**KENSINGTON NURSERY SCHOOL**Parent Handbook Addendum: COVID-19 Related Policies and Practices April 2023 (Updated)

The health and safety of the KNS community is dependent on the measures each family takes to limit their exposure.  By adhering to the policies and practices as detailed below we can protect one another. KNS understands the ever-changing nature of this virus and will make changes to its policy and practices as needed.

**Guidelines for Arrivals and Departures:**

* **Early Morning Drop Off Procedure:**  For families arriving between 7:30 am and 8:30 am please enter through the center double doors to the church and walk straight down the hallway, following signage to the KNS front entrance.  A teacher will meet you to conduct the daily health screening before you wash your child’s hands and sign them in.  If you arrive after 8:30 am please use the back door of KNS to drop off and sign your child in.
* **9:00 AM Morning Drop Off Procedure:** For families arriving at 9:00 am, we will begin signing in children at 8:45 a.m. at the back door of KNS closest to the upper yard.
* There is parking along Arlington Avenue and in the library parking lot.  **Please refrain from using Rincon Road as Growing Light conducts their drop off/pick up along that entrance**
* For 1 pm pick-ups, parents shall sign their children out at the back door and pick your children up at the upper yard.
* For 3 pm, 5 pm & 6 pm pick ups, please go to the KNS back door located across from the upper play-yard.
* Please plan on arriving a little early for pick up.  Children must be signed out and placed with their parent/caretaker no later than their scheduled pick-up time.  **There is a $5.00 per minute late fee.  We highly recommend that you have a backup person to pick up your child to avoid late fees.**
* If children have challenging goodbyes, as they sometimes do, we ask that parents give one last big hug and hand them off to their teacher.
* We ask that once you say goodbye that you leave the area immediately so that children can start their day rather than looking to see if you’ll come back.  Children often move on from difficult transitions after parents leave, but not usually if you are still in view or come back.
* Please do not have conversations with other parents in view of the children after drop off.

**Health Practices:**

KNS will amend policies and practices to comply with and uphold the guidelines as set forth by the CDC, Community Care Licensing, Contra Costa Health Services, CalOSHA and any other agencies deemed trustworthy, at their discretion.

Masking at KNS

As the state and county are no longer recommending masking indoors for child care the board has removed this requirement from the KNS COVID-19 Parent Addendum. It’s understood that we are still expected to minimize the spread of COVID so we will continue to adhere to the following precautions and policies once masks are removed.

1. Children/Staff/Parent Teachers may continue to mask if they want;
2. Additional air purifiers have been purchased and will be placed in the classrooms to improve ventilation;
3. Masking indoors will be reinstated for 10 days after a confirmed positive case at school for all close contacts (this would be everyone who shared airspace in past two days).
4. Masking to be required for 10 days for any staff/student/parent teacher who is a confirmed close contact (from outside of school).
5. Masking will be reinstated when community levels are moderate to high according to the CDC <https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=California&data-type=CommunityLevels&list_select_county=6013>;
6. During times of poor air quality and low transmission, when we must close our windows and stay inside, we will not require masks however some individuals may want to wear one. If the air quality index is above 171 KNS may close and anything above 185 KNS will definitely close;

Personal Protective Equipment:

* Children who are continuing to mask should bring several clean masks to school every day. KNS will help your child to put on and take off their masks properly.
* Gloves are available to staff to wear as needed.
* Face masks are available to staff to wear as needed.
* Pediatric face masks will be available for children who need them.

Handwashing and Coughing/Sneezing Etiquette:

* Handwashing for staff and children is and will continue to be mandatory, especially upon arrival, departure, after using the bathroom, blowing noses and eating.
* KNS staff will continue to teach the importance of frequent hand washing and proper handwashing technique.
* Hand sanitizer is available when soap and water are not.
* KNS staff will continue to provide gentle reminders and lessons on coughing and sneezing etiquette.  Several boxes of facial tissue will be available in each classroom and within children’s reach.

