

# Emilie

## Christian Day School

To Learn

To Grow

To Become

# COVID HANDBOOK

Dear Families,

This handbook was written to outline the new information, policies and procedures in response to the Covid-19 Pandemic. In order to continue to operate during the pandemic, the state of Pennsylvania has directed us to follow the **CDC Guidance for Childcare Centers**. These guidelines will help us to keep our staff, children and families as safe and healthy as possible while in a group situation. We have also been working closely with Emilie Church, to set rules for use of the building, in order to keep Day School staff and children, as well as church staff and parishioners, safe and healthy.

There is a parent sign-off page for you to sign so that we know you have read and understand our new procedures. We will adjust our procedures accordingly as new guidance is released. These are unprecedented times for all of us. Please ask questions, share ideas and concerns and keep in touch! We love our children, families and staff, and are committed to providing a safe and healthy place for everyone!

**Please remember, your child may not come to school if:**

- Anyone in your household is in 'isolation' defined by the CDC, tested positive for COVID-19 and or awaiting test results
- If your child is displaying ANY of these COVID-19 related symptoms: Fever of 100.0 or above OR have had a fever in the last 24-hours, chills, cough, shortness of breath or difficult breathing, fatigue, muscle or body aches, headache, new lost of taste or smell, sore throat, congestion or runny nose, diarrhea, vomiting or stomach ache
- If your child has come into direct contact (see health screening questions for definition) with someone who tested positive for COVID-19 resulting in a close contact exposure

**Symptoms**

As the COVID-19 pandemic continues, we will be implementing the following procedures within Emilie Christian Day School. People with COVID-19 have had a wide range of symptoms reported. Symptoms may appear 2-14 days after exposure to the virus. Please keep your child home if they exhibit symptoms based on the list below which defines the criteria for a COVID-19 like illness:

- ANY of these symptoms:
  - Fever, temperature 100.0 or higher
  - Chills
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Diarrhea, vomiting or stomach ache

In case of absence due to any illness symptoms, please follow the guidance described later in this policy to return and inform the center Director via Parent Communication App/email/phone call.

### **Hand Washing and Social Distancing in Childcare**

Hand washing is going to be a key component in safety at Emilie. Children and staff will wash hands as soon as they enter the building, before and after eating, toileting, sensory play and heading out to the playground. Both staff and children need to wash their hands with soap and water for 20 seconds. Children are now able to use hand sanitizer if soap and water are not available, however we will be reserving hand sanitizer use for adults only.

### **Masks**

Masks are an important part of safety practices. Staff, regardless of vaccination status, will be wearing masks at all times while **inside** Emilie Christian Day School property until DHS and OCDEL, our licensing agencies, direct us otherwise as this is their recommendation. Parents, regardless of vaccination status, must also wear masks when dropping off and picking up children **inside** the school building. The current recommendation from the Department of Human Services is that children should wear masks while inside Emilie Christian Day School. Although the mask mandate has been overruled in early December, ECDS still **REQUIRES** masking procedures at this time. Parents are not required to wear masks while conducting outdoor pick up, so long as families maintain social distancing from other families and children. Masks for children are not required outdoors however if you wish for your child to continue to wear a mask outside, please reach out individually and we will accommodate your needs. Children under two are not permitted to wear masks. Masks will not be worn during outdoor physical activity, meal time or naptime.

**Children 2 years and older are required to wear a mask while inside Emilie Christian Day School Property.** “Masks” means covering of the nose and mouth with material that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face at all times while **indoors**. However, the PA Department of Health recognizes that getting younger children to be comfortable wearing face coverings/masks and to keep them on may create some difficulties. If a teacher or a parent/guardian is unable to place a face covering/mask safely on the child's face, the child will not be required to wear a face covering.

- Children will not wear masks during meals, napping, or any outdoor play.
- Parents are responsible for sending in a clean and labeled mask for the next school day.

Any child who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability and children who would be unable to remove a face covering without assistance, are not required to wear a mask. If this applies to your child, please alert the Director immediately as proof of a medical exemption will be required.

