

# Supplementary COVID-19 Handbook



August 2020

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Dear Aleph Families,

Aleph is addressing the Covid-19 situation with the utmost care and consideration for the children, families, staff and general community’s health and safety. This Handbook was created to provide you with key information about policies and procedures specifically related to Covid-19. We are grateful for the guidance of our licensing, QRIS and TACSEI coaches who are also advising us on the best course of action. All procedures are based on the latest guidelines, recommendations and policies from Washoe County Licensing, Washoe County Health Department and the CDC.

With the ever-changing environment we are currently living in, and the unknowns of Covid-19, all policies, procedures and schedules are subject to change. If we can safely make a change to a policy, we will do so and inform you through email. Please know that we will do our best to continue to communicate with you regularly and appreciate your patience while we navigate these unprecedented times. Thank you for your ongoing support and partnership.

As always, if you have any questions, please do not hesitate to reach out.

Warmly,

Sarah Cunin

## What To Expect

### **POLICIES TO DECREASE SPREAD OF ILLNESS**

We will incorporate all Washoe County regulations into our Aleph Academy day in an effort to limit exposure to COVID-19.

*Spacing:* Children will sit spaced apart during circle time and story time. Small groups will be encouraged during playtime. During nap time, when possible we will keep each cot 6 feet apart. When we are unable to, the children will nap head to feet.

*Toys and other classroom materials:* Toys that cannot be easily cleaned and sanitized will be removed from the classroom. There will be a limited number of toys and materials in the classroom in general to reduce the risk of contact contamination. Each child has their own artbox to limit contact of high touch materials. We will continue to follow strict sanitizing procedures during and at the end of each day. Any materials that may have come into contact with children's saliva, mucus or any other bodily fluid will receive our three step cleaning and sanitation process. All used toys will be cleaned and disinfected before re-use.

*Mask policy:* All staff will wear appropriate face coverings while working with the children. As recommended by the CDC, Children under 3 cannot wear masks. It is recommended that children 3 years and older wear face coverings. Please provide a new or clean mask for your child daily, we will do our best to encourage children to wear their mask. Children with any breathing issues should not be wearing a mask. Children will not nap or eat while wearing their masks. We will not require masks to be worn outdoors but will encourage safe distancing while outside. Our 4300 square foot yard leaves ample room for social distancing.

### **HEALTH & WELLNESS POLICY**

#### *Hand washing*

Our hand washing policies follow the strict guidelines of the Washoe County Health Department. We will continue to follow those guidelines with increased frequency of washing. Frequent hand washing is the most effective method for controlling the spread of infectious disease. Children will be encouraged to practice good hygiene habits while at our center. Children will be guided by teachers to wash hands with soap and water for at least 20 seconds upon arrival, before and after meals or snacks, after coming in from outside, after using the toilet and diapering, after coughing, sneezing or nose blowing and before and after engaging in any messy activity. Hand washing will constantly be occurring throughout our day. Reminders posted in each class regarding procedures for hand washing and changing diapers are already in place.

## *Surfaces*

All classrooms, bathrooms, office spaces and kitchen are cleaned and sanitized on a regular basis. Classrooms are cleaned and disinfected frequently during the day. An additional staff member has been hired to wipe down all door knobs, light switches, classroom sink handles, countertops, toilets, chairs and cubbies on a daily basis. This is in addition to our 3 times/week janitorial services. Cleaning products are EPA- approved for use against the virus that causes Covid-19.

## *Water Bottles*

Children are required to bring a clean water bottle daily. Water bottles will be stored in individual cubbies or on a surface where they do not touch other bottles. These will be sent home at the end of each day to be cleaned and disinfected. Since our drinking fountains will be off limits, if your child does not have a water bottle, the school will provide one and you will be charged \$1.

## **DROP-OFF**

In order to limit the risk of exposure to and minimize the spread of Covid-19, families, including guardians, siblings, parents, and caretakers will not be allowed in the building, at this time, to minimize contact and gathering. The building will only be open to teaching staff and essential building staff. If you are unable to contact someone in the office and you must come inside the building to drop off or pick up your child, please make sure you are wearing a mask.

### Drop Off:

Extended Morning Care: Parents should park and walk their children to our front door. Please wait outside. A teacher will check your child's temperature and escort your child into our building.

