

Updated Policies and Procedures Post COVID-19

This document overrides the Parent Handbook.

Arrival Procedures

Upon arrival at New Creation Preschool, a health check will be completed on all staff, children and parent/adult. If either child or their guardian present with a temperature equal to or greater than 100.0 degrees or show signs of possible illness, the child will be excluded from care and will need to adhere to the illness exclusion guidelines.

*We are still navigating the best method drop off and pick up procedures. This will be largely dependent on our final counts for enrollment. However, parents will not be permitted in the childcare area at drop off or pick up. Each child will be assisted by an assigned staff member to their respective classroom.

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 that cannot be contained in a diaper
- Feeling feverish or a registered temperature equal to or greater than 100.0 degrees.

Children must not return to the program until they are symptom free without medication for **48 hours**.

If a child is exhibiting these signs and symptoms and has siblings enrolled in NC, we will ask the sibling to adhere to the exclusion policy as well.

The above Illness Exclusion Policy will also apply to all staff.

If a COVID-19 confirmed case arises, New Creation will immediately contact the Health Department for guidance, as each case is looked at individually by those governing authorities.

Staff and Enrollee Disclosure Statement

We ask that you notify New Creation leadership immediately via phone call or email if anyone in the household is exhibiting or has come in contact with persons that:

- exhibit any of the symptoms listed above in the illness exclusion
- is currently awaiting results for a COVID-19 test

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- has tested positive
- has been advised to self-isolate or quarantine

This applies to all staff as well.

Health and Safety Practices

Parents and Staff will be required to complete a weekly COVID-19 questionnaire.

In an effort to maintain a healthy and safe environment for our children, staff and families, New Creation will be going above and beyond what Texas State Licensing has recommended regarding health and safety.

New Creation leadership has formulated a plan to be carried out to include increased daily and weekly cleaning and sanitation procedures, both within and outside of each classroom.

If a student has displayed any signs or symptoms of illness, teachers and leadership will partner in relocating the remaining students while intense sanitation procedures take place.

Efforts to Maintain Decreased Cross-Contamination

In an effort to keep contaminants outside of our program, New Creation will be implementing the following changes:

-Staff will follow current face covering guidelines as ordered by the state and local authorities. If social distancing is not feasible, masks should be worn, including while in transition in communal areas. For example, during naptime, teachers will not be required to wear masks as long as the 6 ft social distancing rule can be feasible.

-Children will NOT be required to wear masks. However, if the parent prefers their child wear a mask, we will help assist when possible but won't mandate.

-For rest and nap time, we'll be utilizing blankets and soft, cushioned, sanitizable napmats provided by the school. Leadership will wash the blankets at the end of each day/week.

-There will be no wood toys, lovies, stuffed animals, or cloth items allowed in the classroom as these items cannot be sanitized properly.

-Staff and children's lunches and snacks will need to be brought in clear, Ziploc plastic bags with child's name clearly written on it. All uneaten food will be thrown away after lunch.

-A change of clothes for each child will be required to be stored in the classroom. Please place these items in a clear, Ziploc bag with child's name clearly written on it.

-Backpacks and lunchboxes will not be allowed on campus.

-Most communication will be held through email and Seesaw app. Our hope is to send home a weekly folder with crafts, behavior charts and other information that's needed. Daily reports will still be done for children who reside in a classroom with students under two years old. Information that needs to be relayed more immediately will be done through a phone call or email.

- Mixing groups or combining classes will not take place unless an emergency situation presents itself.
- During our recess time children will be assigned to specific playgrounds and equipment that will be sanitized after each classroom's use, which will be executed by the classroom teacher.
- A daily transitional sheet will take the place of the daily check in sheet

Material Sharing

- Children will be given individual boxes of materials that prove more challenging to sanitize, i.e. crayons/markers/playdough, to help prevent the spreading of germs.
- Children are discouraged from sharing materials when possible.
- We will be incorporating individual sensory buckets and rotating toys in an effort to alleviate cross-contamination.
- Individual trays will be provided for use of manipulatives.
- Trays will also be used on table tops to enforce social distancing and maintain cleanliness.

Staff and Child Ratios

New Creation follows closely to the staff to child ratios established by the Texas Rising Star, which is significantly lower than the state licensing ratios. From time to time, due to staff shortages or other operational challenges, the school may default to state designated ratios. New Creation will never run higher ratios than established by the Texas Department of Health and Human Services Child Licensing unless a significant event or emergency arises.

Our best efforts will be put forth to maintain a lower than normal classroom ratio that allows teachers to effectively maintain active disinfecting of materials, as well as successfully achieve social separation/distancing to the best of their ability throughout the day.

Additional Notes

As things continue, procedures may change as New Creation Leadership, Health and Human Services, the CDC, or the Governor's orders guide or mandate.

We will update parents and staff as needed so that collectively, we can work together to ensure a welcoming, engaging, safe and healthy program.