*The Pennsylvania Office of Child Development and Early Learning offer parents' resources on facemasks for children in this link: <https://s35729.pcdn.co/wp-content/uploads/2020/08/Resources-on-Masks-for-Children-2020.08.pdf>*

### **Drop off/Pick up Procedures -**

ECDS will be continuing in person drop off and pick-ups. **Families must still complete the daily health screening** of child/ren before arrival through Tadpoles EACH MORNING. Parents and families are responsible for filling out these COVID-19 pre-screening questions before dropping off at the classroom, preferably before arriving at the school allowing time for the answers to register. These questions are available on Tadpoles. If your child does not meet the screening criteria, we will ask you to take/keep your child home and follow the guidance described later in this handbook. A physical assessment done by staff is **in addition to the completed parent questionnaire listed on Tadpoles.**

**ONE pick up/drop off person will enter the building wearing a mask** (regardless of vaccination status) and proceed to bring the child/ren to the classroom directly. Teachers will receive your child at the classroom door, checking their temperature and taking their belongings. The designated pick up and drop off **person is NOT permitted into the classroom** and may experience a delayed pick up and or drop off as only one family may be received at once.

If there is no fever or signs of illness, children will be signed into care. ALL families are asked to maintain drop off and pick up times (if in the building) to FIVE MINUTES or less to help limit the spread or possible exposure of Covid-19.

### **Screening Process**

Upon arrival at the classroom door, all staff and children will be screened for symptoms of illness. Please be alert for illness in your child and keep them home if they are sick. Screening consists of taking their temperature and a visual inspection of the child. If their temperature is greater than 100°F, or if they exhibit the following symptoms, they will not be admitted to the building: Fever, temperature 100.0 or higher chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, diarrhea, vomiting or stomach ache. Parents and families are responsible for filling out these COVID-19 pre-screening questions before drop off which are available on Tadpoles.

### **Building Use**

Emilie Christian Day School has the designated spaces of the first and second floors of the Education Wing of the building, as well as our playground areas. No other group who uses the building, including church staff and parishioners, will be allowed to use our designated spaces. Likewise, the Day School is not permitted to utilize the Sanctuary, RED doors/hallway or Welcome Center. The goal is to limit mixing of groups in order to help isolate the spread of illness. Emilie Christian Day School area use is limited to staff members and enrolled children. Visitors are not permitted to enter the building. Parents, grandparents and siblings are considered visitors and are not allowed in the building or on the playgrounds unless they are the designated pick-up person. Therapists for intervention services and therapies are allowed to enter and will be subject to the same policies and procedures that staff must follow. ECDS has a partnership with the Bucks County Tech School as they are preparing students to become quality teachers themselves in the future! In a continued effort to keep the ECDS community safe, all tech students are required to be 'up to date' vaccinations as we understand ECDS serves an at-risk population.

### **Key Cards**

Each enrolled family will be assigned key cards to use for access to the building for pick up and drop off. All Key Cards require a 10.00 security deposit added to your account. If you wish to have more than one key card for your family; and if we have spares to assign, additional ones may be requested. All key

cards must be returned at the end of your child's enrollment at Emilie Christian Day School. For each key card not returned, a 10.00 charge will occur per card.

### **Communication**

Communication between school and families and between teachers and families is vital to providing quality care to children. With families dropping children off at the classroom door, this challenges our typical means of sharing information. Email, phone and/or text messaging with teachers will continue to be utilized through Tadpoles. Please know that teachers will only be able to post and respond during break and nap times. For immediate concerns, please call the office.

### **Personal Items**

In order to reduce the transmission of germs between home and school, we must limit the items coming into the building and leaving the building. Children will only be allowed to bring a lunch box, nap blanket and water bottle, into the building. Backpacks and toys from home are not permitted. Nap items brought into the center will be stored in a non-porous bag to eliminate cross contamination. Nap blankets will go home on Fridays or the child's last attending day, to be laundered.

### **Cleaning and Disinfecting**

We will continue to follow our rigorous cleaning schedule as outlined by the state in order to keep our children healthy. We will be adding daily cleaning of playground equipment, twice daily cleaning of frequently touched surfaces such as door knobs, faucet handles, and chair backs. Toys in the classroom are not to be shared at the present time, so we will do our best to limit this. For things like playdoh or legos, we will have smaller boxes/bags for individual use, rather than one large box for the table. When children are finished playing with a toy, it will be set aside to be cleaned. Unfortunately, stuffed animals and other toys which cannot be cleaned, will have to be stored and be out of circulation, for now.

