



Children's Creative Playday
A Ministry of First United Methodist church of Allen
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Policies and Procedures during COVID 19

Introduction

The primary concern of Playday at FUMC Allen is the health and wellbeing of our children, families and staff. Therefore, Playday adopts this Policy to comply with OSHA 3990 Guidance on Preparing Workplaces for COVID-19, Governor Abbott's Open Texas Checklist for Child Care Operations, CDC guidelines, Texas Health Department of State Health Services (DSHS)'s COVID-19 guidelines, Texas Health and Human Services (THHS) and Child Care Licensing. This Policy provides Playday families with Playday's preparedness and response plan, infection prevention measures, and health screening measures. Our goal is to be transparent with our families in the operational pattern in response to COVID-19. Playday will continue to monitor developments and provide guidance to our families as needed.

Playday will revise this Policy as necessary to comply with any guidance and directives from the state and federal governments and agencies, including but not limited to OSHA, CDC, DSHS, THHS Child Care Licensing, and other organizations (including FUMC Allen)

Children's Creative Playday places special emphasis on our families and employees as individuals and recognizes that no manual/policy can cover all situations.

Communication is key during this time. Playday will make every effort to insure you receive any communications from Playday. These communications may be through emails, texts, phone calls and voice messages. It is extremely important to have your charged cell phone with you at all times. Thank you.

Arrival Procedures

Playday will use a staggered arrival/dismissal system at the North Door (Door on right side of building as you face the church from the large east parking lot)

8:50-9:00 TK class and Pre-K Fours

9:00-9:10 Threes, Twos and Toddlers

Upon arrival at Playday, the adult dropping the child off must

- Sign the child into care on the sign-in sheet
- Complete a health check on both the child/children and adult. If either of them have a fever of 100° or greater or signs of a possible illness, the child will be excluded from care.

- Children will be met at their car at the north door and be escorted to class by a designated staff member.
- Parents must remove child from their car seat for the designated staff member to take possession of the child.
- The **Main entrance** will be used for **those who must** enter the building. This door is on the left side of the building when facing the church in the east parking lot. It has a metal covering running the length of the sidewalk.
- If an adult (parent, guardian or caregiver) **must** enter, they will be required to wear a mask, show no signs or symptoms of an illness and fill out the Visitor COVID-19 Screening Questionnaire before entering the building.
- No adult will be permitted into a classroom. They must remain at the classroom door.

Dismissal

- Children will be dismissed through the curbside dismissal system at the north entrance of the building.
- Parents will drive through the lot following the diagram on the dismissal map
- **Children will be brought to your car for you to load them.**

Dismissal Times:

- **1:35 for TK and Pre-K Fours**
- **1:45 for Threes, Twos, and Toddlers (please do not enter the line until 1:45)**

Entering & Exiting of School

- Parents, Playday families and children age 2 and older will use hand sanitizer before they enter and before they leave the school. Staff will wash their hands upon entering the Playday areas in the church building.
- Children younger than 2 will have their hands washed as they enter and exit.
- Temperatures will be taken before entry into the school.
- Late arrivals must call the Playday office when they are in the parking lot to tell us they are here. All late arrivals should come to the **north entrance** where a Playday staff member will meet you and complete the required screening.
- When a child needs to leave school early, for whatever reason, a Playday staff member will meet the parent at the north entrance. Parents need to call us when they arrive in the parking lot.

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
- Headache

- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100° degrees

When children are ill, they must not return to the facility **until they are symptom free without medication for 72 hours.**

If a Child Develops COVID-19 Symptoms at Playday

Addressing the Symptomatic Child

If a child begins developing COVID-19 symptoms while at the Playday, a member of the Playday office staff will contact the child's parent/guardian immediately. The child will be removed from his/her classroom and relocated to the sick isolation room. Here, a member of the Playday office staff will remain with the child until he/she is picked up from the Playday. Depending on the circumstances, Playday will take other steps as necessary for the safety of other children and staff, including notifying families and staff of possible exposure, contact-tracing procedures, and taking the necessary infection control measures. Make sure all contact information on the Enrollment Form is current and up to date at all times throughout the school year.

