



## ***2020 – 2021 Shalom School ECE Guidelines for Parents***

Welcome Back! Our commitment to keeping the children and families we serve and our teachers and staff safe is always our number one priority. Following the novel coronavirus disease (COVID-19) outbreak, it's important that you know that Shalom School is focused on practices to reduce the risk of exposure for your child(ren) and our staff while in our programs. We are also closely monitoring guidelines from the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, Community Care Licensing, and our local Sacramento County Department of Public Health for all updated information. We will continue to update our practices and protocols as new information and guidelines become available. As a reminder, families and their children should engage in usual preventive actions to avoid infection, including cleaning hands often using soap and water or alcohol-based hand sanitizer, avoiding people who are sick, and staying up to date on vaccinations, including the influenza vaccine.

### GENERAL INFORMATION

#### **Hours of Operation**

- All classes will be on a modified schedule.
- Full-day programs will run Monday through Friday from 7:45 am to 3:30 pm. There will **no care available between 3:30 pm - 6:00 pm.**
- Half-day programs will run Monday through Friday from 8:00 am to 11:45 am. Lunch will not be served.
- Drop-off and pick-up procedures will be modified to follow physical distancing guidelines.

#### **Groups and Ratios**

Each student will be placed in a stable group/classroom based on age. Group sizes will be limited and based upon the most current guidance available.

- Children will remain exclusively with their age appropriate group during the duration of the program with assigned teachers. We will practice physical distancing during activities and groups will not be mixed on the playground or in a classroom.
- Licensing ratios will be maintained at all times.

## Daily Schedule

- Each classroom will establish a daily schedule and share it with parents. Full-day students will have indoor and outdoor time, snack, lunch, and nap each day.
- Each class will have an outdoor schedule so that we can limit physical interactions with other groups.

## Nap

- Nap times will be adjusted for each classroom for the modified schedule.
- Please bring a **clean** crib sheet and blanket weekly.
- Your child may also bring a small, washable stuffed toy or comfort item for nap daily.
- All nap items will be stored in the child's cubby. Please do not bring pillows or large items due to spacing concerns.
- Infant/Toddlers only: Clean pacifiers should come each day in a labeled container or plastic bag that will be sent home at the end of the day.

## What to Bring to School

We will be minimizing the items brought from home. Parents will be dropping off the student's items each day in a tub outside of the classroom that must be emptied at pick-up. Please do not bring toys from home. **All items should be labeled with your child's first and last name.** Please bring the following:

- **Lunchbox with ice pack each day - lunches will no longer be stored in the refrigerator.** Please note that the drinking fountains will be closed. Water bottles may be used at lunchtime and teachers will provide cups of water as needed throughout the day.
- **Four (4) changes of clothes** - For sanitary purposes we will be changing all clothing as they become wet or soiled throughout the day. Please replenish throughout the week as necessary.
- Clean crib sheet and blanket weekly.
- Multiple, clean face coverings for those children who are wearing them.

## HEALTH AND SAFETY PROCEDURES

### Home Health Screening Before Arrival

Please check your child's temperature before you leave for school. If your child has a fever, we cannot accept your child into the program until he or she is fever-free without fever reducing medication for 72 hours and free of COVID symptoms **OR** until he or she is fever-free without fever reducing medication for 24 hours, free of COVID symptoms, and has note from the child's pediatrician indicating the child is safe to return to group care.

### **Health Screening Upon Arrival**

A health screening will be performed with every child before entering the program and temperatures will be taken daily. Students will not be allowed into program if they have a fever or are ill.

### **Health Screening for Faculty**

All staff members were required to take a COVID test before returning to work. Each day, a health screening will be performed with every staff member upon arrival. Staff will not work if they have a fever or are ill.

