**Havenwood Preschool Center**

**Parent Handbook Addendum**

**For**

**COVID-19**

**Amended 8/2/2021**

I have received and read the **Havenwood Preschool Center Parent Handbook Addendum for COVID-19**. I understand and agree to abide by the policies and procedures outlined within.

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Child’s Name

Parent/Guardian Signature Date

Print Name

**Havenwood Preschool Center**

**COVID-19 Policies**

**August 2021**

In response to the COVID-19 pandemic and preparations for reopening Havenwood Preschool & Kindergarten, we have included several new policies and procedures based off the CDC Childcare recommendations and the Maryland State Department of Education regulations. These precautions are necessary to reduce the risk of spreading this disease in our vulnerable community. Please note that this is a “living” document and will be updated as regulations and guidelines change.

**New Policy:** COVID-19 Diagnosis

If your child tests positive for COVID-19, they will be required to stay home for the minimum quarantine period of 14 days. As well, he or she should not return until 10 days after last symptom and a negative COVID test result.

If your child exhibits any of the following symptoms while at preschool, a parent will be contacted immediately for pick up. Please note that we are required to contact the health department and licensing if any symptoms arise with your child.

COVID-19 Symptoms:

* Coughing
* Sore throat
* Shortness of breath or difficulty breathing
* Fever – 100.4 or higher
* New loss of taste or smell
* Headache

**New Policy:** Daily Health Checks (Prior to work or childcare)

All staff, families, children and household members must conduct a daily health check before coming to the center. If you have any of the symptoms above, we ask that you contact the center director. Medical clearance may be required by a physician.

**New Policy:** Daily Temperature Taking

We will ask that everyone coming to our preschool including staff and children take your temperature prior to arrival and upon arrival. Parents will be required to bring a thermometer and take your child’s temperature with a staff member present once you have arrived at the preschool.

If your child exhibits any of the COVID-19 symptoms while at school, we will contact you and ask that your child be picked up from school within 30 minutes of notification. If you have multiple children in the center who reside in the same household, in an abundance of caution, we ask that all children be picked up at that time.

**New Policy:** Visitors in the Building

At this point only Havenwood Church & Preschool staff and students are allowed in the preschool area of the building.

**New Policy:** Drop Off/Pick Up Procedures

To reduce the risk of COVID-19 transmission, we will be establishing a new drop off and pick up procedure outside of the building.

* Parents remain in cars for drop off
* Parents & students will have face coverings on
* Staff members will have face coverings on at all times
* Parents will complete COVID survey and supply thermometer & take child’s temperature in front of the staff
* Give completed survey to staff member
* Child will go into building to their classroom (mask on)
* At pick-up the children will be escorted to your car

**New Policy:** When we need to call the Health Department

In the event a child presents to us with two symptoms on the COVID list, we will ask the parents to call their pediatrician and schedule a visit. At that point, the school will notify the Baltimore County Health Department who will give us guidance on quarantine procedures for that student's classroom. Since we will be encapsulating each classroom, the entire school will not have to be quarantined at the same time. If a parent presents with a positive COVID test result we will also call the Baltimore Health Department and follow their guidance for any quarantine procedures.

**New Policy:** Limiting Non-Essential Items in the Building

In an effort to minimize items coming into the building, we are making the following changes.

* Naptime Bag – Please have a crib sheet, small blanket and small lovey. Do Not send in a large blanket or any pillows.

**New Policy:** Face Coverings

It is recommended that any child who is 2 or older wear a face covering, however we understand that this may be difficult. We will not be able to force a child to wear a face covering but we will encourage it. You are responsible for supplying the face coverings and we ask that you send in 2 extra in a Ziploc bag. We will follow all governmental guidance on face covering understand the developmental state of our students and their own person need.

**New Policy:** Exposure to COVID-19 and Traveling

Exposure: Your child must remain out of the center for various times depending on the circumstances.

* If your child has been exposed to a “suspected” case of COVID-19,
  + Your child must remain at home until testing results from the “suspected” individual comes back. If the suspected case is negative, your child may return to school.
* If your child has been exposed to a confirmed case of COVID-19,
  + Your child must remain home in quarantine for 14 days. If he/she has no symptoms, they may return to school.
* If your child has been exposed to a confirmed case of COVID-19 living in the same household,
  + Your child must remain home for the duration of the family member illness as well as 14 days after all symptoms have passed.

Please see chart dated 7/23/2021 for guidance.

Travel: If anyone in your household is traveling internationally or domestically, we are asking that parents notify us of any travel. They should also self-quarantine themselves away from their children in case symptoms arise.

**New Policy:** Touring Our Center

In order to limit outside visitors, we will be conduction virtual tours. Prospective families can contact the Center Director about any questions or concerns.

**New Policy:** Healthy Hand Hygiene Behavior

All children and staff will engage in hand hygiene at the following times:

* Arrival to facility
* Before and after eating and handling food
* Before and after administering medication or medical ointment
* Before and after diapering
* After using the toilet or helping a child use the bathroom
* After coming in contact with bodily fluid
* After playing outdoors

**New Policy:** Cleaning and Disinfecting of Toys and the Center

Havenwood Preschool will follow the CDC guidelines for cleaning.

* High touch surfaces will be disinfected multiple times throughout the day.
* Toys that cannot be sanitized and cleaned will not be used.
* Toys that children have placed in their mouths will be set aside until they are cleaned by a staff member.
* Naptime bedding MUST be taken home daily and washed weekly.

**Summary of Enhanced Protocols**

We are continually updating our process and protocols in accordance with the most recent Centers for Disease Control and Prevention and Maryland Department of Health guidelines along with our Ashland Preschool Center’s guidelines.

Some changes to remember for the first day back:

1. **Items to bring**
   1. Labeled lunch bag with labeled “throw away” containers/Ziploc bags – no lunch boxes until further notice.
   2. One crib sheet, small blanket and small lovey if a daycare student
   3. Multiple change of clothes in labeled large Ziploc bag
   4. Extra face coverings if 2 years or older in Ziploc bag
2. **Daily Health Check** – Families are required to take temperature of their child before arrival at center and in front of staff at drop off.
3. **Face Coverings** – Parents and children 2 years and up must wear a face covering however we will make sure the child is developmentally ready and take into consideration each child’s readiness.
4. **Social Distancing** – Children will be encouraged to socially distance themselves throughout the day, i.e. no more than 3 at a center, students will be spread apart at circle using name tags, snack and lunch students will be no more than 6 at a table.
5. **Frequent Cleaning and disinfecting** of high touch surfaces, toys and laundered items.
6. **Communal water fountains are closed.** Water will be provided by pitchers of water in each classroom, refreshed periodically during the day.

Havenwood Preschool Center Disclaimer for COVID-19

Havenwood Preschool Center is taking every reasonable precaution to limit our families' and staff's exposure to COVID-19 while on our premises. Havenwood Preschool Center is following the Maryland State Department of Health and CDC guidelines by using reasonable mitigation strategies which include, but are not limited to:

* separating sick children and/or employees;
* educating families and employees about how they can reduce the spread;
* using proper building ventilation, filtration and humidity control;
* practicing proper hand hygiene (e., providing sufficient hand sanitizer and soap);
* practicing proper respiratory hygiene (e., providing tissues and places to properly dispose of tissues);
* routine cleaning and disinfection (e., high contact surfaces, dust, removing trash, cleaning restrooms).