Reporting COVID-19 Diagnosis

In cases where a child has a confirmed case of COVID-19, Playday will report the case within 48 hours of learning about the diagnosis, to the following groups:

- DSHS
- THHS Child Care Licensing
- Playday families & employees
- FUMC Allen clergy & Church Council

(Concerning the child diagnosed with COVID-19, Playday will keep his/her identity confidential to the extent possible unless as required by law.)

Infection Prevention Measures

In cases where a child has a confirmed case of COVID-19, the Playday will:

- Follow any required directives, recommendations and guidelines from DSHS
- Follow any required directives, recommendations and guidelines from THHS Child Care Regulatory, CDC, OSHA, and other relevant state and federal agencies and organizations
- Implement necessary infection control measures
- Contact-trace, any close contacts the child or employee experienced while at the Playday.

Return to Playday

For any child with confirmed or suspected COVID-19, Playday will follow the procedures below as to when the child can return to Playday.

- In cases where a child has a confirmed case of COVID-19, the child will:
 - Self-quarantine for a total of 14 days
 - Return to Playday when the following three (3) criteria are met:
 1. Three days (72 hours) have passed since resolution of fever without fever reducing medication
 2. Improvement in respiratory symptoms (cough, shortness of breath)

3. Ten (10) days have passed since COVID-19 symptoms first appeared

In cases where a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and the child may not return to Playday until the child has completed the same three step criteria listed above.

If the child has symptoms that could be COVID-19, and wants to return to Playday before completing the above self-quarantine period, the child's parent/guardian must obtain a medical professional's note clearing the child for return based on an alternative diagnosis.

Pandemic Tuition Policy

This tuition policy will be put into effect should Playday need to close due to a pandemic. This refers to the tuition for the month in which the school closes only.

- If Playday closes during the first 2 weeks of the month, ½ tuition will be refunded to all families who have paid that month's tuition.
- If Playday closes after the 2nd week of the month, no refund will be given.
- The Playday Board will meet to determine if other measures need to be taken such as, but not limited to, virtual learning and the possibility of a fee for the virtual classes.

Just a reminder: The two-week notice of withdraw is still required along with 2 weeks of tuition. The withdraw notice does not change during a pandemic situation.

Out of the Country Travel

Parent will notify Playday's Director anytime they have traveled outside of the United States. Playday has a right to exclude the child from care if they or a member of the household has traveled to a country, which has been identified by the CDC as an "at risk" country.

Employee Illness Exclusion

Employees will not be allowed to work if they have the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100°degrees

When employees are ill, **they must not return to the facility until they are symptom free without medication for 72 hours.** Employees will follow the same procedures for returning to Playday as stated for the ill child.

Sanitizing and Cleaning

- Throughout the day, children will wash their hands frequently with warm, soapy water for at least 20 seconds. There will also be hand sanitizer available in classrooms serving children 24 months and up. Children will wash hands and/or use hand sanitizer before and after playing on the playground. Children will wash their hands before and after eating, using the bathroom, or when a staff member deems it is necessary.
- Playday staff will regularly sanitize high touch areas in the classroom. This includes high touch areas such as door/cabinet handles, light switches, classroom sink handles, countertops, rest mats, tabletops, chairs, cubbies, etc... FUMC Allen's custodial staff will be providing cleaning, sanitizing and disinfecting procedures each day after school.
- Playday staff will minimize contact between staff and children while in hallways.
- The following items will not be utilized at Playday this fall: balls, sand toys, sensory tables, water tables, dress-up clothes and soft toys. We will reassess the use of these items for the spring.

Mixing Classrooms/Combining Children/Music/Movement/Chapel/Playground

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

Music and Movement will be taught by the classroom teachers during the pandemic. This staffing, regarding music and movement, is subject to change when the concern for the pandemic is over.

