

Dear Cross Roads Preschool and Kids Day Out Families,

We want to first thank you for your patience, kindness, and understanding during this difficult time. The decisions that families are faced with right now are extremely difficult and we thank you for entrusting us with the care and education of your children and for supporting Cross Roads Preschool through these unprecedented circumstances.

This document will provide information for you regarding policies in effect for August Summer Camps and the school year, beginning September 2020. All plans within this document are subject to change as the CDC/State of PA releases any updated guidance for preschools.

### **Visitors/Volunteers**

Non-essential visitors/volunteers may not access the building at this time. Only employees and children who pass the health screening may enter the Preschool. If for some reason other individuals must enter the preschool for essential business, he/she will be subject to a health/temperature screening, will be required to wash his/her hands immediately upon entering the facility, and will be required to wear a face covering/mask.

### **Withdrawal Policy for 2020-21 School Year**

If you choose to withdraw permanently from care, your security deposit is nonrefundable, however if you have paid your first tuition payment, that is refundable up until July 31,2020.If you are choosing to withdraw, please communicate in writing with us ASAP regarding your decision.

### **Rebates/Reimbursements**

Unfortunately, Cross Roads Preschool and Kids Day Out Program, cannot issue any rebates/reimbursements/credits for illnesses, holidays, or vacations or for any unforeseen circumstances, or “Acts of God.” Additionally, Cross Roads Preschool and Kids Day Out cannot issue any rebates/reimbursements/credits if the Programs have to close temporarily due to a positive Covid-19 test within the school or due to imposed operational restrictions (e.g. Allegheny County moving back into the “red phase”/stay-at-home order).

## **New Operating Procedures as per Current CDC Guidelines (as of May 19, 2020)**

### **Health Policies and Daily Health Screenings**

#### **New Health Policies**

- Children and staff members should stay home if they are exhibiting any signs of illness.
  - For children, this includes siblings of children exhibiting signs of illness.
- Any child or staff member exhibiting signs of illness such as cough, runny nose, sore throat, shortness of breath, fast breathing, loss of taste or smell will be excluded from the center until symptoms have resolved.
- Any child or staff member with a temperature of 100.4 or greater will not be permitted to enter the building and must stay home until fever-free for 72 hours without the use of fever-reducing medications (e.g. Advil, Motrin, Tylenol, etc.).
- Children and staff who reside in a home with anyone exhibiting flu-like symptoms or symptoms of Covid-19 should remain out of care and should seek guidance and documentation from a physician prior to returning.
- Children and staff who have been in contact with someone with Covid-19 in the last 14 days should remain out of care, returning only after consulting with a physician and obtaining documentation clearing them to return.
- If a child is sent home due to illness while in care, siblings will also be sent home and held to the same health policies as the child who is ill.
- The Preschool and Kids Day Out Program reserves the right to require a physician's note from any child or staff member in order for them to return to the center after being excluded.

#### **Daily Health Screenings**

All children and staff will undergo daily health screenings prior to entering the facility that will include the following:

- **Questions regarding current health status**
- **A visual inspection for signs of infection (e.g. cough, flushed cheeks, fatigue, extreme fussiness, rapid breathing/shortness of breath, etc.)**
  - Note: flushed cheeks do not automatically indicate infection and are not a stand-alone symptom of exclusion; however, flushed cheeks combined with any other symptoms of illness - fever, cough, rapid breathing, shortness of breath, fatigue, extreme fussiness - are cause for exclusion.
- **Temperature checks prior to entering the facility**

### **Drop-off Procedures**

Child care centers are being asked to meet parents at the door and to only allow children to enter the program. Because of this, new drop-off and pick-up guidelines are being put into place beginning September 2020.

- **Drop-off procedures will be as follows:**
  - **Parents dropping off will park and walk their child to the front building doors. Parents please be sure to wear your mask and follow the signs at the front doors. There will be 2 lines to help with timeliness and minimize group mixing.**
    - Please note that at drop-off parents should be socially distanced to the best of everyone's ability.
    - Please be ready to move along as efficiently as possible. Refrain from telephone usage during this time.
    - Please also be patient with the staff as they will be required to wipe down surfaces, change gloves, etc.
  - **Begin arriving at 8:45AM for morning classes. And 12:15PM for afternoon classes. Our goal is to screen and have children ready for learning by 9:00AM and 12:30PM.**
  - **A staff member will greet you and your child(ren) at the table and will begin conducting the health screening/temperature check.**
    - Parents dropping off will be asked to wear a face covering/mask and maintain social distance with the greeting staff member as much as possible.
  - **Children entering the building will immediately clean their hands with alcohol-based hand sanitizer (\*infants will not use alcohol-based hand sanitizer).**
    - Parents are encouraged to employ the use of handwritten notes to communicate about their child's day/needs at drop-off to limit the time in contact with the staff member at the door. Conversations by phone are also encouraged as an alternative to face-to-face contact.
    - Ideally, the same person (parent or designated person) should drop the child off every day.
    - Adults experiencing any symptoms of illness should not be the designated drop-off or pick-up person.
  - **Children after being cleared to enter the school will be escorted to their classroom by a staff member or trained volunteer.**
    - Children will be given an id necklace at Parent Orientation that will be color coded to identify their class room.
    - **Children MUST wear their id necklace.**

