24 Hour Oakland Parent Teacher Children Center, Inc. ourfvg

***Parent Handbook Addendum***

***Effective July 1, 2022***

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*We welcome our families back to school, but not quite back to normal. We have put some new policies in place to help protect you, your children, and our staff. It is imperative that everyone comply with these policies to avoid the continued spread of Covid-19. All providers must apply new and updated policies and requirements as needed.*

*Social distancing with young children is a challenging effort. However, the policies set forth, aim to keep children and providers safe and healthy, while ensuring children are in a nurturing and responsive environment. We know you may be concerned with the safety of returning children back to school, so we will maintain frequent communication with families about our policies and practices.*

**Arrival Procedures**

1. Face coverings (masks) are required for entry into the building. If you do not have a face covering, we will provide you with a mask.
2. Use the hand sanitizer located near the entrance. You will be asked the screening questions each day upon arrival.
3. Only one family member will be allowed inside the gate at a time. It is imperative and that you drop off and pick up at your designated time.
4. Visitors will not be allowed in the classroom. If possible, please limit the parent/caregivers that will pick up or drop off your child to no more than 3 people. Avoid designating those who are high risk.
5. Each parent will have their own sign in folder with a pen. Please only touch your child’s folder.

**Health Screenings**

1. Staff will implement screening procedures for all staff, parents, and children before they enter the classroom. All parents will be asked daily the Covid-19 screening questions.
2. Staff will conduct a visual wellness check of all children upon arrival daily and ask health questions when concerned.
3. Staff will take children’s temperature each morning with a no touch thermometer. A child with a temperature of 100.4 degrees or higher, cough or other Covid-19 symptoms will not be admitted.
4. Children and staff will be monitored throughout the day for signs of illness. Childcare programs must exclude any child, parent and/or staff showing symptoms of Covid-19. Parents should identify if the child has a history of allergies, which would not be a reason to exclude. Continued runny nose or severe coughs will be excluded.
5. Sick children will be isolated in the office area until a parent can pick them up. Children should be picked up within the hour.
6. Sick children or staff members may not return until they no longer have a fever for 24 hours without the aid of medication.

**Group Size and Staffing**

Children will remain in groups as small as possible, and no more than ten children. These guidelines are subject to change based on local health ordinances. Should local and state guidelines differ, we must follow the stricter guidance. It is important to keep the same children, teachers/staff with each group. Whenever possible we will try to keep children from the same family in the same group.

**Coronavirus Symptoms**

Fever \*Cough \*Shortness of breath or difficulty breathing \*Chills \*Repeated shaking with chills \* Muscle Pains \*Headache \*Sore throat \*new loss of taste or smell, etc.

**Classroom Space/Physical Distancing**

We will arrange developmentally appropriate activities for smaller groups.

Cots will be placed a minimum of 3 feet apart and the children will sleep with heads in the opposite direction.

We will increase the time spent outside, weather permitting while maintaining physical distancing. We will go outside with groups of children and two teachers.

We will offer more opportunities for individual play. We will plan activities that do not require close physical contact between multiple children. All outdoor play equipment will be cleaned and disinfected between use of different groups.

**Mealtimes**

We will continue to have the children practice proper handwashing before and after eating. We use paper goods and disposable plastic utensils, following CDC and CDPH Covid-19 food handling guidelines.

Children or staff will not share or touch each other’s food.

Tables will be cleaned and disinfected immediately after each meal. Plates will be served to children pre-plated. We are discontinuing family-styled service currently. All food will be kept covered. We will ensure that meals are provided in individual portions and are served by staff wearing gloves.

I have read and understand the Parent Handbook Addendum effective as of July 1, 2022.

*Child’s Name* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent’s Name* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent’s Signature* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_