

## Poway Unified School District

### Family Notification of County/State Health & Safety Policy Changes

#### Child Care Programs

Dear Parents/Guardians and Families,

Given the COVID-19 (Coronavirus) pandemic in our country, we want to assure you that we are monitoring the situation closely. Based on information we have at this time, we will be able to reopen PUSD Preschool and Extended School Services operations this summer to minimize disruption to you and your family. If the situation should change, we will notify you immediately.

Effective June 17, 2020 and for the foreseeable future, we will be taking extra precautions to prevent the spread of Coronavirus in our community. We are taking these extra steps to support the health and safety of your children, your family, and our staff.

Please take note of the following changes to our policies and procedures and review them carefully:

#### **Check-In and Pick-Up**

- Parents and guardians are asked to wear masks during drop-off and pick-up
- Families will be greeted at the entrance to the school (ESS) or classroom (Preschool) where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the child care program. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions (which require a NO answer in order for the child to be admitted to the program):
  - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
  - Do you or anyone in your household have a fever, cough and/or shortness of breath?
  - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
  - Has your child been given a fever-reducing medication in the last 24 hours?
- Children and staff will be required to wash their hands immediately upon entering the building and regularly throughout the day. When children are received for drop-off, they will be escorted to a sink area where their hands will be washed prior to being allowed to join the classroom activities.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.
- If you arrive after the morning drop off time or before the afternoon pick up time, you will be given a phone number to call so that staff can bring your child out to you.
- Please know that check in and check out will take longer than usual. Please be patient with our staff who will be working to make the process go as smoothly as possible while honoring our safety protocols. It is suggested you give yourself extra time to check in and check out each day.

## **Healthy Environment**

- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share equipment outside of the smaller groups and will clean equipment between uses by each group.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily.
- We will perform an intensified cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
- No program tours will be given until further notice to reduce the number of visitors in the building.

## **Meal Preparation & Service**

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- Afternoon snack will be provided.
- Lunches will be brought from home in completely disposable packaging, labeled with the child's name.
- Each student must bring two disposable water bottles clearly labeled with their name that will be discarded at the end of the day.

## **Child Health**

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of  $>100$  while at child care, will be isolated from other children until they can be picked up.
- Parents or an emergency contact provided to the program must be available to pick up a sick child within 30 minutes of receiving the phone call.
- Until further notice, all program field trips will be suspended.
- Mask wearing for students is optional.
- Again, parents are asked to wear masks when picking up or dropping off their child.

## **Staff Health & Wellness**

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will have their temperature checked at the beginning of each shift and notify their supervisor if  $>100$  as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and throughout the day.
- Staff will wear masks while at work.

- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

**Tuition**

- Please refer to the Terms and Conditions regarding tuition policies.

**Communication**

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact by email. (Per County/State guidelines)

<b>Student Supply List</b>	
<b>Preschool</b>	<b>ESS/ASES</b>
<ul style="list-style-type: none"> <li>● 2 labeled, disposable water bottles per day</li> <li>● fully disposable lunch and morning snack, clearly labeled with student name</li> <li>● Labeled sunscreen (left on site for the summer)</li> <li>● Any necessary medications with PUSD Medication Authorization form on file</li> <li>● Mask for student to wear (optional)</li> <li>● 2-3 changes of clothing</li> <li>● Nap supplies: crib sheet and blanket</li> </ul>	<ul style="list-style-type: none"> <li>● 2 labeled, disposable water bottles per day</li> <li>● fully disposable lunch and morning snack, clearly labeled with student name</li> <li>● Labeled sunscreen (left on site for the summer)</li> <li>● Any necessary medications with PUSD Medication Authorization form on file</li> <li>● Mask for student to wear (optional)</li> <li>● Change of clothing (TK/K students)</li> </ul>

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption to our families’ lives and schedules while at the same time keeping you, your family and our staff healthy and well.

Sincerely,

Barbara Scholl, Director, ESS, ASES and Preschool