

Hazel Woods Preschool
12511 Rosy Circle Los Angeles, CA 90066
Facility License # 197418165

Covid-19 Policies and Procedures – Revised 8/15/2021:
Effective September 7, 2021

Due to Covid-19, Hazel Woods Preschool will be implementing the following temporary policies and procedures, effective September 7, 2021. Decisions regarding the following policies and procedures were informed by the Centers for Disease Control (CDC), and California Department of Social Services (DSS), The Los Angeles County Department of Health (DHS), Child Care Licensing Division (CCLD), and The Los Angeles Preschool Partnership (LAPP).

It is required that all parents and employees sign the last page of this form to acknowledge they have been informed of these policies and procedures, and agree to adhere to them. By agreeing to this document you are agreeing to adhere to all Policies and Procedures outlined in document as they pertain to attending Hazel Woods Preschool as well as in your practices outside of school that would affect the safety of the school community.

A signed form is required to be on file for each child and employee before they may attend school.

Thank you.

If you have any comments, questions, or concerns please feel free to contact:

Patti Binder
Hazel Woods Preschool Program Director:
Email: hazelwoodspreschool@gmail.com,
Telephone (310) 469-2787.

Vaccination Policy, Sick Policy (Children), Masks, & Social Distancing

Covid-19 Vaccination Policy for Employees: All Hazel Woods Preschool employees are required to be fully vaccinated for Covid-19.

Covid-19 Vaccination Policy for Children: NA

Sick Policy: No persons will be permitted on the school premises if they have any signs/symptoms of illness. This will include the following but are not limited to: Fever, cough, cold, runny nose, sore throat, watery eyes, sneezing, rash, loss of taste, loss of smell, or allergies.

- If you or your child is sick or suffering from allergies please **DO NOT SEND** your child to school.
- If anyone in your family is sick please **DO NOT SEND** your child to school.
- If your child displays **ANY** signs or symptoms of illness we will isolate the child with a teacher and parents will be called to pick them up immediately.
- **Please Note:** If your child is tired, cranky, moody, crying or not being themselves they are likely sick, or getting sick, so please **DO NOT SEND** them to school.

Adults and Masks: Los Angeles County Department of Health Services requires anyone over the age of 24 months to wear masks while at school. **Anyone adult on the school premises is required to wear a mask at all times.**

Children and Masks: Los Angeles County Department of Health Services requires all children over the age of 24 months to wear masks while at school with the exception of mealtimes with proper social distancing.

- If your child is struggling with wearing a mask PLEASE PRACTICE this frequently at home.
- Please make sure your child arrives wearing a clean well-fitted mask and please provide 2 additional back-up masks for the cubby.
- We will send home soiled masks daily for washing.

Social Distancing Children: Los Angeles County Department of Health Services requires all children practice social distancing with a minimum distance of 3 feet. We will institute social distancing measures with the children with designated play areas, seating areas, and increased outside playtime. We will support social distancing with thoughtful consideration of what toys/games/activities will be appropriate to facilitate social distancing.

Social Distancing Adults: Los Angeles County Department of Health Services requires all adults practice social distancing with a minimum distance of 6 feet.

Drop-off and Pick-up Procedures

Drop-off Procedure for All Families:

- Parents will bring their child into school for drop-off, but there should be no more than 2 parents dropping off at a time. Usually drop-off is staggered so this shouldn't be a problem. We request that you make the drop-off brief as other parents may be waiting. We request your patience as we work out the new systems.
- Upon arrival parents will be asked the screening questions outlined below and we will do temperature checks on you and your child.
- Everyone over the age of 24 months entering the premises shall be wearing a cloth face covering/mask.
- Parents can assist their child to take off outside shoes and put on inside shoes. Outside shoes should go in the basket.
- Only children, vaccinated employees, and caregivers (parents, nannies, and family members) will be able to enter school with their child – Please no siblings if at all possible.

Pick-up Procedure for All Families: Parents will come inside to receive their child for pick-up, but there should be no more than 2 parents picking up at a time. Usually pick-up is staggered so this shouldn't be a problem. We request that you make the pick-up brief as other parents may be waiting. We request your patience as we work out the new systems.

- Everyone over the age of 24 months entering the premises shall be wearing a cloth face covering/mask.
- Children will have shoes on and be ready to go upon your arrival.
- Only children, vaccinated employees, and caregivers (parents, nannies, and family members) will be able to enter school with their child – Please no siblings if at all possible.

Covid-19 Screening Questions

Screening Questions: Each day parents will be asked the following screening questions:

1. Has your child exhibited any signs or symptoms of the following in the last 24 hours: Fever, cough, cold, runny nose, watery eyes, sneezing, rash, loss of taste, loss of smell, or allergies?
2. Has anyone in your home exhibited any signs or symptoms of the following in the last 24 hours: Fever, cough, cold, runny nose, watery eyes, sneezing, rash, loss of taste, loss of smell or allergies?
3. Has your family been practicing Social Distancing?
4. Has your family been wearing masks when in public?
5. Has your family been adhering to All Federal, State, and County guidelines regarding Covid-19 Safety Precautions and restrictions? **Please note:** When there is a discrepancy in guidelines, The State of California requires the school to adhere to the strictest guideline established.
6. Has anyone in your family tested positive for, and/or been exposed to a positive case and/or exposure to Covid-19?

If the answer to question #1 or question #2 is YES your child will not be permitted to attend school that day.

If the answer to question #3, #4, or #5 is NO then your child will not be permitted to attend school.

