

COVID-19

PROTOCOLS AND PROCEDURES

Glendale Preschool & Kindergarten
225 S. Verdugo Road
Glendale, CA 91205-1458

The Department of Social Services and local Public Health Dept. require protocols for providing care to children during the Covid pandemic. Glendale Preschool has implemented the following additional guidelines for parents during this time. These policies are in place to assure the safety of your children, your family, and Glendale Preschool staff. The guidelines and protocols may change periodically per licensing standards and as they do, we will keep you informed.

We are reopening with limited enrollment and modified hours of operation of 8:00am - 5:00pm.

DROP OFF & PICK UP PROCEDURES

All parents and children MUST wear a face covering. Check in staff will do a visual assessment before allowing you into our office. Once in the office, please use the hand sanitizer station. Parent will need to verify their child is healthy and does not exhibit any signs of illness. This includes fever, cough or shortness of breath. Parents must verify no one in the family has been exposed to or been quarantined in the last two weeks due to Covid-19. Parent will need to verify that their child has not had a temperature within the past 48 hours that has exceeded 99.9 degrees. Each child will have their temperature taken (no touch thermometer). If parent answers yes to any of the questions, or if the child exhibits signs of illness, the child may not attend Glendale Preschool. Only one adult/parent per child is permitted at drop off and pick up.

Sign in/out area will be in the office and the children will enter/exit through the office door. Parents must adhere to maintain social distancing guidelines. Each child will have an individual sign in/out form in their own folder. Parents will not be allowed in the classrooms. Once a child has been checked in, a staff member will walk the child back to their class. Children will wash their hands when they enter the classroom and wash their hands prior to the use of toys/tools.

During pick up, one family will be helped at a time to allow for safe social distancing. A staff member will bring the child to the office. If you see another family being helped, please be patient and wait until it is your turn. Teachers will be able to send you a note to update you on any news, concerns, or issues.

EXTRA HYGIENE MEASURES AND PROCEDURES

Handwashing: As soon as a child arrives to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used in our classes as well. Sanitizing stations are located throughout our facility.

Sanitizing and Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use, as well as at the end of the day. Once a toy has been used by a child, it will be placed in a bin to be disinfected. Individual pencil boxes will be provided for each child that will be filled with their own supplies, such as crayons, markers, glue sticks, play dough, to prevent cross contamination.

Mask Wearing: Each enrolled child, parent, and staff member will be required to wear a mask while at school.

Social Distancing: Staff members will be assigned to the same group of children (12 max in each group) on a daily basis and will have staggered shifts to allow for full day coverage and to minimize contact with others. The children and staff in each group will not mix with any other classroom during the day, including outside time. Children will be given social distancing guidelines (space to play, eat). While we will do our best to encourage social distancing, this is extremely difficult with preschool children. We will focus on spaced apart individual activities as well as effectively spaced apart group songs, games, exercises. The playground will be utilized as often as possible to assure that children have ample space to exercise and play.

FOOD

Lunch: At this time Glendale Preschool **will not** be providing lunch. Parents will pack a lunch for their child. **We ask that you do not bring in lunches that need to be heated.** Pack an ice pack to keep foods cool.

Snack: A morning and afternoon snack **will be** provided for your child at **9:30am** and **3:00pm** daily. Snack menus will be posted on the office bulletin board.

Water Bottle: Please provide a water bottle daily for your child as we aren't permitted to open our drinking fountains.

PLEASE LABEL EVERYTHING!

PERSONAL BELONGINGS

During this phase of operation, toys or personal items from home will not be permitted.

ILLNESS

Children will be monitored throughout the day for illness or fever. Staff will be required to report health concerns. If a child becomes ill, he/she will be separated from the group to an isolation area. Parents will be notified immediately and a family member **must** pick up the child **within an hour**.

The child will be permitted to return once his/her temperature is normal for 24 hours without the aid of fever-reducing medication.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID-19, we ask that you keep your child home. They must be isolated for a minimum of 7 days after symptom onset and 72 hours after the fever resolves without fever-reducing medication.

We ask that all parents and staff let us know of any potential exposure immediately. We will contact the State of California, Community Care Licensing as well as the Department of Public Health, who will determine what action needs to be taken, which could include closing a classroom for a period of time. In the event of Covid exposure, parents will be notified and the center will be closed for a deep cleaning for a minimum of two days (or per Health Department requirements).