



COVID-19 Policies and Procedures for Fall Admission 2020

In order for Small World Learning Center 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 Centers 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 Daily Schedule

New temporary hours are 8:00 AM to 4:00 PM

8:00 AM - 8:30 AM will be sign in/morning snack time

(If you are going to pick your child up early, you must call the school either when you are on your way, or once you have arrived so a staff member can get your child ready and bring them to the front, open the door and sign your child out.)

3:30 PM - 4:00 PM will be pick up/sign out time (**Students must be picked up no later than 4:00 PM**)

Tuition Payments

- ♥ Tuition currently will remain the same at this time.
- ♥ There will not be tuition credits or “make-up days” for holidays, absences, or sick days. There will also be no refunds for short shutdowns following an outbreak.
- ♥ There are no half day options at this time.
- ♥ No drop-in visits at this time.

Drop Off/Pick Up Procedures

Sign In/Out will occur at the table in front of Ms. Lajuana’s Office

- ♥ Only students and staff will be allowed to enter the school.
- ♥ Only one adult should be dropping off/picking up a child to minimize exposure
- ♥ As students enter the school, they are to immediately sanitize their hands with hand sanitizer at sign in/out table.
- ♥ If you have other children who are not SWLC students with you, they must stay with you & are restricted from entering the school as well.
- ♥ The California Department of Public Health (CDPH) asks that you bring your own pen. Staff Member will have sanitized pens for you to use if you forget to bring one. Please hand the pen back to staff member when finished signing so it can be sanitized.

- ♥ If there is a line to sign in/out, please maintain 6 feet of social distancing. We have the red X's to help with spacing.
- ♥ All drop off and pick up visits need to be kept as brief as possible.

Health Screening and Temperature Checks

Children's temperatures will be taken upon arrival. When students are signed in, parents will be asked to answer our COVID-19 screening questions, including whether anyone in the household has had 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 CDPH 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 face mask, your child will need to be able to independently remove and replace it as needed. Staff will not assist in 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 as well.
- ♥ Staff may remove their face masks 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 a student 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 handwashing 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 at Small World Learning Center, 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 Small World Learning Center – student or staff - we are required to notify the California Department of Public Health and file a report with Licensing. We may also need to close the school for a day to disinfect, and the decision for this will be made under the current CDPH Guidelines for Schools.

Supplies

- ♥ All children need to bring a backpack/tote bag on Monday with CLEAN bedding. On Friday we will put everything in their backpack/tote bag to send home. All bedding must be cleaned every weekend. Please make sure CLEAN bedding is brought in every Monday or your child will not be able to stay at school.
- ♥ All children must bring in earthquake box, and emergency box. You can also bring an extra pair of shoes if you like.

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 maxing class sizes at 10 students.
- ♥ 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 & Mealtime

- ♥ SWLC will not be providing any food or drinks at this time. Parents must provide the following on a daily basis:
 - Students will have a morning snack from 8:00-8:30, lunch 11:30-12:15, and an afternoon snack 2:30-3:00. Parents must also provide water bottles or disposable drinks for your child to have throughout the day.
 - If you do not have two snacks, lunch, and drinks for your child when you drop them off, they cannot stay at school.
 - No food delivery services are allowed at this time.
 - Candy is not allowed at SWLC (PLEASE DO NOT PUT IT IN THEIR LUNCH BAG BECAUSE WE WILL NOT GIVE IT TO THEM!) Cookies, chips, and other junk food items do NOT count as a food group item under licensing.
- ♥ Students are not to share their food with any one.
- ♥ Staff will assist with opening/closing of food items as needed.
- ♥ Please do not bring communal food items for a special class treat to celebrate a birthday – individually packaged items would be a great substitute celebration treat that we can send home with students. Please check in with the school office for allergies and logistics on this prior to the celebration day.

Cleaning and Sanitation

- ♥ Our facility will receive a daily cleaning of both classrooms and bathrooms at the end of the day by our janitorial staff.
- ♥ 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 & 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.
- ♥ Each child will have their own “Play Box” that only they will be using every day. These toys will be disinfected on a daily basis with a vinegar solution.
- ♥ Each child will have a separate set of crayons, pencil, & scissors.
- ♥ Large pillows or stuffed animals, and other materials that are difficult to clean have been temporary removed from the classrooms.
- ♥ High-touch playground surfaces (railings, etc.) will be sanitized between recess blocks

Please keep the above pages for your reference.
This form is to be printed and turned into the office once completed.

Confirmation of Receipt of
Updated Small World Learning Center
Policies & Procedures for COVID-19 Prevention

Small World Learning Center has put in place preventative measures to reduce the spread of COVID-19 including an enhanced illness policy, updated drop off and pick up procedures, the use of masks and other PPE, staffing and schedule restructuring, food & mealtime policies, and cleaning and sanitation procedures.

I have received, either electronically or in print, a copy of Small World Learning Center's "Updated Policies & Procedures for COVID-19 Prevention" and agree to abide by the new requirements listed therein.

Child's Full Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent Name (printed): _____