

COVID-19 Parent Handbook

Supplement

2022-2023 School Year



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

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Introduction

Dear Preschool Parents,

Welcome to another school year here at PCC Preschool. We are thrilled to welcome new friends and family to our Preschool community. Despite COVID cases declining we will not be slowing down our efforts to ensure your child is given the safest learning environment possible. Last year we were extremely blessed not to have any COVID-19 outbreaks in any classroom.

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 the 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 2022-2023 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: Please see here for > [CDC guidance](#) concerning domestic travel:

Self-quarantine and get tested after travel:

- Get tested with a [viral test](#) 3-5 days after returning from travel.
 - Check [for COVID-19 testing locations near](#)
- Stay home and self-quarantine for a full 5 days after travel.

Procedures for Exposures:

When the school is notified of a potential exposure parents can rest assured that they will be given notification within 24 hours.

- The director will work with CDPH, and Licensing to ensure that guidelines are met and followed accordingly.
- Each case will be individually evaluated to determine the best course of action.
- All students that are considered close contacts (came within 6 ft of the person for more than 15 minutes over a 24 hour period) will be notified and students will be asked to test on/or after day 5 or quarantine for the full 10 days, and have no symptoms.

Quarantine and Response Testing

CDPH and Cal/OSHA updated their guidance for isolation and quarantine in January 2022. Currently, the CDPH's isolation guidance applies to both students and staff. The CDPH and Cal/OSHA quarantine guidance apply only to staff.

- Exposed persons, whether quarantined or not, should consider testing as soon as possible to determine infection status and follow all isolation recommendations if they test positive.
- Knowing one is infected early during quarantine enables (a) earlier access to treatment options, if indicated (especially for those that may be at risk for severe illness), and (b) notification of exposed persons ("close contacts") who may also benefit by knowing if they are infected.
- If an individual develops symptoms, they should also:
 - Self-isolate and test as soon as possible (do not wait until 5 days after exposure to retest if symptoms develop earlier); and
 - Continue to self-isolate if test result is positive, and contact their healthcare provider regarding available treatments and any questions concerning their care.

Diagnostic Testing

- An antigen test, nucleic acid amplification test (NAAT), or LAMP test are acceptable, however, it is recommended that persons use an antigen test for ending isolation.
- Exposed persons who were infected with SARS-CoV-2 within 90 days prior to their current exposure should also use an antigen test.
- Use of over-the-counter tests is also acceptable to end isolation or quarantine

Quarantine and Testing of Unvaccinated Students Who Are Close Contacts

When All Parties Were Wearing a Mask

When all parties were wearing a mask in an indoor or outdoor school setting or school bus, students who are unvaccinated and are close contacts may undergo a modified quarantine and continue to attend school for in-person instruction if they:

- Are asymptomatic;
- Continue to appropriately mask, as required;
- Test immediately after exposure and on or after day 5; and
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

CDPH provides the following testing guidance for students in modified quarantine.

- Test as soon as a person is informed that they were a close contact with someone with COVID-19.
- Subsequent testing may occur on or after Day 5 from the date of last exposure.

According to CDPH, students in modified quarantine:

- Are strongly encouraged to wear masks when outdoors.
- May participate in all required instructional components of the school day, except activities where a mask cannot be worn, such as while playing certain musical instruments.

