

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. ECDS strives 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 and local health departments, 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!

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 stomachache

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 can be an important part of safety practices. Masks are optional for staff and children regardless of vaccination status. Children under two years old, are not recommended to wear masks indoors.

-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 if they wish their child to wear one. Specific parents requests must be made to the school to request children to wear masks outdoors.

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 recommended to wear a mask.

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** before coming to school. Parents and families are responsible for filling out these COVID-19 pre-screening questions before dropping off at the classroom, preferably before arriving to 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 (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 stomachache. 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. 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 unless a tour is scheduled and tours

will not be permitted inside occupied classrooms. 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 or drop off 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 in the future. Tech students are required to be vaccinated to complete interaction and observations on site.

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 routine cleaning of playground equipment, twice daily cleaning of frequently touched surfaces such as doorknobs, faucet handles, and chair backs. For things like playdoh or Legos, we will have smaller boxes/bags for individual use, rather than one large box for the table as well as extra handwashing procedures surrounding these activities.

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

- No masks will be worn at nap, snack and mealtimes if supplied by parents for optional wearing.
- 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 or Covid outbreaks within 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.

***It is at ECDS's discretion to turn children away if they are displaying Covid like symptoms. If your child is displaying Covid like or on-going symptoms, parents may offer proof of negative (at home) test results to continue attending school in the event there is a discrepancy in attendance eligibility between families and ECDS. We want to utilize tests to have another layer of safety for the children if symptoms are present. Notices of a positive case in conjunction with **CLOSE** symptom monitoring from families, will take place of closing classrooms.

Children who have tested positive within 90 days from an exposure date are not required to quarantine unless symptoms arise. Families will be asked to provide a copy of the child's positive test results to bypass quarantine requirements. *If the 90 days is close to the exposure date, ECDS will follow the Health Department guidance.*

Exclusion from Group Care: Return to Care

As per CDC guidelines, if a child in the building becomes ill, parents will be notified and must come to pick up the child within 60 minutes of receiving the phone call.

If a child or staff member of ECDS tests positive for Covid-19, ECDS will alert classroom families via email or Tadpoles. It is imperative that families utilize this notice to closely monitor your child's symptoms. In an effort to keep children in school and on a consistent schedule, it is important that families keep children home when displaying **ANY** covid like symptoms.

Please know that if Covid-19 is suspected or confirmed, this will always involve disinfecting and airing out of the space. Depending on the situation, we may need to move the children in that class to another classroom for the remainder of the day until cleaning is completed. We hope that by working together, we can keep our children, families and staff free from Covid-19.

Children who meet criteria for illness on the provided health screening or who become ill while at the facility and are sent home should be referred to their healthcare provider for evaluation. Children presenting with symptoms that may be associated with COVID-19 may return to a facility when:

If a household member tests positive other than the child who attends ECDS, the child may return to ECDS after:

- FIRST make contact immediately with ECDS
- The last known exposure date is the beginning of the mask wearing timeline (ongoing home exposure uses the last day of positive household member isolation period to begin mask wearing timeline); **AND**
- If the enrolled child is old enough to wear a well-fitting mask consistently throughout the day, they are required to mask for ten days and test on the sixth day.
- If symptoms occur, children should stay home and test.
- If child tests positive, a doctor's note or a negative PCR test will be required to return (please see guidelines below)
- Start counting from day 1
- Day 0 is the day of last exposure or last day of positive member isolation
- Day 1 if the first full day after last exposure

If an enrolled ECDS child tests positive from any testing resource, the child may return to ECDS after:

- The enrolled child's isolation period has been completed per the *Guidance for Operating Early Care and Education/Child Care Programs* provided by the CDC. ECDS families **MUST** contact the school office for dates and details as soon as they have knowledge of a positive test result for a child as ECDS will confer with the local health department.
- Children who test positive for Covid-19, whether initially from a testing site, PCP or a home test, are **required** to submit a return to care/school note from a medical professional **OR** are required to submit a negative test result signed by a medical professional **OR** from an authorized testing site as home tests are unfortunately **NOT** currently accepted to end isolation.

If an enrolled child has been exposed inside ECDS:

- FIRST ECDS will communicate via Tadpoles or email to exposed families
- The last known exposure would begin mask wearing timelines; **AND**

- If the enrolled child is old enough to wear a well-fitting mask consistently throughout the day, they are required to mask for ten days and test on the sixth day.
- If the enrolled child is not old enough or is unable to wear a well fitting mask consistently throughout the day, the child must quarantine at home for 10 days while testing on the sixth day.
- If symptoms occur, children should stay home and test.
- If child tests positive, a doctor's note or a negative PCR test will be required to return
- Start counting from day 1
- Day 0 is the day of last exposure or last day of positive member isolation
- Day 1 if the first full day after last exposure

If an enrolled child has been exposed outside of ECDS BUT not a person living in the home:

- FIRST make contact immediately with ECDS
- The last known exposure would begin mask wearing timelines; **AND**
- If the enrolled child is old enough to wear a well-fitting mask consistently throughout the day, they are required to mask for ten days and test on the sixth day.
- If the enrolled child is not old enough or is unable to wear a well-fitting mask consistently throughout the day, the child must quarantine at home for 10 days while testing on the sixth day.
- If symptoms occur, children should stay home and test.
- If child tests positive, a doctor's note or a negative PCR test will be required to return
- Start counting from day 1
- Day 0 is the day of last exposure or last day of positive member isolation
- Day 1 if the first full day after last exposure

If an enrolled ECDS child is absent for three or more consecutive scheduled days:

- A doctor's note will be collected upon returning to ECDS releasing the child back to care/school from the recent absences, regardless of reason during Covid-19 pandemic.
- *Scheduled, planned vacations, reported to ECDS **ahead** of absences will not require a note to return to school.*

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.
- If your child was required to be absent because of an exposure or testing positive for Covid-19, tuition is still due as regularly scheduled.

- If a young toddler (younger than 24 months and or a child who can't wear a well-fitting mask consistently throughout the day) must quarantine as a result of a classroom exposure, tuition accounts will be credited at a 50% as this group of children are unable to mask.

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/>