

GTA and GNDC

Pandemic Handbook

2020-2021

This handbook is to help guide in an emergency pandemic. This handbook is very fluid and may be adjusted based on the pandemic and emergency needs of the center. This handbook was written to help guide families and staff with open communication. GTA and GNDC will adjust this handbook as needed due to State and Federal guidelines. We will follow all rules, regulations and requirements as well as recommendations of the local, state and federal government for the health and safety of students, families and staff.

Dropping off and Picking up of students

Parents will drop off and pick students up at their assigned locations at the front of all buildings. Parents will not be allowed to enter the main building for drop off or pick up. If parents need to speak with owners/directors they are to enter through the front office door, request a meeting, and wash their hands in the front bathroom, as well as wear a face covering at all times. We ask that no parent touch anything or any other students during this time. We ask that when in the building that parents respect the personal space of students and staff by standing at least 6 feet away. Parents should have their own pen for signing in and out purposes. Adults dropping off and picking up are required to PRINT their name instead of a signature to ensure the identity of the adult. It is recommended by the CDC that the same adult is responsible for dropping off and picking up the child daily. Due to Covid-19 we are requiring that all ADULTS who are picking up a child bring their ID for identification purposes due to face coverings prohibiting the staff from being able to identify the individual.

When a student arrives to school and when picked up, students will be brought to the bathroom to wash their hands, arms and face. This will be done when the student arrives at their classroom.

Communication with staff should be done via phone or email to allow social distancing. We will make teachers available to keep all families updated and to answer/ address all the needs of the students in our care. It is imperative that you inform the center immediately with any changes regarding your contact information.

Student Supplies

Students should arrive in clean clothing. Students should bring any change of clothes items needed in a disposable shopping bag their first time back at the center. These items will be stored in each child's cubby and will only be sent home when soiled. At that point a replacement set may come to school in another disposable shopping bag. All items will be washed by the center staff and therefore we will not be sending home blankets on Fridays. Please provide your child with nap time items that can be kept at the center until further notice. Students cubbies and bins will be sanitized each Friday, or more often as needed.

Illness Policy and Monitoring

Students will have their temperatures checked daily. Once will be upon arrival at the door while parent is signing in; then randomly throughout the day. The temperature checks will all be completed by a trained staff member. Any student with a fever of more than 100.4 must remain out of school for 48 hours after the fever has broken without fever reducing medications. We will not allow a doctor's note for returning before the 48 hours. 48 hours is the minimum time, if further time is needed that will be discussed in detail.

Any student showing any concerning signs of a respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc.. will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional. If a student shows these symptoms they MUST HAVE A DOCTORS NOTE TO RETURN- NO EXEPTIONS!!

If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state "That the child _____ was seen and was evaluated for _____... The child does NOT have Covid-19 and is able to return to childcare without placing another child or adult at risk" We must also have what the child has and why the child is coughing.

If the child or anyone in the home or who was in director contact with the parent of the child has a positive Covid-19 test, families must inform GTA and GNDC via email only ASAP. The child will be required to stay home for 14 days and provide a doctor's note stating that the child is cleared to return to school with a return date noted.

Keeping Healthy

GTA and GNDC will take every precaution for your child to stay healthy! Consistent handwashing and cleaning of the center will be performed many times during the day. Students and staff will be required to wash their hands additional times of the day. This may cause a child's hands to become more raw than normal. We ask that you use lotion on their child's hands nightly to help keep the child's hands from becoming overly raw.

We need your help in keeping students' and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked to not attend school, or will be unenrolled.

We ask that all families practice social distancing. Students should not be going out into public with parents. Playgrounds and group gatherings must be avoided for your child to be able to attend. Any violation in this matter will require the child to be placed on a leave of school until the director's discretion.

During a time of a pandemic, GTA and GNDC will only care for the allowed students in accordance with the state, federal and local government.

In Case of Closure- Classrooms or Entire Center

If a staff member is showing two or more symptoms of Covid-19, the staff will be sent home and not able to return until confirmed negative and cleared to return to work. The children in that staff member's cohort as well as other siblings at the center will be dismissed and cannot return for 3 days. If the test is negative, children in that cohort can then return. If the test is positive, those children and siblings will follow the 14 days quarantine guidance recommended from the CDC.

If a child or family member tests positive for Covid-19 it is recommended by the CDC to do the following. "Immediately notify local health officials. These officials will help administrators determine a course of action for their child care programs or schools.

We will likely dismiss the students in that child's cohort for 14 days. The staff from that cohort will be required to get tested immediately (within 2 days) and cannot return to work until negative results are given to management. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the Covid-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of Covid-19.

Tuition Payments during a Pandemic

Payment of care is taken on a circumstance bases depending on the situation and pandemic. The owners will keep all families updated of payments.

If children are returning to the center the parent will be responsible to start paying for tuition beginning on the child's start date.

If the children are taking time off the tuition will begin on the first day the child/children return to care.

If your child/children become ill, or a family member becomes ill, then your tuition will be frozen until they are medically cleared to return to the center with proper medical documentation.

Child/ Children's Name: _____

Parent/Guardian's Name: _____

Primary Parent/Guardian's Signature

Date

Management Team Witness

Date