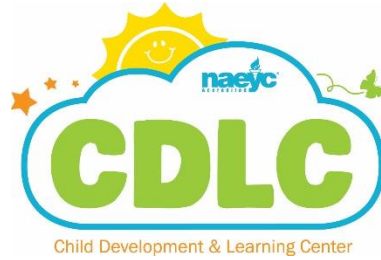


Parent Handbook
COVID-19 Edition
2020-2021 School Year



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**Parent Handbook
COVID-19 Edition**

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Introduction

Dear Parents,

As we are getting ready to reopen, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at CDLC are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by Minnesota Health Department. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that CDLC is a safe and enjoyable place for your family.

Marie Strain
Director
CDLC

A. Extra Hygiene Measures and Procedures

1. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
2. Handwashing: As soon as students arrive at school, they will wash their hands properly. Hands will also be washed throughout the day with soap and water for at least 20 seconds.
 - a. Arrival to school
 - b. Before and after eating food or drinks
 - c. After using the bathroom
 - d. After blowing nose, coughing, and/or sneezing
 - e. Before and after playing outdoors or in sand
3. Mask wearing: Children will be required to wear masks. If a parent request their child wear a mask, we will do our best to honor that request if the child can reliably wear the mask. Staff will wear mask and gloves during food prep. Staff will wear masks in large common area. Teachers will wear mask in the classroom recognizing the developmental needs of the children.
4. Social distancing: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Children will need to wear a mask when they are in their "home" (classroom) or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible.
5. Rest Time: Nap time students will maintain as much distance as possible between cots. Students will alternate head to toe when resting. Cots will be disinfected daily.
6. Playground Use: Classes will have a scheduled playground time. The toys will be disinfected daily. Before going out to play students and staff will wash their hands. The students and staff will wash their hands after playing outside. will not be worn outside

B. Nondiscrimination Policy

CDLC admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

E. Tuition Policy

CDLC enforces the following policies and procedures for tuition payments:

A spot in the class is reserved for your child. Therefore, even if your child is absent from preschool for any reason (including family vacation or illness), tuition will still be due. If CDLC needs to close for health reason or other unforeseen events. CDLC will switch to virtual learning. Tuition will still be due. A late fee of \$10 will be added to any tuition not received by the 15th of each month. A late notice will be sent after the 15th of any month if payment is not received. If payment is outstanding by 60 days, your child will not be allowed to attend preschool until your account is paid in full or other payment arrangements have been made. A fee of \$30 will be assessed for any checks returned for non-sufficient funds.

We want to work with you if you are having difficulty paying tuition or do not understand CDLC policies. Please contact the office to discuss payment options or ask questions.

F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 952-898-8105 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

Children who test positive for COVID-19 but do not have symptoms can be around others 10 days after their first positive COVID-19 test

Students or staff who have been identified as a close contact outside of their household will be required to quarantine 10 days but will have the option of returning after 7 days with a negative test taken at least five days after exposure.

The person lives in the same household and is a contact of someone with COVID-19. ▪

The 14-day quarantine period starts the day after the person with COVID-19 completes their isolation period (usually 10 days from the day their symptoms started, or if they did not have symptoms, 10 days from the day they got tested. Refer to If You Are Sick: How Long to Stay Home (www.health.state.mn.us/diseases/coronavirus/sick.html#stayhome)). ▪ If multiple people in the home have COVID-19, the 14 days start after the last person has completed their isolation. This may mean that other household members will need to quarantine for 24 days or more.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in CDLC, we will inform Minnesota Department of Health and our parents.

H. Arrival and Departure Procedures

Arrival Procedures:

Students will be dropped off and picked up from the playground entrance. Students will be met at the car by staff. Staff will be wearing facemask.

Covid-19 check will be done from the car. This check will include asking these questions.

Has your child experienced these symptoms in the last 24 hours:

- Fever or feeling feverish
- Chills
- A new cough
- shortness of breath
- New headache
- New muscle pain
- New sore throat
- New loss of taste or smell
- Gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Has your child been exposed to someone with covid-19?

Students will place backpacks and coats in their assigned spot. The students will wash their hands. They will then go to their assigned classrooms.

Departure Procedures:

Parents will drive up to the playground entrance. The parent will hold up the number assigned to their child. Staff will walk the student to the car. Students will wait with staff and other students until called.

I. Visitors

Visitors will not be permitted at this time. We will have our specialist for music and P-Mooney. Special needs instructors will be permitted if they pass screening procedures and follow protocol.

J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

K. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at CDLC, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free. Parents will not be allowed in to school to celebrate birthdays at this time.

L. Food

- A. Lunch: **We ask that you do not bring in lunches that need to be heated.** A packed lunch is acceptable.
- B. Snack: A morning and afternoon snack is provided by CDLC.
- C. At lunch and snack a class will be spread between two tables in the large center area.
- D. Food Allergy: **We are a Nut-Free facility**, so please do not provide lunches that contain peanuts or process in plant containing nuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. All allergies will be posted in the classroom.
- E. Water Bottles: State guidelines do not allow use of individual water in classroom. Water bottles can be sent with lunch.

Child Development and Learning Center

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2021- 2022 school year, which contains the policies and procedures for CDLC while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Marie Strain
Director
CDLC

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of CDLC's Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____