Cleaning:

* Frequency of cleaning and disinfecting “high touch” surfaces and areas will be increased, this includes toys.
* Classrooms will be disinfected each night.

Physical Distancing:

* Physical distancing is no longer required among children and adults.

Daily Wellness:

* Only symptom free children may attend KNS (no cough, congestion, sore throat, runny nose, stomachache, vomiting, diarrhea, etc.) and those that do not have anyone living in their household that has been directly exposed to COVID or has COVID-19 or has COVID like symptoms.
* Children who exhibit unusual behavior patterns such as poor sleep, poor appetite, or an overall sense of just being “out of sorts” should remain home for observation.
* Staff will use their best discretion to admit well children and are not obligated to admit children who demonstrate any symptoms at all.
* Please use the Symptom Checker, located on the next page, each morning to assess your child’s ability to attend school.
* Additionally, if a child becomes sick at KNS, they will be isolated immediately.  Parents will be notified and must come **at once** to pick up their child.  The child may not return to school for the period specified in the Symptom Checker.
* If a COVID case is confirmed or medically presumed (a doctor confirms based on symptoms alone), the following will occur:
  + If a KNS community member (child/staff/parent/sibling) has directly exposed KNS, we will institute mandatory masking indoors for the next 10 days.
  + Parents are notified immediately via email of an anonymous positive case.

**KENSINGTON NURSERY SCHOOL - SYMPTOM CHECKER**COVID-19 EXPOSURE PREVENTION GUIDE (Updated September 15, 2022)

**Symptom Checker and When to Keep Children Home/When to Return to School - For Parents**

Parents should use the following chart to assess the health status of their child **daily**. This document has been created to supplement the current sick policy followed by KNS. To ensure the health and safety of our staff and families only symptom free children and staff will be allowed to attend school. At a minimum, KNS will follow Contra Costa Health Services Child Care Guidance for Suspected or Confirmed COVID-19 Cases. However, KNS may choose to extend or require longer isolation periods for COVID-19 positive KNS children and quarantine for household contacts.

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| **Symptoms/Diagnosis** | **Stay at Home** | **Return to School** |
| COVID-19 Symptoms **and Not a Close Contact**  (e.g. Fever, coughing, sore throat, diarrhea, runny nose, congestion, headache, body aches, fatigue, loss of taste or smell, shortness of breath) | Stay at Home.  PCR or Antigen Test required.  Recommend contact with primary care provider to discuss symptoms. | -If negative COVID-19 test result (PCR or Antigen) or COVID-19 ruled out by primary care provider, may return 24 hours after fever resolves without the use of fever-reducing medications, such as Tylenol, Advil, etc.  **AND**  -Is 24 hours symptom free  -If not tested and does not see primary care provider to identify cause of symptoms, can return to school 10 days after symptom onset.  -Contact Mardi or Heather via email prior to returning to school. |
| Close Contact to COVID-19 **and symptomatic**  Close contact is anyone who has shared the same indoor airspace with an infected person for a total of 15 minutes or more over a 24-hour period. | Stay at home  **AND**  -Contact Mardi or Heather immediately | Stay home and quarantine (regardless of vaccination status, masking, or recent COVID infection history.) Testing is required. If returns positive refer to actions and follow up for “Diagnosis of COVID-19.” |
| Close contact to COVID-19 **without symptoms** | -Contact Mardi or Heather immediately | -Child can stay in school so long as they remain asymptomatic **and** test negative at least 3-5 days after last contact.  -Monitor for symptoms for 10 days after the last known close contact.  -If they test positive or develop symptoms stay home and follow isolation instructions. |
| \*\*Diagnosis of COVID-19 **or** Medically Presumed COVID-19 | Stay at home  **AND**  -Contact Mardi or Heather immediately | -5 days from onset of symptoms or when you tested positive. Day 1 starts the day after you tested positive or become symptomatic. Can return on day 6 if:  -Negative antigen test on day 5\*: and  -Symptoms significantly improved  **AND**  -Contact Mardi or Heather prior to returning to school.  \*Can continue to test on day 6, 7, 8 etc. until child returns a negative test. May return once the test is negative and symptoms significantly improved.  **OR**  Stay at home for 10 days, no testing required. Symptoms must be significantly improved. |
| Close contact to a household positive person | Stay home and quarantine (regardless of vaccination status, masking, or recent COVID infection history.) Exposure is considered continuous until the positive person tests negative.  **AND**  -Contact Mardi or Heather immediately | Day 1 of quarantine for the exposed begins on the same day the positive case begins their isolation and can end on day 5 with a negative test and no symptoms  **and**  so long as the positive case also tests negative on day 5. |