School Day Drop Off: We will be doing Drive Through drop off and pick up for our general pick up times. Staff will be outside in the parking lot from 8:45-9:15am. Staff will greet your child and perform a Hands-Free temperature check and guide your child inside to wash hands and join their class. Please wear a mask or face covering so you can assist your child with unbuckling and joining the school group. If you are running late, please call the office @775-825-8928 and a staff member will come to your car to escort your child to class. Drop offs after 10:30am are not allowed.

Please note! An App is being built to streamline our drop off and pick up procedures. We hope to launch it within the next few weeks.

## **HEALTH SCREENING**

Upon Arrival: Staff temperatures will be taken upon arrival and as needed. Children's temperatures will be taken while in the car upon arrival and as needed.

Please keep your child home if they are showing any signs or symptoms of sickness including fever, cough, body aches, or shortness of breath. Any child with a temperature of 100.4 or above will be sent home for a minimum of 72 hours. Children must be symptom free for 72 hours before returning to school without the aid of a fever reducing medication. While at school, if your child has any outward signs of illness we will ask you to pick up your child within 30 minutes of our phone call and keep them home for 72 hours. The child will wait in a designated area until they are picked up. If you have multiple children, and one child has a fever or symptoms at drop off, your other child will not be able to attend. Children who do not return to school symptom free within 72 hours will be required to get a doctor's note allowing their return or proof of a negative COVID test will be required for your child to return. If you, your spouse or other members of your family have a temperature or are sick, we respectfully request that you keep your child home.

If a staff member or child is experiencing symptoms consistent with COVID-19, we will be in touch with the Health Department and follow their guidelines regarding testing and returning to school. This may include staying home for an extended length of time or a negative COVID test. Staff or children will only be able to return with a doctor's release.

### **PICK-UP PROCEDURES**

Pick Up: Pick up will also be drive through. Staff will be in the parking lot and will have your child escorted to the car when you arrive. Please come promptly at 12:00pm for half day and 3:25pm-3:45pm for full day to pick up your child/ren so that they aren't waiting unnecessarily. If you need to pick up your child at a different time than the ones listed, please call the office and we will have your child brought to your car. Please put your vehicle in park before assisting your child into their carseat. Parents are responsible to safely place their child in their carseat and buckle them. When you exit your vehicle to assist your child/ren, please wear a mask and maintain 6ft of social distancing with staff and other children whenever possible.

Extended Afternoon Care: Parents should park and walk to our front door to pick up their child. Please wait outside. A teacher will bring your child out to you.

### **WHAT TO BRING**

We will be limiting what students can bring from home.

Daily- A clean water bottle and a mask. Please do not send any other items at this time.

Leave at school-

- A change of clothes to be stored in a large zip lock bag. Once clothing is used, it will be sent home for washing and needs to be replaced with a new set of clothing.
- Diapers and wipes
- Sunscreen and sun hat
- Shoes to wear in the classroom and kept at school. These shoes are only worn indoors.

- Naptime items including fitted sheet and blanket which need to be stored in a closed bag (example zippered backpack or extra large zip lock) and brought home to be washed daily. Any item, including lovies, not able to fit into the bag will not be allowed at school. Lovies will only be available to your child during naptime.

### **KEEPING YOUR CHILD HOME**

During the pandemic, some parents may feel that it is in their child's best interest to keep them home from school. There are no discounts or breaks on tuition while school is in session, even if a child does not attend. In the event that you would like to keep your child's spot and they have not started the school year, you can pay 50% of their tuition for a maximum of three months for the spot to be held. After three months, the child can join our program or the spot will go to a child on the waitlist.

### **CLOSURE & CHANGES TO POLICY**

There may be times that require an unplanned closure, including but not limited to a new outbreak of COVID-19 at our school or in our community. In the event that we need to close the school due to circumstances outside of our control and without much warning we will initiate an emergency protocol. We will follow the guidance and direction of local, State and National authorities to determine a course of action that considers the health and safety of our children and staff.

## **Plan for Extended Unplanned Closures**

In the event of an extended, unplanned closure we are prepared to enact a distance learning plan.

1. For closures of more than 3 school days but less than a month, distance learning will be provided. No changes in tuition will be made for the first month that the plan is enacted.
2. In the event that closures go longer than one month, regular tuition on TADS will be suspended. After that, there will be a holding fee charge of \$100 per month to keep your child's spot for when we re-open. In addition, we will be offering a daily distance learning program at a rate of \$400 per month. Anyone who chooses the online option will have the holding fee waived.

### **Distance Learning**

Distance learning will be a combination of virtual instruction as well as parent resources, activities and home curriculum resources to correlate with the online curriculum.