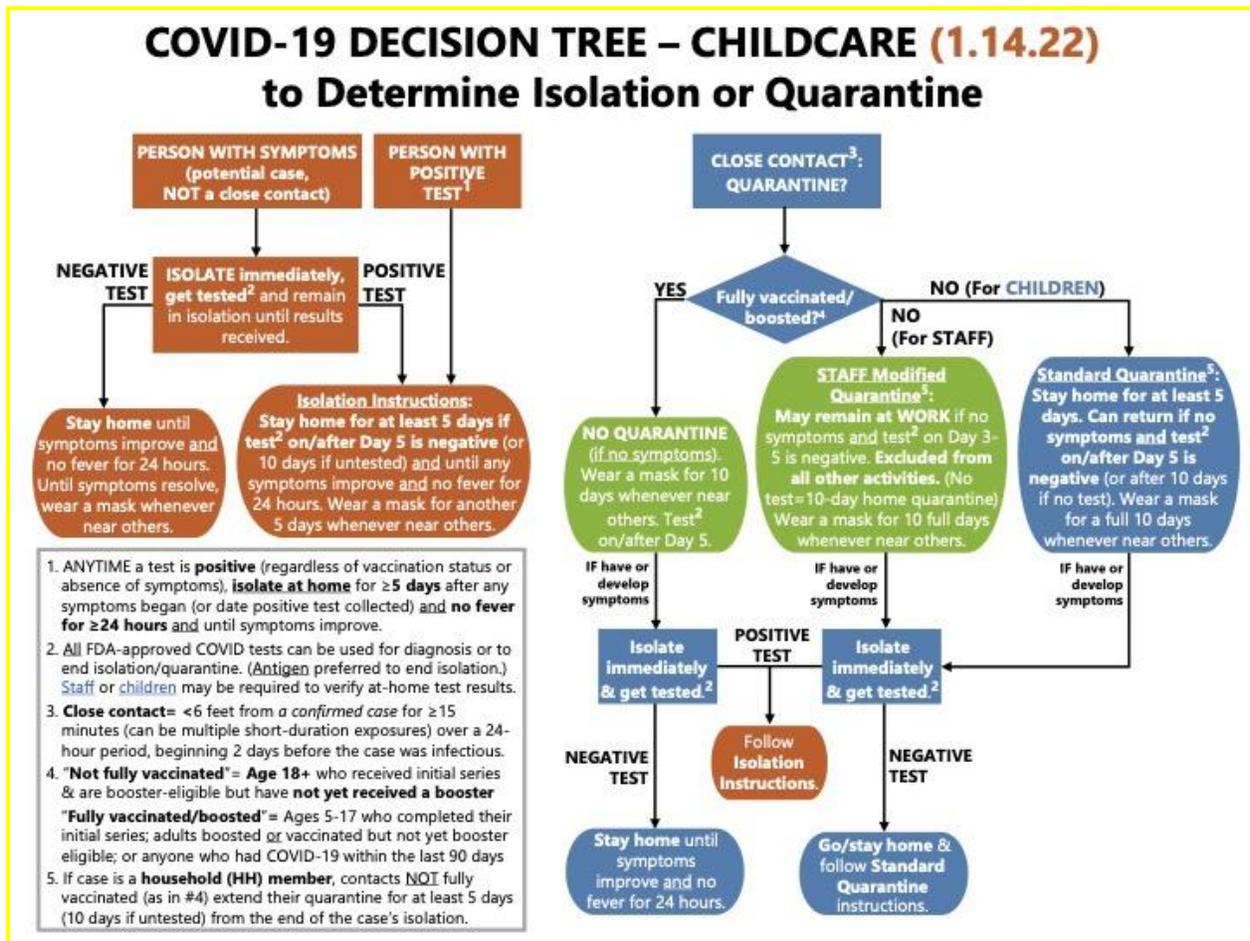
When One Party Was Not Wearing a Mask

Those who remain asymptomatic may discontinue self-quarantine under the following conditions:

- Quarantine can end after Day 5 from the date of last exposure without testing; OR
- Quarantine can end after Day 5 if a diagnostic specimen (e.g., antigen diagnostic test, PCR/molecular diagnostic test, or pooled PCR/molecular test) is collected on or after Day 5 from the date of last exposure and tests negative.
- To discontinue quarantine before 10 days following the last known exposure, asymptomatic close contacts must:
 - Continue daily self-monitoring for symptoms through Day 10 from last known exposure; AND

- Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 10 from last known exposure.

If any symptoms develop during this 10-day period, the exposed person must immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care.



Common Symptoms of COVID-19 (CDPH)

- Headache
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness)
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Vaccinations:

- In the event of a staff member is 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. (Vornado AC350 Air Purifier with True HEPA Filter)
- In the event of 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 are 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 a consecutive two weeks, we will convert to an at-home learning program for the duration of the closure. Tuition will be charged at a discount rate of 65 % off : \$215.25 (Preschool) or \$297.50 (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, chickenpox, 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 the 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 5 days after symptom onset, and 24 hours after their fever resolves without fever-reducing medicines. **We strongly recommend a negative COVID test before returning to school.**

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.

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 a 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.

I. Masking

During the days following isolation or exposure when masks are worn, all persons should optimize mask fit and filtration, ideally through the use of a surgical mask or respirator (see [Get the Most](#) out of Masking for more information).



COVID-19 Handbook Supplement Acknowledgment Form

Parents,

Please thoroughly review the Parent Handbook COVID-19 Supplement for the 2022-2023 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

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: _____