

# COVID-19 Parent Handbook

## Supplement

Effective: 03/14/22

2021-2022 School Year



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

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## Introduction

Dear Preschool Parents,

As guidelines and restrictions begin to lift, we have updated our COVID-19 Supplemental handbook. Please note the following changes to travel guidelines, exposure, positive cases for in-school settings, and masking. Please note that these changes will be effective as of March 14, 2022.

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. Due to the changes in our policies, we ask you to read through the handbook carefully, sign, and return the last page to us. I am here if you have any questions about our policies and procedures.

Joyfully in Christ,

Sarah Sabato  
Site Director  
PCC Preschool

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

## **A. 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 their members. Teachers, students, and families deserve as much protection from the virus as possible.

- If your child is not feeling well, please keep them home
- Practice good hygiene at home

## **B. UPDATED PROCEDURES:**

### **i Traveling:**

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

- Schools should not exclude students who have traveled; however, we recommend that you please test your child after returning from traveling. Especially, during extended breaks from school: Thanksgiving, Christmas, President's, and Spring Break.

California has no travel restrictions or requirements at this time. Help keep California open and our communities healthy by following CDC travel guidelines.

### **ii Procedures for Exposures:**

When the school is notified of a potential exposure parents will be given notification within 24 hours.

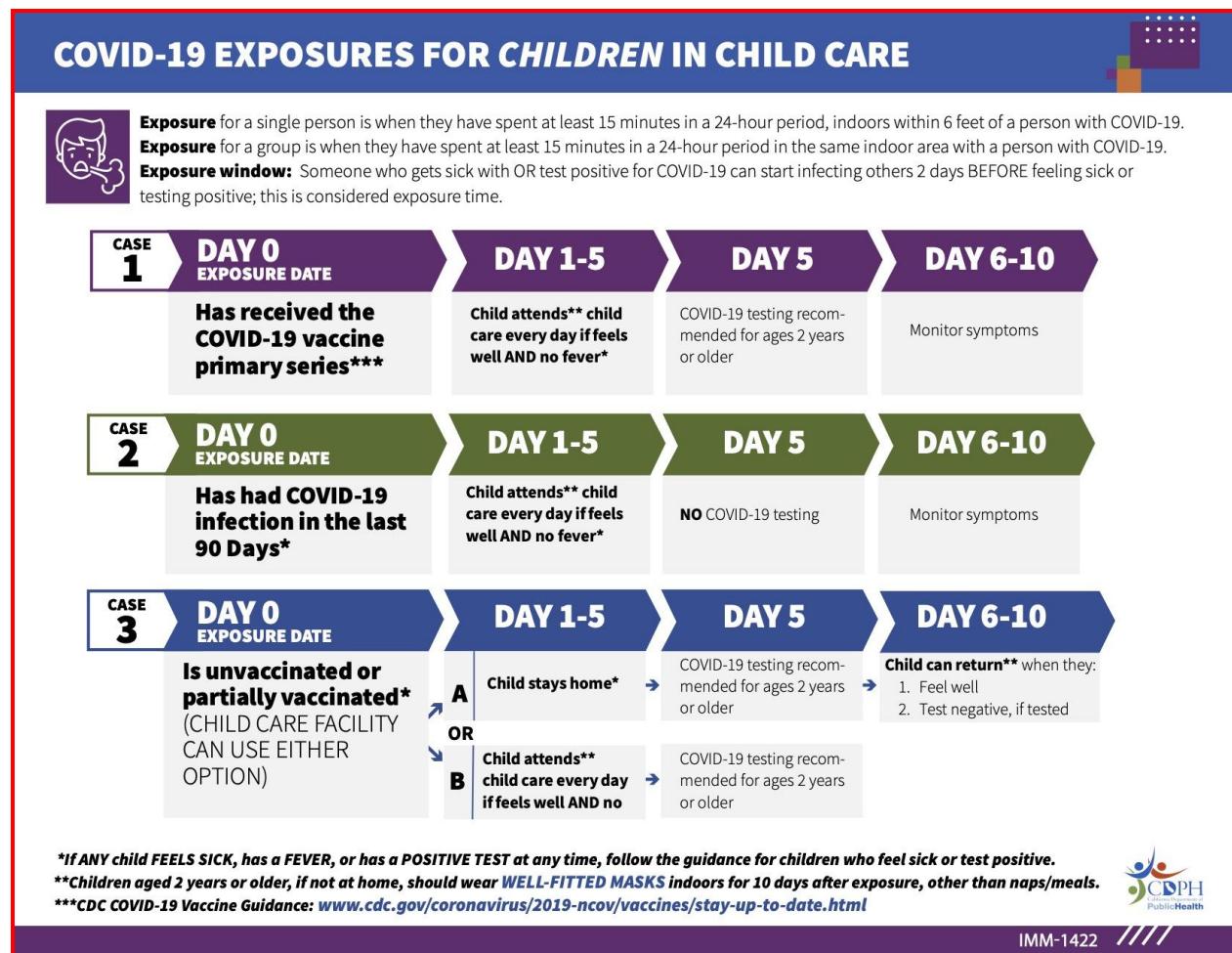
- The director will work with CDPH, and Licensing to ensure that guidelines are met and followed accordingly.
- Each case will be individually evaluated to determine the best course of action.
- All students that are considered close contacts (came within 6 ft of the person for more than 15 minutes over a 24 hour period) will be notified and students will be asked to test on/or after day 3.
- Students who develop symptoms will need to quarantine, and can return when symptoms subside without the aid of fever-reducing medicine and with a negative COVID test.