\*If a child or a staff member has a new cough, they should not come to school even if they have no fever. It is not uncommon for people, including children, with COVID-19 to have a cough without fever, especially in the early course of illness. \*\*Also, if any family member living in your household has been directly exposed to someone with COVID-19, has tested positive for COVID-19 or has had COVID-19 like symptoms in the past 14 days you should not bring your child to school.

**Daily Programming and Practices:**

Opening Date:

* Beginning August 16, 2021 KNS will operate from 7:30 a.m. to 6 p.m. Monday through Friday.

Staff:

* KNS Staff will consist of fully qualified Teachers only.

Mealtimes:

* It is preferable that staff refrain from touching your child’s food containers/water bottles as much as possible.
* Families must provide their children with a daily snack or two if you are a Full Time family.  Please do not send yogurt tubes or containers that are too difficult for your child to open.  Please include your own utensils if needed.
* Snacks should be placed in separate bags or containers so as to make it easier for children to locate.
* Please send your child with a large, full bottle of water.  Flip top lids with straws or bite valves are preferable rather than screw tops.  Staff will refill water as needed.
* It is preferable that you send your child to school with a lunch that is ready to eat.  If you must send your child with a lunch that needs to be heated, it must be in a separate, microwaveable safe dish.  We will not remove any food from another container to heat it and then replace it in your child’s lunchbox.
* We will not heat up any snack foods.

Daily Routine:

* The daily routine can be emailed to you upon request as is also located in the Parent Handbook.

**Potential Closures/Shelter In Place Plans:**

* In order to maintain your enrollment at KNS, tuition must be paid in full with no refunds even if your child is asked to stay home due to sickness or shelter in place orders.  Any changes to this policy is at the Board of Directors’ discretion.
* KNS will close in order to comply with any Shelter In Place order issued by the State of California, WCCUSD and/or Contra Costa County.
* KNS may have to close school if at any time we do not have enough staff due to illness and quarantine/isolation requirements.

Family Acknowledgment

Evolving COVID-19 Policies and Practices

Updated April 2023

Child/ren Name(s):

Parent’s Name(s):

I/we commit to maintaining reasonable social distancing for myself and my child(ren), currently enrolled at KNS and the family as a whole, both at and around KNS and during out of school activities as KNS is striving to maintain the health and safety of the community members it serves.

I/we understand that group childcare is not a zero COVID-19 risk.  Though KNS will follow local and state government guidelines with regard to cleaning and disinfecting, typical bacteria and viruses can still circulate through the community.

I/we commit to following regular KNS Parent Handbook policies in addition to these new COVID-19 related policies and practices. Signing this Parent Handbook Addendum Acknowledgment serves as a family’s acknowledgment of group childcare risk, commitment to adhering to all new COVID-19 related evolving policies and practices and that all evolving practices will be emailed with the heading “COVID-19 Parent Handbook Addendum.”

I/we understand that KNS’s policies and practices will change as the health department, community care licensing and CDC directives on guidance in the childcare setting shift.

I/we understand that committing to the Parent Handbook and the Parent Handbook Addendum is a choice, and that should parents choose not to continue enrollment for whatever reason, the Parent Handbook and school contract outlines a process for withdrawal.

Parent’s Signature:

Date:

Parent’s Signature:

Date: