**Sonshine Early ED. ctr**

14498 166th

Bonner Springs KS 66012

913-206-5807

SONHINEPRESCHOOLBASEHOR.COM

**COVID-19 PROCEDURES FOR MAINTAINING A HEALTHY AND SAFE ENVIRONMENT**

**Drop-off and Pick-up**

* Outside visitors will be limited to official licensing agents or necessary maintenance/repair workers. A log of all people entering the building will be kept.
* There will be hygiene stations at the entrance so individuals can clean hands while entering. Hand sanitizer will be out of children’s reach and supervised.
* When dropping your child off at Sonshine, parents must stay outside. Staff will meet the child at the door. Please keep social distance while outside the door. Staff will take each child’s temp with a touchless thermometer upon entry. If the child’s temperature is 99 degrees Fahrenheit or lower and not displaying any symptoms of illness, he will sanitize hands and enter the building.
* When picking child up, staff will watch for parents and send the child out after sanitizing his hands.
* Staff will send a questionnaire to each family that lists several questions about the child’s health, travel and possible exposure to COVID-19. Instead of asking these each time your child comes, you will fill it out and return it to me. If any of the situations mentioned on questionnaire arises you will agree to let me know and appropriate action will be taken.

**Screening**

* As mentioned above, the children and staff will be screened daily before admittance for signs and symptoms of illness and checked for fever with a touchless thermometer.
* Each family will be given a questionnaire to fill out one time rather than asking same questions each day they arrive at school. If any of the following situations occur-notify me before child’s entry.
* Has there been travel within the last 14 days in a state country identified as a hot spot for COVID-19?
* Has there been an exposure to someone diagnosed with COVID-19 either household or non-household contact?
* Is the student or anyone in the home showing signs of illness or who have fever greater than 99, cough, shortness of breath, sudden loss of smell or taste, or other signs of illness.
* Each student will be observed for signs of illness mentioned above on the questionnaire
* Each child will have his temperature taken with a touchless thermometer by staff wearing a mask and using hand sanitizer. If child’s temperature is 99 degrees Fahrenheit or lower he will sanitize his hands and be allowed to enter.

**Exclusion**

* Individuals who have a fever other signs of illness should not be admitted
* Individuals will be excluded who have a history of COVID-19 exposure, including travel within the last 14 days in a state or country identified as a hot spot or COVID-19, and those showing signs of illness.
* Children who are sick, with typical reasons kids get sick (vomiting, rash, diarrhea, pink eye etc.) should be excluded in accordance with sick policies.
* Individuals should be fever free for at least 72 hours, without the use of fever-reducing medications (Tylenol or Advil) before returning.
* Current information about when individuals who have been exposed to COVID-19 or individuals with symptoms consistent with COVID-19 should stay home is available on the KDHE COVID-19 Resource Microsite and on the CDC COVID website.

**COVID-19 Cases in the Facility**

* If a student becomes sick during the school day, he will be kept from others while also being cared for and supervised. Parents will be contacted to pick child up as soon as possible and report the ultimate diagnoses to Sonshine administrator
* Health department and local licensing surveyor will be notified immediately if a student or staff member has been infected with COVID-19. The local health department will help determine a course of action for the facility.
* Instructions from the health department will be followed and they will determine when a staff who are well/not sick but are sharing a home with someone with a case of COVID-19 should return to the facility.
* Local health department officials and Sonshine administration will work together to communicate about a possible COVID-19 exposure. Communication to parents of children in care and to staff members will align with emergency preparedness plan. Confidentiality will be maintained for any ill child or staff member.
* Strategies to support families in continuing their child’s learning will be put into place in the event of facility closure or if a child is quarantined or isolated. This could include zoom, Facetime, Facebook posts and packets delivered to child’s home etc. Student’s individual learning plans will continue to be a priority through any temporary closures. Tuition will be due through out the year with in-person or distance learning. The goal is to stay open this year unless we have situations such as exposure to COVID-19 at Sonshine and we must quarantine for a few weeks, local officials shutter us temporarily, or official mandates set by governing officials requiring closure. As mentioned, we will continue child’s learning either way. We will not necessarily go along with USD 458 in-person or distance learning schedule as we have before COVID-19. Our situation, as it relates to COVID-19, is very different than USD 458 schools. On the other hand, we will still be following their fall and spring break, snow day and holiday schedule like we have in past.
* Parents are free to choose distance learning at anytime they feel it necessary
* Understand that the duration, criteria and public health objective of childcare facility closures may be re-assessed and changed as the situation evolves. We will follow the advice of the KDHE and local public health officials.

