

COVID-19 ECL Parent Handbook Updates

In response to current events, the Early Childhood Laboratory will be operating a small child care program for “essential workers” for the duration of the 2020-2021 academic year. Criteria for essential workers may be found here <https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf> and includes:

- *Workers supporting public and private childcare establishments, pre-K establishments, K-12 schools, colleges, and universities for purposes of distance learning, provision of school meals, or care and supervision of minors to support essential workforce across all sectors*

The early learning environments and daily routines will be designed and implemented by the ECL Director, Program Coordinators (2), and Lead Teachers (4) in compliance with CDC recommendations for child care programs. Staff will also complete all cleaning, sanitizing, and disinfection of classrooms and play materials according to CDC guidance, NAEYC standards, and child care licensing requirements.

By enrolling your child in the program, **you are committing to adherence to all CDC health and safety guidelines, state and local orders and guidelines, as well as modified ECL program policies listed in this document.** We ask that ALL parents/family caregivers, **initial** each section, confirming that you have read and agree to the program guidelines.

1. Program Staff, Hours, and Enrollment

- Transitional Preschool:
 - Primary Staff: Angelena May, Patty Yeung
 - 12 children, 2-3.5 years of age
 - Hours: 8 AM-Noon
 - Staggered Arrival: 8 AM—9 AM
 - Staggered Pick-up: 11 AM—Noon
- Prekindergarten Preschool:
 - Primary Staff: Jill Hall, Lourdes Schallock
 - 12 children, 3.5-5 years of age
 - Hours: 8 AM- 2 PM
 - Staggered Arrival: 8 AM—9 AM
 - Staggered Pick-up: 1—2 PM
- Classrooms will include the same group of children each day, and the same teaching staff will remain with the same group each day.

Ages in September

Class	in this class range from:	Size	Ratio
Transition Preschool	2- 3½ yrs.	12	1 to 6
Prekindergarten Preschool	3½ - 5 yrs.	12	1 to 6

2. Tuition

- Tuition is set as a **flat monthly rate**; we are unable to offer decreased tuition rates for currently enrolled UC Davis student families. Monthly rates are as follows:
 - Transition Preschool Program: \$409.60
 - Prekindergarten Preschool Program: \$614.40
- Tuition will be billed monthly, and must be paid in advance of program participation (see *Tuition Calendar*).

- A program deposit, postmarked by August 15, 2020, will be used to reserve your child's program placement in on-site programming. The deposit will later be credited toward the final three weeks of program tuition.
 - Transition Preschool Program: \$307.20
 - Prekindergarten Preschool Program: \$460.80
- Families must provide the director with a written 30-day notice for program withdrawal.
- The ECL is unable to refund tuition due to COVID-19 related program closures.
 - In the event of extended program closures due to COVID-19, all children may participate (as desired) in small-group, virtual learning programs. The virtual programs will be one hour in length and offered Monday-Thursday.

3. Health Policy

- Health policy and procedures as they relate to Covid-19 will conform to the CAL OSHA Covid-19 guidance provided the State of California and Yolo County.
- To minimize community transmission, families commit to **ONLY** enrolling their child in the ECL, and **will not** participate in other "in-person" schools and/or child care programs. Children who participate in essential early intervention programs are exempt from this requirement.
- Families who have traveled out-of-state, or those with an individual family member who has traveled, must stay home for 14 days and show no symptoms of illness before returning to program.
- Families must keep children home if a sibling or any other household member presents symptoms consistent with COVID-19, without medical diagnosis, and must self-isolate for 14 days.
- Sick children, no matter how mild the symptoms, and staff must stay home and self-isolate per ECL Health Policy (see ECL Parent Handbook) and [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>).
- Sick children and staff will not be permitted to return to program until they have met the criteria to discontinue home isolation.
- Children and staff who come to program sick or become sick while at school will be sent home. A sick child will be isolated from others and must be picked up immediately (within 30 minutes). At least one parent **MUST** be available by phone while program is in session.
 - The staff lounge in Research House will serve as an isolation room.
 - During isolation, report generation will begin and be finalized with the parent. The report will be submitted to Campus. Campus will most likely have additional information to collect.
 - Staff will contact Environmental Health and Safety and follow [campus protocol](https://safetyservices.ucdavis.edu/coronavirus/reporting-concerns-confirmed-cases) (<https://safetyservices.ucdavis.edu/coronavirus/reporting-concerns-confirmed-cases>) for potential and confirmed Covid-19 cases.
 - Campus (custodial services) will provide cleaning and disinfecting at potentially contaminated areas.
 - Return to campus/work will be dependent on Campus review.

4. Arrival/Drop Off Procedures

- Arrival and drop-off times will be staggered according to pre-arranged family schedules.
- Families will enter one of two opened gates based on their assigned classroom.

