

# Parent Handbook for Epiphany Lutheran Mother's Day Out (ELCMDO) – COVID-19 Addendum

## Introduction

Due to the current COVID-19 Pandemic, and to provide the safest environment possible for both families and staff, it is necessary that we implement new policies and procedures. These policies and procedures are directly correlated to mandates issued by Child Care Licensing, as well as in compliance with the recommendations from the CDC. We understand that each child, staff member, and situation is unique, and we recognize that no manual can cover all situations. It is possible that mandates and guidance can change at any time, and as they do, our policies and procedures will be altered to meet the regulations.

## School Closure Decision Protocols

The decision to delay the start of school, or close after the school year has begun, will be made by ELCMDO directors with the guidance of local and state health authorities, Child Care Licensing, and the local school districts. ELCMDO is governed by Child Care Licensing mandates and all guidance issued from them will be followed.

## Pandemic Tuition Policy

To meet the school's financial obligations, the following tuition policy will be implemented:

- If the start of the school year is delayed, tuition will not be charged until the first class day. Tuition will be prorated based on the number of school days offered for the first month of school (not to be less than 25% of the monthly tuition fee).
- Should the program need to close for Pandemic reasons **AFTER** the school year has begun:
  - Full tuition will be charged for the starting month of the closure.
  - Tuition will be prorated if the closure continues into the next month, based on how many school days the closure affects. (The maximum prorated rate will not be less than 25% of the monthly tuition fee.)
  - Example: Closure begins on October 15th and facility reopens on Nov. 6th: Full tuition will be charged for October, and November will be charged at a prorated rate.
  - No refunds will be issued only credit applied to future months. If your family decides to not come back after a re-opening no refunds will be issued.

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## Tuition and Payments

- Due to the uncertainty of this year, we are asking parents to pay month by month. (We will not be lumping May's tuition into the other 8 months to be paid by April.)
  - **4 day tuition will be \$400 per month**
  - **2 day tuition will be \$200 per month**
  - **Multi child discount will still be given.**
- To minimize contact, we HIGHLY encourage everyone to utilize bill pay through their bank or by making payments on Procure. If paying by cash or check, please put exact change in an envelope with your child's name and room number on the outside and give to a director at drop off.

## Arrival/Dismissal Procedures

- All children should be dropped off and picked up outside, and parents may only enter the facility with an appointment. On inclement weather days, they may enter the gym.
- Upon arrival and dismissal, the parents or adult dropping off or picking up will sign the child in/out electronically using Procure. On good weather days, check in/out with the director in the breezeway between the two buildings. On bad weather days proceed inside the gym for check in/out. A designated staff member will make sure your child gets to their classroom. For the safety of all children, no parents will be allowed in the building for drop off or pick up.
- A health check will be completed on the child each day upon arrival.
  - If a temperature is  $\leq 98.0$ , and exhibiting no symptoms, the child will be admitted.
  - If a temperature is above 100.0, the child will be excluded from care.
  - If the child presents with a temperature above normal, but below 100.0, administrative staff will determine if the child is admitted into care, based on if the child is exhibiting possible signs of illness and additional health questions asked to the parent.
  - Administrative staff reserves the right to exclude a child from care if they are showing any signs of illness even if they do not have an above normal temperature.
- Illness Exclusion - Children will not be admitted into care if they have the following symptoms:
  - Cough
  - Muscle pain
  - Headache
  - Shortness of breath or difficulty breathing
  - Chills and/or repeating shaking with chills
  - Sore Throat
  - Diarrhea

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- o Loss of taste or smell
- o Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
  
- All adults are required to wear masks during arrival and dismissal.
  
- Physical Distancing will be practiced between staff and parents as much as possible during arrival and dismissal.
  
- If a parent needs to visit with a director for any reason, please do so via a phone call, email, or make an appointment to come in.
  
- If a parent or other adult must enter the facility with an appointment, a health screening/temperature check will be completed prior to entry.
  
- **If a child becomes ill while in the facility, the following plan is in place:**
  - o The child will be isolated from the other children in a designated, supervised isolation room.
  - o The child's parent/guardian will be notified immediately to pick up the child.
  - o All CDC disinfection protocols and guidelines will be followed in all affected areas.

## Hygiene Upon Entering

- Anyone entering the facility (adults and children) must wash hands or use provided hand sanitizer stations. The teachers will either apply hand sanitizer to children as they enter the classroom or wash hands depending on the age of the child.

