

2020-21 School Year COVID Additions

Due to the COVID-19 virus, CPP has additions to our parent handbook that will help our school to remain healthy and safe for staff, students and families. Effective communication will help us to make timely and best practice decisions throughout this time.

Check-In and Pick-Up

- Families are greeted at the door or curb. Parents and other family members are discouraged from entering the building. A trained staff member takes the temperature of each child (which needs to be less than 100.4) prior to parents leaving the site. Parents are then asked questions such as:
 1. Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 2. Do you or anyone in your household have a fever, cough and/or shortness of breath?
 3. Do you or your child have any other signs of communicable illness such as a cold or flu?
- Children and staff are required to wash their hands immediately upon entering the building and frequently throughout the day.
- Upon your arrival to pick up your child, a staff member brings your child out to you. Doing so limits direct contact and helps maintain social distancing.
- Older people, such as those 65+ years of age or adults with serious underlying conditions are discouraged from picking up children.

Healthy Environment

- Program staff separate children into smaller groups. These groups are stable in that the same groups of children are with the same provider each day.
- All preschool classrooms remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission. Only one classroom at a time will be in our outdoor spaces.
- Equipment used in the program is not shared and is cleaned between uses.
- Staff disinfects high-touch surfaces, such as door handles, light switches, faucets, toilets seats, and handles routinely throughout the day.
- Toys that cannot be washed are not used.
- Children are not allowed to bring toys from home.
- Resting cots are spaced out as much as possible and children are placed head to toe for those who stay for afternoon rest time.
- Program staff will perform an enhanced deep cleaning every afternoon in all areas.
- CPP Staff has access to hand sanitizers (at least 60% alcohol) and disposable gloves and use them as needed.
- Staff and children wash their hands with soap and water for at least 20 seconds often: upon arrival, before and after eating, after diapering or using the toilet, after playing

outdoors, and following any contact with bodily fluid.

- In order to maintain healthy social emotional balances, our Staff is required to wear a mask in all areas with the exception of the classroom and playground, where it is optional. Students ages 3 and older may wear masks if they wish.
- Tours are not given during program hours until further notice to reduce the number of visitors in the building.

Class Sizes

Until further notice from the Virginia Department of Social Services, CPP will maintain the following class sizes:

2 & 3 year old classes will have a max of 10 students and 2 Staff

4 year old classes will have a max of 13 students and 2 Staff

Food Preparation and Service

- All surfaces are disinfected before snack preparation and lunch time using EPA-approved disinfectant products.
- All staff and children wash hands before and after snack and lunch time.
- Each child will bring his/her lunch from home, and lunch will be eaten in the classroom rather than a communal area. **CPP will provide snacks during the day.**

Child Health

- Staff receive education on COVID-19 symptoms as well as preventive measures to ward off the spread of COVID-19.
- Children who start to experience symptoms of respiratory illness; including a fever of 100.4F or above and symptoms of other infectious illnesses while at camp are isolated from other children until they can be picked up. Symptoms include fever of 100.4F or higher, dry cough, shortness of breath, chills, sore throat, and loss of taste or smell.

If CPP learns of a student or staff member who exhibits signs/symptoms of COVID or tests positive for COVID, under mandate from Virginia Department of Social Services, we will contact the Health Department who will then guide us on the next necessary steps. They will look at parameters such as symptoms, test results, exposure rates, etc.... and provide us details on cleaning methods, possible closure of a classroom, or other possible measures. We will provide open, honest communication with families that have possibly been exposed if this occurs, while maintaining confidentiality by not using names. We will also rely on this same communication from families if they are exposed to positive results or symptoms from COVID.

Staff Health

- Staff receive additional training on infection control and cleaning and disinfection.
- Each staff member will have their temperature checked at the beginning of each shift. If 100.4F or if they exhibit any signs and symptoms of infectious illness, they will be isolated from children and other staff. Staff are not allowed to work if they are feeling ill,

are experiencing respiratory symptoms, or if someone in their household has COVID-19 symptoms or screens positive for COVID-19.

- Staff wash their hands immediately upon entering the program and immediately prior to leaving.

Communication

- Families must supply CPP with up-to-date emergency contact information for their child.
- CPP staff use multiple methods to communicate updates with parents including email, website, telephone, or social media.

School Calendar

Typically, CPP loosely follows FCPS school calendar. Due to virtual learning within FCPS, CPP will follow the school year calendar posted on our website.

Inclement Weather

CPP typically follows FCPS for all inclement weather delays and closings. In the case that FCPS does not offer this information, CPP will make this determination. These decisions will be posted on our website and social media as well as thru email. Decisions will be made by 6:30 am when possible.

Potty Training

This school year, CPP will be strongly enforcing our Potty Training policy found in our main parent handbook. **This states that all 3 & 4 year old students MUST BE FULLY POTTY TRAINED before entering for the school year.** If a child is not fully trained, the Director will consult with parents and work on a plan for re-entry to school once child is fully trained. This decision is vital in order to maintain a healthy, clean environment within our classrooms.

Field Trips

CPP will not be holding outside or in school Field trips at this time.

Snacks

CPP will provide all snacks during the school day. We will not be utilizing our rotating snack bucket as in previous years.

Parent/Teacher Conferences

In order to maintain a germ reduced environment, CPP will offer written Fall Progress Reports and Zoom Conference Calls in the spring. If at any time during the school year you have concerns or questions, please reach out to arrange a conference call with your child's teacher.

Student Orientation

Student Orientation will look a little different this year. We will have a "Drive Thru" Orientation schedule for each classroom. You will have a chance to learn how to use

the Kiss and Ride, Hand off any school forms that are due and meet your teachers. Schedules for this event will be coming shortly.

Lunch Bunch

CPP will not be hosting Lunch Bunch at this time. We will make an announcement if we open this program later in the school year. Join us for Extended care if you would like to participate in the afternoon programs.

Water Bottles

Each student will need to bring a water bottle, labeled with her/his name, each day. We will not be using our traditional Red Cups.

Kiss & Ride

CPP will be using a Kiss & Ride Drop off/pick up method in order to maintain a healthy environment. Please observe the following guidelines during drop off and pick up:

- Each family will be given a name plate to display in the passenger side window – this will enable us to quickly ready your child for pick up
- Please have your child's car seat on the passenger side of the car – this will provide a safe exit from the car to the sidewalk.
- Please do not drive around other cars in the Kiss & Ride
- Enter the Kiss & Ride by following the signs and cones.
- Students enrolled in Before care and After Care will call the CPP office upon arrival and staff will meet your car for pick up and drop off.
- Please remain in your car at all times. Staff will take your child out of the car upon arrival and after a successful Health Screening. Staff will also bring your child to your car and fasten in car seat. This will be done quickly. If you need further information for your child's teacher or administrators, please send an email or schedule a phone call.
- Please be patient while in the Kiss & Ride. This procedure is most effective when everyone works together and all are patient.