



POST-COVID PROCEDURES AT LITTLE SCHOLARS

Please understand that these policies are being set in place for the protection of the children, their families and our staff.



I. DROP OFF/PICK UP PROCEDURE GUIDELINES

Please be advised there will be staggered arrival windows to accommodate all families. There will be a one hour window in the morning and in the evening in which children are to be dropped off and picked up. Families will be given a 15 minute window in which they are allowed to bring their child to daycare/pick their child up from daycare. If a family is running late, they must call to notify the center, so staff are prepared. Each family will be given 5 minutes to drop their child off/pick their child up. If a family is running late and does not communicate this to the center, they will not be allowed to bring their child back the following day. *Please note: If the child is unwilling to enter the facility without their parent within 5 minutes, you will be asked to take your child back with you.

- No parent is allowed to enter the facility at any time, for any reason.
- No strollers are allowed to enter or be stored at the daycare.
- No parent or (staff member) is allowed to be without a mask or face covering and gloves during drop off or pick up.
- Areas outside of the childcare facility will be marked 6 feet apart, where parents must wait for their child to be screened before they are admitted.

No child will be admitted if they are exhibiting any of the following during the health check:

- Runny nose or sneezing
- Coughing
- Sore throat
- Fever of 100.4 or higher
- Rash
- Fatigue
- Stomach Pain
- Head Pain
- Sleeping (All children admitted for the day must be alert and ready for the day)

* If your child has vomited or had diarrhea before being brought to daycare, they will not be admitted.

* Please see the illness policy regarding procedures for a child exhibiting symptoms after they have arrived.



Child will be given a visual health inspection and have their temperature taken upon arrival, only after it is determined they are allowed to be admitted, will a staff member escort them to their classroom, after their shoes are changed in the lobby. And their hands sanitized upon arrival.

No child who is visibly soiled will be admitted; this includes dirty face, hair, hands or diaper (more than twice upon arrival)

The child must have with them all of their necessary supplies; including their change of shoes (their blanket for the week; their change of clothes; their diaper supply for the week; formula or milk for the week). If any items are missing during the drop off procedure, you must take your child back with you and return with all of the necessary items. As we will not admit any person from outside through out the day.

No child will be allowed to bring any food, drink, sippy cup, snacks or toys from home.

Families are responsible for checking their child in on Brightwheel; if any family is unable to do so, the staff will do so for them.

In the event you need to speak with any staff member, you must request a virtual meeting.

There will be no face to face meetings at this time.

II. UPDATED CHILD SICKNESS POLICY

As a result of this pandemic, we have made changes to our childcare policies. Please read carefully.

SICKNESS POLICY

All and any cases of runny nose, coughing, sneezing, fever, shortness of breath, fatigue, vomiting, diarrhea, stomach aches, and rashes will result in the child's parents to be notified to pick up their child within 30 minutes of the parent being called. Please note: During the time between the phone call and your arrival, your child will be placed in isolation.

A doctor's note and a three-day stay-at-home policy will be set in place before your child can return. Also, if you do not bring a doctor's note on the day you are to return, your child will be sent home with you. (Ex: If you are called on Thursday, you may return on the following Monday. If you are called on Friday, your child may return on Tuesday.)

We understand that it is allergy season, but as a precautionary measure, children who exhibit any runny nose, coughing or sneezing due to allergies will also have parents contacted to come pick their child up. You will also need to obtain a doctor's note stating the symptoms displayed are from allergies.

We are not allowed to give your child any type of medication (This includes but not limited to: over the counter and prescribed).



III. VACATION POLICY

If your family have just returned from a vacation, your child will have to stay home for 7 days before returning to our facilities.

If your child is out of daycare for 7 consecutive days without notice, we believe you are on vacation or your child is sick. Please continue to stay home for another 7 days before returning.

Your child's medical record must be up to date before returning. Check with your doctor if your child is due for any vaccinations. Please bring us a copy on the day you are returning.

GUIDANCE FOR CLEANING, SANITIZING AND DISINFECTING

Routine cleaning, sanitizing and disinfecting are a key to maintaining a safe environment for all our staff and students at Little Scholars.

Cleaning - Removes germs, dirt, food, body fluids, and other materials and is usually done with soap and water.

Sanitizing - Reduces germs on surfaces to levels that are safe. Hand Sanitizer can be used.

