



Little Footprints Preschool Reopen Protocols, Policies, Health and Safety Plan

(last updated 1/30/2021)

Welcome to Little Footprints! It is hard to believe that our world was so different in such a short time! We are grateful to be able to provide some form of routine for children. Information and directives for the COVID-19 situation may change and we will keep you updated.

In order to provide a safe environment for our children, families and staff, we have put together the following health protocol and operational guidelines based on directives and policies from the Center for Disease Control (CDC), California and San Francisco Department of Health (DPH), and the California Department of Social Services (CDSS) for the reopening of childcare programs. These policies and guidelines are subjected to change or modification. All parents are responsible to read, be familiarized and adhere to these policies and changes.

Prior for returning/attending

- Complete and return all required additional forms
- Please review and practice the arrival procedure with your child
- Please share with your child how things might be different at school and things that are still the same.
- Recommend Covid-19 testing prior to starting to school and share results with admin staff.
- Practice wearing a facial mask (*Mandatory for 2 years old and up*)

Links for the masks and facial shield:

[DIY hat button for easy mask wearing](#)

[Child-Sized disposable masks](#)

Items to bring to school (Label ALL items with your child's name)

1. Two sets of change of cloth stored in a ziploc bag
2. water bottle (to be kept at school until further notice)
3. Sunscreen (to be kept at school)
4. Medication (if applicable)
5. Facial mask (Bring several extra for back up)

6. Diapers (if applicable)
7. Pull-ups: The ones that can tear open on the side and restick back (if applicable)
8. Baby wipes (if applicable)
9. Diaper rash cream (if applicable)
10. Child-sized Sleeping bag
11. One recent family photos and 5 individual photos
12. Emergency bag: small water bottle, snacks, letter from family, diapers, and travel-sized hand sanitizer, tissue, baby wipes all stored in a gallon-sized zip-loc bag.

NOTE: Toys are NOT allowed. Stuffy and Lovey toys that can stay in school with the bedding until washing is needed are allowed with soothing the child IF it is necessary.

NEW DROP-OFF/PICK-UP COVID-19 GUIDELINES

School hour is from 8:30am to 5:00pm (effective 2/16/2021) and is subjected to change with notice. We have designated drop off and pick up time for parents. All families can drop off between 8:30am-9:15am. Pick up time is from 4:00pm-5:00pm. Prior arrangement is needed if pick up and drop off are outside of these designated times. There is only one drop-off and one pick-up allowed per day. Please pick up your child on time as disinfecting and cleaning occur immediately at 5:00pm and we do not want your child to breath in any chemicals. A \$50 late fee will be assessed for any late pick up after 5:00pm.

We have a designated drop off and pick up area outside of the school. There will be a line of 6 feet markings on the sidewalk for entering the school or waiting for pick up.

Parents MUST check the child's temperature Daily prior to dropping off. If there is a fever or any kind of illnesses, stay home and contact the school and the child's pediatrician immediately.

Parents must download and join the Brightwheel App to check in/out your child AND to read the screening questions carefully before confirming the COVID screening statements listed.

Please DO NOT drop off your child if your child OR **anyone in the household is sick.**

During drop off time at the school’s front entrance area, the following will be done:

1. An non-contact temperature scanner will be used to check the children’s temperature.
2. All children need to sanitize their hands using hand sanitizers or sanitizing wipes with at least 60% alcohol.

Authorized adults are required to follow the 6 feet social distancing rule and wear a facial mask within and around school premises. We recommend the same authorized adult (not in the high risk population) to do the pick up and drop off on a regular basis, if possible.

Please use Brightwheel App to sign in and sign out daily. An electronic invitation will be sent to you prior to your child’s enrollment. Please be on the look-out and check your spam box. Please locate the 4-digit sign in/out code for EACH caregiver from “Profile”. If for any reason you cannot find the pin, please contact an administrative staff for assistance.

IMPORTANT: please update your child’s medication, allergies and other conditions in the “Information” session for your child to ensure all the information is correct and complete. In addition, please update admin via email.

COVID-19 GUIDELINES

LFP covid-19 guidelines 1.21.2021					
	Showing symptoms	Close contact of a close contact (someone has close contact with the staff/child exposed to a confirmed case, i.e parents)	Exposed/close contact to confirmed case	Covid 19 positive	Travel outside of bay area
Staff	return with a negative test OR quarantine 10 days and symptoms free	can return to school with a negative test from the close contact OR quarantine for 10 days	Quarantine 10 days AND obtain a negative test	Work with DPH/Possible Closure of the Cohort	Quarantine 10 days
Child	return with a negative test OR quarantine 10 days and symptoms free	can return to school with a negative test from the close contact OR quarantine for 10 days	Quarantine 10 days AND obtain a negative test	Work with DPH/Possible Closure of the Cohort	Quarantine 10 days
Parent/Household	child can return to school with a negative test of the household member/parent OR quarantine 10 days	child can return to school with a negative test of the household member/parent OR quarantine 10 days	Quarantine 10 days AND obtain a negative test	Work with DPH/Possible Closure of the Cohort	Quarantine 10 days

Exception For medical professionals: If contact occurs while wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection), that the contact will NOT be considered close contact for the purposes of this policy

To reduce contact, your child remains in the same classroom with the same teachers and same group of children as much as possible.

The school will be enforcing the 6-foot social distancing with the children as much as possible during meals, lesson time, play time and naptime. Please keep in mind that it is challenging for young children to refrain from interacting with other child in close proximity.

