

**COVID-19 SUPPLEMENTAL
PARENT HANDBOOK**

2021-2022

MISSION HILLS CHURCH PRESCHOOL

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Dear Families,

Following are the COVID-19 policies, guidelines and protocols we are implementing for the 2021-2022 school year. These include rules mandated and/or recommended by California Department of Social Services, County Public Health, and the CDC. This COVID-19 Supplemental Handbook is intended to be used in conjunction with the Parent Handbook provided on the preschool website.

This supplemental handbook will be effective for as long as is deemed necessary. It is important for all of us to be vigilant to ensure the safety of students, families, and staff. Therefore, we urge you to avoid or limit unnecessary exposure to help everyone stay healthy and continue school uninterrupted. **PLEASE NOTE:** There are no refunds or credit given during the regular school year for absences, illnesses, vacations, or school closures due to natural disasters, weather or public health emergencies/pandemics which may cause a temporary classroom closure.

*Please read each item carefully, **sign and return the last page (pg. 7).** If you have any questions or need clarification, feel free to contact us.*

UPDATED SICK POLICY (COVID-19) SEPTEMBER 2021

To ensure the continued good health of everyone at Mission Hills Church Preschool we have adopted the following policy in response to ongoing coronavirus developments. This is a supplement to our everyday policy on childhood sickness.

Parents and staff must disclose if anyone in their household has symptoms of COVID-19 including cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, loss of taste or smell, nausea, vomiting, or diarrhea.

CHILDREN WITH SYMPTOMS OF COVID-19

We conduct health checks daily. If a child is identified with any of the following symptoms at morning drop off, they will not be admitted to the building.

- Fever with or without chills
- Cough
- Shortness of breath
- Runny nose
- Sore throat
- Nausea, vomiting, or diarrhea
- Fatigue
- Headache
- New loss of taste/smell
- Muscle or body aches
- Poor feeding or poor appetite

Children must be well to attend preschool. We ask that you do not send your child to school if they have any of the above symptoms. Keep sick children home until symptoms have improved and they are fever free without medication for 24 hours.

PLEASE NOTE: If a child develops or displays any of the above symptoms at school, we must adhere to the mandates of the Fever/COVID-19 Symptom Decision Tree put together by Health and Human Services, Department of Public Health, and CA Childcare Licensing Department found here:

https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/Community_Sector_Support/ChildCareServices/Childcare%20COVID%20Decision%20Tree.pdf

The child will be immediately excluded from the classroom and taken to the office area for isolation. The child may be required to wear a disposable facemask. Parents of the child will be notified to pick up immediately. The child may return once the following conditions have been met:

- They have received a Negative PCR test (proof of negative result required) **AND** they have been fever-free for at least 24 hours without the use of a fever-reducing medication **AND** symptoms have improved.

OR

- At least 10 days have passed since symptoms first appeared **AND** they have been fever-free for at least 24 hours without the use of a fever-reducing medication **AND** symptoms have improved.

OR

- A physician may send a letter of clearance to return to school if a child has a diagnosis other than COVID-19 and symptoms have improved.

The school will contact the Health Department and the Licensing office for additional guidance if appropriate.

CONFIRMED CASE OF COVID-19

If a child is confirmed to have COVID-19, parents will need to follow guidelines for self-isolation during the recovery period. The child can return to school when he or she has met the CDC criteria for discontinuation of home isolation.

If a child is a “close contact” of a confirmed COVID-19 case, then follow the Public Health Department recommendations for quarantine which at this time is 14 days from last exposure to the person with the positive case.

If there is an exposure in the preschool, the school will follow Health Department recommendations to close the class or classes affected and undergo thorough cleaning and sanitizing.

COMMUNICATION WITH PARENTS ABOUT HEALTH RISK

If the child was sent home at drop off or the child was kept at home and symptoms are determined to not be COVID-19 related, the school will not consider that the other children and staff in the school have been exposed and no further communication with families will be necessary.

If a parent contacts the school to report a confirmed COVID-19 case, the director will investigate to determine which classes were affected and parents will be notified immediately following consultation with the Health Department.

Parents notified during the day about an exposure must be prepared to arrange for immediate pick up of their child from care and for self-quarantine at home.

Parents may not contact another childcare facility to arrange for care during the self-quarantine period, as this will cause other potential exposures.

PROTOCOLS

We kindly request your cooperation in adhering closely to all our protocols to ensure the health and safety of children and staff. Noncompliance that could compromise health & safety will result in immediate suspension of services.

