Once cleared, you will enter the building and use your QR code to sign out your child.
- Drop offs that occur after 10:30am will need to report to the office to sign in.
- Students must be picked up no later than 4:00pm; any late pick-ups will be charged a \$3.00 per minute fee.

### **Drop off/Pick Up Procedures**

- Parents will enter the building using their 3-digit-code, which will be received upon enrollment into the program. Please sanitize the key code after usage. There will be a check in desk and a health check will be performed. Once you and your child are cleared, you will walk your child to their classroom and scan your QR code on the class Ipad. Parents will not be allowed inside the classroom. Please place all belongings in your child's cubby.
- If there is a line to sign in/out, please maintain 6 ft. of social distancing. We have placed markers to indicate where to stand. Please wait in line until it is your turn for the health check.
- Upon pick up, health checks will be performed and once cleared you will be able to sign your child out for the day.

### **Health Screening and Temperature Checks**

Temperatures will be taken upon arrival. Parents will be asked a series of COVID-19 screening questions, including whether anyone in the household has had any symptoms in the past 48 hours or a positive COVID-19 test has been received.

*COVID-19 Symptoms:* Fever, Cough, Shortness of Breath/difficulty breathing, Chills, Muscle Pain, Headache, or Sore Throat

Staff will continue to monitor student health throughout the day. Thermometer temperature checks will be utilized if a fever is suspected.

**Illness Policy for Staff:** All staff must be fever-free for 72 hours (or 14 days after a positive COVID-19 test) to be at work, and will have to attest to the Covid-19 screening questions at check in. Should a member of the staff become ill during the school day, the individual will be sent home immediately, and a substitute teacher will step in.

### **Masks and Protective Equipment**

- It is mandated by the California Department of Public Health that all adults wear face coverings at drop off and pick up.
- Students are not required to wear masks or other face coverings while at school (once they have completed the daily health check in).
- If you send your child to school with a facemask, your child will need to be able to independently remove and replace it as needed. Staff will not assist in the replacing of the mask should your child decide not to wear the mask; it will be placed with your child's belongings for end of day pick up.
- Staff will wear a face covering in the form of a cloth or disposable mask, and will have the option for a face shield.
- Staff may remove their facemasks during times of phonics learning or where the ability to see the mouth is necessary for communication. They will be enforcing the 6 ft. social distancing during this time.
- Staff will wear gloves when handling trash, food, changing diapers, or assisting students with the toilet.

### **Our Enhanced Illness Policy**

Stay home if sick. If you or your child has been sick, we ask that all household members stay home until they've been fever-free without medication for at least 72 hours or 14 days after a COVID-19 positive test.

No one with a fever of 100.4 or higher is allowed at the school. This includes parents or caregivers who are dropping off or picking up.

If your child becomes ill at school, we will isolate him or her until child is picked up. Please try to have your child picked up within Thirty minutes of being notified that they are sick. Please make sure your emergency forms are always current and update any contact information, especially phone numbers. Per the Authorization for Emergency Medical Treatment & Consent for Medical Treatment forms on File, we reserve the right to call for emergency services should we see your child develop symptoms of acute respiratory illness that appears life threatening.

We will continue to encourage all students to use “respiratory etiquette” covering their cough, using a tissue, and utilizing our trashcans for disposal. Our hand-washing policy of washing hands after restroom use, on return from the playground, and after eating remains in effect. Should we have confirmation of a COVID-19 exposure or a communicable disease at Mission Kidz Preschool, we will notify all families immediately through our email system. We may need to close the school for extensive cleaning.

If we have a confirmed Covid-19 exposure or confirmed case at Mission Kidz Preschool – student or staff - we are required to notify the California Department of Public Health and file a report with Licensing.

- Parents and staff will be notified and be made aware of the next steps for Mission Kidz.
- We will close for 3 days to disinfect and clean our facility.
- We will close off areas used by the person who is sick. Open outside doors and windows to increase air circulation in the areas. Wait up to 24 hours or as long as possible to clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms and common areas.
- Continue routine cleaning and disinfection.

### **Supplies**

- All children need to bring a backpack/tote bag everyday with nap blanket, extra clothing, underwear, diapers, shoes, and socks. All items must be taken home and brought to school everyday. Nothing is allowed to stay in your child’s cubby overnight.

### **Naptime**

- Parents are responsible for providing nap blankets for their child.
- Mission Kidz will not be providing any extra blankets or pillows for students.
- Cots will be placed 6 ft. apart to follow social distancing guidelines.
- All bedding that a child uses will be cleaned and washed daily. Parents are required to take home all belongings.
- Teachers will assist children who may need comfort if they are crying, sad and/or anxious.
  - Teachers will wash their hands, neck and anywhere touched by a child’s secretions.
  - Children’s clothes will be changed should they have secretions on their clothing, as well as hand washing.

- Contaminated clothing will be placed in a bag and will be sent home for washing.

### **Group Size and Staffing**

- Children will be kept in small stable groups.
- Use of the playground will be on a rotating schedule (one class at a time)
- We are limiting our enrollment size to 24 students. It is a first come first serve basis.
- We will be minimizing the amount of staff children come in contact with during the course of the day.
- All group community-based activities outside of the core class group have been canceled.

### **Food and Mealtime**

- Mission Kidz Preschool will not be providing any food or drinks (besides water) at this time. Parents must provide the following on a daily basis:
  - Morning Snack: 8:00-8:30
  - Lunch: 11:30-12:00
  - Afternoon Snack: 2:30-3:00
  - If you do not have two snacks and a lunch for your child when you drop them off, they cannot stay at school.
  - If the school provides your child a lunch, you will be charged a \$10.00 lunch fee.
- Students are not to share their food with anyone.
- Staff will assist with opening/closing of food items as needed.
- Mission Kidz does not refrigerate or microwave food.
- Please do not bring communal food items for a special class treat to celebrate a birthday-individual packaged items would be a great substitute celebration treat that we can send home with students. Please check with the school office for allergies and logistics prior to the celebration day.

### **Cleaning and Sanitation**

- Our facility will receive a daily cleaning of all classrooms and bathrooms during and at the end of the day.
- During the day, teachers will be wiping down high touch classroom surfaces (tables, chair backs, door handles, etc.) as well as bathroom implements (sink handles and toilet flush levers) with disinfecting wipes.
- Staff will also have spray bottles of cleaning and disinfecting products along with paper towels available for larger cleaning wipe downs.
- Toys will be on rotation and will be sanitized daily.
- There will be no sharing of classroom materials such as crayons, markers, paintbrushes, etc.

- Large pillows or stuffed animals, and other materials that are difficult to clean have been removed from the classroom.
- High-touch playground surfaces (railings, etc.) will be sanitized between recess blocks.