

Parent Handbook COVID-19 Edition

A MOTHER'S LOVE CHILDCARE CENTER

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General Guidance to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)

During the COVID-19 pandemic, states, tribes, localities, territories (STLTs), school districts, and federal school systems have been making decisions about when and how to safely open schools for in-person learning. Many STLTs, school districts, school administrators, partners, and members of the public have asked CDC how to determine when it is safe to open schools for in-person learning. There is no easy answer or single indicator, and many variables must be considered.

CDC has created the [Indicators for Dynamic School Decision-Making](#) to help school administrators make plans based on a school's unique situation. These indicators take into consideration the level of community transmission of COVID-19 and a school's ability to adhere to mitigation strategies. To identify the current level of community transmission, check your [local health department's website](#) external icon. Keep in mind that the level of transmission of COVID-19 in any community might change rapidly.

As communities in the United States consider how to safely open K-12 schools for in-person learning and activities, and prevent school closures, CDC offers mitigation strategies that K-12 school administrators can use to help protect students, teachers, and staff and slow the spread of COVID-19. These updated [Considerations for Schools](#) are intended to aid school administrators as they consider how to protect the health, safety, and well-being of students, teachers, staff, their families, and communities by:

1. Promoting behaviors that reduce spread of COVID-19
2. Maintaining a healthy environment through cleaning and disinfection, ventilation, modification of spaces, and other strategies
3. Maintaining healthy operations through strategies such as: cohorting (maintaining consistent groups of students and staff to reduce mixing), hybrid schedules, virtual learning, or other mitigation measures
4. Preparing for when someone gets sick

Preventing the Spread of COVID-19

A MOTHER'S LOVE CHILDCARE CENTER will plan ahead to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces.

A MOTHER'S LOVE CHILDCARE CENTER will encourage staff to take everyday preventive actions to prevent the spread of respiratory illness.

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces.
- Cover cough and sneezes.
- Cover your mouth and nose with a mask when you have to go out in public.
- Masks should NOT be put on babies and children under age two because of the danger of suffocation.

Sick Children and Staff will Remain Home When Sick

- **A MOTHER'S LOVE CHILDCARE CENTER** will communicate to parents the importance of keeping children home when they are sick.
- **A MOTHER'S LOVE CHILDCARE CENTER** will communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- A MOTHER'S LOVE CHILDCARE CENTER has established procedures to ensure children and staff who come to the childcare center sick or become sick while at your facility are sent home as soon as possible or if they developed a fever at 100.4 they will be sent home.
- **A MOTHER'S LOVE CHILDCARE CENTER** will keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members will not return to work until they have met the criteria to discontinue home isolation.

What to do if a Student Becomes Sick at School or Reports a New COVID-19 Diagnosis

- Student(s) displays signs of infectious illness consistent with COVID-19.
- Teacher or staff excuses student(s) from classroom, cohort/pod or area within the school and notifies COVID-19 designated POC.
Note: If multiple ill students must be placed in the same isolation room/area, ensure mask use and that they maintain at least 6 feet of distance between them.
- COVID-19 POC notify parent(s), guardians, or caregiver(s) of ill student(s).
- Parent(s), guardians, or caregiver(s) pick up student(s). The student(s) should consult with their healthcare provider for evaluation and determination if testing is recommended.

Student negative COVID-19 test result

- Student(s) return to daycare following existing school illness management policies.

Student positive COVID-19 test result

- A student(s) is newly identified as having COVID-19.
- COVID-19 POC initiates list of close contacts*** of the ill student and communicates the possible exposure to teacher(s), staff, and parent(s), guardian(s) or caregiver(s) of student(s) in the school.
- Exposed area(s) (e.g., classroom) closed off for up to 24 hours. Cleaning and disinfection of area performed by appropriate staff.
- Administrators work with local health officials to assess transmission levels and support contact tracing efforts.
- Close contacts*** are notified, advised to stay home (quarantine for 10 days), and to consult with their healthcare provider for evaluation and determination if testing is recommended. The best way to protect yourself and others is to stay home for 10 days if you think you've been exposed to someone who has COVID-19. Check your local health department's website for information about options in your area to possibly shorten this quarantine period.
- Administrators or COVID-19 POC communicate with teacher(s), staff, and parent(s), guardian(s) or caregiver(s) the importance of COVID-19 mitigation strategies (e.g., staying home when sick, washing hands, wearing masks, social distancing).
- Members of the student(s)' household are requested to quarantine for 10 days.
- Student(s) returns to school after meeting criteria for ending home isolation

Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive in the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used after minor things are done at the table of the children, but most frequently hand washing is put in place for all of our classes available. Sanitizing stations are located throughout our facility as well.

2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfection process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask wearing: Each enrolled student will receive two masks that they will use while here. Masks will be kept here in the facility each day for our students. If you or a family member that is dropping off a child needs a mask to enter the center, if possible we will make it available for parents, please.
4. Social distancing: Each class is considered a "family." Each "family" will socially distance itself from other "families" to assure safety. Children will not need to wear a mask when they are in their "home" (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, if they are over 2 years old, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag they do not have to wear a mask if the number of cases is less than 6:1. All staff will wear masks when not in their personal office/cubicle, and they will only be in the front of the building in the office area.
5. Socks-only classroom: All students have the option to be shoeless as long as the child socks have grips and they are under the age of 2yrs. Children will take shoes off before entering the classroom. Shoes will be placed in the hallway. Teachers will be allowed to bring in "indoor shoes" to wear in the classroom only. Since children spend time on the floor, we want it to be as clean and safe as possible.

Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. All fabric masks will stay here on the premises and be laundered. Bedding will

be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

Arrival and Departure Procedures

HOURS : 5AM TO 630PM

ARRIVAL TIME :

DEPARTURE TIME :

A MOTHER'S LOVE CHILDCARE CENTER has staggered arrival and drop off times and plans to limit direct contact with parents.

- Childcare providers greet children at the door as they arrive.
- Designate a parent to be the drop off/pick up volunteer to walk all children to the door or to their classroom, and at the end of the day, walk all children to the exit door.
- Infants could be transported in their car seats. Store car seat out of children's reach.

Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

Drop-Off Procedures

Infants and Toddlers

If your child is an infant or young toddler, you will bring your child into our vestibule area (just inside the first set of doors). All parents MUST wear face covers. Our check-in staff will do a visual assessment before allowing you into our lobby. Once you enter the lobby, please use the hand sanitizer station. You will be asked a series of yes/no questions regarding symptoms and travel. Your infant/toddler will get their temperature taken and logged. If it is below 100.4F, our runner will take your child to his/her classroom.

Twos and Older

Their temperature will be taken upon arriving and a visual scan of the child's health will be taken. All parents or dropoff persons must wear a face covering during drop-off. A designated check-in staff will come wearing their PPE. This check-in staff person will look for a visual assessment. The check-in staff will then ask a series of yes/no questions regarding symptoms and travel. Your two and older children will get their temperature taken. If it is below 100F, the child will be taken to his/her classroom. Children 2 or older will be given a fabric mask that he/she should wear (to the best of their ability) while walking to their classroom. Once in the classroom, the mask will be placed safely in a bag specific to each child.

If you have both an infant and older child, follow instructions for infant/toddler drop off.

We ask that the designated drop-off and pick-up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. Anyone entering the lobby to pick up their infant/toddler must wear a face covering/mask. A runner will bring any infants and toddlers to the lobby for pickup. If your child is 2 or older, he/she will be brought out to your car and buckled in. It is the driver's responsibility to assure that children are buckled in properly. Drivers and passengers should wear a face covering/mask until the child is secured in the car seat. Children 2 or older will wear face coverings (to the best of their ability) while walking up to the car. Once in the car, the mask will be collected by the runner and laundered for the next day.

24 Hour Written Notice for Late Drop Off and Early Pick Up

Families must email/send a Message a full 24 hours prior, when picking up or dropping a child off outside of our staggered arrival and departure times.

Health Screening Procedure

- Upon arrival, staff members will wash hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves.
- The staff member will 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, and confirm that the child is not experiencing coughing or shortness of breath.
- The staff member will make the child's temperature.
 - If performing a **temperature check on multiple individuals**, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
 - If you use disposable or non-contact (temporal) thermometers and do not have physical contact with an individual, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- After each screening, the staff member will remove and discard PPE, and wash hands.
- The staff member will use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

Visitors

Visitors will not be permitted at this time.

- The presence of volunteers for classroom activities, mystery readers, cafeteria support, and other activities is now not allowed.
- All deliveries will be received using the side door of the school. All packages will be wiped out and left sitting for 3 days, prior to use.
- No person is allowed into the classroom building unless they are full-time employees.

- Enrichment teachers, and educational support staff are required to follow the same policies, procedures, and screening protocols as full-time staff members.

Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

Parties and Celebrations

If you wish to celebrate your child's birthday at A Mother's Love Childcare Center, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons.

Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

Travel Ordinance

A Mother's Love Childcare Center will follow Maryland Emergency Travel Order, and all families must comply for their child to return to school.

Outside Play

Children will not use public park equipment until it is deemed safe and allowable by local health officials. Children will still participate in required outside time; however, they will use their own playground or go on walks around the neighborhood.

A MOTHER’S LOVE CHILDCARE CENTER
Parent or Guardian COVID-19 Handbook Receipt
Form

Parents or Guardians,

Please thoroughly review the Parent Handbook” COVID-19” edition for the 2020- 2021 school year, which contains the policies and procedures for A Mother’s Love Childcare Center while in the process of opening. After reading the handbook, please complete this form and return it to the center via email as soon as possible. This form will be kept in your child’s file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

NAME
JOB TITLE
CENTER NAME

I, _____ (print your name), the parent/guardian of _____ (print child’s name), hereby acknowledge receipt of A MOTHER’S LOVE CHILDCARE CENTER Parents Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____