

PARENT HANDBOOK ADDENDUM

Emergency Procedures due to Serious Public Health Concerns

Christ the King Early Childhood Center will implement the Pandemic Section of the Parent Handbook under the guidance and direction of the program administration, local licensing agency, federal, state and local governmental agencies. To ensure the healthiest environment for children, families, and staff, the center will monitor the situation and take into account the guidance and suggestions from the authorities, decisions made by the center will consider the best interest of children families and staff in regard to personal health. Program changes may include:

Unplanned Center Closures

On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our center, as well as work creatively as possible to provide care and support to our families and the staff.

Remote Learning Opportunities During Closure (if staff remain employed):

- Teachers will maintain ongoing communication with families and children
- Online platforms (such as Facebook, Zoom, Flip Grid, Google Hangouts, and other class apps) will be utilized for activities, sing along and story time; individually and in group settings
- Center staff will check in with families via phone calls, emails; newsletters and updates will be sent regularly as needed

Changes to Expect When Program Reopens

When the program reopens all required protocol mandated by our local licensing agency and our Health Care Consultant will be initiated. Some examples of practices that may be implemented are:

- Temporary Reduction of program hours: hours will be determined based upon staff availability and parent need. Reduced hours may also be considered to provide staff with enough time for extra cleaning and program planning. **The Early Childhood Center will be open to families from 8 am to 5 pm, Monday through Friday.**
- Enhanced health screenings and temperature checks upon arrival. **Children with a temperature greater than 100.0 degrees may not attend the program for that day.**
- Stricter child exclusions for signs of illness: Refer to Emergency Health Policy.

- Limitation of family members in the building. Rest assured, you will always have access to your children, but in an effort to reduce the number of people coming into the building we have amended our drop off/pick up policy (see below). Please note, if you do enter the building, you will be required to follow our health screening procedures, must wear a mask, and follow physical distancing guidelines,
- Elimination of non-essential visitors into the Parish Center.

Pick Up and Drop Off

To create a manageable wait time for children to arrive and leave the program, we will be implementing the following protocol:

1. A staff member will receive children at the front door. Families may line up six feet apart and wait for their child's turn to be screened. The child's temperature will be taken and must read 100.0 or lower. The parent will be required to answer health related screening questions. You may be asked to show your child's abdomen/back to show that there is no rash present. **The staff member screening your child will determine if your child will be admitted for the day.**
2. If there are more than four families in line, please wait in your vehicle or at a safe distance to enter the line for screening.
3. If your child is approved to enter the program, the staff member will sign your child in.
4. A child escort will be waiting to welcome your child and apply hand sanitizer (for children aged 2 and older) on your child's hands, and ask them to sit on the bench. The bottom of their shoes will be disinfected with a hospital grade disinfectant safe for clothing. Next, the escort will take your child to wash their hands in the bathroom and continue on to their classroom where their teacher will sign them into the classroom.
5. At the end of the day, a staff member will be stationed near the front entrance and alert a child escort to retrieve your child and their backpack, go to the bathroom to wash their hands, and bring them to you. The escort will sign your child out.
6. Parents must wear a mask and adhere to social distancing when dropping off or picking up your child from the center. Teachers will communicate with families via email or phone.

Personal Items from Home

- Because we are limiting the cross contamination of bodily fluids, even more stringently at this time staff member will provide you a list of mandatory supplies for your child. These supplies must be maintained on a daily basis for your child to attend the program (for example, indoor closed toe shoes, diapers for toddlers, etc.) Teachers will maintain individual supply boxes for children which will not be shared.
- Children who nap/rest may bring a lightweight blanket, and cot sheet. We will send these items home weekly to be washed.
- A water bottle, morning and afternoon snacks, and a lunch will be sent in daily. All items contained in a lunch box must be labeled with your child's first and last name. We will disinfect the outside of lunch pail when it arrives.

Daily Schedule Adjustments

- Communal areas such as the gym and library will not be used.
- Children will eat all meals in their classroom.
- An effort will be made to minimize staff entry within classrooms, with the exception of coverage for lunch and bathroom breaks, and absences.
- Activities will be designed with social distancing in mind. For example, individual sensory bins will be used.
- Playground equipment will be disinfected with a mist system once daily or between groups if shared.

Meal Times

- Family style dining will be temporary discontinued. Food will be plated for each child individually by the staff. There will be extra food available if the children want extra portions.

Amplifying our Daily Cleaning Efforts

While this is part of our normal routine there will be additional efforts made to disinfect the classrooms, gross motor spaces and high traffic areas, paying special attention to door knobs, phones tables, chairs, keyboards, handrails, etc. We will be disinfecting with a higher concentrated bleach/water mixture as recommended by the CDC. In addition to classroom cleaning, staff members will be assigned various duties related to frequent disinfecting of materials, equipment, and areas of the building.