

# COVID-19 PANDEMIC POLICIES & PROCEDURES

The following policies and procedures will be put into place during this pandemic. These policies are based on recommendations and guidelines from health officials and state licensing agencies during the Covid-19 pandemic. Despite all school precautions, children, staff and families could be exposed to communicable illnesses and/or disease. Child's Play Learning Center and Epiphany of the Lord Catholic Church are not responsible for possible exposure and/or diagnosis of any illness or disease.

## Screening

All children and staff will have a temperature check each day.

Parents will confirm that their child does not have symptoms of illness and that they have not traveled internationally, or that they have not been exposed to anyone diagnosed with Covid-19 within the last 14 days.

## Illness Exclusion

Children and/or Staff will not be admitted into school if they have the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea that cannot be contained in a diaper
- Fever of 100 degrees or higher

**Note:** When children are ill, they cannot return to school until they are symptom free **without** medication for **72** hours (this is different from the previous policy of 24 hours).

For a child/staff who has been diagnosed with Covid, isolation for a period of 14 days is required.

In the case where a child or staff member has been diagnosed, they may return when the following criteria is met:

- 72 hours have passed since recovery without use of medication
- Improvements in all signs/symptoms of illness
- Professional release clearing the child/staff to return to school

## **Prevention**

- Temperatures will be taken every day for all children and staff
- Everyone entering the building will sanitize their hands upon entry
- All adults will wear masks and/or face shields entering/leaving the building and in all common areas of the building
- Class size will be reduced
- Children will be taught and monitored on proper hand washing several times a day
- Children will not interact with children of other classes
- Social distancing will be practiced as much as possible during the day
- Visitors into the building will be limited to children and staff members only to minimize exposure
- No items from home are permitted (show and tell, toys, stuffed animals)
- Children must have two changes of clothes in their backpack
- No large group gatherings will be permitted
- Children will be dropped off and picked up in a carpool lane
- Teachers will sanitize the toys and classroom each day

\* NOTE- these are all guidelines set forth by local health officials

## **Procedures**

If a child becomes ill while in school, the child will be removed from class and isolated. A parent or emergency contact person must pick the child up within the hour.

If there is a Covid diagnosis:

- All parents will be notified within 48 hours
- Local health authorities will be notified
- All children in that class will quarantine for 14 days
- Room will be disinfected and sanitized

## **Hours of Operation**

The hours will be from 9-2 with staggered drop off/pick up

## **School Closure**

Child's Play Learning Center may be closed at any point due to:

- Recommendation from local health authorities
- Katy ISD closure
- Recommendation from Archdiocese of Galveston-Houston
- Adequate staffing is not available to ensure ratios

## **Tuition in the event of a school closure**

Tuition payment will be made "contactless" through your Procure account

Tuition is due on the 1<sup>st</sup> of the month and is late after the 5<sup>th</sup>

Child's Play is a nonprofit (tuition based) program. In the event of school closure, tuition will not be collected for any full months the school is closed. If school closure occurs after the month has begun, there will be no refund for that month.

**The registration and supply fee is a nonrefundable fee**

# Policies & Procedures Parent Commitment

2020-2021

I, \_\_\_\_\_, parent of (child's name) \_\_\_\_\_

Agree to follow all policies and procedures set forth by Child's Play Learning Center in order to help keep my child, other children and staff safe and healthy while attending school.

I understand that despite all the efforts set forth by Child's Play Learning Center, my child or family could be exposed to Covid-19.

Please read carefully and initial each statement below:

I agree

\_\_\_\_\_ to keep my child home if he/she has any fever and/or signs of illness

\_\_\_\_\_ to notify the school if my child or family member contracts an illness

\_\_\_\_\_ to keep my child home until symptom free for 72 hours (without the use of medication)

\_\_\_\_\_ to quarantine for 14 days if my child has had close contact with anyone diagnosed with Covid-19

\_\_\_\_\_ to provide Child's Play with a medical release to return to school should it be requested

\_\_\_\_\_ to have my child screened before entering the building

\_\_\_\_\_ to pay tuition (contactless) through Tuition Express in Procure

\_\_\_\_\_ to the tuition refund policies set forth in this handbook

I have read the Policies & Procedures Covid-19 handbook provided by Child's Play Learning Center

Signature \_\_\_\_\_ Date \_\_\_\_\_