### **Method Of Temperature Screenings(CDC Method 2)**

- If social distancing or barrier/partition controls cannot be implemented during screening, Personal Protective Equipment (PPE) can be used when within 6 feet of a child.
  - Wash hands and put on facemask or face shield that fully covers the front and sides of the face.
  - Make a visual inspection of the child for signs of illness, which include flush cheeks, rapid breathing or difficulty breathing( without recent physical activity), fatigue, or extreme fussiness, and confirm with the parent dropping off that the child is not experiencing coughing or shortness of breath.
  - Take the child's temperature, using a non-contact thermometer.
  - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves or sanitize before the next scan.
  - All temperature will be recorded with attendance
  - If you use non-contact thermometers, clean with an alcohol wipe (or isopropyl alcohol on a cotton swab) between clients. You can reuse the same wipe as long as it remains wet.
  - At the end of all checks equipment will be cleaned and disinfected.
- **No unnecessary items are allowed into the Preschool or Kids Day Out from home (toys,etc)**
    - As we attempt to limit items coming into the school from home as much as possible, please consider using disposable bags (think Trader Joe's brown paper grocery bags), reusable bags that are able to be wiped down (plastic) or laundered nightly (canvas/fabric) in lieu of backpacks/diaper bags/tote bags that cannot be easily cleaned.
    - See Lunch and Sippy Cup section for specifics on this.

### **Pick-Up Procedures**

- **Pick-up procedures will be as follows:**
  - **Parents will wait in their vehicles in the classrooms designated areas until children are brought outside to meet you. When you see your class please put on your mask, walk toward the doors and maintain social distancing, as best as possible.**
    - 3 Year Old Classes- Front circle doors on the left
    - 3/4 Year Old Classes-Back door, sidewalk by Bocce Court
    - 4 Year Old Classes- Back door, sidewalk by Bocce Court
    - 3 Day Enrichment Class- Front circle doors on the left
    - 3 Day Extended Enrichment Class- Front circle doors on the left
    - 4 Day Enrichment Class- Side doors near Food Pantry
    - Special Music - Back door, sidewalk by Bocce Court
    - Earth Explorers -Back door, sidewalk by Bocce Court
    - Kids in the Kitchen- Side doors near Food Pantry
  - **If children are outside playing at the time you arrive to pick-up at Kids Day Out, please wear a face mask, ring doorbell and maintain appropriate social distancing when approaching and interacting with staff.**
    - Staff will meet you at the door with your child and their belongings.
  - **Staff will employ the use of daily checklist to communicate about each child's day in order to limit the time in contact with the Cross Roads staff member at the door. Conversations by phone or text are also encouraged as an alternative to face-to-face contact.**
  - **To assist in effective communication, the Preschool will implement Parent Teacher Conference availability October 12 and 13.**
- Ideally, the same person (parent or designated person) should pick-up every day.
- Adults experiencing any symptoms of illness should not be the designated drop-off or pick-up person.

### **Social Distancing**

- As much as possible, play spaces, mealtime spaces, naptime spaces (infant KDO room only) for children will be structured to follow social distancing guidelines (6 feet apart).
  - Teachers should determine the best ways to implement social distancing strategies in their own classrooms as best as possible during table work and snack time.
  - Please note that social development is a large part of preschool therefore toys will be shared and cooperative play is an appropriate age development need for students.

- Teachers will use a “wash me” bin to place items that a student may put in their mouth to be cleaned and disinfected prior to returning it to the classroom items.
- Lunch-Room 208 students will move to a clean and unused room to eat lunch. This larger room will allow us to practice more effective social distancing during our busiest time of the day.
- Any common areas will be disinfected prior to the next group entering.
- Other measures to ensure proper social distancing is changing our Parent Orientation night, breaking it into 2-3 groups instead on 1 large group. Masks will be required.

### **Face Masks and Social Distancing Strategies**

#### **Face Masks**

- Cross Roads staff will wear face masks or shields while providing and participating in child drop off, pick up and when in common areas.
- Children over the age of 2 years are permitted to wear face masks while in care except, while eating, and while engaging in physical activity or any activity that would cause a child to become out of breath.
  - We at Cross Roads Preschool and KDO understand that this may be difficult for children. It may cause them to touch their faces more so than if they were not wearing a mask. It may also cause them distress. If you wish for your child to wear a mask while in care, we encourage you to send them with a mask. Please note that if we find that it is causing your child distress, becomes a learning inhibitor or is causing them to touch their face more frequently, the mask will be removed and will be sent home for laundering. Once these things happen the mask is ineffective.

#### Notes about face masks:

- Masks should be laundered after use (daily).
- Avoid touching your mask
- If you must touch your mask, wash your hands immediately
- If staff must assist a child with their mask, staff members will wash their hands both before and after assisting the child/handling their mask.