## COVID-19 Protocols for Potential and/or Confirmed Infection in Staff or Students

- The local health authority and Child Care Licensing will be notified.
- All parents will be notified of the confirmed case within the school and if their child had direct contact with the infected person.
- Although all efforts will be made to provide as much information as possible, names and/or specific details cannot be disclosed due to HIPAA regulations.
- CDC disinfecting protocols and timelines will be followed.
- All closing and re-opening procedures and guidance will be issued to the school by the local health authority and will be followed.
  - o If we are required to close the classroom for a quarantine time, 50% credit will be applied to your account for the days missed due to quarantine.
  - o Credit will only be given if we are required to close the classroom.
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- When may a child or employee return to ELCMDO? (The following guidance is directly from Child Care Licensing and the CDC)
- When children are ill, they must not return to the facility until they are symptom free without medication for 72 hours.
- In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:
  - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
  - The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)
  - At least 10 days have passed since symptoms first appeared
- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above.
- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Employees or children with known close contact to a person who is lab-confirmed to have COVID-19 will not be allowed to return to school until the end of the 14 day self-quarantine period from the last date of exposure.

## Enhanced Cleaning and Disinfecting Measures

Additional cleaning methods will be added to the existing cleaning protocols set forth by Child Care Licensing. This includes but is not limited to:

- Increased frequency of cleaning, sanitizing, and disinfecting objects that are frequently touched (especially toys and games).
- Any item that is mouthed by a child is immediately removed from circulation and placed in a bin for sanitizing.
- Soft items (such as dress up clothing, stuffed animals, puppets, and baby dolls) will be removed from the classrooms before school starts.
- Toys that are shared among groups must be washed and sanitized before moving from one group to another.
- Frequent cleaning of high touch points (doorknobs, light switches, sink handles, chairs, playground equipment, etc.).
- All bathrooms will be cleaned and disinfected throughout the day

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## **Student Personal Belongings**

- Children need 2 complete outfits (tops, bottoms, underwear, and socks) in 2 separate gallon size bags, labeled with the child's first name and last initial.
- Emergency mandates require that all children and staff members to change any clothing with secretions on them. Children are not allowed to wear other children's clothing.
- Any contaminated clothing or bibs will be placed in a sealed plastic bag to be sent home with the child.
- Refrain from sending any unnecessary personal belongings to school.

## **Mixing Classrooms/Chapel/Enrichment**

- Mixing classrooms will be discouraged and will only occur when absolutely necessary.
- Chapel will be re-vamped as to assure social distancing between the classes. It will be delayed the first month until more information is available.
- Enrichment is on hold until further notice.

## **Common Bathroom Spaces**

- Only one class at a time will be allowed in the restrooms and toilets, handles and counters will be sanitized between uses.

## **Napping Classes**

- Nap mats will be sent home twice per month to be cleaned
- Children will be spaced appropriately to avoid any contact during naptime as best as possible.
- Children's bedding will be kept separate and stored in individual bags.

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## **Additional Social Distancing Strategies**

- Distance between children at tables, centers, and on circle time rugs will be increased as much as possible.
- Movement and contact through the hallways will be limited as much as possible. All staff and children will be trained to wait and allow other classes to clear an area prior to the next class entering.
- Distancing at arrival and dismissal will be enforced.
- Physical Distancing will be practiced where it is practical and developmentally appropriate.

## **Personal Protective Equipment**

- Adults entering the facility must wear a face mask.
- Employees may use PPE such as masks, gloves, and face shields when it is required and as needed, as long as it is done in a way that is developmentally appropriate.
- Masks must be worn by all adults during arrival and dismissal.
- All local and state orders regarding face masks must be followed.

## **Special Events**

- All special events where classes are combined or utilize shared spaces are temporarily suspended until further notice.
- All shared food events (classroom parties) must be adjusted and modified. Only individually packaged meals can be served. (ex. Individually bagged "Kids' Meals" from a restaurant).

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## Disclosure Statements

- Travel
  - Parents/Guardians must notify ELCMDO Administration anytime they have traveled outside of the local Houston area.
- ELCMDO reserves the right to exclude a child from care if they or a member of the household has traveled to a location that has been identified by the CDC as an “at risk” area.
- I understand that outside of care, to control my child’s exposure in the community, I will comply with any and all state, county, and/or local stay orders.
- I will immediately notify ELCMDO if I become aware of any person with whom my child or I have had contact, exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 any other infectious illness.

By signing this agreement, I acknowledge:

- I have read and understand all 7 pages of the COVID Addendum to the Policies and Procedures for Epiphany Lutheran Mother's Day Out and understand that this is an unprecedented time where things can change. I understand that ELCMDO may make changes and will notify me via email if there are any amendments to this document.
- The contagious nature of COVID-19 and voluntarily assume the risk that I or my child may be exposed to or infected by COVID-19 by attending ELCMDO and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at ELCMDO may result from the actions, omissions, or negligence of myself and others, including, but not limited to, ELCMDO employees and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my child (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child may experience or incur in connection with my child’s attendance at ELCMDO. On my behalf I hereby release, covenant not to sue, discharge, and hold harmless ELCMDO, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the ELCMDO, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after attending ELCMDO.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_