



Welcoming SENS Families Back to School 2020-2021 Procedural Addendum

August 1, 2020

As we prepare to reopen after being closed for an extended period of time due to the current health emergency, our plan is to make sure our administration and our teachers at SENS are committed to providing the quality program you expect for your children without fail while adhering to all the mandated guidelines for early child care settings. The health and safety of our children, teachers and staff remain as our top priority.

While many things will seem different with new procedures in place for the safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

The following information will outline the changes we have made which comply to those guidelines put forth by the Department of Social Services, the LA County Health Department, the State of California regarding childcare centers and various other organizations promoting the wellness of all school communities. We want to be sure the changes we implement are realistic and feasible as to not sacrifice our school philosophy ensuring each child is offered the most nurturing schooling environment focused on social, emotional, academic and spiritual development.

Please be sure to read through this packet to understand the changes we have put in place for the new school year and sign the Parent Acknowledgement that follows.

Do not hesitate to contact the school with any questions about the policies and procedures outlined here. We welcome your comments.

Enhanced Hygiene Measures and School Procedures

Handwashing:

- As soon as students arrive to school, they will sanitize their hands properly.
- Every sink in our facility has been upgraded with a touch-free faucet and soap dispenser. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds.
- General hand sanitizer, although available throughout campus, will be used by teachers, staff and adults when soap and water is not available. Hands-free dispensers are located throughout our facility.
- Children will be instructed on proper ways to cover their mouth when they cough or sneeze (into their elbow or tissue) and avoiding contact with one's eyes, nose and mouth as much as possible. Please be sure such hygiene practices are reinforced at home in an effort to support what is done at school.

Sanitizing/Disinfecting:

- All hard surfaces (frequently touched- door handles, light switches, bathroom surfaces, tables, student chairs) will be wiped down throughout the day, before and after use as well as at the end of each day.
- All surfaces and toys will be wiped down prior to leaving the room throughout the day. High use areas will be wiped down between use. All community sensory bins, soft toys and pillows will be put away during this time.
- Children will have their own dedicated supply box, toys, sensory bins and playdoh bags.
- All cleaning products will be kept out of children's reach at all times.

Masks:

- Children are not required to wear a mask while at school. However, if a parent would like their child to wear a mask, they may.
- Parents and caregivers are required to wear a mask/face covering anytime they are on campus including during drive through pick up.
- Teachers and staff are required to wear a mask with or without a face shield throughout the day.

Social Distancing:

- Each class is considered a unit. Each unit will maintain social distance from other class units as required.
- Each class will be divided into two groups and will include the same group of children each day. Teachers remain with the same group of students and then rotate (approximately every month) allowing them opportunity to know all of the children in the class. We will not exceed 10 students in a single group.

- Children from the same family, such as twins or cousins, who are in the same grade/class level will be placed in the same group.
- Some classrooms will be divided with partitions spanning floor to ceiling and wall to wall allowing two groups within a single space yet not sharing airspace.
 - To allow for air purification, all classrooms will have high density air filters, enough to accommodate the appropriate square footage of each room.
- Classes or groups will not intermix at any point in the day.

Outside Play:

- Single classes will occupy the playground at the same time, however the two groups from each class will be divided.
- The playground will have an upper and lower segment and children will rotate use of those spaces every other day. Groups will remain separated.
- We have designated 4 additional outside locations, beyond the playground, for increased outside time.
 - New easy-ups will be in these areas for shade along with tables allowing for science or other various activities.
 - Children will engage in play and other exercises during this alternative activity time.

Sharing:

- Each child will have their own cubby for storing take home items; personal belongings which include only jackets or sweaters and personal artwork.
 - School notices will be sent via electronic communication to minimize handling of paperwork as much as possible.
- During this time, children will not bring personal toys, trinkets, drinks or food items (allergy students will provide their own food) from home to school.

Arrival and Pick-Up Procedure:

- Our facility is operational from 8:30am – 12:00pm, Monday-Friday. Morning/Afternoon drop-off times will be staggered to ensure safety.
- Each class is assigned a drop off time frame. **Please only come at your designated drop-off or pick-up time.** If you see another family being checked in, please extend patience during this time.
- Parents will be issued a COVID-19 Program Attendance Disclosure prior to the start of the school year outlining parameters in which children will be admitted to class. This disclosure will be signed by the parent and kept in their child's file for the school year.

Arrival:

- Children will arrive using a staggered schedule to allow each class enough time to enter campus without crowding.