**Daily Routines**

* Daily schedules/routines will be maintained as much as possible
* There will be additional scheduled handwashing/supervised sanitizing opportunities for children and staff.
* Sonshine’s small size lends itself to keeping small groups of children together (not mixing with other groups) with only one or two teachers which is suggested by CDC.
* All large group activities will be split in half. Half of the group will be at circle time while the other half of the students will be working individually on personal educational goals through planned activities and games for each of the students. Then the groups will switch. This is just one example of splitting group times.
* The room will be rearranged to promote smaller group or individual play rather than what normally is our inside “free play” period. Each play center will have a limited number of children playing as socially distance as possible with one another. “Free Play” is especially important to a child’s expression of ideas and preferences but must be modified at this time. After a certain time period, students will be allowed to move to another center after I have disinfected toys that have been used by others or have a second set of clean toys to replace it. I have made 2 sets of the most popular toys for this reason. This hopefully strikes a balance of safety and freedom of expression for the children. I do not want the child’s day to be all teacher directed. I want to safely give them choices and keep things as close to what they are used to as possible.
* Each student will have their own set of supplies such as markers, scissors, glue, pencils, paints and playdough in a container with their name on it. No one will share these supplies.
* Many toys have been eliminated that are hard to disinfect. All toys played with will be disinfected everyday and sometimes more often. Toys that have been put in a child’s mouth will be cleaned immediately or put away out of reach of children until it is sanitized. All common surfaces will be disinfected daily as well.
* Interactive games that can be done while socially distanced, such as catch, will be played after each student has washed/sanitized hands.
* It is important to comfort children who are upset or who need something. Staff have always had change of clothes in case they are sneezed or coughed on**.** Some may wear apron or jackets that have pockets for Kleenex, wipes and sanitizer.Soiled clothes will be put in a plastic bag until laundered.
* Please make sure that there are several season appropriate sets of clothing for your child in his backpack each school day. If he sneezes or coughs on his clothes, he will need to change them.
* Staff will wear facemasks when near others.
* There will be times when staff do not wear a mask but making sure they are social distanced (eating or storytelling etc.) .It is especially important to language development of young children to see mouths while listening to others and hear clear speech modeled. Wearing masks muffle sound and children can not see how the mouth moves when others are speaking.
* Conversations about the child’s day are important but this year will be difficult because parents will be outside for drop-off and pick-up. Also, because of social distancing it will not be allowed to gather closely in groups outside. Sonshine has always had an “open door” policy when it comes to communication. Call, text, email me anytime day or night. I will call you if there is an issue that we need to discuss. I will try to be more vigilant this year in making calls to parents to check in. Feel free to check-in anytime with me.
* Evaluations will be done just as we have done previously. 2 evaluations each year and parent conferences will be set after they are completed.

**Cleaning and Disinfecting**

* Frequently touched surfaces and objects, including games and toys, will be cleaned and disinfected daily and more often if needed. This includes cleaning countertops, desks, chairs, and outdoor equipment.
* Only approved cleaners and disinfectants will be used. Staff will follow all directions for use on the cleaning product labels and with sufficient ventilation. All chemicals are stored out of child’s reach.
* Many toys have been eliminated that are hard to disinfect. All toys played with will be disinfected every day and sometimes more often. Toys that have been put in a child’s mouth or soiled will be cleaned immediately or put away out of reach of children until it is sanitized.
* Sinks and restrooms will be fully stocked with soap, paper towels, toilet paper and tissues.
* Facial tissues will be placed throughout the room and trash container readily accessible to the children and staff.

Sonshine is dedicated to the safety and well being of all students and staff. We will do all we can to prevent spread of illness. Even with these actions there is a chance that someone will be exposed to sickness. There will be a waiver parents will need to sign that states you understand the risk of infection and will not hold Sonshine Preschool or any staff responsible.

<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Back-to-School-Planning-for-In-Person-Classes.pdf>

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**COVID-19 RELEASE AND WAIVER OF CLAMES ADDENDUM**

I undersigned, in my capacity as parent or legal guardian, hereby acknowledge the health risks and dangers associated with the transmission of the COVID-19 virus, and other communicable diseases, and recognize that exposure to the COVID-19 virus or other communicable diseases, could occur while my child is in the care of Sonshine Preschool Inc.

As such, and in consideration for childcare services to be provided by Sonshine Preschool Inc., the undersigned, for myself and my minor children enrolled in the Program fully assume all of the risks associated with participation in the Program, including of COVID-19 community spread.

My signature below is confirmation that I have read and fully understand and acknowledge the contents of the release and agree that I am voluntarily waiving, releasing, indemnifying and discharging Sonshine Preschool Inc. and its officers, directors, employees and volunteers from liability claims.

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Parent /Guardian Name Parent/Guardian Signature Date

Child(ren) Names:

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**COVID-19 TRAVEL, HEALTH AND EXPOSURE QUESTIONNAIRE**

Please answer the following questions about travel, health and exposure to COVID-Pamay not be admitted into preschool until approved amount of time. If all answers are “no” then you will not need to fill out another one unless your child has traveled to a hot spot, has been exposed to someone with COVID-19 or is exhibiting symptoms mentioned in the question. In that case, he will be asked to learn at home for the approved number of days and then allowed to return. Please fill this form out and give to Sonshine staff. You will fill this out and agree to contact Sonshine if any of the following situations change.

**Please mark yes or no after each question**

1. Has there been travel within the last 14 days in a state

or country identified as a hot spot for COVID-19? No\_\_\_ Yes\_\_\_

1. Has there been and exposure to someone diagnosed?

With COVID-19 either household or non-household contact No\_\_\_ Yes\_\_\_

1. Is the student or anyone in the home showing signs of

illness or who have fever greater that 99F, cough,

shortness of breath, sudden loss of smell or taste or

other signs of illness ? No\_\_\_ Yes\_\_\_

My signature below indicates that I will inform Sonshine staff if the above situations have changed and my child’s travel, exposure or health has changed as it relates to COVID-19.

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Parent/Guardian Name Parent/Guardian signature Date

Child(ren) Names

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