### **Related Policies (from Parent Handbook)**

#### **Holding Fee While School is Closed**

Paying the holding fee guarantees your child's spot upon re-opening for the duration of the current scholastic year. The holding fee is \$100 per child per month. The fee is waived for children who are signed up for Aleph's distance learning program. *If you choose to withdraw during an extended closure without paying the holding fee, your child will be considered as a new student and all applicable fees apply.*

#### **Emergency Health Situation**

In the case of an emergency health situation like, but not limited to a Pandemic, we will follow the guidance and direction of local, State and National authorities to determine a course of action that considers the health and safety of our children and staff. Decisions will be made that may impact school closure or adjusted hours, limited entry to our facilities, daily health checks, limitation on items allowed into the Center and limitation on visitors, parents and guardian access. Please note that if the State mandates a return to Phase I during the COVID pandemic, Aleph Academy will close. During an emergency health situation these protocols and procedures will be communicated to parents via email.

#### **Unplanned Closure**

In the event that we need to close the school due to circumstances outside of our control and without much warning (i.e. a national emergency or Pandemic) we will initiate an emergency protocol that will impact tuition. Families will be charged full tuition for the first month of closure; students will be provided with a distance learning option. If Aleph must close for more than one month, tuition will be suspended. A monthly holding fee will be charged to ensure your child's spot upon re-opening. Upon re-opening, tuition will be re-instated at the current scholastic year rates.

### **Ending of Partnership by Parents**

Advance written notice of two weeks must be given for disenrollment/withdrawal from our center. Please fill out the "Ending of Partnership" form available by request. Your two week initial deposit will be applied to these two weeks of care, regardless of attendance. The initial deposit is good for the number of days signed upon registration and cannot be changed. Tuition refunds will only be given for months without any attendance. If even a portion of the month has already begun, no refund will be given. Refunds will not be given for the months of April, May or June, regardless of attendance, with the exception of the school enacting our plan for extended unplanned closures. There will be no additional exceptions.

### **TRAVEL**

We highly advise not traveling outside of our area during this time. If a family member or your child participates in any travel outside the United States or to any hotspot within the United States, we must be notified. Upon return, if children have any symptoms consistent with COVID-19, they will immediately be asked to go home. Licensing and the Health Department will be notified and determine a course of action. Please Google Coronavirus and Travel for the most current travel advisories.

### **SOCIAL EMOTIONAL DEVELOPMENT**

Your child's Social Emotional Health is very important to us here at Aleph Academy. The Technical Assistance Center for Social Emotional Instruction (TACSEI) has provided us with a guide that can be used to help your child during the pandemic. All staff at Aleph Academy will be familiar with these tips and will incorporate these into their interactions with the children in their class.



## Helping Your Child During the Pandemic

With the increasing prevalence of Coronavirus, you might be feeling challenged by the change in your routines, the need for social distancing, or the fear and anxiety around the virus and its effects on your family. Your child might also be feeling this way in response to changes in your mood, changes in the daily routine, or changes in your environment. The following tips offer some guidance for supporting your children at this time.



### Remain calm and reassure children

- "The leaders in our community have made a plan for us to stay safe. I am going to help you be safe."
- "We cannot go to grandma's house right now, but we can Face Time her. She loves you so much, and that would make her so happy!"



### Provide positive attention

- If nobody in the household is showing symptoms of illness, use hugs and high fives OR be creative and use "elbow fives" or "feet fives."
- Use positive facial expressions such as smiles or funny faces.
- Use descriptive praise: "You cleaned up breakfast all by yourself" or "Your brother looked so happy when you read the book to him."



### Teach safety habits

- "We are going to wash our hands for 20 seconds. This will get the germs that could make us sick off of our hands. What song do you want to sing?"
- Show your child how to cover their cough.



### Be available by

- Being responsive to your child's needs: "I see your body has some extra energy today. Do you want to go for a walk or have a dance party?"
- Listening to your child and talking about their feelings: "I know you feel disappointed that you can't go to school to see your friends."
- Answering questions: "She is wearing a mask because she is sick and she is keeping us safe by covering her mouth."



### Plan your day

- Communicate the daily schedule using words and visuals about when work time, play time, and family time will happen.
- Involve your child in planning the day: "Do you want to play with blocks or watch a show while I work?" "Do you want to take a walk before or after my phone call?"
- Maintain consistent routines related to sleeping, eating, and physical activity.
- Plan fun family activities for your child to look forward to such as watching a video, going on a scavenger hunt, calling a friend or family member, or family games.
- Create an activity bin of things your child can do safely on their own. Have your child help you choose things to put in the bin.
- Most of all, make a plan but be flexible and prepared that things might happen that disrupt your plans.



National Center for Pyramid Model Innovations | [ChallengingBehavior.org](http://ChallengingBehavior.org)

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The following link can be used to access additional resources for children and families:

<https://challengingbehavior.cbcs.usf.edu/emergency/index.html>

## NOTICE OF POLICIES

All policies in our current Parent Handbook are still in effect. The policies in this Supplementary Handbook are temporary until further notice, with the goal of keeping children and staff safe, while still providing quality early childhood educational practices. We appreciate your input and look forward to a fun and enjoyable time with your child!

## WAIVER

*Families and staff need to sign the attached waiver stating that they are at the school of their own free will and understand the potential risk involved with being at Aleph. Please sign and return to the school with your child's summer enrollment.*

On March 11, 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic. On March 12, 2020, Nevada Governor Steve Sisolak declared a state of emergency for Nevada relating to the COVID-19 outbreak. On March 13, 2020, President Donald Trump declared the COVID-19 outbreak a national health emergency.

Given the severity of the COVID-19 pandemic, and in anticipation of my child's return to the care of Aleph Academy, a child care provider ("Facility"), I hereby make the following waiver, release and other representations and covenants set forth herein, on behalf of my child, and in favor of this Facility.

Acceptance of Risk; Release; Indemnification.

The safety and security of the children in its care remains a top priority of Facility. I understand that there is a risk associated with my child's return to care at Facility, including but not limited to, increased social contact and interaction with Facility employees and other children. To help reduce the spread of COVID-19 and to protect Facility employees and other children, Facility encourages all children and parents to adhere to all safety and health guidelines for the prevention of COVID-19, including those issued by the Washoe County Health Department, Washoe County Social Services and the Centers for Disease Control and Prevention. All persons should engage in frequent hand washing using soap and water for at least twenty seconds (or, if soap is not available, use an alcohol-based hand sanitizer), sanitize surfaces and objects frequently used. Staff will wear personal protective equipment such as face masks and gloves, and follow any and all other preventive measures recommended by applicable authorities.

Notwithstanding the foregoing, I understand that the above guidelines do not completely eliminate my child's risk of exposure to COVID-19 and, should my child experience any COVID-19 related symptoms (such as fever, cough, body aches, or shortness of breath), I am advised to keep my child home, not to bring my child to the Facility, and follow the advice of my healthcare provider, clinic, or hospital. In such cases, I will immediately alert the Facility of such symptoms.

Regardless of any steps taken by Facility to reduce the risks associated with the COVID-19 pandemic, I am fully aware that there are a number of risks associated with my child's care at Facility during the COVID-19 pandemic, including without limitation, being exposed to and contracting COVID-19 from other individuals, surfaces and/or airborne particles. I understand that my child's contracting of COVID-19 could result in serious medical symptoms requiring medical treatment in a hospital or even death. On behalf of myself and my child, and our heirs, successors, and assigns, I knowingly and freely, assume all such risks, both known and unknown, relating to my child's care at Facility arising from or relating to COVID-19, including all

illnesses, injuries, damages or death arising there from, and I hereby forever release, waive, relinquish, and discharge Facility, along with Facility's shareholders, officers, directors, members, managers, officials, partners, trustees, agents, contractors, employees, affiliates, or other representatives, and their successors and assigns (collectively, the "Facility Representatives"), from any and all claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen,(collectively, "Damages") arising from or relating to COVID-19 as a result of my child's care at Facility, and including but not limited to claims based on the alleged negligence of any Facility Representative or any other person. I further promise not to sue Facility or any Facility Representative for any illness, injury, death or other Damages arising out of or related to COVID-19 and agree to indemnify and hold them harmless from any and all Damages resulting there from as a result of my child's care at Facility.

If any provision of this Waiver and Release of Liability is declared invalid, the remaining provisions remain enforceable. I may seek advice from legal counsel before signing this Waiver and Release of Liability. By signing this Waiver and Release of Liability, I acknowledge that either I have sought the advice of legal counsel or wish to waive the opportunity to seek the advice of counsel before signing.

READ CAREFULLY -- BY SIGNING THIS DOCUMENT YOU MAY GIVE UP IMPORTANT LEGAL RIGHTS.

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Child's Name

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

Signature of Parent/Guardian

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Print Name of Parent/Guardian

(8/2020)