

ADDENDUM COMMUNICABLE DISEASE POLICY/TUITION POLICY AUGUST 2020

Due to the nationwide coronavirus pandemic, the following additional measures will be taken and will remain in effect as long as deemed necessary, in accordance with local, state, and federal directives. Current communicable disease policy will remain in effect as well with the following changes made for the health and safety of all children, families and staff. These updates are being made in conjunction with the May 2020 Addendum and contain the bulleted changes below:

- **Effective August 24, 2020:** Parents/Caregivers will no longer be permitted entry to classrooms. All classrooms will have access to an infrared thermometer. All drop offs/pick ups will take place **IN THE FOYER OF THE BUILDING** (where the French doors are located). We ask that all families dropping off observe the six foot social distancing rule to the best of their ability and continue to wear masks upon entry. Parents should not enter any other room, including the front bathrooms when dropping off (in other words, if a child needs to use the bathroom upon arrival, a staff member will take them after drop off has occurred). Staff members will continue to ensure that the children's hands are washed upon arrival, parents/caretakers do not need to worry about this. Before the child/children is taken from the parent/caretaker, temperatures of all parties will be taken. With NO exceptions, a child or caretaker that registers a temperature at 100.00 degrees or higher will be denied access to school. The child will have to stay out of school for a minimum of (72) hours, and upon return, must not have a temperature and/or other accompanying symptoms i.e. cough, diarrhea, vomiting and shortness of breath/difficulty breathing. If testing is made more available, this may be required as well before the child is allowed to return to school. Tuition charges will remain in effect for these sick days. Management will determine re-entry on a case by case basis.

Parents, caregivers and staff must notify the center immediately when they themselves or any family member in their home has been exposed to an individual that has been diagnosed with COVID 19 or has any suspicion of a possible diagnosis or will be undergoing testing for COVID 19. As stated above, affected children will not be allowed entry to the center and must remain out for at least (72) hours unless testing reveals that the individual in question has tested negative for coronavirus AND the child displays no symptoms. Documentation of this may be required for return.

Despite best efforts, if the center is notified of a positive COVID 19 case from a child or staff member within the center, the center will voluntarily close for cleaning and disinfection for a minimum of 2 days. All families in attendance at that time will be notified of the exposure via posting on the front door, in the front office and on our Facebook page. If the center closed voluntarily, tuition for the closure days will not be assessed. An environmental clean up company will be employed/contracted for disinfection. If the center is forced to close due to another governmental order, tuition will not be charged for the duration of the shutdown.

All handwashing protocol, cleaning/sanitation schedules will remain in effect. For the most part, cloth/soft surfaces will be removed from the classroom until further notice. (All staff members and children aged Kindergarten and up will be required to wear masks.) Kitchen sanitation will remain the same as dictated by cleaning procedures already in effect AND the cook will also wear a required mask and gloves while preparing, cooking and serving food. In addition, a full time staff member will be employed daily as "the cleaner". Their responsibilities will include, but are not limited to:

- a. Cleaning/sanitizing bathrooms after each class's usage
- b. Cleaning/sanitizing door handles and other highly touched hard surfaces
- c. Sanitizing frequently touched toys
- d. Relieving staff for daily breaks (bathroom, lunch etc.)
- e. Refuse removal

The Center will not schedule any tours for the immediate future. Any special event days such as "Doughnuts with Dad", "Meet the Teacher" night etc.) will also be cancelled for the foreseeable future. No volunteers for party days will be allowed either. No unnecessary traffic into the center will be allowed, with the exception of licensing, fire marshall or any outside companies that may be required to enter the building for maintenance issues that are deemed necessary for the health and safety of the children. We want to limit the risk that we're facing, and not cause any undue harm.

Despite all these measures, the Center is in no way (legally or financially) for possible outbreaks or contamination. Everyone is operating under “best practice”, and there always remains a risk for children in group care. We assume that risk no matter where we go, live or work. Communication is going to be imperative during these trying times. Call, email or message us through Facebook or Hi Mama! We realize that these changes are a disruption/nuisance to your daily schedule, but are necessary for us to comply with state, federal and CDC guidelines. It is our sincere hope that with time, these rules may be relaxed and we can all go back to the lives we had pre-coronavirus. As advancements are made, and guidelines become less restrictive, we will update you accordingly.

- Little Village Preschool’s vacation policy will resume after **August 9, 2020**, and parents who sign their children out at least 7 days in advance will not be charged tuition for those day(s). In the future, if ratios and group sizes are mandated to be reduced, management holds the right to stop vacation sign outs and days missed will be charged.
- ALL children that are kindergarten aged and older must wear masks while at school per the governor’s order.
- Effective August 24, 2020, we will resume our regular business hours of 6:30 am – 6:00 pm, Monday through Friday.

If you have a concern that was not addressed in this addendum, please do not hesitate to notify management. We have done our best to address the issues, but we are not perfect either. Management is fully prepared to add, subtract or change any directives in this addendum with the purpose of keeping the center safe and open. We will do our best to keep everyone safe, learning and having some fun too! We are here to work for you, your child and your family.

Thank you to all in advance.

I _____, acknowledge receipt of this August 2020 addendum to the Little Village
Print Name

Preschool’s Parent Handbook.

Signature

Date _____