

COVID-19 PANDEMIC POLICIES AND PROCEDURES

The safety and well-being of your child is important to us. We realize, too, in this uncertain time, it is of great concern to you as parents and caregivers of young children. We recognize the importance of you entrusting the care and well-being of your young children in our program and we do not take this responsibility lightly. Accordingly, we wanted to make sure that you are aware of all the practices we have implemented in order to keep our program clean and to minimize the spread of germs. We also wanted to take this opportunity to clarify some of the new policies and procedures (some of which will go into effect on June 1st).

Hours of Operation

- Beginning on June 1st, our hours of operation will be 8:00 am to 5:00 pm. Our reduced hours are in place to support staffing availability and needs. If any changes to our hours of operation are needed in the future, we will provide you with as much notice as possible.
- We are unlikely to be able to extend hours further until restrictions on combining groups of children at drop off and pick up are lifted. We were hoping that we would be able to extend our hours in Phase III, we have not received any guidance from our licensing agency yet.

Transitions

Because we cannot do classroom transitions how we did before, when a child returns or is newly enrolled, he or she will be placed in the classroom or group that is age-appropriate for him or her until September. We recognize that coming back after a long absence will be like starting school all over again. We are prepared for that and consistency of staff will be key.

Our expectation is that we will move children to new classrooms in September and they will remain in those classrooms for the full school year. We have not made any final decisions on how that will work or how it will look because we are waiting to see what the public schools will be doing. Bright Start typically ends care for children when they leave our pre-kindergarten program to go to kindergarten. However, we are working on figuring out how we can accommodate school-aged children if schools do not return normally.

Drop-Off and Pick-Up

- At drop off and pick up, families are required to maintain 6 ft. social distancing. Please do not approach the door if there is another family already there. At this time, we are not assigning time slots for drop off and pick up because we believe that parents can observe the social distancing requirement to protect the health and safety of the community.
- Families are required to drop their children off at the classroom door. Adults are required to wear a face mask at drop off and pick up. If a parent arrives without a face mask, the teacher will not open the door for him or her. Teachers have been directed to instruct parents without a face mask to go to the office to obtain a face mask or to return home to get one. Given our limited supply, a charge of \$5 will be added to accounts if a face mask is provided to a parent.
- Parents and other family members will not be allowed inside the Center.
- Before a child is accepted for the day, a staff member will take the temperature of the child and parents will be required to complete the health check on Brightwheel. The health check will be displayed when you check your child in and it will ask you to confirm three things:
 - No fever
 - No cough or shortness of breath
 - No contact with COVID-19 in the last 14 days
- If the answer to any of the above questions is “Yes,” or if the child has a temperature reading of 100.0°F or higher, the child will be excluded from care. The family will be asked to call the office to discuss further.
- Children and staff will be required to wash their hands immediately upon entering the building and throughout the day.
- Families will pick their children up at the classroom door. Adults must wear a face mask to pick up his or her child. If the adult picking up does not have a face mask, the teachers will not open the door. Teachers have been directed to instruct parents without a face mask to go to the office to obtain a face mask or to return home to get one. Given our limited supply, a charge of \$5 will be added to accounts if a face mask is provided to a parent.

Daily Practices

- We will separate children into smaller groups that fall within state or local guidelines, currently no more than 12 people in any group (including teachers and children).
- All classrooms/groups will remain separate throughout the day (even at drop off and pick up time).
- Extracurricular activities have been suspended for the time being.
- We will not share equipment between classes unless it has been properly cleaned and sanitized between uses.

- Time standing in line will be minimized.
- Staff will have access to antibacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash their hands and children's hands frequently at key transition times as this is recommended by the CDC as the most effective measure to reduce the spread of germs:
 - when arriving for the day
 - before and after meals
 - after toileting/diapering
 - after being outside
 - at all other times that are appropriate
- We will encourage independent play among the children as much as possible.
- We will refrain from sensory or water table activities unless each child is assigned their own container.
- The number of toys and other items in the classrooms will be reduced and rotated to permit washing and sanitizing frequently.
- Soft toys, blankets, dress-up clothing, stuffed animals have been removed for now to make cleaning and sanitizing easier and effective to reduce the spread of germs.
- Children will not be permitted to bring toys from home except for one nap time "lovey" which will remain with the child's nap bedding until nap time.
- We are increasing the amount of outside time while maintaining required smaller group sizes.
- Groups will remain separate outside.

Cleaning

- Classrooms have bins for sanitizing toys at naptime and at the end of the day.
- Throughout the day, staff will disinfect high-touch surfaces, such as door handles, light switches, and faucets.
- Nightly, after all children have left the building, we have implemented more extensive cleaning and disinfection of the entire program through a professional cleaning company.
- The professional cleaning company that we have hired will use an electrostatic sprayer to sanitize all spaces every weekend.

Meals & Snacks

- Bright Start will provide all meals, snacks, and regular milk. Parents are required to follow our normal procedures if their child has an allergy. If you are sending your child to school with alternate food, please ensure that you are observing our policies for food from home, which can be found [HERE](#).

- Staff will keep children as separated as possible during mealtimes.
- All surfaces will be disinfected before and after meal preparation and feedings using EPA-approved disinfectant products.
- All staff will wash hands before and after meal preparation, serving and feeding.
- Staff will guide and direct children to wash hands before each meal or snack.
- Each child's meal will be plated and served by staff, instead of served family-style.
- Children will not share eating utensils.

Personal Protective Equipment (PPE)

- Staff will wear face coverings outdoors and whenever they interact with adults that are not assigned to their classroom (e.g., at pick up and drop off and during the day with administrators).
- Children over the age of 2 may wear face coverings.

Staff Training & Wellness

- All staff have received training and education on COVID-19 symptoms, infection control, workplace disinfection and preventative measures including practices and procedures.
- Upon arriving at the program, all staff will answer a Daily Health Questionnaire and have their temperature taken to assure it is within acceptable limits.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms or if they have been exposed to anyone exhibiting such symptoms.

Extended Health Policy

We are extending our sick policy to exclude a child from care who exhibits congestion or cough and out of an abundance of caution, a temperature of 100.0 degrees will require exclusion from school. If a child becomes ill, he or she will be immediately isolated from the group and brought to the admin building. Parents will have 30 minutes to pick up. The child must remain at home until he or she is fever-free and/or symptom-free for at least 72 hours (in the case of a non-coronavirus diagnosis) or receives clearance from a doctor.

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. If symptoms are consistent with COVID-19, please contact your child's pediatrician and ask for guidance. Please contact us and share that guidance so that Bright Start will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

Confirmed Case of COVID-19

- If a child or staff member has been at school and is diagnosed with COVID-19 or has had close contact with a person with probable or diagnosed COVID-19 outside of school, we will notify the local health department and follow all of their recommendations.
 - Close contact is defined by the CDC as contact within 6 feet of a person for more than 10 minutes.
- Families will be notified immediately if there is a confirmed case of COVID-19 at the school.
- Children or staff who test positive must have a physician's note clearing them to return.

Tuition

We will resume our normal procedures for tuition beginning July 1st. That means that tuition is required in full, even if your child is not attending. We will again require 30 days' notice for all withdrawals.

Changes to Policies and Procedures

We continue to adapt our policies and procedures as recommended or required by our State licensing agency. We will do our best to communicate any changes as promptly as possible. Thank you for your continued support.