If the answer to question #6 is NO then your child will not be permitted to attend school, and we will contact the Los Angeles County Department of health for guidance on current protocols.

Additional Protocols and Policies

Hand Washing: Please wash your child's hands before coming to school and when they return home from school. It is also recommended that your child's clothes be laundered after school, and that they take a bath after returning home from school.

Hand Washing Procedure: Thorough hand washing will be done with antibacterial soap and hot water for a minimum of 20 seconds. Thorough hand drying will be with a new towel for each child, and hands will be completely dried.

- We will be washing each child's hands when they arrive to school, after restroom breaks, before each meal/snack, and immediately before they are picked up from school.
- We will do hand washing at minimum of 60-minute intervals throughout the school day, and additionally as needed.

Temperature Checks: We will take the temperature of all persons who comes into the school using a no-touch forehead thermometer. We will do additional temperature checks at 90-minute intervals throughout the school day for employees and children. If your child has a fever we will isolate the child with a teacher and parents will be called to pick them up immediately.

Parents Visiting: We will not be permitted to have any parent visitation at school. The only exceptions are for drop-off and pick-up.

Siblings: Please do not bring siblings to school. If it is absolutely necessary to bring in a sibling then please keep them at your side, and hold their hand. Please do not let them run around or touch toys or tables etc., or engage with teachers, other parents, or other children. Additionally, please do not allow a sibling to run around or play on the school premises including the front yard.

Socializing at School: Parents are not currently permitted to socialize on or near school premises. This restriction includes front yard and school parking areas.

Visitors: Only essential employees and children are permitted on the school premises.

Social Gatherings: Social gatherings, recitals, graduations, or parties are not currently permitted.

Meals Sack/Snacks and Lunches: We will prepare snacks and hot lunches daily, and will provide water throughout the day.

Other Caregivers: Please make sure that you have shared all protocols and procedures in their entirety with anyone who would be dropping-off or picking-up.

Cleaning Procedures

School Cleaning Procedures: The school will be sanitized throughout the day according to Centers for Diseases Control protocols. We will routinely be cleaning frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, sinks, and faucets) with household cleaners and EPA registered disinfectants that are appropriate for the surface.

At the end of each day all surfaces including the floors and outside play areas will be sanitized again with household cleaners and EPA registered disinfectants that are appropriate for the surface.

Bathrooms: Bathrooms are sanitized after each use, daily, and a weekly deep clean.

Toy Cleaning Procedures: To ensure toys do not pose a threat of contamination, and to avoid children's excessive exposure to cleaning products, all toys will be on a weekly rotation system.

School toys have been separated by days of the week... There will be Monday toys, Tuesday toys, Wednesday toys etc. At the end of use each day the toys will be gathered up and put away for 7 days. Toys will also have additional sanitation weekly.

Laundry: All hand towels, dish towels, rags, sponges will be single use and will be laundered in hottest setting wash cycle with soap at the end of each day.

Sick Teacher Policy, Potential School Closures, & Remind App

Sick Teachers: Teachers will adhere to the same sick policies as children and will need to stay home when they are ill or symptomatic. In the event that 2 or more teachers are going to be out sick or in quarantine or isolation we will need to close the school, as we are unable to bring in substitute teachers.

- If this happens we will send a message **via Remind app** as soon as possible. We apologize for any inconveniences this may cause but it is required and a necessary step for everyone's health and safety.

State Mandated Shut Down: In the event the State of California or the County of Los Angeles decides we should close due to increased risks or cases we will close for as long as deemed necessary.

- If this happens we will send a message **via Remind app** as soon as possible. We apologize for any inconveniences this may cause but it is required and a necessary step for everyone's health and safety.

Poor Air Quality Days AND Rainy or Inclement Weather Days: Returning to school in the environment of Covid-19 requires we spend as much as 75% of our day outdoors. In the event that there is very poor/unsafe air quality or rain/inclement weather days it may be necessary that we close the school for those days.

- If this happens we will send a message **via Remind app** as soon as possible. We apologize for any inconveniences this may cause but it is required and a necessary step for everyone's health and safety.

Covid-19 case at school: In this event we will contact Department of Health for guidance on current protocols for testing, contact tracing, and closure.

Covid-19 case in a Family's home: Please notify the school immediately and we will contact Department of Health for guidance on current protocols for testing, contact tracing, and closure.

Remind App: All urgent communications will be via Remind app. All parents upon enrollment had been sent an invitation and should be currently receiving notifications. If you are not, please text Patti Binder directly and we will resend the invitation. **Please note: Remind app only allows limited characters so messages will likely be short, but are intended to relay important information about school closures.**

**Acknowledgement and Agreement-
Hazel Woods Preschool Covid-19 Policies and Procedures outlined in this
document - effective September 7, 2021**

I acknowledge that I have received the Hazel Woods Preschool Covid-19 Policies and Procedures document and agree to adhere to the policies and procedures as outlined in this 8-page document effective September 7, 2021 (Revised 8/15/2021).

Child's Name: _____ DOB _____

First
Parent Name Printed _____

Second
Parent Signature: _____ Date: _____

Second Parent Name Printed _____

Second Parent Signature: _____ Date: _____

Or

Employee Signature: _____ Date: _____

You may scan and email form to hazelwoodspreschool@gmail.com, or bring original to school on 1st day of attendance.

Thank you - we appreciate your patience and cooperation as we all try to navigate a very complex situation. If you have any comments, questions, or concerns please feel free to contact:

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