

Park Center Preschool & Childcare

Program Policies and Changes Addendum

Adjustments will occur as new guidelines are given through the state and federal government

Pick Up and Drop Off

Daily health checks for all persons entering the facility will include, but is not limited to, all staff, children, parents, legal guardians, cleaning staff, caterers, nurses, visitors, therapists, supportive service providers, and authorized representatives of the department (DCFS).

Signs will be posted at the entrance of the preschool wing and preschool entrance door restricting entry to anyone with symptoms of illness.

All parents/guardians/persons/children must wear face covering when dropping off and picking up.

- Only one person will be allowed to drop off or pick up, preferably the same person when possible. All parents and children will sanitize their hands upon entering the building.
- Parent and child will have their temperature taken, recorded and asked health screening questions including does the child have:
 - Fever
 - Shortness of breath or cough
 - Sore Throat
 - Vomiting
 - Diarrhea
 - Staff will make a visual inspection for signs of illness
 - Is anyone in your household displaying any symptoms of COVID-19?
 - Has the child or anyone in your household come into close contact with anyone who tested positive for COVID-19 in the last 14 days?

Child will be escorted to their classroom via staff.

- Child will enter the room and wash hands.

Parents will use the door closest to the Park Center Preschool playground for pick-up and drop-off. There is a doorbell if a staff member is not present. Staggered drop-off and pick-up times may be created if needed to avoid overcrowding of children and parents/guardians. If there is another parent dropping off or picking up, please keep a distance of 6 feet. **Parents will not be allowed to enter the building.**

Temperature checks will be administered at drop off using a no-touch thermometer. All temperatures will be recorded and any child who has a 100.4 fever or higher will not be allowed to enter the building. Children will be monitored throughout the day with symptom checks to ensure all children are healthy and safe which may include temperature checks.

Daily Schedule

Every classroom will have no more than 15 children and 2 teachers at any given time. The program will run Monday–Friday from 7:00am–6:00pm for full day and Monday–Thursday from 9:00am–12pm for the half day program. Classes will not interact with each other at any point throughout the day. Each child will have a designated classroom. Staff will be with the same group of children every day.

Children must wear a face covering to the extent practicable. They will not be required to wear a face covering during nap time, outside time, or while eating. All staff will be required to wear a face covering during the entirety of their time at school with the exception of meal time or when outside and 6 feet physical distancing is possible.

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If a staff member becomes ill, there will be substitute teachers assigned to specific classrooms only to mitigate the interaction between classrooms.

All gross motor play in the mini-gym will be staggered and high touch points such as light switches and door knob will be disinfected between classes.

Groups will not be combined at any time including on playgrounds. The playground will have only one class on it at any given time with 30 minutes in between each class.

There is a designated gated grassy patch in the back of the building for the children to use for outdoor time in addition to playground usage.

Each classroom will have their own set of outdoor toys which will be cleaned and sanitized daily.

During naptime, children will be spaced 6 feet apart in his/her cot and cots will be sanitized daily. Fresh sheets will be changed twice a week or as needed.

Hand washing will be enforced throughout the entire day. Children will wash their hands upon arrival every day, between transitions to new activities, before and after going to the gym or outside, before and after meals, and extra handwashing as needed. Staff will follow the same hand washing procedures.

To accommodate 6-foot distancing, classroom rules will limit the number of children in the center, arrange spacing of chairs, and use literacy to support the concept of distancing.

Lesson plans to reinforce healthy hygiene (age appropriate) as covering coughs/sneezes, disposing of tissues, handwashing, keeping fingers away from eyes, nose and mouth will be conducted daily.

Cleaning Procedures

Daily cleaning will be tracked with a cleaning log. Every classroom will be deep cleaned and disinfected at the end of every day. All counters, tables, chairs, and high touch areas will be cleaned and disinfected throughout the day by the teachers. Bathrooms will be cleaned and disinfected throughout the day and then deep cleaned at the end of the day.

Toys will be cleaned between child usages, naptime, and whenever needed throughout the day. High touch items such as door knobs, toy shelves, tables, and chairs will be cleaned hourly or when needed. During naptime or end of day, toy bins used during the day will be sanitized.

Meal Times

Meals will be served plated, no longer family style. Children will be staggered around the tables to ensure distancing during meals. Meals will be delivered to the room to the teachers at the hallway.

Food to You catering will deliver with a contact-free delivery service. A call to a director's cell phone number will let staff know that the truck has arrived at designated point of drop off by the East wing doors. Staff will then pick up the food using PPE and deliver to the kitchen or classrooms where needed.

