



# UNIVERSITY BAPTIST CHURCH WEE SCHOOL PARENT HANDBOOK POLICIES AND PROCEDURES UPDATED POST COVID-19

*Effective August 4, 2020*

## **Introduction**

We, at UBC WEE School place special emphasis on the health and safety of our employees, students and parents as individuals. Many changes have been put in place throughout the state and in the child care centers to keep your children and our community healthy and safe during the response to COVID-19. As COVID-19 remains fluid, UBC WEE School recognizes that no manual may cover all situations. WEE School will update all parties involved as to any policies and procedures that require an addition or change to current Parent Handbook policies. The following are in compliance with Child Care Licensing Minimum Standards Health Protocols and recommendations from the CDC to prevent the spread of COVID-19.

## **Arrival Procedures**

A drop-off carline will be formed underneath our concrete carport. Parents and children will remain in their car while a health screening and temperature check is completed. If either present with a temperature above 100.0 degrees Fahrenheit or signs of possible illness, the child will be excluded from care for 72 hours until they are symptom free without medication. Children will then be escorted to class by a member of designated staff.

- Visitor COVID-19 Screening Questionnaire attached
- Weekly Family COVID-19 Screening Questionnaire attached

## **Pick Up Procedures**

A pick-up carline will be formed underneath our concrete carport. A staff member will escort your child out to your car. If picking up your child before 2:00pm, we ask that you please call ahead so we can have your child ready for dismissal.

## **Children and staff “school shoes”**

Research has found that the COVID-19 virus can be spread by shoes from one environment to another. Children and staff will be asked to provide a pair of clean (Velcro if possible) shoes that can be kept at WEE School and sanitized to wear for classroom and playground activities. School shoes will be kept in the child’s individual cubby and sanitized daily. Shoes from home will be left outside the child’s designated classroom.

## **Extra Clothes**

Each child will be asked to have a complete set of extra clothes to be kept at WEE School. Clothing will be changed if soiled with bodily secretions and placed in a plastic bag. Please replace clothes immediately once used. If a child does not have a clean change of clothes, the parent will be called to provide appropriate clothing. A complete set includes: shirt, shorts or pants, socks and under garments.

## **Illness Exclusion**

Children will not be admitted into care if they have the following symptoms:

Cough	Shortness of breath or difficulty breathing	Chills	
Repeated shaking with chills	Muscle Pain	Sore throat	Headache
Loss of taste or smell	Loss of Appetite	Diarrhea	Vomiting

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit

When children are ill, they must not return to the facility until they are symptom free without medication for 72 hours. Parents will be notified once a child presents with the above symptoms.

**We ask that your child be picked up within 60 minutes of notification.**

## **Disclosure Statements**

I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders.

I will immediately notify UBC WEE School if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above. Further, I will immediately notify UBC WEE School if anyone from my place of employment is presumed positive or tests positive for COVID-19 or any other infectious illness whether or not I have had direct contact with that person.

-Family COVID-19 Public Health Emergency Acknowledgment and Disclosure attached

## **Positive COVID-19 Test**

In the event an employee or child in our center test positive for COVID-19; UBC WEE School is to first Notify San Antonio Metropolitan Health Department 210-207-8876 and Health and Human Services Child Care Licensing 210-337-3399. Both departments will then determine the course of action set forth for our center. UBC WEE School will notify parents in writing and via Remind App as to the procedures necessary for closure and sanitation. The employee or child will then quarantine for 14 days beginning the day of notification and will be eligible to return to work or school with a negative test result. UBC WEE has the right to take all precautionary measures necessary for the health and safety of our staff and children to proceed with closure in the interim prior to guidance from SAMHD and HHSCCL.

In the event an employee, child or family member has been **exposed to someone who test positive** for COVID-19 outside our center, you must inform the director immediately and we ask that you exclude your child from UBC WEE School for 14 days beginning the day of notification.