Disinfecting - Kills most germs on surfaces of a clean object, disinfecting sprays can be used such as Lysol Spray.

GUIDANCE FOR CLEANING

Staff is to wear disposable gloves and face covering to clean.

Staff is to clean surfaces using soap and water or bleach/water solution, then use disinfectant.

Cleaning with soap and water reduces number of germs, dirt and impurities on the surface.

Disinfecting kills germs on surfaces.

Practice routine cleaning is to be done daily.

More frequent cleaning and disinfection must be done on high touched surfaces. High touch surfaces include toys, tables, chairs, doorknobs, light switches, countertops, handles, desks, phones, toilets, faucets, sinks, etc.

GUIDANCE FOR SANITIZING

Hand sanitizer will be use throughout the day for both staff and students.



GUIDANCE FOR DISINFECTING

Staff is to wear disposable gloves and face covering to disinfect.

The use of disinfective spray is allowed to be used during the day with items like Lysol Spray.

Follow the instructions on the label to ensure safe and effective use of the product.

Most products recommend: Keeping surface wet for a period of time (see product label).

Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Diluted household bleach solutions may also be used if appropriate for the surface.

Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

Unexpired household bleach will be effective against corona viruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute. To make a bleach solution, mix: 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.

Bleach solutions will be effective for disinfection up to 24 hours. Alcohol solutions with at least 70% alcohol may also be used.

Little Scholars Childcare staff will keep all chemicals out of reach of children at all times.

Little Scholars Childcare staff will record the use of all chemicals used daily in their Safety Data Sheet (SDS).

All staff is to remove gloves, and wash hands right away after the use of any chemicals.

Little Scholars Childcare staff will be provided with all materials needed for daily use, including cleaning supply and personal protection such as gloves and face masks.

All Little Scholars Staff will wear gloves and face covering throughout the day.



HANDWASHING/CLEANLINESS

Wash hands often with soap and water for at least 20 seconds.

Upon arrival, staff and children must wash their hands.

Staff must wash their hands in between changing of their gloves.

Hand washing must be done after using the rest room, before eating a meal or snack, when soiled and when coming in from outside. Staff is to monitor hand washing and assists the child when needed. Staff and children are to dry their hands with paper towels that are provided.

Children, families, and staff should not touch their eyes, nose, and mouth with unwashed hands.

HANDWASHING REQUIRES FIVE SIMPLE STEPS:

- **Wet** - Put both your hands under clean, running water.
- **Lather** - Apply a generous amount of soap to the inside and back of your hands as well as your fingertips. Wash your hands for at least 20 seconds (sing happy birthday) and don't forget to wash under jewelry and fingernails. Your fingertips are especially important as people often put their fingers on their face, nose, and eyes. This is how the virus spreads.
- **Scrub** - Rub both hands together and move your fingertips around both hands. You don't need a scrub brush. You don't need to make harsh, scrubbing movements.
- **Rinse** - Return both hands to the running water and gently wash away the soap.
- **Dry** - Completely dry the water from your hands. Using a disposable towel (paper towel) is best to avoid leaving germs on towels. Air dryers, commonly found in public bathrooms, are also effective.

CLEANING/SANITIZING/ DISINFECTING LITTLE SCHOLARS FACILITY & TOYS

All equipment and surfaces in the rooms, hallways and entrances must be cleaned daily including moping of all floors.

High touch surfaces like doorknobs, faucet handles, check-in counters, and restrooms must be disinfected before the start of each day and at the end of each day.

To reduce the spread of germs in our program, Little Scholars staff will be removing toys/materials that are not easily cleaned such as stuffed animals, pillows, and books. Only staff will be able to use the books for read aloud and disinfect them after each use.

Absolutely NO TOYS from home will be accepted into our facilities.

All toys will be rotated after their use so they can be cleaned and sanitized.



All play will be structured to provide small groups for children and to move from one area to another in shifts. Each area must be cleaned before the new group enters this area.

The use of small area rugs will be removed. Only “circle time rug” is left in each room that will be vacuumed daily and sprayed with disinfecting spray every morning and night.

All hands-on teaching materials that cannot be sanitized will be removed from the classrooms. Only plastic, wood, and rubber toys are to be left that will be sanitized daily. (Ex: water table, sensory table, stuffed animals, dress up clothes, soft dolls, playdough, books, arts/craft sticks, stickers, glitter exc. is to be removed).

