

## **Parent Handbook Addendum:**

Holy Cross Head Start will implement the following addendum to the Parent Handbook under the guidance and direction of the program administration, local licensing agency, federal, state and local governmental agencies. To ensure the safety of children, families and staff, the center will monitor the situation and take into account the guidance and suggestions from the authorities. Decisions made by the center will consider the safety of children, families and staff.

### **Program Changes:**

- Enhanced health screenings and temperature checks upon arrival.
- Stricter child exclusions for signs of illness: We only accept well children, please see Holy Cross Head Start Sick Child Policy.
- Limitation of family members in the building: Rest assured, you will always have access to your children, but in an effort to reduce the number of people coming into the building we have amended our drop off/pick up policy, see below. Please note, if you do enter the building, you will be required to follow our health screening procedures, must wear a mask and follow physical distancing guidelines.
- Elimination of non-essential visitors into our building.
- Parents, staff and children must wear a mask upon entering the buildings. Children will be allowed to remove their masks once they are in their classrooms.

**Pick Up and Drop Off:** To create a safe and manageable way for children to arrive and leave our program, we will be implementing the following protocol:

### **Drop off**

- Parents and children must wear a mask upon entering the building. The child's mask will be removed at the classroom door and put into a labeled zip loc bag inside the child's cubby.
- Parent and child will put child's backpack in child's cubby. Parents with their child will wait on the designated social distancing markers in the hallway outside of their classroom.
- When it's their turn, the parent will sanitize their hands and then sign the COVID screening form and sign the child in on the attendance sheet. The parent will sanitize their hands again after signing in.
- Parents should remain in the hallway and not enter the classroom unless absolutely necessary.
- Teacher will take child's temperature-if child's temperature is 100 degrees or higher or if they answer YES to any of the COVID screening questions the child is then not permitted to enter the classroom and the parent and child must leave the building immediately and are instructed to contact their health care provider for assessment and testing. The teaching staff must document what symptoms the child is exhibiting on the back of the

attendance form and must be entered into a PROMIS case note. Notify the Center Director and Case Manager.

- The teacher will then take the child into the classroom and ask the child to wash their hands.

#### **Pick up time**

- Parents will wait on the designated social distancing markers in the hallway outside of their classroom.
- When it's their turn, the parent will sanitize their hands and then sign the child out on the attendance sheet. The parent will sanitize their hands again after signing out.

#### **Personal Items from Home:**

- Blankets for rest time are allowed, however, they will be sent home at the end of each weekly for cleaning.
- As we make every effort to limit cross contamination, we are asking that items from home are not brought into the classrooms at this time.

#### **Meal times and tooth brushing**

- Tooth brushing will be temporarily discontinued. Please consult with your Case Manager if you are in need of a toothbrush or toothpaste so you can continue this practice at home.
- Family style dining will be temporarily discontinued. Food will be plated for each child individually by the Teacher. There will be extra food available if the children want extra portions.

**Amplifying our daily cleaning efforts:** While this is part of our normal routine, there will be additional efforts made to disinfect the classrooms, gross motor spaces and high traffic areas, paying special attention to doorknobs, phones, tables, chairs, keyboards, handrails, gates etc. We will be disinfecting with a higher concentrated bleach/water as recommended by the CDC.

#### **COVID-19 Health Policy**

If any children or any person within the household show any of the following symptoms, they need to be kept home and notify HCHS for further instructions.

- Fever over 100.0
- Excessive dry cough
- Shortness of breath
- Lethargic, overly tired, unusually calm or quiet
- Mild respiratory illness/ issues

If any child experiences any of the above symptoms during childcare, the parent/guardian or a person designated as an emergency pick up, will arrive within one hour to pick the child up from school.

***If a child, or any family member, has tests positive for COVID-19, HCHS needs to be notified so that the program can take necessary mandated steps. The child's identity remains confidential.***