The school staff will redirect and remind children to refrain from hugging or touching other children and the teacher during this pandemic. The school will also reinforce with the children coughing and sneezing into tissue paper or away from others.

Children who are 2 years old and up are required to wear a facial masks. (Effective 1/11/2021)

Parents are NOT allowed to enter the school unless it is absolutely necessary and with an appointment. If any parents must enter the school for a pre-arranged appointment, a temperature check, sanitizing hands and answering health questionnaires are required.

Parents can communicate with school admin staff via phone, email, text, and/or setting up a virtual meeting. Parents can communicate with teachers Via Brightwheel App.

All field trips, Mid-day toothbrushing, and Show and Tell will be on hold until further notice.

Birthday celebrations: The children will celebrate with his/her own classrooms. Optional: Parents can drop off the non-food item goodies bags in the morning and teachers will set up outside of the school entrance for families to pick up at the end of the day. Please inform the school a week early to make an arrangement.

We understand the eagerness to connect with other families when seeing each other in person, but please refrain from interacting with other parents to reduce health risks and to ensure smooth pick up and drop off.

Parents must sign a waiver/release for communicable diseases including COVID-19 and the assumption of risk, waiver of liability, and indemnification agreements.

When your child's soiled clothing was sent home, please bring an extra set immediately on the next day to refrain from the risks of using the backup clothing

· Please ensure that your child is dropped off wearing a fresh and clean facial mask daily.

· Children's art works, toys and other items will NOT be able to send home daily or bring to school frequently to reduce contact. Children's work may be returned to family ONCE a month if it's piling up. Please leave it in the bag for several days before taking out

Tuition and fee

- If the school needs to shut down due to a child or staff or their immediate contact is suspected or tested positive for COVID-19, tuition and fee will be adjusted.
 - If the school shuts down for 2 weeks or less, tuition will **NOT** be prorated.
 - If the school shut down for 2 weeks or more, tuition will be adjusted according to the specific situation determined by the school.

Curriculum and Activities:

- Classroom layout might be modified to better serve the children while maintaining social distance as much as possible.
- Children will have access to ample learning materials both indoors and outdoors that can be sanitized and/or disinfected.
- Children will engage in free choice time and small group instruction with their teachers.
- Each child will have individualized materials, if cannot be sanitized or disinfected.
- Children will be engaging in additional outdoor time as it allows more space for social distancing. We will have designated outdoor space for each classroom. Classrooms will not share outdoor space until the space is thoroughly sanitized and disinfected.
- Meal times will be done with children sitting apart from each other as much as possible.
- Hand washing with soap for 20 seconds before meal and/or after touching common surface areas will be closely monitored and incorporated in the daily routine.
- [LFP DAILY SCHEDULE](#) (Please consider this a living document that changes will be made as needed)

IMPROVEMENTS TO SCHOOL PROTOCOLS AND FACILITIES

· Lunch and snacks will NOT serve in family style and children will sit apart from each other to maintain the social distancing as much as possible.

· Additional cleaning and sanitizing will be implemented per SFDPH, CDC and Community Care Licensing guidelines

· First 5 provides in person and virtual training and coaching supports for ALL teachers and staff prior to school's reopening and thereafter on the following:

1. Sanitize and disinfect

2. Create individualized learning materials and curriculum supports
3. Environmental set-up
4. How to engage children in learning with COVID restriction

· The School provides PPE for all teachers and staff, including facial masks, face shield, gowns, shoe covers and gloves.

THINGS PARENTS CAN DO TO HELP CHILDREN GET READY

1. Practice with your child to wash hands with soap and water for at least 20 seconds. Find a song to sing.
2. Ensure that your child wears pants and shoes that allow themselves to put on and take off easily.
3. Bring extra masks because sometimes it gets wet from the saliva or gets soiled from dropping off on the floor.
4. Practice with your child on how to put on sunblock independently. It is very challenging for teachers because they need to wash hands every time when they assist a different child.
5. Practice putting on and taking off the facial masks (as much as possible)
6. Social distancing - show children how long is six feet using different furniture at home to help children visualize the distance.
7. Gently train not to hug or touch others outside of the household, including classmates and teachers.
8. Cough and sneeze into tissue paper, not hands.
9. Use the restroom at home and wash hands before coming to school.
10. Change clothes and shower the child once your child comes home from school
11. Put on fresh clothes prior to coming to school.
12. Change into a new pair of shoes designated for school use before drop off or disinfect the bottom of the shoes.
13. Eat a good breakfast at home for early risers.
14. Get plenty of sleep each night to keep the immune system strong.
15. Read the book *The Kissing Hand* (electronic reading of the book is available on Youtube).
16. Some children may be scared when seeing the teachers or their peers wearing a mask. It is good to explain or read age appropriate books for children regarding the purpose of mask wearing.

COPING WITH SEPARATION ANXIETY

We understand how difficult it is for parents and children to say goodbye during morning drop offs after spending about three months together at home during the Shelter-in-Place. The following recommendations that may be helpful to try:

- Prior to first day of school, drive by the school and inform your child(ren) that they will be attending/returning to school soon. Please let your child know his/her teacher might be different but they will meet some new friends.
- Create good bye routine (i.e Big high five then blow kisses)
- Role play with your child how to say goodbye prior to returning to school.
- Please note that every day is different. Saying goodbyes can be smooth on some days and difficult on other days. Please know that the teachers will try their best to help your child to cope with separation anxiety, such as verbal affirmation and engage them in activities or toys of their interests.