SAFETY MEASURES TO MINIMIZE CONTACT & HANDLING:

- Per the COVID-19 updated guidance (dated July 9, 2021), childcare workforce is required to wear face coverings while present at the childcare facility. We strongly recommend that children wear facemasks indoors. Teachers will assist in their safe and appropriate use if needed. Face coverings and/or visors will be sent home daily for washing.
- All open food items, juice, etc. must be discarded before entering the school.
- No lunchboxes or water bottles will be allowed in the preschool during this time.
- Lunches should be sent in a paper bag, Ziploc, or other disposable bag that will be thrown away at the end of lunchtime.
- Water is readily available throughout the day in classrooms and during outside play with disposable cups for sanitary purposes.
- Snacks and water bottles/cups from home will not be accepted.
- To limit handling and for easy identification, all personal belongings need to be in clear, sealable Ziploc or storage bags labeled with child's full name. No backpacks or lunch pails are permitted.
- A fitted crib sheet and seasonally appropriate linen for covering need to be in sealed bags. No overly bulky items (large Ziploc/storage bags are suggested).
- Do not share toys or unauthorized personal items from home.
- All personal belongings should fit inside child's cubby.

DISCUSSING SOCIAL DISTANCING WITH CHILDREN AT SCHOOL.

We have reconfigured class spaces to include proper social distancing and ratios. Teachers discuss, model, and role-play what social distancing looks like and give frequent verbal reminders regarding hand washing, proper etiquette for sneezes, coughs, etc.

We teach, model, and reinforce healthy habits and social skills:

- Not to share food or drinks.
- Practice frequent hand washing.
- Use their own supplies when available and put them away immediately after use.

- Use tissue to wipe noses and to cough inside their elbow or neck of the shirt.
- If they are feeling unwell, to inform the teacher immediately.

RATIOS & CLASS SIZES:

We follow current California Community Care Licensing Title 22 regulations ratios of 1:12. We also follow Licensing recommendation of keeping class sizes as small as possible.

DROP OFF & PICK UP PROTOCOL:

DROP OFF: 7 – 9am

PICKUP TIMES: Half day / 11:30am

Lunch Bunch / 12:30pm

Full Day / 3:30 – 5:15pm

Pickups later than 5 minutes will incur a fee of \$1/minute

The above listed times are STRONGLY ENCOURAGED, if you must drop off or pick up outside of the allotted times, please call the preschool directly so we can assist you.

1. Sign in and sign out sheets are on the carts by the front door.
2. Children will undergo a daily visual wellness check and temperature check at the entrance. Health questions will be asked if warranted. Once cleared, a staff member will walk them inside and sanitize their hands before joining their group.
3. Families should sanitize their hands before dropping off and prior to arriving for pick up.
4. To minimize delays at the entrance, please have all your properly labeled personal belongings, with instructions ready to hand over to staff.
5. Maintain social distancing between other families and wear face coverings at the time of pickup and drop off.
6. At this time, only children will be allowed inside the facility.

CLEANING PROTOCOLS & PROCEDURES

Our protocols follow these daily procedures:

1. All classrooms and facility spaces are maintained to the highest sanitary standards with CDC and DSS requirements being the minimum standard.
2. Classroom toys and furniture are sanitized daily.
3. All indoor and outdoor play structures and furniture are cleaned and sanitized daily.
4. Children and staff wash their hands frequently – especially before meals, after restrooms, group play, etc.

5. After hours: a professional cleaning service disinfects and deep cleans the entire facility, toys, carpet and floors daily, using hospital grade disinfectant.

Please note that our procedures, rules, and schedules may change with minimal advance notice as we try to keep up with the rapidly changing Federal, State, and County Health measures and directives. We will do our best to inform you immediately should we need to make these changes. The Facility reserves the right to refuse services to families who refuse to comply with these guidelines.

Although the school will adhere to all State, County and CDC health guidelines, COVID-19, as you all know, can be spread by asymptomatic persons or exposures outside of the facility that cannot be controlled, traced, or contained by us. As such, please be advised that it is your responsibility, and we kindly request, that you and your family adhere to all State, County, and CDC health guidelines issued in reference to COVID-19.

We mandate that if you, your child, or family member develops COVID-19 symptoms or have been exposed to COVID-19 symptoms, to immediately inform us so our management can take the necessary precautions to ensure safety of our students and staff. Please understand that our school management and our staff cannot be held accountable for the contracting of COVID-19, if these health-related guidelines are not adhered to with care and diligence by you and your family.

Please read this COVID-19 Supplemental Parent Handbook MHCP 2021-2022 carefully and sign this page *which must be returned to the school.*

I UNDERSTAND AND AGREE TO THE TERMS AND POLICIES SET FORTH BY MISSION HILLS CHURCH PRESCHOOL.

CHILD'S NAME: _____

PARENT SIGNATURE

DATE