In the event an employee, child or family member has been **exposed to someone who is waiting on results** for a COVID-19 test outside our center, you must inform the director immediately and we ask that you exclude your child from WEE School until a negative test result is available.

San Antonio Metropolitan Health Department and Health and Human Services Child Care Licensing requires UBC WEE School to only report positive COVID-19 test results for employees and children who are enrolled in our center.

## **Out of the Country Travel**

Parents will notify UBC WEE School anytime they have traveled. UBC WEE School has a right to exclude the child from care if they or a member of the household has traveled to an area that has been identified by the CDC as "at risk" location.

## **Material Sharing**

Children will be given individual boxes of materials and are discouraged from sharing materials when possible.

### **Toys/Personal Belongings**

Personal belongings will be limited. In order to prevent unnecessary germs from the outside, we ask that children not bring personal play items from home. Please leave all valuable items at home; WEE School cannot be responsible for lost or broken items.

### **Nap Mats**

Families must provide a tri-fold Kinder Mat, which will be left at the center and sanitized daily. Kinder mat covers such as a crib sheet or body pillowcase are optional. Blankets and small pillows will be allowed for quiet/nap time and must be small enough to fit in their individual nap mat cubby. Children will be allowed one 'comfort item' for their quiet/nap time. The 'comfort item' must remain in their backpack until their designated quiet/nap time. All items must be labeled with their child's name on them. All linens will be sent home weekly for washing. Large sleeping bags, large pillows and cloth rolling mats are not permitted.

### **Snack and Lunch**

Children's snacks will be served on individual plates, cups and bowls. You may also choose to provide an individual snack for your child. Children will only be allowed to eat during their designated snack/lunch time in order to maintain sanitary health protocols while food is exposed. Parents are encouraged to send lunch items that are readily available for children to open in order to limit staff exposure of multiple households. Staff will wear gloves and wash hands to prevent cross contamination.

### **Make-Up and Drop-In Days**

In effort to keep our ratio below minimum standards along with enhanced health protocols, make-up and drop-in days will not be permitted while COVID-19 is perceived at a heightened risk. Every effort will be made to keep the same children in the same classes as much as possible.

### **Mixing Classrooms/Combining Children**

Employees are not to combine classrooms or mix groups without approval from the director. Combining classrooms and mixing groups is strongly discouraged unless absolutely necessary.

### **Personal Protection Equipment**

Employees may use Personal Protection Equipment such as masks, gloves and face shields as needed, as long as this is done in a way that does not harm or scare the children. UBC WEE School will continue to follow all recommendations provided from our local and state agencies. Therefore, employees, visitors and children over the age of 10 must wear a face mask when mandated from such agencies. Children 10 and under are not required to wear a face mask while in the building, exercising outside, eating or sleeping.

-Face Covering Acknowledgment and Agreement attached

### **Enhanced Cleaning and Disinfecting Protocols**

Our staff is trained on the latest health and safety procedures we have in place to reflect the most recent guidance from the CDC as well as from local, state and federal authorities. These procedures include enhanced cleaning throughout the day, paying particular attention to high-touch areas such as doorknobs, toilets, faucets, countertops, light switches and phone handles. Toys will be sanitized throughout the day and at the end of every day. Our janitorial service providers will continue nightly cleaning procedures and follow all CDC guidelines in preventing the spread of COVID-19.

**Tuition Policies**

If the center or your child's individual classroom is required to close due to pandemic reasons, full tuition will be required up to 14 calendar days of closure.

If the center or your child's individual classroom is closed longer than 14 calendar days, 50% of monthly tuition will be applied as a tuition credit for the following month OR you may request a 50% refund in writing. Please see Director for Financial Reimbursement Request Form.

If the center remains open and you choose to keep your child home due to pandemic reasons, full tuition will be required to hold their spot.

Parents must give a 2 weeks written notice to withdraw from the program if they feel it is in the best interest of their family. A full registration fee will be required to reenroll in the program once withdrawn.