

COVID19 PARENT HANDBOOK

Ingomar Child Enrichment Center



Preschool and Child Development Center

2021-22

**Ingomar Child Enrichment Center
Ingomar United Methodist Church**

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Introduction

Dear Parents,

COVID-19 is something that we are still actively navigating this school year. While we have some experience with how to handle things, it is important to remember that things can change daily. ICEC is committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with our procedures in place for 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.

This handbook lays out the changes as we enter the next phase from the COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. Please note, we will be sending changes out as they become available. We will make sure that all changes are realistic and feasible for staff and children by following OCDEL’s guidelines. Please be sure to read through this and sign and return the last page at your child’s get acquainted session.

Please feel free to contact any of our administration, if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that ICEC is a safe and enjoyable place for your family.

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A. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive 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 for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sanitized prior to leaving the room throughout the day. All group sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask wearing: We follow the guidance of OCDEL. Please refer to <https://www.dhs.pa.gov/coronavirus/Pages/OCDEL-COVID19-Provider-Resources.aspx> for the most up to date information.
4. Infant & toddlers considerations: Infants and toddlers whose clothes become soiled throughout the day with saliva, will have their clothing changed more frequently throughout the day. We have asked parents of infants/toddlers to have a greater than normal supply of spare clothing on hand.

B. Admission/Exclusion due to COVID 19

Reasons to keep your child home

1. If a child is showing a combination of symptoms for COVID-19 (fever, cough, shortness of breath). Please refer to chart below.

A COVID-like illness is defined as:		
At least ONE of these symptoms	OR	At least TWO of these symptoms
<input type="checkbox"/> new or persistent cough		<input type="checkbox"/> fever \geq 100.4°F
<input type="checkbox"/> shortness of breath		<input type="checkbox"/> chills
<input type="checkbox"/> new loss of sense of smell		<input type="checkbox"/> muscle pain
<input type="checkbox"/> new loss of sense of taste		<input type="checkbox"/> headache
		<input type="checkbox"/> sore throat
		<input type="checkbox"/> nausea/vomiting
		<input type="checkbox"/> diarrhea
		<input type="checkbox"/> fatigue
		<input type="checkbox"/> congestion/runny nose

2. If your child is feeling generally unwell or has a temperature of 100.4°F

3. If a household member, or someone your child has been in close contact with, or is **being tested for** COVID 19, we ask you to keep your child home until the results are received. See section J Quarantine Policy for more information.
4. If a household member, or someone your child has been in close contact with, **has tested positive** for COVID 19, we ask you to keep your child home for quarantine. See section J Quarantine Policy for more information.

If your child becomes sick while in school / childcare.

If your child becomes sick during school / childcare, the child will be taken to a room separate from all other children to wait for pickup by parents. If there are any siblings in the school, they too will be sent home with the child and held to the same health policies as the child who fell ill. Parents or designated pick up contacts have half an hour to retrieve their child(ren).

C. Personal Belongings

Please limit what your child brings to school with them. Not only do we want to protect children from outside germs, we do not want them to lose their special items from home.

Each child will need a backpack with an extra pair of clothes. If your child is wearing a mask during the day, please ensure to pack an extra one. Make sure to label these items.

All personal belongings needed by the child for nap time will be kept and laundered at the school. Teachers will request these items at your class's meet and greet.

D. Arrival and Departure Procedures

Our facility is operational from 8:00am – 4:00pm, Monday through Friday. While operating in this phase, pick up and drop off will be done carpool style for all preschool classes and CDC4 during 8-8:30/3:25-4. Infant, CDC1, CDC2 & CDC3 will have drop off in a 'park and walk' method. Please only come at your designated drop-off or pick-up time. If you see another family being checked in, please be patient during this time.

Each class will be given specific instructions for their class's pick up and drop off procedures

E. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time. This will be re-evaluated again in the spring.

F. Parties and Celebrations

Parties and Celebrations will be held based the teachers discretion. Parent volunteers will be allowed at this time as long as they have turned in their clearances. Parties may include a snack. Please confirm with yours teacher their snack policy. All treats must be nut free.

F. Quarantine Policy

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means a household having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 15 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 staff member who has been present in ICEC, we will inform the Department of Health, OCDEL and our parents.

We will be follow the guidance of OCDEL for length of quarantine. Please refer to guidance here: <https://www.dhs.pa.gov/coronavirus/Pages/OCDEL-COVID19-Provider-Resources.aspx>

In event that someone in your house in has COVID-19 or has been exposed to COVID-19, your child must stay home for length of the individual's quarantine. Example: Dad is exposed to COVID at work on a Monday. He has to quarantine for 10 days. The child would not be able to come back to school until his 10 day quarantine is up.

Positive COVID in the classroom

If a positive COVID case is found in the classroom, the following steps will occur:

- The affected child's classroom will be shut down for 48 hours for full disinfecting and cleaning. This may affect other classes that are held in the same room.
- All children who are in the child's class will be quarantined from school for 10 days or longer depending on the recommendations from the Health Department and OCDEL.
- For Preschool
 - If the teacher is not affected, a virtual program will be provided.
 - If your child's teacher and assistant teacher, teach more than one class, all the classes where they teach together will be virtual.
- ICEC is unable to provide reimbursement for required quarantine.



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Parent or Guardian COVID-19 Handbook Receipt Form

I, _____ (print your name), the parent/guardian
of _____ (print child's, children's name),
hereby acknowledge receipt of Ingomar Child Enrichment Center's Parent Handbook COVID-19
edition. I have read and agree to adhere to all the policies and regulations set forth in this
handbook.

Parent/Guardian Signature: _____

Date: _____