### **Health Screening Throughout the Day**

Teachers will be monitoring children throughout the day. Children with any of the following symptoms may be isolated right away, and parents will be asked to pick up their child immediately if he or she:

- Is unable to participate in routine activities or needs more care than staff can provide.
- Has a fever of 100.4° F or higher.
- Exhibits behavior changes, such as difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
- Has diarrhea (Must be diarrhea free for 24 hours without the use of medication to return).
- Is vomiting (Must be vomit free for 24 hours without the use of medication to return).
- Has open sores, rash, signs of infection, etc.
- Has a runny nose with colored mucus.

**Ultimately, decisions about whether a child can be allowed into program or to stay in program due to health concerns rest solely with the Director of the Early Childhood Education Program and the Head of School.** Given the seriousness of the pandemic, they will err on the side of caution and make decisions based on their understanding of the best ways to mitigate risk to all children and staff in the program.

### **Protocols for COVID 19 Exposure or Confirmed Case on Campus**

- If an individual infected with COVID-19 spent time in program and had contact with others while ill or potentially contagious, we will follow the guidance of the public health department.
- If an individual who spent time in program reports that he or she has been exposed to someone with a confirmed case of COVID-19, we will follow the guidance of the public health department.
- If there is a confirmed case on campus, we will initiate a deep cleaning of the facility and will close classroom(s) as advised by the public health department.

- We will continue to monitor and remind staff and families that those with COVID-19-like symptoms should self-isolate until 14 days after symptom onset OR 7 days after their fever is gone and initial symptoms have improved, whichever is longer.

### **Communication of Illness**

In addition to the above, if we have a confirmed case of COVID 19 in our program, we will take the following steps:

- Notify families, staff, board and the health department of a confirmed/potential COVID-19 infection in our community.
- Protect personal identifiers of who had the confirmed case – we will not share names.
- Share with you if your child has had close interaction with someone who has displayed or reported symptoms.
- Share any plans for closure, additional health and safety measures, and other relevant information.

### **Hand Washing**

The hand washing protocols described by the CDC and numerous other sources will be taught and posted in all classrooms. All children and staff should wash hands thoroughly for a minimum of 20 seconds in the following situations:

- Before, during, and after preparing food
- Before eating food
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After nose blowing, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage

### **Sanitizing, Cleaning, and Disinfecting**

All items inside the classroom will be cleaned several times throughout the day using guidelines put out by NAEYC and the CDC. We will focus on both daily and routine sanitizing, cleaning, and disinfection of surfaces and objects that are frequently touched as well as deep cleaning of all campus spaces. We will also limit the items brought from home and remind families to launder all nap items daily. More details regarding cleaning guidelines can be found here:

<https://nrckids.org/files/appendix/AppendixK.pdf>.

### **Physical Distancing**

Shalom School will make every effort to maintain physical distance as much as possible. Physical distancing practices include:

- Encouraging students to maintain 6 feet of distance from one another and teachers whenever possible.
- Students will be placed to nap head to foot and 6 feet apart.
- Students will be eating in smaller groups at a table. All snacks and meals will be served individually.
- Shared equipment will be limited.

### Face Coverings

Adults will wear face coverings in public settings and will maintain as much physical distance as is practical. According to the CDC and American Academy of Pediatrics, children under 2 should not wear face coverings. Right now, the guidance from the majority of health experts is that children over 2 should wear face coverings in public settings where six feet of distance cannot be reliably maintained. We are encouraging all children in our **preschool program** to wear face coverings on campus when six feet of distance cannot be maintained. Children will not wear face coverings at snack, lunch, or naptime. Children in the toddler classrooms may wear face coverings, and if parents would like their children to wear face coverings, they should provide them.

We recognize that it will be difficult for children to wear face coverings and will partner with families to support and assist with encouraging this important health and safety measure. We encourage you to have your child help pick out his or her face coverings and practice wearing them at home.

