

## **POLICY AND PROCEDURE CHANGES JUNE 2020**

While guidance around COVID-19 is fluid, our policies and procedures have been modified based on the latest information and guidance from the state of Connecticut and our extended network of Little Sprouts schools and early education centers across New England. Little Sprouts, Building Blocks, and Child World's Academy reserve the right to change, modify, and adjust these policies and procedures as needed if and when new guidance is released from the CDC, OEC or other leading, local health and education experts and agencies.

### **WHAT HAS CHANGED:**

#### **GROUP SIZE**

We are restricted to a group size of no more than 10 children in any room which impacts our preschool classes. In addition, we are only allowed to 4 children in each Infant/Toddler classroom. Your Director will contact you to confirm your spot after we understand how many children are returning. Group size is restricted until further notice.

#### **REDUCED HOURS**

We have reduced our hours to 8 hours of care until further notice to reduce the number and frequency of person-to-person interactions between children and adults. Teachers will be with the same children, in the same room for the duration of their day.

#### **DROP OFF/PICK UP PROCEDURES**

We are reducing the number of people who enter our centers at this time. Until further notice access to our schools will only be permitted to enrolled children and employees. We are offering staggered drop-off and pick-up times to limit the amount of children being dropped off and picked up at the same times. Your Director will confirm your drop-off and pick-up time with you. You will be assigned a window of time within your preferred choice (if possible) to drop off/pick up. We ask that you do your best to stick to that time as we have a lot of children to screen in a short period of time. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#).

#### **HEALTH SCREENING**

All children will be screened prior to entering the building. Screening will occur either at your car, outside the playground, or outside the front entrance. Your Director will confirm exact location and protocol. Staff who will be screening will be wearing a protective face shield, face mask and will use hand sanitizer in between each contact. In addition to taking their temperature, they will ask you the following questions:

*Has your child had or experienced any of the following symptoms?*

Had a fever greater than 100?

Had a low grade fever of 98.7 to 100?

Had a cough?

Had shortness of breath?

Had a sore throat?

Had a rash anywhere on the body?

Had diarrhea, nausea or vomiting?

Had a runny nose?

Any other signs of illness?

Children who are sent home or not provided access to the school following a wellness screening, must remain out of school until they are fever-free with no fever reducing medication for 72 hours. **Tuition rates will continue to be applied even when children are out sick.**

**ILLNESS POLICY**-See attached.

#### **ITEMS BROUGHT FROM HOME**

We are limiting the items now allowed from home each day. We ask that any item brought to school (crib/cot sheets, stuffed animal, clothes) be brought in at the beginning of the week and remain at school until the end of the week. All items will be sent home to be laundered at the end of the week. We will be providing you with two-gallon plastic zipper bags to bring your child's items to school in. Please make sure ALL ITEMS are labeled with the child's name.

#### **LATE PICK UP POLICY**

Families will be charged a \$1 a minute for every minute they are late. Late charges will be added to their ledger and will be charged at the end of each week. Late charges will be paid to the teacher who stayed late.

#### **PAYMENT POLICY**

We are no longer accepting checks. We accept ACH, Bank Check and HSA cards.

#### **HOLDING A SPOT**

For all families, regardless of return date or attendance, tuition is due effective June 30th. Please advise of any changes to your return date so we can coordinate scheduling.

Due to increased operating costs we simply cannot hold a spot without recognizing revenue as we are still paying rent, teacher salaries, and overhead costs. We understand this may not work for everyone. We suggest reaching back out closer to your requested start date to see if space is still available.

#### **REDUCING YOUR CHILD'S SCHEDULE**

We are no longer allowing a temporary reduction in schedule. A request to change the number of days your child attends, forfeits the open days your child does not attend. If you would like to add days, please reach out to your Director.

#### **SNACK**

We will temporarily be stopping school provided snacks. It's important that we limit the possible exposure and spread of germs to our classrooms and preparing and distributing snacks increases the risk at this time. Please be sure to pack your child two snacks a day in addition to their lunch. We look forward to providing snacks again once the threat of COVID is further reduced or (even better) eliminated.

#### **HAND WASHING**

Our practices in our schools for years has been to teach the proper way to wash hands which includes turning off the water with a paper towel. We will continue to teach and help younger children with this practice. Hand washing procedures are an everyday, multiple-times-a-day occurrence. We are also adding additional times for children to wash their hands throughout the day, and all teachers are well aware of the need to follow through with this - such as each time a child scratches their face, touches their nose, etc.

### **CLEANING, SANITIZING, AND DISINFECTING**

Cleaning, sanitizing, and disinfecting is another area that has always been high on our lists of daily occurrences in our schools. We will be disinfecting and sanitizing between each use, which includes, but is not limited to bathrooms, countertops, door handles and hard surface toys. We will be removing items from each classroom that are not easily cleaned between each use.

### **CONFIRMED CASE OF COVID PROCEDURES**

In the instance that your child has a confirmed case, we ask that you notify us immediately. Our school will contact the local health department for further guidance. **We will continue to uphold our policy of not revealing the names of anyone with a confirmed case, nor will we share if the confirmed case arose in a staff member or a child.**

Upon learning of a confirmed case, the impacted rooms and/or wing will close down as quickly as possible, with all families being given notice to pick-up their children within one hour. The impacted rooms will then be closed down for a minimum of 3 days for further cleaning. We will also contact the local health department to receive any/all further instruction.

### **GRADUATION**

We will be planning something special for our children heading off to Kindergarten. Your Director will reach out after we reopen with additional details.