



**Child Development Center  
Parent Handbook  
Covid- 19 Addendum**

School Year: 2020-2021

## College of the Redwoods Child Development Center

This packet is to inform you about how child care will proceed for the upcoming school year and is an *addendum to our parent and staff handbook.*

**Section One:** The reopening protocol submitted to the Humboldt County Public Health and received approval.

**Section Two:** Covid -19 Updated Guidance for Child Care Programs.

**Section Three:** Acknowledgement that you have received information from the center and guidance of Covid-19 protocols.

These protocols and guidance practices will be in place until the current Covid-19 health crisis is over. This information can change with conditions in our area. Please stay informed with Shelter-In-Place orders through College of the Redwoods social media outlets, and direct emails and alerts from the Child Development Center.

College of the Redwoods  
Child Development Center  
Reopening Protocol - June 2020 Covid-19

The College of the Redwoods Child Development Center is enacting the following protocols to support emergency and essential workers, working families and college students to receive child care services as the county of Humboldt starts the reopening phase. At this time, we will ensure access to a small population of families, train staff on new protocols and follow all county and state guidelines. The College of the Redwoods Child Development Center will follow all guidance given by our regulatory agencies which include California Department of Education and Community Care Licensing. Below are social and physical distancing practices along with health and safety policies as outlined in the Department of Social Services PIN 20-06-CCP provided to all child care facilities and added center practices to ensure the health and safety of all staff and families.

### **Enrollment**

As indicated by CDE and CCL: Priority enrollment will be based on already enrolled families. This will be by invitation only and based on information provided through the center survey. Center administration will establish if they are **First:** emergency or essential employees. **Second:** groups at risk, homeless or other groups. These groups are outlined by local, state and federal mandates. As we move through the phases of reopening, we will then consider others.

### **Social and Physical Distancing**

Specific to child care it is important to adhere to the following distancing guidelines:

- Children should remain in groups as small as possible not to exceed ratio and capacity requirements in the charts below. *It is important to keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible.*
- Extend the indoor environment to outdoors, and bring the class outside, weather permitting.
- Open windows to ventilate facilities before and after children arrive.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-foot separation, when possible.
- Find creative ways to use yarn, masking tape, or other materials for children to create their own space. College of the Redwoods Child Development Center are considering hoola hoops and carpet squares to be incorporated.

**Teacher to Child Ratio & Group Size Guidance**  
**Child Care**

The center will follow the following group sizes as outlined in PIN 20-06-CCP unless more restrictions are enacted by federal, state or local agencies.

Group size: No more than 10 children in each classroom  
Children in the same families will be in the same classroom  
Each group will be kept separately from each other as much as possible. The same teachers and the same children will be in the same classroom each day.

Ratio's as outlined by Community Care Licensing

Age	Staff: Child Ratio	Group Size
0-18 months (infant	1:4	10
18-36 months (toddler)	1:6	10
3 years-kindergarten entry (preschool	1:10	10
Mixed age groups	1:6	10

**Daily Screenings**

**For Staff**

- All staff will be screened and temperatures will be taken before entering their respected classrooms.
- Staff will be trained on new screening procedures
- Staff will be required to have a mask and apron on at all times. (this may be difficult for younger classrooms)
- Anyone with a temperature of 100 or higher will be sent home. Anyone with a persistent cough or other symptoms related to Covid-19 will also be sent home.
- Staff breaks will be staggered. The break room and work room will be used as alternative breaks to separate staff.
- Staff will bring a pair of shoes specific to work in. Outside shoes will not be allowed or will need to be covered by a shoe covering.

**For ECE Students**

- Students coming into the CDC will be required to follow the same protocol as staff. Observations of classrooms will be conducted from the observation booth. If class work cannot be conducted from the booth. They will be required to follow the same dress code as staff.

**For Children**

- Children will be screened each morning before entering the classrooms

- A no touch thermometer will be used. The thermometer will be sanitized after each use. IF 100 or higher children will be sent home. Any child with a persistent cough or other symptoms related to Covid-19 will also be sent home.

If children become ill while at the center, the child will be isolated in a designated sick room away from others and offered a mask under- supervision, the child's parent or guardian will be required to pick up the child immediately.

- Children who develop a fever will be excluded from the center for 10 days or longer depending on diagnosis.
- These policies are in affect along with other sick policies outlined in the parent handbook.

### **Drop Off and Pick Up Routine**

Parents and guardians will sign children in at the entrance of the facility.

Families will be asked to enter one at a time to ensure social distancing.

Portable handwashing stations will be set up outside the front entrance to be used by families before entering the building. All adults enter the facility will be required to be masked.

A staff member will be stationed at the front entrance to do health checks, ensure hand washing, ensure sanitization of writing utensils, and to escort children to their respective classrooms.

The attached questionnaire will be asked to individuals as the enter the facility.

Staff will chart daily temperatures and questionnaire responses for each family.

### **The Environment**

- Staff will limit the availability of materials each day
- Items will be easy to clean and sanitize throughout the day
- The classroom will be set up to have more opportunities for individual and solo play activities
- Planned activities will ensure that children are not in close physical contact
- Items such as carpet squares and taped rugged areas, will be used to visualize social distancing practices.
- Staggered indoor and outdoor activities between classroom
- Designate outside toys for each classroom with a tub to be sanitized.
- Designate personal materials for each child. Easy to sanitize plastic pencil boxes for individual markers, glue stick, scissors, etc. Individualized containers of playdough
- Trays will be used to ensure individualized working spaces and materials

- All cots will be spaced 6 feet apart from each other
- Children will be arranged in alternating head to toe, toe to head directions.

At this time the center is opening 2 classrooms for summer session. We will follow these protocols into fall semester when we open 4 classrooms. We will continue to monitor the situation and follow all guidance given by regulatory agencies as they change.

This is a living document and will change as the situation changes. The director and center assistant have the right to override, change, and add additions to this protocol at any time.

# College of the Redwoods Child Development Center

## Screening Form

PLEASE USE THE FOLLOWING QUESTIONS WHEN PRE-SCREENING STAFF AND FAMILIES PRIOR TO CLASS EACH DAY:

1. Are you experiencing any symptoms such as fever, cough, or shortness of breath?

Yes

No

Comment:

2. Have you been in close contact\* with anyone who has been diagnosed with COVID-19?

*Has anyone in your household had fever, cough, difficulty breathing, or other signs of illness in the last 24 hours? Have you been exposed to another individual with suspected or confirmed Covid-19. The CDC is required to document and track all known incidents of possible exposure.*

Yes

No

Comment:

3. Are you currently in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed as positive for COVID-19?

Yes

No

Comment:

4. Does your child have a rash or unexplained stomach pains?

Yes

No

Comment:

5. Have you or your child taken fever reducer in the last 24 hours?

Yes

No

Comment:

6. Have you traveled outside the tri-county area in the last 14 days?

Yes

No

Comment:

7. Current temperature:

Temp: \_\_\_\_\_

Date/Time: \_\_\_\_\_