

KENSINGTON NURSERY SCHOOL

Parent Handbook Addendum: COVID-19 Related Policies and Practices September 2021(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:

- **Cohort 1 Morning Drop Off Procedure:** For families in Cohort 1 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 and questionnaire before you wash your child's hands and sign them in. If you arrive after 8:30 am you must wait outside upstairs at the northernmost double doors to the church until 8:45 for a teacher to sign you in. You will then be directed to wash your child's hands in the nearby restroom and walk them to the back door of KNS.
- **Cohort 2 Morning Drop Off Procedure:** For families in Cohort 2, we will begin signing in children at 8:45 a.m. at the southernmost double doors to the church.
- Sign In will end promptly at 9:05 for both cohorts. If you arrive after 9:05 please call the parent phone line at 510-524-0964 do not call the office line as it is not always answered.
- 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**
- Signage drawn on the concrete outside the church entrance will assist with social distancing while waiting to be welcomed in.
- Parents are responsible for keeping their children with them during drop offs, for waiting and for appropriately distancing outside the church doors as needed until KNS staff can safely welcome the child/ren, one at a time.
- For 1 pm & 3 pm pick ups in both cohorts, parents shall wait outside those same outside doors as drop off and maintain appropriate distancing while we deliver your child/ren to you. For 5 pm & 6 pm pick ups, please go to the KNS back door.
- Clean pens will be provided (used pens will be separated and disinfected) for parents signing in/out. Please bring your own pen if you so desire.

- 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 so as to avoid late fees.**
- If children have challenging goodbyes, as they sometimes do, we ask that parents set their child's belongings down just inside the church doors, give one last big hug and hand them off to their teacher. Other families may need to wait a moment until the teacher has space to welcome the next child.
- 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.
- KNS staff cannot offer a "second chance" drop off window of time for any child in any group. **Please be on time.**

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.

Personal Protective Equipment:

- All adults on site **MUST** wear a mask. Children age 2 years and older are required to wear a mask indoors and outdoors, except when eating and drinking.
- Children should bring several clean masks to school everyday. It is highly recommended that you have your child practice wearing a mask. KNS will help your child learn to put on and take off their masks properly.
- Gloves are available to staff to wear as needed.
- Face shields 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.
- If materials move between groups, they will be disinfected prior to use by the next group.
- Classrooms will be disinfected before another group of children may use it.
- KNS will be deep cleaned in advance of reopening and will continue to use EPA registered List N disinfectants for use against SARS-CoV-2 for all future cleanings.

Physical Distancing:

- Physical distancing is no longer required among children however, adults and staff will continue to physically distance themselves from one another as much as possible.

Daily Wellness:

- **We ask that you use an oral or ear probe thermometer to check your child's and your temperature each morning and review the Symptom Checker before coming to school. If any parent or other family member, regardless of vaccination status, has a temperature or symptoms do not bring your child to school.**
- Wellness checks - including no touch temperature checks will occur every morning for staff & children as a secondary preventative measure.
- Only symptom free children may attend KNS (no cough, congestion, sore throat, runny nose, stomach ache, 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 contact Contra Costa Health Services and Community Care Licensing immediately.
 - The entire school closes for up to 5 days or more if a case is confirmed within the KNS community (including household members).
 - Parents are notified immediately via email of an anonymous confirmed or medically presumed case.
 - Intense cleaning/disinfecting of the environment begins after at least 24 hours of school closure.
 - School remains further closed if it is deemed necessary to quarantine all families.
 - School reopens after Contra Costa Health Services has provided guidance on timing.
 - Confidentiality of children and families with COVID will be maintained at all times.

- With regards to children enrolled in our Kindergarten Walkdown Program and siblings of a KNS child, if you have been notified by Hilltop School or any other school that your school aged child has been a close contact to someone with COVID-19 at school then you should follow the following steps:
 1. Once you have been notified that your school aged child is a close contact (within 6 feet for 15 minutes or more within a 24 hour period, masked or unmasked) of a positive case in their classroom, please call KNS and come pick up your KNS child or keep them home if you know ahead of time; **AND**
 2. Continue to keep your KNS child at home and monitor for symptoms and test for COVID no sooner than 5 days after first known exposure, this must be a PCR test;
 3. If this test is negative and there are no symptoms then your KNS child may return no sooner than 7 days after first know exposure (same as first know exposure for sibling) provided their sibling also tests negative and has no symptoms. Proof of negative test results must be provided to KNS; **OR**
 4. Continue to keep your KNS child at home without testing for 10 days after first known exposure. KNS children may return after 10 days so long as they are symptom free. Siblings must also be symptom free in order for your KNS child to return.
 5. If at any point your KNS child starts exhibiting symptoms, tests positive or the sibling tests positive/has symptoms please call Mardi or Heather.

KENSINGTON NURSERY SCHOOL - SYMPTOM CHECKER
COVID-19 EXPOSURE PREVENTION GUIDE
When to Keep Children Home/When to Return to School

Parents should use the following chart to assess the health status of their child **on a daily basis**. This document has been created to supplement the current sick policy followed by KNS. In order to ensure the health and safety of our staff and families only symptom free children and staff will be allowed to attend school. We will be strict in this policy.

| Symptoms/Diagnosis | Stay at Home | Return to School |
|--|---|---|
| Fever (Temp 99°F or greater) | Stay at Home | -After at least 72 hours of no fever without the use of fever-reducing medications, such as Tylenol, Advil, etc. AND -Contact Mardi or Heather via email prior to returning to school. |
| *One or more of these symptoms without fever: <ul style="list-style-type: none"> • Cough • Shortness of breath • Sore throat • Nasal congestion/Runny nose • Body aches/Headache • Diarrhea • Nausea or Vomiting • Skin rashes • Poor appetite • Fatigue • Chills/Shaking with Chills • New loss of taste or smell | Stay at home -Contact Mardi or Heather via email and let us know your child is home with a respiratory illness, diarrhea, etc.. -Contact your healthcare provider and Mardi or Heather with course of action. -If your child develops a fever, then continue to stay at home , and email Mardi or Heather. Continue to keep your child at home for at least 10 days after their symptoms began. If they still have cough and fever after 10 days, continue to keep them home until 3 days after their fever has gone away without the use of fever-reducing medications and their other symptoms have improved. | -If your healthcare provider has diagnosed a different disease such as strep, conjunctivitis, etc. contact Mardi or Heather via email about returning to school. -Children must be 72 hours symptom free before returning to school. |
| **Diagnosis of COVID-19 or Direct Exposure to someone with COVID-19 or COVID-19 like symptoms or Medically Presumed COVID-19 | Stay at home AND -Contact Mardi or Heather immediately | -10 days after the onset of symptoms OR -5 days after the resolution of symptoms, whichever is longer AND -Contact Mardi or Heather prior to returning to school. -For direct exposure, quarantine for 14 days and contact Mardi or Heather prior to return. |

*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. The exception being first responders whose job duties by nature may expose them to COVID-19. Because it is required that they wear PPE in order to minimize exposure they may still bring their child to school unless they test positive for COVID-19 or exhibit symptoms of COVID-19 or are directly exposed without their PPE.

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.

Meal Times:

- 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. This is to help prevent cross contamination.
- We will not heat up any snack foods.

Daily Routine:

- The daily routine will be emailed to you. We have not yet decided when to resume "share", "cooking" and "music."

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

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: _____