



PRE-SCHOOL

2020 - 2021 School Safety Plan



Christ Cathedral Academy

POWERED BY FAITH

Dear Parents and Families,

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, I want to assure you that we are monitoring the situation closely. Effective at the start of the school and for the foreseeable future, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff. Please take note of the following changes to our policies and procedures:

Check-In Procedures:

- All CCA/PS staff and children will have temperatures taken upon arrival and departure.
- Those who are dropping off and picking up must wear a mask.
- Parents and other family members will not be allowed inside the child care program.
- Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough and/or shortness of breath?
 - Do you or anyone in your household have chills, loss of taste or smell, vomiting and/or diarrhea?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
 - Has your child received any fever reducing medications (Tylenol or Motrin)?
 - If you answer YES to any of these questions, your child will not be permitted to attend.



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Check-In Procedures Continued:

- Drop-off is from 6:30 a.m. until 8:00 a.m. ONLY and is solely allowed at the service entrance (between the playground and the gym).
- Parents can park in sections P9 ONLY
- Families will be met at the service door entrance where a staff member will greet the child(ren).
- Parents and other family members will not be allowed inside the child care program.
- If for some reason a parent/caregiver has to enter/exit the facility-one person will be allowed to enter or exit the facility at a time to allow for social and physical distancing.
- Sign in/out books will be displayed at check in with clean pens.
 - Please grab a clean pen (or bring your own) from the cup labeled “clean” to sign in/out and then place the used pen in the cup labeled “dirty”.
- Hand Sanitizer will be available at all entries.
- Children and staff will be required to wash their hands immediately upon entering the building and hourly throughout the day.
- When children are received for drop-off, they will be escorted into the nearest bathroom/sink where their hands will be washed prior to classroom instruction.



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Pick-Up Procedures:

PART TIME (1/2 DAY STUDENTS):

- Pick up times will be from 12:30 -12:45 **ONLY!**
- Please go to the front office
- A staff member will be there to check ID and you may sign the child out.
- The student will be brought to you.

FULL TIME STUDENTS:

- Pick up times from 3:30 to 6:00 **ONLY!**
- Please arrive at the front door of the main office of the Academy.
- Wait until you are let in.
- Tell the person at the front that you are here to pick up a pre-school child, and give them the child's name.
 - ID will be checked.
- Your child will be called for and a staff member will walk the child up to the front office.
- If possible limit drop-off and pick-up to one parent



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Healthy Environment:

- Children will be in groups of no more than 12 children with one teacher for 3 and 4 Year Olds and 8 children and 1 teacher for 2 Year Olds.
- Children will be in the same group with the same teachers throughout the day when at all possible.
- Social distancing with children will be encouraged as much as possible.
- Teachers will model and reinforce healthy habits and social skills including physical distancing, frequent hand washing and containing coughs and sneezes.
- Staff will wear face shields and practice physical distancing while in classrooms.
- We will not share equipment and toys between classrooms and will clean, disinfect and sanitize equipment and toys between uses.
- There will be clean and dirty bins labeled for cleaning purposes.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- All surfaces, door knobs, light switches and any high traffic areas will be cleaned, sanitized and disinfected every two hours and/or as needed.
- Bathroom sinks and toilets will be sanitized after each use.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers, masks and disposable gloves and use them as needed.



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Healthy Environment Continued:

- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
- Each classroom will have a designated playground time.
- High touch surfaces on the playground will be cleaned, disinfected and sanitized between each classroom use.
- Children's cots will be placed 3ft apart during nap time and with head to toe orientation.
- Children's bedding, personal items will be placed in an individualized bin daily.
- Extra clothing will be in a zip lock bag in your child's individual cubby.
- Children and staff will be monitored throughout the day for signs of illness.
- If children become sick, they will be isolated and parents will be called to pick up immediately. Staff will be sent home.
- No visitors will be allowed in our classrooms until further notice.



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Meal Preparation and Service:

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation.
- Each child's meal will be plated and served by staff, instead of served family-style.
- Lunches/Snack: Lunch boxes are not allowed.
 - Snacks and lunches must be brought in disposable bags.
- **ANY NUTS OR SHELLFISH ARE NOT ALLOWED.**
- You may still order lunches from Cater Tots.
- Parents must supply 2 snacks per day for your child, to be eaten at approximately 10:00 a.m and 3:00 p.m.
- CCA will not be serving any food items at this time.
- Staff will not be taking items out of the children's lunch bags.
- Pack items that your child(ren) can eat cold or at room temperature.
- All left-over food will not be packed up and returned at the end of the day for safety reasons.



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Child Health:

- Children who start to feel ill or are experiencing symptoms of respiratory illness, including a fever of >100.4 F while at CCA/PS, will be isolated from other children in the Director's Office until they are picked up.
- The Director's office has an adjacent bathroom for sick children to use.
- Children may return once they have been fever-free for 72 hours without the use of any fever reducing medications.
- If your child is exposed to COVID-19 while attending CCA/PS – all children and staff in that classroom will be required to stay at home and monitor their symptoms for 14 days and be fever-free for 72 hours.
- That classroom will undergo extensive sanitizing and disinfecting before any children and staff return.
- Staff will receive education on COVID-19 symptoms as well as preventive measures.

Staff Health & Wellness:

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices, meals or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify the Director if >100.4 F as well as self-monitor for signs and symptoms of COVID-19 and notify the Director if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.



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Communication:

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact by email or phone.
- If your child becomes sick at CCA/PS, it is expected that the child be picked up immediately.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

Sincerely,

Mrs. Patti Abeyta
Pre-school Director