- Parents or caregivers will park in our north lot and walk their child/children to the drop off line, marked with spaces to allow for proper physical distancing.
- Parents or caregivers must be wearing a mask and use provided hand sanitizer before entering campus.
- Parents or caregivers will sign in their child/children using a *mobile attendance program.
 - We are removing traditional sign-in sheets to reduce risk of contaminate processes.
- **Each electronic sign-in signature denotes child is free from COVID-19 symptoms which include fever of 99.5°F or higher, dry cough, shortness of breath, chills, loss of taste or smell, sore throat, muscle aches, any other symptom identified by the CDC as associated with COVID-19.**
- Upon arrival, each child will receive a temperature screening.
- If you arrive before your scheduled drop off time, please wait in your car until your designated time.
- Once the child or children have arrived to their class, teachers will conduct a wellness screening - general scan for illness.

*Information on our new sign in/sign out program will be sent separately.

Arrival Times:

MWF

8:30am - Pre-K and 5 Day Arrival

8:45am - MWF 4 Year Old Class Arrival

9:00am - MWF 3 Year Old Class Arrival

T/TH

8:30am - Pre-K and 5 Day Arrival

8:45am – Old 3’s Class Arrival

9:00am – Young 3’s Class Arrival

Pick-Up:

- All families will drive through for pick-up. There will be no walk-in pick-up at this time.
 - The car line will form along Gainsborough and onto San Gabriel Blvd. before entering campus.
- Parents and caregivers will sign their child or children out using our mobile attendance program.
- If you are picking up children from multiple classes, please arrive at the earliest scheduled time to collect all of your children. Ex: If you have a Pre-K student and a Young 3 student, please arrive at 11:40 for both children.
- Drivers and adult passengers must wear a face covering/mask during pick-up.

Pick-Up Times:

MWF

11:40am Pre-K and 5 Day Class Pick-Up

11:45am 4 Year Old Class Pick-Up

11:50am MWF 3 Year Old Class Pick-Up

T/TH

11:40am Pre-K and 5 Day Class Pick-Up

11:45am Old 3’s Class Pick-Up

11:50am Young 3’s Class Pick-Up

Visitors:

- To avoid congestion, one parent per child is allowed on campus for drop off.

- No additional persons will be allowed on campus aside from designated personnel unless pre-arranged with the Director.

Special Events:

- SENS events that include outside vendors or large gatherings have been suspended at this time. We have elected to retain a calendar of special events, however, everything is tentative.

Snack:

- Families will continue to participate in our “marvelous munchies” program, however the food selections have been altered to include only pre-packaged food items.
- Teachers will be wearing gloves to distribute food items.
- Each child will have a designated snack tray with their name and class assignment to be used while eating. Table cloths will not be used at this time.
- **Allergy students** will continue to bring their own snack every day they are in attendance to ensure their safety.
- **Birthdays:** When celebrating your child’s birthday at SENS, treats must include pre-packaged foods as opposed to homemade items. Note: All birthday treats must be nut free. Some suggestion would include the following: packaged mini-muffins, popsicles, ice cream sandwiches, Rice Krispie treats or other preferred prepackaged treats.

Staff Protocol:

- All SENS Staff will go through a wellness check prior to the start of the school day which includes temperature checks. All Staff will wear a mask with or without a face shield and practice frequent hand washing throughout the day.
- All Staff will wear gloves during snack and bathroom time.
- Staff will be wiping common space areas which include but are not limited to, toilets, playground areas, hard surfaces and any other pertinent objects or areas in between use. Assigned teachers and aides will remain with their same group on a daily basis.

Monitoring Health:

- Children will be screened upon arrival each day that they attend classes. Parents or caregivers will sign off each morning that the child in their care has not demonstrated any symptoms, as indicated in our arrival protocol, or other signs of illness within the last 24 hours including anyone they are in contact with. Children will be monitored for any indication of symptoms throughout the day and parents will be notified if there are any concerns.
- If a child is showing COVID-19 symptoms OR if you’ve been in close contact with a person or child testing positive for COVID-19, it is essential that you keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.
- We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact

with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present at school, we will inform the CDSS and our parents along with the Department of Health (DOH) to help determine extent of quarantine or closure protocol.

Considerations for Partial or Total Closure:

- Should a student, teacher or staff member test positive for COVID-19 and has exposed others at the school the following steps will be followed:
 - In consult with local public health departments, school closure may be warranted which includes length of time based on risk level as determined by local public health officer.
 - Based on guidance for home isolation for at least 14 days after close contact, the classroom or office where patient was will close temporarily.
 - Additional close contacts at school should also isolate.
 - Additional areas of the school visited by COVID-19 positive child or staff may close for proper disinfecting.
 - All families will be notified of temporary closure and practices to ensue during that time – continuity of education to minimize learning regression.
 - Children will receive work packets with art activities and learning items during any extended closure.
 - Student or staff member may not return until they have met CDC criteria to discontinue home isolation.



SENS Procedural Addendum Parent Acknowledgement

I, _____ certify that I have read, understand and agree to
comply with the provisions listed herein.

Child's Name: _____ D.O.B. _____

Parent's Name: _____

X _____ Date: _____
Parent Signature

X _____ Date: _____
Parent Signature