Chapel for toddlers and twos will be done in the individual classrooms. Chapel for the older children will be pre-recorded by Ms. Trish and viewed by each class individually or Ms. Trish will travel to each room to do chapel.

Playground usage will be limited to one class at a time on each playground.

All large group activities will be put on hold during the pandemic. This includes but is not limited to: Gobble-thon, Preschool Sunday, Open House and any other school wide events.

(These may occur if the authorities and agencies governing the pandemic lift restrictions.)

Material Sharing

Playday will make every effort to limit the sharing of supplies during a pandemic. Each child will be supplied with their own set of crayons and/or markers, scissors, glue etc. *(these items are usually purchased for sharing purposes)*

A \$5.00 fee will be charged to help with the extra cost of individual supplies. As always, Playday will keep this cost to a minimum. Contact the office if this poses a financial hardship.

Food

Children will bring:

- A small healthy snack, which is low in sugar and fat
- A lunch containing a protein, vegetable, fruit, and whole grain/grain food items. No candy or carbonated beverages permitted.
- Water (bottle with sippy/straw style top)
- Additional drink for lunch if desired

Parents may bring in one or two birthday snacks for their child's celebration. Birthday snacks should be healthy, low in sugar and fat. (Cheese, fruit, pretzel sticks or a combination to name a few ideas) Parents need to avoid fruit chews, cakes, cupcakes or other snacks high in sugar.

Playday is not responsible for insuring the nutritional value or meeting a child's daily food needs.

Naptime

Rest mats will now be kept at school.

- Children in the toddlers, twos and threes will need a vinyl rest mat with NO cover. The mats will be disinfected before and after each use. No cloth mats will be accepted.
- Nappers may bring a cuddly and small blanket(s) for naps. Small pillows may also be brought if needed. Those items will come and go with your child.
- Napping children will be spaced as far from one another as possible within the classroom space.

Parents are responsible for supplying freshly laundered blankets, cuddlies and small pillows (if needed), to minimize exposure to other students and staff.

Personal Protection Equipment

Employees will follow the CDC's recommendations and wear masks until the emergency recommendations state masks are no longer needed or the emergency recommendations are rescinded.

Disclosure Statements for Parents/Caregivers

I understand that outside of care, in order to control my child's exposure in the community, I will comply with all state, county or local pandemic orders. I will immediately notify the Director of Children's Creative Playday if I become aware of any person with whom my child or I have had contact, exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness. Further, I will immediately notify the Director of Children's Creative Playday 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.

Employee Disclosure Statements

I understand that outside of the center, in order to control my exposure in the community, I will comply with all state, county or local pandemic guidelines/orders. I will immediately notify the Director of Playday if I become aware of any person with whom I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness.

Playday will inform families, through emails, of any changes due to the pandemic regarding childcare centers and schools as the information becomes available.



Creative Playday Preschool

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Director: Maureen Bowman

Email: MaureenB@FUMCAllen.org

This page is for reference only. Another copy will be required to be signed and kept in your child's folder.

COVID Policies and Procedures Agreement

As a parent, you are responsible for all the information contained in the COVID Policies and Procedures Handbook. Please take the time to read through the policies and procedures. Review this information; it is important for your child's health and safety. The Covid Policies and Procedures will remain in effect until they are no longer needed. This document is subject to change as COVID evolves. Playday will notify you in writing when any changes occur. You will be responsible for following these policies and procedures while your child is enrolled at Playday. If you are unable to find your answer, unclear of what is being said, or want further clarification, please call on us. After reading the COVID Policies and Procedures, it is necessary that each of you sign below to signify that you have read and understand stated policies and procedures contained within. Please sign and return this document to your teacher or the Playday office on the first day of class for your child(ren).

I have read, and understand the COVID Policies and Procedures Handbook.
I will
notify the office with any questions or concerns. I agree to follow these
guidelines to the best of my ability.

Child's Name(s)_____

Parent/Guardian's **Printed** Name_____

Parent/Guardian Signature_____

Date_____