

Children's Ark daycare (Fernando Family daycare)  
526 E. Juanita Ave San Dimas CA 91773  
909 592 1820  
Covid-19 handbook

The following are the new guidelines we will be implementing as we resume daycare on June 29th, 2020. These include rules mandated and / or recommended by the California Department of Social Service, Los Angeles County Public Health, and CDC. This Covid-19 Supplemental Handbook is in addition to the Policy that you received at the time of enrollment and is intended to be used in conjunction with policy. Please read each section of this handbook carefully as it is for the safety and well-being of the child and staff at the daycare.

**1. Please notify us if:**

- You or any member of your household have symptoms of fever, cough, respiratory ailment, or other signs of illness in the preceding 24 hours prior to having your child attend daycare or
- You or any member of our household have been diagnosed or have had any exposure to another individual with suspected or confirmed Covid-19.

**2. IF** your child, or a household resident has a temperature of 100.4F or higher or shows other symptoms of Covid-19 (dry cough, shortness of breath) the child must be temporarily excluded from the daycare program. And you must consult your healthcare provider. A clearance note from the doctor will be required for the child to resume daycare.

Parents and caregivers are required to screen themselves and their children daily. The children's temperatures must be checked prior to coming to the daycare. Please inform the daycare if your children have taken any medication in the past 24 hours. Upon arrival, the children's temperature will be checked at the daycare entrance. Anyone with a temperature of 100.4F or higher or displaying any signs of illness will not be accepted that day.

Per CDC Covid-19 symptoms in children may include the following. If your child exhibits these symptoms, please monitor them at home and seek medical attention if needed. Please note that a child may return only when symptoms have fully cleared for a period exceeding 24 hours

- Fever
- Cough
- Nasal congestion or runny nose
- Sore throat
- Shortness of breath
- diarrhea
- Fatigue
- Nausea or vomiting

- Headache
- Poor feeding or poor appetite

3. We are no longer authorized to administer any medication at daycare. Children must be fever free (or illness-free) without any medication for 24 hours before attending daycare.

4. When the child is illness-free, a doctor's note is required upon the child's return if deemed necessary.

5. If your child has any pre-existing respiratory conditions or other health issues, we request that you consult your physician before your child returns to daycare.

6. Visual wellness and fever checks will be conducted upon arrival and health questions will be asked if warranted.

7. Children will be monitored throughout the day for any signs of illness. If a child exhibits any signs of illness, the parent or guardian will be notified to pick up the child immediately (no exceptions). Please provide me with additional emergency contacts if necessary.

Parents are requested to sanitize their hands before dropping off and prior to picking up their children.

For the time being, we will sign in and out your child for the food program.

Children will undergo daily wellness and temperature checks in the morning using a no-touch thermometer at drop off and will wash their hands before the start of the day. Per Covid-19 guide lines we are to ask the parent every day if the child has a fever, a cough or had any contact with covid patients during the past 14 days.

Please make sure to label your child's belongings. You must take them home each day, wash them and bring back for next day (We will only keep one set of extra clothes with me and return the rest to you on July 6th)

Maintain social distancing between other families and daycare providers. We request that parents/caregivers wear masks at the time of pick up and drop off.

At this time, we will only allow the enrolled children inside the daycare.

8. Drop off & Pick-up Schedule:

Each family will have their own scheduled time. If you arrive at a different time, see if there is a different car parked outside other than my husband's and father-in-law's cars, wait until they leave and then you can come in.

<u>Child's name</u>	<u>Drop off time</u>	<u>Pick up time</u>
Melody & Madisen	7:15-7:30AM	5:30-5:45PM
Dylan	7:45-8:00AM	5:00-5:15PM
Archer	8:00-8:15AM	6:00-6:15PM
Jocelyn	9:00-9:15AM	5:45-6:00PM
Londyn	9:15-9:30AM	4:15-4:30PM
Aubrey & Nathan	10:00-10:15AM	4:45-5:00PM
Dean & Ellis	waiting for the time	
Toby & Sebastian	waiting for the times	

### **9. Suggested Safety Measures to Minimize Contact & Handling:**

- We will provide breakfast, lunch and a snack, milk and water in their own designated bowl and cup.
- All belongings are to be in sealable plastic bags (Ziploc) with name labels. No backpacks or lunch pails, please.
- One light blanket for nap time in a sealed bag. No thick blankets.
- Please bring your own water bottle if you don't have one already at the daycare.
- No toys (no exceptions).

### **10. What we will do to keep the daycare clean:**

- We install an outdoor sink in front of the daycare door.
- We have added a no touch hand sanitizer, near the entry door.
- We have added no touch soap and paper towels in the bathroom. I will sanitizer the bathroom during nap time and at the end of the day.
- We will sanitize other high traffic areas, door knobs, table and chairs, bathroom sink handles, etc.
- We have moved out most of the Montessori material and shelves in order to keep social distancing, but we will still continue to do individual work with me.
- We will immediately clean and disinfect tables and chairs after meals.
- We will steam clean the carpet, table and chairs at end of the day
- We will try to leave the windows opens to have proper air circulation in the daycare
- Each child will have their own cot with their name on it
- Children will still use kindle fire (one or two children together if siblings) I will sanitize them after the end of each child's use.
- During nap time there will be 3-4 feet space between each child's head. I will arrange the head of each bed alternately, in opposite directions.

- We will try to separate 2 to 3 groups of kids if possible in order to have less contact with each other. As you all know, it is very hard to have children only stay with one group. I will do my best.
- Each child or siblings will have their own school supplies in a ziploc bag labeled at the daycare so they will only use their supplies. (I will provide that).

**11. Personal Hygiene:**

- Please wash or sanitize the children's hands at home before they are dropped off.
- Bring one set of extra clothes (if one is not already at the daycare) and a mask (if they are able to wear it) labeled in a Ziploc bag.
- Children will still not wear shoes inside the daycare as before.

**12.** Children over 2 years old should bring 2 reusable/breathable children's masks. (ONLY if the child is capable of wearing it. It is available on Amazon). We will assist and monitor their safe and appropriate use when needed. The masks will be sent home at the end of each day for washing and return.

**13.** Please do not send children to daycare with opened food containers or while they are consuming food or drinks. All items must be discarded before entering the daycare. All food items for infants must arrive in labeled and sealed containers and will be served by me in a properly sanitized area.

**14.** We will teach, model, and reinforce healthy habits and social skills

- Not to share food or drinks (please try not to bring any snack or food).
- Practice frequent hand washing using paper towels.
- The use of their own supplies when available and putting them away immediately after use.
- Using a tissue to wipe the nose and cough inside their elbow or neck of the shirt.

To maintain social distancing, tuition payments need to be in a sealed envelope and placed in the tuition drop box only. Let me know verbally that you have dropped off your payment..

Please try to talk to your child about how important social distancing is, as well as hand washing, proper etiquette for sneezing, coughing, etc. before bringing them to the daycare. I will talk to them about these things during circle time too. I apologize for any inconvenience. I know it is more work for each of us, but I feel these extra precautions are necessary to keep your children safe during the time they are in my care.

Please read, sign and return the last page on the first day back to the daycare. Thank you!

**It is important for all of us to work together to ensure the safety of our children. Thank you! Ashanthi Fernando**

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**Child/children's names**

**Date**

**Parents signature**