

**A Caring Place**  
260 North Kainalu Drive  
Kailua, Hawaii 96734

## **Notification of Changes to Health & Safety Policies**

Effective June 1, 2020 and for the foreseeable future, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff per the State of Hawaii Department of Human Services Child Care Licensing mandates in coordination with the Governor Ige's ninth emergency proclamation June 9, 2020. These policies supersede all other previous policies.

Please take note of the following changes to our policies and procedures:

### **Check-In and Pick-Up**

- Families will be greeted at the door where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the childcare program. Parents must wear a mask at drop off. Children will not be required to wear masks. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
  - Have you or anyone in your household traveled out-of-state the last 14 days? \*We are mandated to report violation of self-quarantine after travel. No exemptions will be allowed at our facility.
  - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
  - Do you or anyone in your household have a fever, cough and/or shortness of breath?
  - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu (cough, runny nose, fever, body rash or sores, diarrhea, vomiting, or discharge from eyes)?
  - If you answer yes to any of the above questions, or a staff conducting the screening observes any of the above symptoms, or your child has a fever of 100.0 or greater with or without other symptoms, your child will not be admitted to school and may not return until well. A Return to School Form, provided by our center, will need to be signed by a licensed physician or Health Department official when fever is present or COVID exposure is possible.
- Children and staff will be required to wash their hands immediately upon entering the building and frequently throughout the day. When children are received for drop-off, they will be escorted into the nearest bathroom to wash their hands prior to being brought to their classroom/child care area.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing. Do not come inside the facility. Please call the office to let us know you are outside for pick up.

### **Healthy Environment**

- We will group children within DHS & HAR staff child ratios. The following are our chosen group sizes:
  - Hours of Operation: Monday through Friday 8am-4pm
  - Montessori 3-6 class: 1 class of 24 children with 3 staff persons.
  - Toddler Too: 1 class with 16 children and 2 staff persons.
  - Infant & Toddler classes: 8 children in each grouping with 2 staff per grouping

- Staff will remain within the same grouping as much as possible. If entering a different grouping, staff will thoroughly wash or sanitize hands before entry and before reentry of their designated group.
- We will be conducting frequent disinfecting of equipment.
- All classrooms will remain separated during indoor and outdoor time to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with throughout the day.
- We will perform an enhanced cleaning nightly, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff and children will practice increased hand washing throughout the day (upon arrival to school, before snacks and lunch time, after recess, and prior to leaving for the day) \*noted by the CDC as the most effective preventive measure.
- No program tours will be given until further notice to reduce the number of visitors in the building. Virtual Tours will be available via our website. No children will be filmed for these purposes to protect their privacy.
- Only DHS, DOH, and DOE staff will be permitted to conduct mandatory visits. All visitors will be temperature checked before entering the facility and be logged for contact tracing purposes.

### **Meal Preparation & Service**

- All surfaces will continue to be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will continue to wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.

### **Child Health**

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.0 while at child care, will be isolated from other children within their classroom on a designated cot area until they can be picked up.
- Sick children must be picked up ASAP or within the hour of being notified via phone or message.
  - Children will now be excluded from school for **72 hours** if sent home sick to allow for proper monitoring of symptoms. If sent home on a Monday, they may return on Friday. If fever is present, we will require our Return to School Form to be filled in as well.
- Our Return to School Form, provided by our center, will need to be signed by a licensed physician or Health Department official.

### **Staff Health & Wellness**

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will wear cloth face coverings while in the classrooms with children unless they suffer from breathing difficulties.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify the Director if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

### **Tuition**

- As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- If you are able to work from home and choose to keep your children at home, you will be required to pay full tuition if you want to retain your spot.
- If you are laid off or are part of a reduction in staffing and choose to keep your child at home, you will be required to pay full tuition to hold your child's spot.
- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- At this time, if the state forces a closure for an extended period of time, 50% tuition will still be due to retain a spot for your child.