Use separate bins of toys for each infant or toddler as they tend to put toys in their mouths. Wash and disinfect after each use.

All garbage bins must be sprayed after the bag is removed.

Before the end of day all staff members will spray and sanitize all surfaces in their classrooms.

All staff and students must change their shoes upon arrival to eliminate the spread of germs.

All parents are expected to wear masks and gloves during any interactions.

All children’s personal belongings must be placed in a Ziplock bag labeled with their child’s name. The bag must be disinfected.

BREAKFAST/LUNCH/SNACK CLEANING

All hands must be washed before all mealtimes.

All meals must be put in the microwave for 3min before wrapped and served to each classroom.

All meals must be covered before bringing inside the classroom.

Before and after each meal staff is to wipe the table with a bleach/water solution.

Individual portions will be served to each child. All liquid will be poured by the staff and served individually to each child. After the child is done with their meal the staff member will discard all the garbage and disinfect the table.

All food prep area and sink must be washed and disinfected before and after each use.

No snacks will be allowed from home to eliminate the spread of germs.



COTS AND BEDDING

Cots must be disinfected before and after each use.

Bedding is to be placed in a separate garbage bag labeled with each child's name. Bedding will be sent home each Friday to be washed.

During nap time cots are to be placed in a "head to toe position" and 6 feet apart from each other.

IV. TEACHERS POLICY

In the event a teacher becomes ill, they must leave immediately. Symptoms include but not limited to: fever, headache, runny nose, coughing, nausea, stomach ache, trouble breathing, pain and pressure in the chest cavity.

Teacher will remain at home for three days after not feeling well. And seek medical attention prior to returning to work.

Teachers will be provided masks and gloves to wear during drop off and pick up. They will sanitize and wash hands frequently.

Teachers will disinfect prior to starting work with change of clothing.

Child care providers can protect themselves and children in a day care by following some rules:

Staff must be present at work 30 min before and alert when scheduled to be at work.

Teachers must wear gloves and masks the entire time kids are coming in and out

Sanitizer supposed to be used as soon as you admit the child

Change children's shoes in lobby before bringing in to classroom

No more free play, set up in groups 2-3 kids

Use one bin of toys, sanitize after structured play

No soft toys in the classroom

Plastic, wood, rubber only

No toys from home

Children cannot use books (teacher can use books for reading)

During meal time no family style, only individualized portion

All food must be wrapped in the kitchen and then brought in and divided



All cots during a nap time 6 feet apart

Use bedding (sheets, blankets, sleeping bags) that can be washed.

Keep each child's bedding separate, and consider storing in individually labeled bags and cubbies.

Cots should be labeled for each child.

Bedding that touches a child's skin should be cleaned weekly and sanitize the cots every day before staff are leaving.

Staff cannot leave for lunch (should bring their own food from home)

Staff cannot come back after any appointments at the same day, after seeing a doctor stay home at least 3-4 days before returning. When the staff have runny nose, sore throat, headache bad attitude allowed to stay home.

Cellphones **no longer allowed** to use in school during working hours with the exception of lead teachers for documentation purposes on the Brightwheel Application or for the utilization of an application for music for the children. In case of emergency do not touch phones without gloves.

Staff **cannot bring their children** (exception kids that enrolled to this program).

Arrive in the morning the staff will wipe all surfaces.

Before staff leaves the room in the evening, they need to do the following: spray everything, wipes on tables, cubbies, all surfaces, bedding cots.

Garbage is not to remain in classroom, bin must be sprayed after garbage comes out, rugs bean bags sprays leave big rug for meeting, bedding in plastic bag not on cot or loose in cubby or bin, mop every day bleach, door knobs light switches wipe few times during the day.

Staff can change into medical scrubs.

Hair must be tied.



V. CLASSROOM PROCEDURES

Clean and Sanitize Toys

Toys that cannot be cleaned and sanitized should not be used.

Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. Soft toys, cloth toys are no longer allowed in school.

Do not share toys with other groups of infants or toddlers

Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning.

Clean and Disinfect Bedding

Use bedding (sheets, blankets, sleeping bags) that can be washed. Keep each child’s bedding separate, and consider storing in individually labeled bags and cubbies. Cots should be labeled for each child. Bedding that touches a child’s skin should be cleaned weekly and the cots every time before staff are leaving.

Caring for Infants and Toddlers

Diapering

When diapering a child, wash your hands and wash the child’s hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child’s hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.