## ARRIVAL AND DEPARTURE

### Student Arrival:

- All full-day students will arrive between 7:45 am and 8:15 am. Prior to school, parents will complete a survey indicating which 10-minute window they prefer, and we will do our best to accommodate those requests.
- All half-day students will arrive between 8:00 am and 8:15 am.
- Students and parents will check-in at a designated table for a health screening and temperature check. Please maintain physical distance while waiting for the health screening. All adults and preschool children and older must wear face coverings during the check in process.
- All parents/guardians will be asked to sign their child in and out of the program on the sheet outside the room (You may bring your own pen or use the school's sanitized pens with a used bucket).
- Parents will put all of the student's items, including lunches and nap items in the labeled tubs outside the classroom.
- Teachers will meet you at the door to let your child in.
- By necessity, parent/teacher contact at the beginning of the day will need to be brief. Please let the teachers know if you would like a phone call or Zoom appointment to discuss any questions, issues, or concerns.

## Student Dismissal

- All full-day students must be picked up between 3:00 pm and 3:30 pm. Prior to school starting, parents will complete a survey indicating which 10-minute window they prefer, and we will do our best to accommodate those requests.
- All half-day students must be picked up at 11:45 am.
- **All late pick-ups will incur a fee.**
- Parents should park and walk to the classroom door when directed by a staff member where they will pick up their child(ren) and belongings. Parents may not enter the classroom.
- By necessity, parent/teacher contact at the end of the day will need to be brief. Please let the teachers know if you would like a phone call or Zoom appointment to discuss any questions, issues, or concerns.
- All adults must wear face coverings and maintain social distance when picking up their child(ren).
- Sign-out on the designated sheet using a sanitized or personal pen.
- Please take all the belongings in your child's tub home so that they can be cleaned daily.

## MEALS AND NUTRITION

### Lunch and Snack

- Students' lunches will be kept in their cubbies each day. **We will not be storing them in the refrigerators.** Please be sure to use ice packs to keep the lunches cold.
- Morning and afternoon snack will be provided by the school and lunch will be provided by the parents.
- Half-day students will be provided with morning snack and will not be eating lunch or afternoon snack at school.
- All food must be cut to your child's swallowing ability and be ready to eat. Teachers will not be cutting or preparing any lunch food for students. We also encourage you to provide as many child-friendly containers and utensils as possible, as we will try to limit the amount of contact staff members have with children's food items.
- Teachers will wear gloves for all food-handling tasks.

## HOME-SCHOOL PARTNERSHIP

### Communication

- By necessity, parent/teacher contact at the beginning and end of the day will need to be brief. Please let the teachers know if you would like a phone call or Zoom appointment to discuss any questions, issues, or concerns.
- Though communication will look a bit different, open lines of discussion between teachers and parents are the foundation of your child's care. Please don't hesitate to let

your child's teacher know that you would like to set up a time to check in, touch base, or problem-solve.

- Infant and toddler students will receive a daily sheet at the end of each day, and preschool students will receive a weekly sheet on Fridays.
- You will continue to receive weekly emails from the classroom teachers.

### **What can I do to help my child?**

- Talk with your child about face coverings and the fact that teachers will be wearing them. Wear a face covering yourself to show them that grown-ups at school will be wearing them.
- For preschool and above, work with your child to practice wearing a face covering. Make sure he or she is able to put it on and take it off independently.
- If your child has long hair, keep it tied back to help limit the possible spread of germs and make wearing a face covering easier.
- Remind all children, to the best of your ability, to try to keep their hands away from their faces.
- Work with your child on proper hand washing practices. Wash hands frequently for a minimum of 20 seconds with soap and water and practice turning off faucets with a clean paper towel.
- Here are some additional resources on face coverings for your child:
  - <https://www.healthychildren.org/English/health-issues/conditions/chest-lungs/Pages/Cloth-Face-Coverings-for-Children-During-COVID-19.aspx>
  - <https://kidshealth.org/en/parents/coronavirus-masks.html>

## ONGOING PLANNING

As we are all aware, information regarding the COVID-19 virus and recommendations and guidelines about the most effective health and safety practices are changing at a rapid pace. We will continue to gather information and implement practices based on the recommendations of health and safety experts. Please continue to share your feedback and to partner with us as we work to keep our children, families, staff, and campus as safe as possible.