



A Non-profit

COVID-19 Addendum to the Parent Handbook

During the current COVID-19 pandemic, changes to the parent handbook are as follows:

Group Size and Staffing

In addition to State licensing ratio requirements, we are also meeting the requirements of any regulations due to COVID-19, which currently limit our group size or ratios. The current maximum class size is 16 (including staff).*

We strive to keep children and staff in stable groups as small as possible and children from the same family will be kept in the same group to the greatest extent possible.

*As of 3/22/21, state licensing restrictions for group size and ratio only pertain to counties in the purple tier.

Registration Conference/ Tour

Due to COVID-19 restrictions, conferences/ tours will be by appointment only to meet current social distancing requirements.

Schedule

We are currently offering limited schedule options during the COVID-19 pandemic. Please ask the CKC Administrative Office for site specific information.

Drop In Services

We will not be offering drop in services at this time.

Tuition

Tuition is regardless of usage, it remains the same on vacations and holidays. There will be no adjustments to tuition for absences due to exposure, quarantine, illness, or travel. There will be no adjustments to tuition if a CKC Inc. site or classroom has to close for 14 days due to COVID-19 exposure. There will be no adjustments to tuition if CKC, Inc. has to close 3 days or less due to acts of nature such as PG&E outages, air quality, or circumstances that would prevent us from safely operating.

Out of State Travel

If your child has traveled out of state, they will be allowed to return to care after 10 days of quarantine after arriving back to California. Tuition will not be adjusted.

Sign In/ Out & Arrival Procedures

A parent and/ or an authorized adult are required to sign their child in and out at the beginning and end of each day. Parents and children over the age of 2 must wear a face covering upon arrival and at all times. All arrivals and departures will be outside at our designated areas. Children will wash their hands thoroughly upon entering the facility. We encourage families to limit the number of adults dropping off and picking up to the best of their ability. Please use your own pen or one of our sanitized pens to sign in and out.

Field Trips

Field trips will not be an offered at this time.

Open House/ Parent Events

Due to COVID-19 guidelines, we will not have in person open house or parent events at this time.

Parent Conferences & Infant/ Toddler Need and Services Meetings

Parent Conferences will be held on an as needed basis. Parent conferences may meet virtually using Zoom or a meeting outside with social distancing. Infant & Toddler Needs and Services meetings may be scheduled virtually using Zoom, a meeting outside, or after hours/ on weekends at the center.

Face Coverings

All adults (staff and parents) and children 3rd grade and up are required to wear a face covering at all times. Children ages 2 years to 2nd grade will be highly encouraged to wear a face covering at all times. Children under 2 years old will not be required to wear a face covering. Exceptions for children are during nap and meal times.

Health Screening/ Illness Policy

Health Screening procedures will be implemented daily for all staff and children before they enter the facility. The screening includes:

1. Ask about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had symptoms or a positive test. **Symptoms include: fever (over 100 degrees), cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion, runny nose, nausea, vomiting, diarrhea, loss of taste or smell.** Affirmative response of any symptoms will **exclude the child from care.**

2. Children's temperatures will be taken using a no touch thermometer. Fever over 100 will exclude the child from care.
3. Staff will monitor children throughout the day for signs of illness. Children with a temperature of 100 or higher or any other COVID-19 symptom will be sent home and isolated from the general room population while waiting to be picked up. Children over 2 years will be required to wear their mask while waiting to be picked up.
4. Any child, staff, parent, or caregiver showing symptoms of COVID-19 will be excluded from the program.
5. Parents and staff should discuss and refer to the child's health history for any allergies, which would **not** be a reason to exclude the child from care.
6. Refer to current guidelines on returning to care after being excluded due to COVID-19 symptoms or exposure.
7. We reserve the right to exclude the child from care based on health concerns pertaining to COVID-19.

Personal Belongings

Please limit the items your child brings to school. Please bring 3 zip lock bags, 2 with a complete set of clothing, and one with extra shoes and label with your child's name (preschool & infant/tod). Your child may also bring a blanket for nap each week to be taken home and washed at the end of the week (preschool & inf/tod) and a jacket or sweater daily. Label all belongings. All belongings will be spaced out according to Covid-19 guidelines to ensure items are separated from others.

Meal Times/ Nutrition

Children will be spread out as much as possible to ensure adequate distancing during mealtimes.

Each child will be served individual meals. Food will not be shared or served family style.

Children and Staff will practice proper handwashing before and after mealtimes.

We will follow all CDC and CDPH COVID-19 food handling guidelines including using paper goods and disposable plastic utensils when possible.

Water cups/ bottles will be stored separately and/ or one-use disposable cups will be used for drinking water.

We will not be allowing food to be brought in to be shared at this time (example: birthday treat).

Napping (Preschool/ Inf & Tod)

Children will be distanced by at least 6 feet apart and positioned opposing head to feet during nap time or separated by a clear partition.

Program

The health and safety of our staff, children, and families is our top priority. In order to maintain a safe and healthy environment for all,

The following will be priorities in the daily center operations:

- Enhanced sanitation practices
- Practicing physical distancing guidelines to the greatest ability (including during staff breaks)
- Developing physical spacing instructions in both indoor and outdoor spaces that are developmentally appropriate and easy for children to understand.
- Proper use, removal, and washing of face coverings
- Personal hygiene
- Implement and enforce strict handwashing guidelines for children & staff.
- Outdoor meal times when possible
- Health screening practices
- Introducing fresh outdoor air as much as possible
- Using opportunities to reduce time spent indoors by bringing children outside, weather permitting while maintaining physical distancing
- Planning and offering developmentally appropriate activities for small groups which allow for physical distancing
- Staggering indoor and outdoor play to reduce the number of children in one area
- Cleaning and disinfecting high touch areas
- Cleaning and disinfecting toys and other shared materials
- Posting health & safety reminders & checklists
- Using cleaning products that have been approved for use against COVID-19 on the EPA approved list “N” and follow product instructions

Liability Waiver- CKC waiver of liability must be signed as part of the registration process.

CKC, Inc. reserves the right to make changes and/or corrections to the Parent Handbook. Parents will be informed via posting at the child care centers of any significant mid-year policy changes. Due to the ever changing guidelines and protocol due to the COVID-19 pandemic, policies may be changed at any time to meet these requirements. We will provide an updated addendum to our handbook as these occur.

For CDSS/CDPH Child Care Programs COVID-19 Guidance Update see www.covid19.ca.gov

Updated 12/3/2020



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COVID-19 Waiver of Liability

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume risk that my child(ren), my family, and I may be exposed to or infected by COVID-19 by attending Campus Kids Connection, Inc child care centers and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

In addition, I have read and understand the COVID-19 addendum to the parent handbook and agree to the policies and terms therein.

Parent Signature:

Print Parent Name:

Child(ren)s Name(s):

Date:

