



A Non-profit

# COVID-19 Addendum to the Parent Handbook

Updated September 23, 2021

## **Group Size and Staffing**

We strive to keep children and staff in stable groups as small as possible.

## **Registration Conferences**

Conferences/ tours will be by appointment only to meet current social distancing requirements.

## **Schedule**

We are currently offering limited schedule options. 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 – Policy eff 9/1/21-12/31/21**

Tuition is regardless of usage, it remains the same on vacations and holidays. There will be no adjustments to tuition for absences due to illness\* or travel. 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.

\*Any child who is out more than 10 business days between Sept. 1<sup>st</sup> and Dec. 31<sup>st</sup> due to a circumstance regarding Covid-19 will receive a pro-rated tuition invoice on the following billing cycle beginning on the 11<sup>th</sup> missed day (i.e., Month of September will be pro-rated on the November invoice.)

The circumstances regarding Covid include:

- When a child is unable to attend school due to a positive Covid test result
- When a child's classroom is placed on a modified quarantine
- When CKC has to close due to a positive Covid exposure

## **Travel**

For out of state travel, we recommend, but do not require 10 days (or 7 days with a negative Covid test) of quarantine after arriving home.

For international travel, we require 10 days (or 7 days with a negative Covid test) of quarantine after arriving home.

## **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. 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.

## **Parent Conferences & Infant/ Toddler Need and Services Meetings**

Parents have the option of scheduling parent conferences either virtually using Zoom or in person at the center.

## **Face Coverings**

Face coverings are strongly encouraged for children ages 2 years and older while indoors. Due to the current guidelines, face coverings are optional for children outdoors. Face coverings are currently required for all staff and families indoors and outdoors

## **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.

### **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 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](http://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:

