



Epidemic Handbook

Little Scholars

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Drop Off / Pick Up Procedures

During the Covid-19 pandemic, Little Scholars will be adjusting child drop off and pick up to ensure the safest possible environment for parents, children and staff. At this time, we ask that parents or 1 consistent caregiver are the only ones who pick up and drop off their child. We will adjust our times based on staffing and ability to maintain these new safety standards.

At drop off, parents will park in one of the designated parking spots, a staff member will come to the car to retrieve the child. Please remove your child from their car seat and remain 6 feet away from the staff. The staff member will be wearing protective gear. First, they will take the child's temperature, ensuring that it is no higher than 100 degrees. The staff will also ask a series of questions to ensure that the child has not developed any symptoms. We also ask for parents to bring enough supplies needed for the children on Mondays to last the entire week. Upon entry to the building, staff and children will wash their hands, arms and face prior to entering the classroom.

At pick up, a staff member will bring each child to their car one at a time. In order to make the pick up process as smooth and as quick as we can, we ask that when you are on your way to notify the staff, using the notification system assigned to you, so that we can begin to gather your child and their supplies. This will limit the wait time for you. For you to place the child in their car, along with any supplies used during the day. Prior to leaving, we will wash each child's hands and take their temperature again and record it on their daily sheet. We will also record if we have seen any low-key symptoms develop during the day on their daily sheets.

At this time, we are limiting the amount of people who enter the building, including staff. At this time, we ask that you remain outside of the building. If you need to speak with your child's teacher, or administrative staff, we ask that you do so by calling the center, emailing info@littlescholarsdaycare.com, or messaging your teacher. If you need to have a meeting, please schedule a time to meet in order to prepare the proper precautions.

Please wear a mask at pick up and drop off, or any other times you are interacting with staff.

Child Supplies

We would like to reduce the amount of items going back and forth from the center to your home. On Monday, please send in supplies to last the week such as: extra clothes, nap sheet and blanket, diapers, wipes, bottles, formula and water bottles. We ask that you pack your child's lunch and snacks in a lunch box or paper bag with an ice pack. Items that we anticipate going back and forth daily are lunch boxes, medication that can't stay at the school, daily sheets. During the week, we will wash clothes and sheets if needed on a case by case basis. If the extra clothes were not used, we will keep them at school.

Classroom Procedures

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Our goal is to keep our children and staff safe by following CDC regulations and recommendations as well as guidance from the state of NH. In order to follow social distancing guidelines, we will reduce our classroom sizes to be no more than 10 to a room including teachers. This may result in having your child in another classroom when returning, but as always, we will work to make it the best fit for your child.

In addition to smaller classrooms, we will also be creating more space to eat at lunch and encourage smaller groups to play together. We will stagger the gym or playground time to limit the mix of classrooms.

Teachers will be wearing masks in the classroom during the day or when needed. Specific times masks will be worn are during diaper changes, potty training, food prep and serving, and during pick up and drop off. Children over 2 can wear masks if parents would like them to. Teachers will also change clothes if they are caring for a child that has coughed or sneezed on them or used them as a tissue.

Teachers will also be increasing the amount of times children will be washing their hands and monitoring as best they can the children cover the mouth with their elbows with coughs and sneezes. They will wash their hands after.

In addition, we will increase the cleaning and sanitation of toys and surfaces. We will have toys on a rotation so that there's always clean toys to be pulled out for children to play with. All toys will be cleaned and sanitized during naptime. All surfaces will be cleaned and sanitized after they are used, including shelving. We will also be removing any items that cannot be wiped down such as stuffed animals and soft books or hard to clean toys.

Illness Policy

During this time our illness policy will be altered. If a child or staff has a temperature of 100° they will not be allowed to attend the program. Children and staff need to stay home until they are 72 hours fever free without any fever reducing medication.

Any child or staff showing any concerning signs of respiratory issues (excessive coughing, tugging in the chest, wheezing, shortness of breath, etc.) will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional.

Any child or staff with a cough paired with a fever will be required to be screened by a medical professional with-in 24 hours. The child or staff must remain out of school for 7 days, plus an additional healthy 3 days. Parents or staff member will be required to contact the owners within 24 hours to inform the school what the illness may be.

If a doctor has cleared your child or the staff member to attend sooner, the medical professional MUST in writing state “ _____ (individual's name) was seen and was evaluated

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for _____. They do NOT have Covid-19 and is able to return to childcare without placing another child or adult at risk”. The medical professional must also include the sickness the child or staff member has as well as the reason behind the cough.

If a staff member or your child or anyone in the home has tested positive or has been in direct contact with an individual who has a positive Covid-19, families must inform Little Scholars via email only ASAP. Your child(ren) will be required to stay home for 14 days.

If for any reason a child in our care or staff member is diagnosed with covid-19, we will immediately close down that classroom and upon guidance from the state may have to close the center for two days up until one week.

Contact Information

Center Email – info@littlescholarsdaycare.com

Caley King, Director – caley@littlescholarsdaycare.com

Danyelle DiCecca, Executive Director – ddicecca@littlescholarsdaycare.com

Center Phone – 603-893-0898

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Parent Agreement

I have read the updated handbook and understand the changes in the following policies:

- Drop off and pick up
 - Parents will drop off and pick up in the parking lot where a staff will meet their child until further notice
- Screening
 - A staff member will screen my child at the beginning and end of the day for any Covid related symptoms
- Illness
 - If my child exhibits any symptoms, my child will stay home until they are fever free without medicine for 72 hours or longer if diagnosed with Covid, unless I have a written doctor note that follows the written policy
 - I will notify the office immediately with doctor's results
 - I will notify the office immediately if anyone in my family has been exposed or diagnosed with Covid-19
- Classroom Policy
 - I will bring in only supplies needed on Mondays or otherwise requested
 - My child will be in a smaller class to encourage social distancing but may not be their previous classroom.

In addition, I understand that screenings will be documented and often videoed to ensure that Little Scholars is following this protocol to keep the children and staff safe.

Parent Name _____

Child Name _____

Parent Signature _____

Date _____

Staff Initials _____

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Teacher Procedures

Screening Procedures

***teachers and children must be screened daily**

At drop off:

- Designated staff members will be assigned to pick up and drop off children at their parents' car.
- Staff members will wear protective gear including gloves, face mask, eye goggles, scrub top and a covering over clothes
- Staff members will wash their hands and use a new pair of gloves prior to retrieving the child
- Staff members will approach the parent's car, the parent will remove the child from their car seat
- At the first drop off, parents must complete Self-Attestation form declaring they are an essential employee AND LS Parent Agreement to updated policies
- The staff member asks a series of health screening questions:
 - Have any of the following symptoms been noticed at home?
 - Fever
 - Rash
 - Vomiting
 - Diarrhea
 - Cough
 - Loss of smell or taste
 - Is there anything we need to know or watch for?
 - Staff look for:
 - Flushed cheeks
 - Rapid breathing
 - If any of the above symptoms are mentioned, the child will need to stay home
- Staff members will take the child's temperature using a non-contact thermometer.
 - Any child whose temperature is higher than 100 will need to stay home
 - Staff members will sanitize the thermometer after each use
- Parent can leave supplies in the outside drop off area for a staff member to retrieve after drop off
- Upon entering the building, staff will take the child into an empty classroom or bathroom to wash hands, faces and arms prior to entering the classroom.
- Staff member gives child to teacher but tries not to enter classroom
- Staff member will place all supplies in the designated area outside the classroom until further notice. Lunch boxes can be placed outside until the teacher needs them.
- Staff member washes hands, cleans the thermometer and puts on new gloves prior to getting the next child.

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- After parent drop off, staff member removes and cleans all protective gear, including scrubs and mask wash in laundry

At pick up:

- Designated staff member washes hands and wears sanitized protective gear
- Parent calls or texts their estimated arrival time
- Class teacher washes child's hands and gathers items to send home
- Designated staff member retrieve child and walks child to parent to place in the car

Classroom Procedures

- Social Distancing
 - Ratios will be kept under 10 including staff...2:8 or 1:9
 - Have smaller centers – 2 children per center if it allows 6 feet distancing
 - Separate children during circle time by 6 feet, if possible, using seat markers or carpet squares
 - Separate children during lunch by 6 feet
 - Stagger gym and playground times so only 1 classroom is out at a time
- Wear masks - at all times until further notice
 - Social stories for masks to be read
 - Children over 2 can use masks, however the governor currently does not recommend it
 - Masks can be labeled and washed at Little Scholars
- Teachers and children Wash hands more often
 - Once an hour
 - After wiping nose
 - After coughing or sneezing
 - After diaper change
 - Before eating
 - After eating
 - After sensory / sand / water play
- Cover cough and sneezes with elbow and wash hands
- Change shirt if a child has coughed/sneezed/wipe boogers on them AND wash hands, arms, neck if child coughed or sneezed
- Children's Supplies
 - Limit the amount supplies parents bring in and store outside the classroom
 - Store car seats out of reach of children
 - Send home soiled clothes in a plastic bag (or wash on site)
- Food Prep
 - Wash hands before prepping meals - the person who does the diapers should not do food prep
 - Children wash hands before eating
 - Wash hands after cleaning up each child's containers
 - Children was hands and face after eating

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- Clean and sanitize sinks and bathrooms more frequently
 - At least during nap and at the end of the day
 - Ideally after each handwashing session
- Nap Time
 - Children's cots/mats must be placed 6 feet apart and they must be placed head to toe
 - Label cots for children to use the same cot daily – continue to sanitize with bleach after use
 - Label nap items
 - Continue to store nap items in their own bucket.
 - If nap items are soiled during the week, support staff will wash them. Little Scholars may wash weekly

Cleaning Procedures

- Toys
 - Wash with soap and water THEN disinfect or sanitize – follow the manufacturer's directions
 - Remove ½ of toys to rotate after nap in order to clean and disinfect daily
 - Sanitize teaching tools after each use. Such as markers, glue bottles, bingo dabbers, etc
 - Support staff clean during nap/after breaks
 - Each infant has their own boppy or body pillow OR they lay on top of their own blanket
 - Lay a child's thin blanket down on a swing or bouncy prior to child being placed in swing
 - When cleaning mouthed toys, wear gloves
 - Can use dishwasher to clean toys
 - Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
 - Toys that CANNOT be cleaned should not be used! For example: soft toys, stuffed animals and hard to clean toys
 - Remove playdough and other sensory items that cannot be cleaned or immediately disposed of.
 - Wash hands after water play or sensory items
 - Homemade dough is accepted if disposed of after use AND children was hands after. Consider splitting dough for each child to avoid cross contamination
- Clean and disinfect surfaces and objects that are frequently touched at nap time and the end of the day.
 - This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops).

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- Clean and sanitize bathrooms used by children and staff at nap time and at the end of the day, unless otherwise needed.
- Cots
 - Label for each child
 - Sanitize with bleach after use

Washing, Feeding, or Holding a Child

- Teachers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Teachers should wash their hands, neck, and anywhere touched by a child's secretions.
- Teachers should change the child's clothes if secretions are on the child's clothes.
 - They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Teachers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

Summer Curriculum

Little Scholars will continue to use a theme-based summer curriculum for our classrooms. This year, we will also add academic skills to teach weekly to maintain learning over the summer prior to the start of their fall classrooms. This will include weekly letters, weekly numbers, counting goals, and Bible. In addition to your academic and learning activities, each teacher must also incorporate teaching healthy habits and routines. This will include handwashing tutorials and observations, teaching to cover coughs and sneezes with their elbow, and to avoid food sharing.

Since we are not anticipating all of the children returning in the summer, teachers will post on their classroom Facebook pages their theme and academic goals for the week so that parents can follow along at home!

The epidemic we are in is serious. All staff need to abide by these new policies and take each one seriously. If for any reason these are not upheld or not taken seriously, Little Scholars will take immediate action by suspending or terminating the employee.

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Teacher Agreement

I, _____ have read the Epidemic Handbook and been trained on the new protocols Little Scholars is implementing.

I agree to follow these protocols in order to protect myself, my co-workers, the children in my care and my families to the best of my abilities.

I understand that even though this is a lot, each step is designed according to CDC and State of NH recommendations and it is important for me to take this seriously. If I have any concerns or ways to smooth out the process, I can talk with the director. If I do not take this seriously and follow these steps, I understand that it could lead to suspension or termination.

Staff Name: _____

Signature: _____

Date: _____

Director's Name: _____

Signature: _____

Date: _____

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Resources

Daily Screening before Entry into Facility

1. Fever (subjective or documented).
2. Ask if the child or staff member has taken any fever reducing medications in the last 24 hours? – if yes, they should not enter the building. NH DHHS Child Care Provider and Program COVID-19 FAQs 12 Subjective fever includes but not limited to: if an individual feels feverish but temperature cannot be verified or if individual has other symptoms but no fever.
3. Respiratory illness (cough, sore throat, runny nose, shortness of breath).
4. Flu-like symptoms (fatigue, chills, muscle ache).
5. Loss of taste and/or smell.

What risk factors should teachers screen for?

1. Ask about any close contact with someone who is confirmed or suspected to have COVID-19 in the last 14 days (for child, staff and family).
2. Ask about any domestic (within the US) or international (beyond the US) travel in the past 14 days (for child, staff and family).

This is good for teachers to know:

What should I do if the answer is “yes” to any of the above screening questions?

1. Person(s) with any of the listed symptoms or risk factors should not be allowed into the facility.
2. Person(s) with any of the list symptoms should contact their health care provider to determine if a test is needed.
3. Anyone with symptoms who is not tested can be managed by staying at home and self-isolating until At least 7 days since symptoms first appeared AND At least 72 hours (3 days) have passed since recovery (resolution of fever without the use of fever-reducing medications and improvement in other symptoms)

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Screening Checklist

- Wash hands
- Wear protective gear including: Gloves, face mask, goggles, scrub top
- At the first drop off, parents must sign (using their own pen or a sanitized pen):
 - Self-Attestation form declaring they are an essential employee
 - LS Parent Agreement to updated policies
- Ask a series of health screening questions:
 - Have any of the following symptoms been noticed at home?
 - Fever
 - Rash
 - Vomiting
 - Diarrhea
 - Cough
 - Loss of smell or taste
 - Record on Screening Spreadsheet
 - If any of the above symptoms are mentioned, the child will need to stay home
- Take the child's temperature using a non-contact thermometer.
 - Record on Screening Spreadsheet
 - Any child whose temperature is higher than 100 will need to stay home
 - Sanitize the thermometer after each use
- Parent removes child from car
- Upon entering the building, staff will take the child into an empty classroom or bathroom to wash hands, faces and arms prior to entering the classroom.
- Give the child to the teacher but try not to enter the classroom. Tell the teacher the time they "entered our care" by using the temperature time.
- Place all supplies in the designated area outside the classroom until further notice. Lunch boxes can be placed outside until the teacher needs them.
- Washes hands, cleans the thermometer and puts on new gloves prior to getting the next child.
- After parent drop off, staff member removes and cleans all protective gear, including scrubs and mask wash in laundry
- Sanitize sink used for handwashing and doorknob and key pad (if used)