

# COVID-19 Parent Handbook

## Supplement

2021-2022 School Year



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**Peninsula Covenant Preschool  
COVID-19 Handbook  
Supplement**

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# Introduction

Dear Preschool Parents,

We are so excited to have your children join us back on campus and thrilled to welcome our new friends. As much as we would have loved to do away with this COVID-19 handbook, here we are again in the midst of another outbreak. We are not slowing down and still taking all the necessary precautions in making sure that your child has a safe learning environment. Last year we were very fortunate not to have any COVID-19 outbreaks in any classroom. We will continue to do our absolute best to ensure that we can have another uneventful year.

PCC will be continually watching California State Licensing, San Mateo County Health Department, and CDC (Center for Disease Control) for local and regional guidelines updates. If any changes need to occur throughout the year you will be notified of any changes as soon as we hear of them. Despite all these rules and regulations we will still be providing fun and age appropriate learning activities with safety as our number one priority.

In this handbook you will see our procedures we have in place and how we will conduct our school in order to ensure the safest environment possible. I ask that you please read through the handbook carefully and sign and return the last page to us. I am here if you have any questions about our policies and procedures. Looking forward to a wonderful year with the children and families. In addition to the COVID-19 handbook we also have a parent handbook that you can read through as well. Thank you for entrusting us with the safety of your children. I hope that we can partner together to be certain that we are ALL putting our children's safety first in all that we do!

Sarah Sabato  
Site Director  
PCC Preschool

**PLEASE NOTE: where policies and procedures in this 2021-2022 School Year COVID-19 Parent Handbook supplement conflict with our original Parent Handbook, the policies and procedures in this document will control our practices.**

## Enrolling Your Child

When you enroll your child, you are committing to be a part of our preschool community. Communities are built on respect and being responsible to its members. Teachers, students, and families deserve as much protection from the virus as possible.

- If your child is not feeling well, please keep them stay home
- Practice good hygiene at home
- Follow rules for masks and physical distancing when out in the community
- Limit large gatherings and playdates
- Limit travel to essential purposes only
- We highly recommend you look for programs following these guidelines when enrolling your child in extra-curricular activities:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>

### **UPDATED PROCEDURES:**

#### **Traveling:**

- If you are planning any vacations we are asking that your child self quarantines for 7 days after returning if they get tested. 10 days if not tested. And please self monitor for symptoms and seek medical help if needed. (if tested child must have a negative reading to return to school.)

#### **Vaccinations:**

- In the event of a staff member not vaccinated, they will be required to do weekly testing.

#### **Ventilations of Classroom:**

- Our classrooms will have windows and doors open throughout the day. We have air purifiers and fans to help circulate the air throughout the room. In the event CA wildfires we will have the school remain open if we have an AQI number of (151-200). We will keep the children indoors with the air purifier and fans going. All doors and windows will be closed.
- In the event that the air quality AQI number is (200+) we will be closing down the school until air quality improves.

Website resource we will be using: <https://www.airnow.gov/>

## A. Extra Hygiene Measures and Procedures

1. Handwashing: At the start of the day children will wash their hands thoroughly with parent assistance. Hands will also be washed throughout the day frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for situations when soap and water is not available. Hand sanitizer is available throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day with a disinfectant, 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 disinfection process as usual. The use of shared sensory bins, soft toys, pillows, dress-up clothes will be minimized during this time.
3. Mask wearing: The staff will wear a mask at all times throughout the school day. Each enrolled student will wear a mask while at school as feasible. Masks can be removed during playground activities and snack time. If a student cannot tolerate wearing a mask, we will consult with the parent/guardian to work toward a solution. While we will have extra masks available at the school for emergency use, parents will be expected to provide masks for each child. We strongly encourage that these masks either be elastic or ear loops masks as we will not be in a position to tie children's masks on and off through the day.
4. Disposable Gloves: Gloves will be made available for staff for handling food and for cleaning and sanitizing.
5. Physical distancing: Each class, Preschool in room 1 and PreK in rooms 4, and 5, is considered a "stable cohort". Each "cohort" will be in a separate classroom.

**OUR PROCEDURES ARE MEANT TO PROVIDE A GERM-FREE ENVIRONMENT AS POSSIBLE, IN ORDER TO MINIMIZE RISKS TO CHILDREN, FAMILIES, AND STAFF AT THIS TIME. IT IS THEREFORE CRITICAL THAT ALL FAMILIES COMMIT TO PRACTICING REQUIRED AND RECOMMENDED PHYSICAL DISTANCING AND HEALTH PROCEDURES AT ALL TIMES.**

## B. Fee and Payment Policy

1. All tuition is due regardless of sickness, vacations, or holidays (including Thanksgiving, Christmas, Winter Break, and Spring Break), AND *emergency-related closings mandated by the state/local governments, such as a pandemic, unless it is longer than two weeks*. If a non-scheduled closure extends beyond two weeks, we will convert to an at-home learning program for the duration of the closure. Tuition will be charged at a rate of \$160 (Preschool) or \$260 (PreK).
2. If you need to terminate your child's enrollment, a 30-day written notice is required to be given to the school director; otherwise you will continue to be charged your monthly tuition.
3. If you decide to take an extended leave of absence, we can only hold your child's space by paying full tuition during their absence. *The extended leave of absence also applies to those who choose not to send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.*

## C. Admission/Exclusion due to symptoms of illness

The Health Policy of PCC Preschool will be strictly observed.