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Additional Safety Guidelines

- Staff will take their temperatures before entering the building and maintain a wellness and temperature log.
- To reduce the use of shared materials, every child will be provided with their own pencil box which will include crayons, markers, and scissors. Pencil boxes will be labeled with the child's name and stored in the classrooms.
- Every other cubby will be assigned to a child.
- The dramatic play center will no longer have dress up clothes and soft toys. All food and baby dolls will be kept in the classroom and will be cleaned following our cleaning procedures.
- For sensory exploration, teachers will create activities using individual trays for each child to explore.
- Communal sensory tubs will be closed.
- Classroom ventilation will be increased, if possible, by opening windows/doors or adjusting air conditioning.
- Tissues are available and sinks will be well-stocked with soap and paper towels for hand washing.
- Contact free trash cans are in classrooms for easier discarding of tissues and paper towels for all.
- Additional deep cleaning will take place during the school year.
- Signs are posted throughout the facility describing ways to prevent the spread of germs.
- All teachers and staff will be provided with extensive training on enhanced health and safety practices.
- No outside visitors will be allowed in the early childhood center for activities during working hours, regardless of their security clearance. However, this does not apply to maintenance/repair workers who will be required to sign in and out. Who is considered a non-essential visitor may change over time.

Personal Protective Equipment:

PPE must be utilized in the following:

- Staff shall wear a face covering at all times when in the facility (can be provided by the facility).
- Floater staff may help to relieve primary staff, help with cleaning, mealtime, etc. and will be required to wash hands, use hand sanitizer and change all PPE when changing classrooms.
- All parents/guardians/persons must wear face covering when dropping off and picking up.
- Children shall wear a face covering when arriving and leaving the center, when in hallways, and in the classroom as practicable (except when eating, napping or playing outdoors and can be provided by facility).

PPE supplies will be stored with the Center Directors in the office.

The Center will supply at a minimum:

- Adult disposable face masks
- Children disposable face masks
- Nitrile gloves for first aid
- Plastic gloves for food service

Staff will be trained on location and contents of PPE during orientation. Center Directors will check inventory each Friday to determine what is available and what is needed.

Sick Policy

- If a child shows illness symptoms, there will be a designated place/room for the child to go until they can be picked up safely by parent or guardian.
- Limit the staff to 1:1 care for children who have been isolated if possible.

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The following guidelines will be followed in regards to COVID-19 related illnesses:

Close Contact*

Staff or child who has had close contact with someone who is diagnosed with COVID-19 should:

- Quarantine for at least 14 days after the last/most recent contact with the infectious individual
- Seek a COVID-19 test if symptoms develop
- Monitor for COVID-19 symptoms
- Contact your healthcare provider and follow advice

**Close Contact is defined as someone within 6 feet for 15 minutes of someone suspected to have or diagnosed with COVID-19.*

Experiencing Symptoms

Child and staff experiencing symptoms should wait to enter premises until they have had no fever for at least 72 hours (without fever reducing medication), other symptoms have improved, and at least 10 days have passed since their symptoms first appeared or until the Park Center Preschool is shown proof of a negative COVID-19 test or a note from a medical provider indicating no clinical suspicion of COVID-19 infection.

Children and staff awaiting COVID-19 test results must remain at home until the results are confirmed.

Contracted COVID-19

Child and staff should remain self-isolated until all 4 of the following are met:

1. No fever for at least 72 hours (without fever reducing medication)
2. Other symptoms including cough have improved
3. At least 10 days have passed since their symptoms first appeared
4. Healthcare provider or public health official releasing the person back to programming/work

If there is a positive case of COVID-19 in Park Center Preschool:

1. The affected class will be closed, and children and staff would self-quarantine for 14 days with guidance from the Cook County Department of Public Health.
2. The center may be closed for deep cleaning and reopened once 72 hours have passed and all contact tracing and public health department re-opening guidelines have been met.
3. Unaffected classrooms can resume if proper staffing levels are achieved after contact tracing.
4. The affected classroom will remain closed for 14 days and E-learning will take place for the duration of the closed classroom.

Local health officials (IDPH, CCDPH and DCFS), staff and families will be notified immediately of any positive case of COVID-19 while maintaining confidentiality consistent with ADA and other privacy laws. The Directors will work with the local public health department to assist with contact tracing and monitoring of absenteeism among children and staff.

If there is a positive COVID-19 or any other communicable disease reported within the Center, all families will be notified with an email and/or letter home, while maintaining confidentiality of the affected child or staff member.

Families & staff must notify the center if someone in their house tests positive or if there has been in close contact with a positive case.