### **Medications**

In the past at Emilie, we have dispensed medications and given nebulizer treatments when needed. If your child needs medication, as per the CDC, please remember that sick children are not allowed in school. If your child is coughing, has a fever or communicable disease, they will not be admitted to school, therefore, there should be little need to dispense medication at Emilie.

Nebulizer treatments cannot be given at this time, as this causes airborne respiratory droplets to spread further. Please plan for treatments around the school day. If some type of medication is necessary, talk to your doctor about your child using an inhaler. Medication is allowed to be dispensed in school through an inhaler.

### **Parent Responsibility**

Please keep your children home if they are sick and until they are well enough to come back to school. We are working hard to minimize the spread of illness. Bringing sick children to school puts the other children and our staff all at risk of becoming sick. Please alert us if you or your child has come into contact with someone who is being tested or has been diagnosed with covid-19. It is **REQUIRED** for families to inform the school of your child's absence so we can track absences regardless of the reason. Please continue to report this information on Tadpoles or call the office. Families who withhold or falsify any Covid-19 related information and or documents that could adversely put any member of the ECDS community at risk, and or resulting in transmission, exposure or classroom shut downs, will initially be charged a fee in the amount equal to their enrolled child/children's weekly tuition and could be charged an additional fee UP TO the costs endured when closing a classroom, at the ECDS Board's

discretion. It is at the ECDS Board's discretion if a situation necessitates termination from the program. Parents are responsible for accurately answering all pre-screening questions implemented for the school to support the health and safety of children, staff and other families at ECDS.

### **Changes to routines and environment**

- A mask/face covering will be removed when we notice the child is having difficulty breathing or unreliable due to constant touching. The mask/face covering will be stored in plastic or paper bags during non-use.
- No masks will be worn at nap, snack and mealtimes.
- Social distancing will be encouraged and attempted in the classroom and on the playground.
- Cots/mats will be placed 3-6 feet apart, with children laying in a head-to-toe fashion to cut down on the spread of germs.
- Children will wash hands frequently throughout the day and may use hand sanitizer under appropriate circumstances - if age eligible.
- Daily activities will continue in small groups, distancing, when possible, materials will be rotated throughout the day/week to ensure proper sanitizing of toys and equipment.
- Children will stay in their own classrooms throughout the day as much as possible.
- Toys and other items from home may not come into the center during this time- with the exception of lunches and bagged nap linens.
- All washable center toys will be rotated often and disinfected frequently.
- Temporary center or classroom closure may be necessary in the event of linked transmission with a classroom or the building and or for disinfecting needs.

### **Self-Care and Self-Reporting**

Please be diligent regarding self-care- minimizing outings, handwashing often and sanitizing to prevent the spread of germs.

**DIRECT EXPOSURE/CLOSE CONTACT:** If you have direct exposure to someone who has been diagnosed with COVID-19, please notify us immediately. Direct exposure is defined as being within 6 feet of the individual who tests positive for COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period.

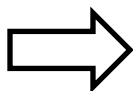
**Calculating Quarantine-**The date of your exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19.

**Up To Date-** means a person has received all recommended (eligible) COVID-19 vaccines, including any booster dose(s) when eligible

### If your child was Exposed to someone with Covid-19 (Vaccinated)

#### IF YOUR CHILD:

- \* Received all eligible Covid-10 vaccinations and are 'Up to Date' **OR**
- \* Have had confirmed Covid-19 within 90 days from the date of exposure and can provide proof/confirmation



- \* Alert ECDS and receive guidance
- \* Wear a mask around others for 10 days, no need to stay home
- \* Test on day 5 if possible but **IF** symptoms develop, please refer to isolation guidance.
- \* For children 2 years old and up who are not able to keep their mask on consistently and correctly throughout the day will stay home for 7 days with testing on the 5<sup>th</sup> day or after and return on the 8<sup>th</sup> day with negative test proof. *Home test proof is acceptable when NOT diagnosed with Covid-19, in this case they are acceptable.* IF no testing, then return on the 11<sup>th</sup> day.

### If your child tests positive for Covid-19 (Isolation)

Everyone, regardless of vaccination status must Isolate.