Children and staff who have symptoms of infectious illness, such as [influenza](#) (flu) or COVID-19, should stay home and be referred to a healthcare provider for testing and care. Staying home when sick with COVID-19 (which is known as [isolating](#)) is essential to keep COVID-19 infections out of programs and prevent spread to others.

## C. Quarantine and Isolations of Students Who Are Close Contacts

PCC Preschool is committed to staying open for our families and providing a safe learning environment for our students. In the event of a positive case, we will take into consideration the valuable loss of in-person learning, and continue to provide child care for our students. As previously stated each case will be thoughtfully evaluated on a case by case basis.

In the event of a COVID-19 exposure in school, parents will be notified and PCC Preschool will follow the flow chart below.



In the event that a child tests positive for COVID-19, we will adhere to the flowchart below and recommend you seek out your child's primary care provider.

## COVID-19 CHILD CARE GUIDANCE WHEN A CHILD IS FEELING SICK OR TESTS POSITIVE



\*If child tests **POSITIVE** without symptoms, then feels sick later, **Day 0 is now the day they started feeling sick.**  
Restart #2 at Day 0.

\*\*If sick child is not tested and there is not another diagnosis from a healthcare provider, child should stay home for 5 days.



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### 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

### **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/>

### **D. 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: Tables will be wiped down with a disinfectant before eating, as well as at the end of each day.
3. Mask wearing: Masking indoors will no longer be required but **strongly recommended** per CDC, CDPH, Licensing, and SMHD. Parents may request for their child to keep their masks on while indoors or outdoors and can do so by filling out the Masking Update Form.

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.

*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).*

4. Disposable Gloves: Gloves will be made available for staff for handling food.
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.**

## **E. 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.*

## **F. 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 24 hours without the aid of fever-reducing medication. Your child must not 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.) and test positive 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 require 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.

## **G. Personal Belongings**

Children can bring approved items: 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.

## **H. Arrival and Departure Procedures**

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).

### Drop-Off Procedures

Upon arrival, the child and adult will need to respect physical distancing and wait for their turn to check-in their child. 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 distance, wait for their turn to sign out their child. 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.

## **I. Visitors**

Visitors will not be permitted in the classrooms at this time.

## **J. Special Events**

You will be notified of any special events. Please note that any gatherings will take place outdoors.

## **K. 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: \_\_\_\_\_