- Ideally, the same parent or designated person should drop off the child every day. We ask that families keep younger siblings at home or safely confined in slings, baby carriers, or strollers. If possible, older people such as grandparents or those with serious underlying medical conditions should not transport children.
- Adults and children must wear masks until a child is admitted into program. Adults must keep their mask on until off-site.
- Adults and children will wait on social distance markers for a health screening by ECL staff.
- Adults and children will participate in a daily health check, including a temperature scan using a touch-free infrared forehead digital thermometer.
 - Parents/Family caregivers MUST disclose if any family member has been directly exposed to anyone with COVID-19. See ECL Decision Tree.
 - Staff will stand behind a physical barrier and make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - Staff will change gloves before the next check if they have physical contact with a child.
 - Staff will clean the non-contact thermometers with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. Staff can reuse the same wipe as long as it remains wet.
 - Persons who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility.
 - Parents/family caregivers must be on the alert for signs of illness in their children and to keep them home when they are sick.
 - Parents/family caregivers must disclose when they have administered fever-reducer medication.
- Parents/family caregivers will not be permitted past the gated entries to the outdoor classrooms.
 - To facilitate the transition into program, children and parents/family caregivers may sit in a designated open space and read a book from home.
 - Once ready to part:
 - Adults and children wash hands or use hand sanitizer.
 - Parents/family caregivers sign-in their child with a pen from home.
 - Children are greeted by their assigned teacher and welcomed into the outdoor classroom.

5. Departure/Pick Up Procedures

- Staff will stagger pick-up times according to arranged family schedules.
 - Parents/family caregivers will text staff upon arrival and will enter one of two gates based on their assigned classroom.
 - Ideally, the same parent or designated person should drop off the child every day. We ask that families keep younger siblings at home or safely confined in slings, baby carriers, or strollers. If possible, older people such as grandparents or those with serious underlying medical conditions should not transport children.
 - Adults must wear masks at all times.

- Children must put on masks at departure.
- Parent/staff check-ins will be limited to email and text messaging.
- Parents/family caregivers sign-out their child with a pen from home.

6. Items from Home

- Families must provide all snacks, lunches (Prekindergarten Preschool ONLY), and beverages; there will be no food/drink provided by the program and we are unable to support any additional food preparation on-site.
 - Snack and lunches must be child-friendly (i.e. requiring as little adult support as possible), and be packed in separate paper bags. While it is not preferred, snack/lunch items should be packed in one-time use material. Consider wax paper to limit plastic waste.
- Extra clothes (four sets of each item) and rain gear must be labeled and will be stored on-site in an individual, labeled plastic storage container, along with your child's snack/lunch.
 - Soiled clothing will be returned to families, double-bagged. Replacement "extra clothes" should be transported to school in sealed plastic bags.
- Each child must come to school with a labeled, 16 oz. water bottle. The bottle will return home each day and should be cleaned and sanitized before its return to program.
 - Staff will disinfect the exterior of each water bottle upon arrival.
- No toys or other objects from home will be permitted on site.

7. Hand Washing Routines

- All children and staff will engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After handling animals or cleaning up animal waste
 - After playing outdoors or in sand
 - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Staff will supervise children when they use hand sanitizer to prevent ingestion.
- Staff will assist children with handwashing to ensure proper hygiene.
- After assisting children with handwashing, staff will also wash their hands.
- Posters describing handwashing steps will be placed near sinks.

8. Physical Distancing and Face Coverings

- Required by the State of California, Yolo County, and UC Davis
- Staff and children will wash hands or sanitize hands after touching of any face mask.

- To ensure ample space for play and exploration, the majority of the daily routine (60-75%) will take place in the outdoor classrooms; some weather conditions may require modification of the daily routine.
- Children will be guided, as best as possible, to maintain space while at play both indoors and outdoors.
- Staff will wear face shields and/or masks as they interact with children while indoors and outdoors.
- Staff will enforce current guidelines for face coverings for children, as best as possible and according to family preference, while indoors/outdoors. Disposable children's masks will be provided by the program.
- Children will eat snacks and lunch (full-day prekindergarten program ONLY) spaced at least six feet apart.

9. Program Closures

- CDC's website contains a variety of resources for child care programs and K-12 schools, including detailed guidance, considerations for closures, and frequently asked questions for administrators, teachers, and parents. Together, these resources provide additional information on:
 - What to do if a child or staff member at the facility becomes sick.
 - Closures of child care programs.
- The resources emphasize that any decision about temporary closures of child care programs or cancellation of related events should be made in coordination with federal, state, and local educational officials as well as state and local health officials. Child care programs are not expected to make decisions about closures on their own.

10. Additional Information

- This program design (e.g., limited capacity) is temporary. Excepting future COVID-19 complications, the ECL will return to normal operations for 2021-2022.
- There will be no attendance requirement, as previously required for ECL operations. Should families choose to keep their child home for health or comfort reasons, they are encouraged to do so, but they will not be credited missed days toward future tuition.
- Parents/Family Caregivers are expected to notify staff of any program absence before 8 AM. Email mloganj@ucdavis.edu or call 530-752-2888. Please disclose the reason for absence, especially those related to illness.
- Nonessential visitors and classroom volunteers will not be permitted on-site.
- While we value community, children and family caregivers are asked to maintain physical distancing at all times and to avoid socializing on-site before and after program hours.
- Until further notice, all community events and gatherings (e.g., Fall Welcome Picnic, parent-staff workdays, Red Tractor Picnic) have been cancelled.
- Home Visits, Parent Orientation, and Parent-Teacher Conferences will take place using remote conferencing tools.