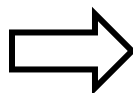
- Alert ECDS
  - Stay Home for 5 days
  - If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house. If you have a fever, continue to stay home until your fever resolves. Fevers are considered greater than or equal to 100.4
  - Continue to wear a well fitted mask consistently around others for 5 additional days
  - *If the child is enrolled in the young toddler room, because of inconsistencies with mask wearing throughout the age group, the child will need to stay home for 10 days and return on the 11<sup>th</sup> day.*
  - Positive individuals MAY end home isolation following the above guidance. **HOWEVER**, to return to school, after the home isolation of 5 days (10 days for children enrolled in the young toddler room) MUST provide a written doctor's note returning to school/ care or a negative test result signed and verified by a physician or nurse practitioner (CRNP) clearing them to return to school/care.

### If your child was Exposed to someone with Covid-19 (Unvaccinated)

#### IF YOUR CHILD:

\*If your child isn't 'Up to Date' on Covid-19 vaccinations because they aren't eligible or choosing not to vaccinate OR

\* Have had Covid-19 more than 90 days from the date of exposure



\*Alert ECDS and receive guidance

\* For children who are age 2 and up and **ARE** able to wear masks correctly and consistently: Stay home for 5 days. After that, continue to wear a mask around others 5 additional days. Return to school on the 6<sup>th</sup> day if remained asymptomatic. IF symptoms develop, please refer to isolation guidance. Test on day 5 if possible. *Home test proof is acceptable when NOT diagnosed with Covid-19, in this case they are acceptable.*

\* For children under 2 years old **OR** children enrolled in the young toddler room (due to mask inconsistencies), stay home for 7 days with testing on the 5<sup>th</sup> day or after and return on the 8<sup>th</sup> day with proof of negative test results. OR stay home for 10 days with no testing and return on the 11<sup>th</sup> day. *Home test proof is acceptable when NOT diagnosed with Covid-19, in this case they are acceptable.*

\* For children 2 years and older who are **NOT** able to keep their mask on correctly and consistently throughout the day will stay home for 7 days with testing on the 5<sup>th</sup> day or after and return on the 8<sup>th</sup> day with proof of negative test results. OR stay home for 10 days with no testing and return on 11<sup>th</sup> day. *Home test proof is acceptable when NOT diagnosed with Covid-19, in this case they are acceptable.*

#### Accounting Considerations

- Families are required to maintain their initially requested schedule (times and days).
- Tuition will continue to be billed monthly according to your schedule.
- CCW families will be required to pay the weekly co-pay as usual if attended at all during the week that may be affected by closures.
- For CCW families, approval must be given by caseworker before attending. Family paperwork must be up to date.
- In an effort to assist families from further feeling the financial hardship Covid-19 may have caused, we look forward to altering our billing policy. Between the dates of 10-29-21 and 03-31-22, ECDS families will not be responsible for any part of tuition while an enrolled child is absent



due to a Covid-19 exposure; resulting in necessary individual and or household required quarantine or isolation periods. If your child was required to be absent before the issue of this letter and the dates were 10/29/21 or after, all accounts will be updated to reflect a credit if tuition was paid while care was prevented from a required quarantine. In light of recent grant funding provided to childcare facilities, we are able to provide this interim relief to families.

### **Staying Healthy**

Emilie is following guidance of OCDEL/DHS and the CDC to the maximum extent possible in order to keep your child and staff healthy. We dearly love the children and families of Emilie and are doing everything in our power to keep everyone safe! We ask that you do the same by keeping children home if they are sick, by wearing masks and maintaining social distancing at school and as you go about your day. We have adjusted many of our policies and protocol to align with recommendations and guidance that will keep children and staff safe. We need your help in keeping students' and staff healthy. It is the responsibility of families to be honest with staff about any illnesses you or your child may be experiencing. We ask that all families continue to practice social distancing and follow current CDC guidance as best as you can at all times. If we work together, we can keep our children, families, staff and community safe and healthy!

### **Resources**

Childcare centers in the state of Pennsylvania have been directed to follow the guidance from the CDC, Centers for Disease Control.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Caring for Our Children is the reference that all centers in Pennsylvania must follow regarding health and safety practices and policies. Respiratory health practices can be found in here as well.

<https://nrckids.org/CFOC>

ECELS is the Early Childhood Education Linkage System. This is an often used resource for childcare centers regarding health practices.

<http://ecels-healthychildcarepa.org/>

The American Academy of Pediatrics offers information for childcare centers here:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/guidance-related-to-childcare-during-covid-19/>