## **Hand and General Hygiene**

### Hygiene

- Cross Roads has always taken steps to ensure the hand hygiene of our students and staff. Now more than ever we will be emphasizing the importance of proper hand washing for everyone.
- Soap and water will be used and proper hand washing techniques will be employed (wash for at least 20 seconds, use warm water, etc.).
- Hand sanitizer will not be used as a substitute when soap and running water are available.
- Hand sanitizer will be used as a substitute when soap and running water are not available.
- Staff will clean hands after contact with children and highly touched surfaces (doorknobs, countertops etc.)
- Additional key times we always wash hands or sanitize:
  - After blowing ones nose, coughing or sneezing
  - After using the restroom or assisting someone in the restroom/diapering.
  - Before eating/handling /preparing food
  - After handling infant bottles
    - Bottles, bottle caps, nipples used for bottle feeding should be thoroughly cleaned after each use by washing with a bottle brush, soap and water or a dishwasher.
- Staff will use a “wash me” bin to place items that a student may put in their mouth to be cleaned and disinfected prior to returning it to the classroom items.
- Lunch will include students moving to a cleaned and unused room that is not used for any other purpose. This larger room will reduce germs and allow staff time to sanitize before the children return to it again. Moreover it will allow us to practice more effective social distancing during our busiest time of the day.
- Any common areas will be disinfected prior to the next group entering.
- Infants and toddlers whose clothes become soiled throughout the day with saliva will have their clothing changed more frequently throughout the day. **Please have a greater than normal supply of spare clothing for your infant/toddler in their backpacks** as they may be going through outfit changes more quickly than before.

## **Cleaning and Disinfecting**

### **Sanitation**

- All cleaning, disinfecting and sterilizing will be done by staff using EPA and CDC approved products.
- Cleaning products will not be used when near children and staff will ensure there is adequate ventilation when using these products to prevent children from inhaling fumes.
- Highly-touched surfaces and high-traffic areas will be cleaned by staff with increased frequency throughout each day (handrails, door knobs, children's tables, etc.).
- Toys may still be shared between children but will be removed for end-of-day cleaning once a child is done playing with them.
- Toys that cannot be thoroughly and safely cleaned and sanitized daily will not be used (soft toys, puppets, etc.).
- For children sleeping in cribs (infant room of KDO)
  - Sheets will be stored separately
  - Sheets are changed after each use
  - Sheets will be washed and cleaned prior to using again
  - Cribs will be wiped down after each use.

### **How to Clean and Disinfect**

- All cleaning, disinfecting and sterilizing will be done by staff using EPA and CDC approved products.
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- Cleaning products will not be used when near children and staff will ensure there is adequate ventilation when using these products to prevent children from inhaling fumes.
- Wear disposable gloves to clean and disinfect with
- If surfaces are visibly dirty/soiled clean surface with soap and water and THEN use disinfectant.
  - Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface.
  - Disinfecting kills the germs on the surfaces.
- When using disinfectants...
  - Follow the directions on the label (dilution may or may not be required).
  - Keep surfaces wet for the required period of time
  - Wear gloves when using disinfectants and make sure you have good ventilation.
- Routinely clean frequently touched surfaces
  - More frequent cleaning & disinfection required based on level of use
  - Surfaces and object in shared spaces (phone, computer keys, and microwave buttons) should be cleaned frequently (ideally after each use).



- Highly touched surfaces that should be cleaned frequently throughout the day include:
  - Tables, countertops, desks, chairs, Doorknobs, door locks and latches, handles
  - light switches, Phones, keyboards, and shared pens
  - Toilets faucets and sinks.
- Vacuuming will be completed daily
- Trash removed daily- gloves will be worn while doing this.
- Classroom and bathroom floors will be mopped daily.
- Classroom bathrooms will be cleaned and disinfected daily.
- Hallway bathrooms will be cleaned and disinfected daily
- Windows will be open when possible to assure air flow and fresh ventilation.

### How To Clean And Disinfect Outdoor Areas

- “Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection”(CDC)
- Highly touched surfaces made of plastic or metal such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) are not recommended.
- Sidewalks and roads should not be disinfected

### **Lunches & Sippy Cups**

As Per CDC guidelines, we are limiting the number of outside items brought in daily.

- If your child needs a sippy cup, please send a labeled cup that can stay in the KDO classroom.
  - Staff will wash and sanitize cups after daily use.
  - Each child will have their own cup to use.
- **Until notified, please refrain from sending in lunchboxes, Tupperware containers, and non-disposable utensils.**
- Please make sure that your child’s lunch is completely disposable.
  - Please label their lunch bag clearly with a dark marker or sharpie
  - Please remember to pack non-refrigerated items
  - As always please remember to pack peanut free lunches.
  - All lunch items will be disposed of at the end of mealtime with the exception of sippy cups/bottles

Thank you for taking the time to familiarize yourself with the new guidelines. This is a very new and adjusting time for all of us, parent, child and teachers. Thank you for working with us and helping our school stay safe and within safety protocols. Remember that items are subject to change as the CDC guidelines are adapted. We will review monthly, at the beginning to ensure we are following necessary guidelines. All significant updates will be made readily available via the webpage, email and/or newsletters.