Children who are obviously ill with fever, diarrhea, vomiting, runny nose, puss/oozing eyes, or any disease such as ringworm, head lice, chicken pox, measles, mumps, pink eye, etc. will not be allowed to attend school until they are healthy. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 650-365-8079 to be sure they may attend. If your child appears to be sick or has any of the above symptoms while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within **30 minutes of notification**. This means you must have an adult designated who can pick up the child from the school within that time frame.

If the child has a non-respiratory related fever, he/she will be permitted to return when his/her temperature is normal for 72 hours without aid of fever-reducing medication. Your child must have taken any prescribed medication, such as antibiotics, for at least 24 hours before returning. In the event your child is kept home or is sent home with one of the above health concerns, they will not be permitted back to PCC Preschool without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath, etc.) OR if you've been in close contact with anyone testing positive or suspecting of being positive for COVID-19, you must keep your child home. They must be isolated for a minimum of 14 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. A doctor's note is required stating they have been symptom free for 4 days in order to return.

**Parents must let us know of any potential exposure immediately.** A potential exposure means being a household contact of or having close contact within 6 feet of an individual with confirmed or suspected of having 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 an adult who has been present in the childcare center, we will inform our county health department and licensing agency, as required, and our parents as well.

**If there is a positive case of COVID-19 in our immediate community, the school will be closed for two weeks and the school will be deep cleaned before reopening.**

## D. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved as follows. No toys or personal items from home will be permitted at this time. Approved items include: clean mask(s), a sweatshirt, sweater or jacket when the weather requires it, and spare clothes left at the school for changes when needed.

## E. Arrival and Departure Procedures

Upon staff arrival, all preschool staff will perform a touch-free temperature check and all staff will complete the daily health screening questions prior to entering the classrooms. If symptoms are present, the staff member must leave immediately.

It is suggested that the designated drop-off and pick up person not be a “vulnerable” person (older person or person with a serious underlying medical condition). We also request that the same person drop off and pick up as much as possible.

### Drop-Off Procedures

Just before getting into the car, both the child and the adult dropping them off must wash their hands. To minimize the number of people in our corridors at drop-off, if it is at all possible please do not bring other siblings of the child.

Upon arrival, the child and adult will need to respect physical distancing, and wait for their turn to check in their child. The child and adult checking them into the school must wear a face covering. The child will have a daily health screening by the teachers and they will be looking for signs of illness. The child will have their temperature taken with a touch-free thermometer by a staff member, and will be asked a series of health screening questions. If the temperatures are below 100.4F and the answers to the health screening questions are acceptable, the child will be allowed to enter the classroom following the procedures outlined. The teacher will make the call if they feel as though a child may need to take a day off and we will make our concerns known to the parents. We are encouraging parents to not enter the classrooms at this time to preserve the “cohort” and safety of our program.



## Pick-Up Procedures

The adult will need to respect physical distancing, wait for their turn to sign out their child, and must wear a face covering. To minimize the number of people in our corridors at pick-up, if it is at all possible please do not bring other siblings of the child.

## F. Visitors

Visitors will not be permitted at this time.

## G. Special Events

There will be no special events/gatherings at this time. **UNTIL FURTHER NOTICE**

## H. Food

Snacks will be provided by the school, and be prepared by mandated guidelines. Food will be covered until the time it is served and distributed solely by the teachers while wearing disposable gloves. Cups, plates and napkins will all be paper and be disposed of in no-touch trash cans. Children and staff will not share their food or drink with anyone.



## COVID-19 Handbook Supplement Acknowledgment Form

Parents,

Please thoroughly review the Parent Handbook COVID-19 Supplement for the 2021-2022 school year, which contains the policies and procedures for **PCC Preschool** to operate. After reading the supplement, please complete this form and return it to the school as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Sarah Sabato  
Site Director  
PCC Preschool

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I, \_\_\_\_\_ (print your name), the parent/guardian of \_\_\_\_\_ (print child's name), hereby acknowledge receipt of PCC Preschool's Parent Handbook COVID-19 Supplement. I have read and agree to adhere to all the policies and regulations set forth in this supplement.

Parent/Guardian Signature: \_\_\_\_\_

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