### **Other safety measures**

- Hand washing timers will be installed in our 3-6 children's bathrooms to help encourage proper length of time during hand washing.
- Children's water bottles will no longer be permitted at school. There are water stations in each classroom with disposable cups that are accessible at all times to help keep the children hydrated.
- We will not apply sunscreen to the children. Please apply sunscreen **before** you arrive at school and have your child wear a hat.
- Parents must at all times have a nap blanket and extra clothes in their child's cubby. Children without these personal items will not be permitted at school.
- During nap time children will be spaced out and placed head to toe to further prevent transmission.

### **Communication**

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact via the Remind App, our Parents Page of our website and via our school voicemail.

### **Employee Support**

- Communicate with employees regularly and seek employee feedback on an ongoing basis.
- Review training after Day One by providing ongoing methods of additional training to reinforce messaging and changes to policies or procedures.
- The Director is responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Ensure all staff have adequate sanitizing supplies and PPE equipment.

Thank you for your understanding and patience as we implement these new procedures. Please have patience and respect for our staff as we navigate through these new challenges to meet everyone's needs. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

## Parent Acknowledgement of Policy Changes

I acknowledge that I have received a copy of the A Caring Place Updated Health and Safety Policies. I understand that it contains important information on policies and procedures. I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school. I further understand and acknowledge that A Caring Place may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion. I acknowledge and understand that this Health and Safety Policy supersedes and replaces any and all prior handbooks or materials previously distributed.

Student's Name \_\_\_\_\_ Class \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

\*\*\*Please sign and return this form to the office

# A Caring Place

## Return to School Form

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Health Screening Conducted at School? Yes \_\_\_\_\_ No \_\_\_\_\_

- Have you or anyone in your household traveled out-of-state in the last 14 days? Yes \_\_\_\_\_ No \_\_\_\_\_
- Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days? Yes \_\_\_\_\_ No \_\_\_\_\_
- Do you or anyone in your household have a fever, cough and/or shortness of breath? Yes \_\_\_\_\_ No \_\_\_\_\_
- Do you or your child(ren) have any other signs of communicable illness such as a cold or flu (cough, runny nose, fever, body rash or sores, diarrhea, vomiting, or discharge from eyes)? Yes \_\_\_\_\_ No \_\_\_\_\_
- Symptoms Observed during Screening: \_\_\_\_\_

Child being sent home from school:

Symptoms observed \_\_\_\_\_

Temperature \_\_\_\_\_ Time taken \_\_\_\_\_

Time parent was called \_\_\_\_\_ spoke to parent \_\_\_\_\_ left message \_\_\_\_\_ Time parent expected to pick-up \_\_\_\_\_

A Caring Place is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well being, and safety of all concerned. Parents are responsible for checking the health of their child before arriving at school. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If your child has a contagious illness or has any of the following symptoms, they will not be permitted at school: fever of 100.0 degrees or more, sore throat, runny nose, rash, severe cold symptoms, respiratory infection, diarrhea, or vomiting. Children found with head lice will be excluded from school until they have been properly treated and are lice and egg free. If your child is found to have any of these symptoms and is sent home, they are excluded from school beginning the next day and may not return to school for 72 hours **and** until they are 24 hours symptom free. Children with fever must be fever free without the aid of medication. **When fever is present or possible COVID exposure is reported, this form must be signed by a licensed physician or Hawaii State Department of Health official to return to school.** Please see the Hawaii State Department of Health fact sheets for recommended inclusion/exclusion guidelines for infectious diseases. Please also note, if your child returns to school and requires more care than we can provide, they will be sent home. If your child is ill please report it to the office. I understand and agree to the above policies.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

### To be filled in by physician:

Child's Name \_\_\_\_\_ was seen on \_\_\_/\_\_\_/\_\_\_.

Diagnosis \_\_\_\_\_

Physician Name: \_\_\_\_\_

Office Address & Contact Info:

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_