

Little Einsteins Early Learning Center

Pandemic Handbook

2020-2021

This handbook is to help guide in an emergency pandemic. This handbook is very fluid and may be adjusted based on the pandemic and emergency needs of the center. This handbook was written to help guide families and staff with open communication. Little Einsteins Early Learning Ctr will adjust this handbook as needed due to State and Federal guidelines. We will follow all rules, regulations and requirements as well as recommendations of the local, state and federal government for the health and safety of students, families and staff.

Dropping off and Picking up of students

Parents will drop off and pick students at the front door. Parents will not be allowed to enter the building for drop off or pick up. If parents need to speak with owners/directors they are to enter through the office door and wash their hands for at least 20 seconds. If parents would like to enter the building to see their child's classroom, they must wash their hands, arms and face as well as remove their sneakers. We ask that no parent touch anything or any other students during this time. We ask that when in the building that parents respect the personal space of students and staff by standing at least 6 feet away.

When a student arrives to school and when picked up, students will be brought to the bathroom to wash their hands, arms and face.

Communication with staff should be done via Email or phone to allow social distancing. We will make teachers available to keep all families updated and to answer/ address all the needs of the students in our care.

Hours of operation may change due to allow proper staffing. Staffing during these times may be limited.

Student Supplies

Students should arrive in clean clothing. Students should bring any items needed in a disposable shopping bag or a cloth bag. If utilizing a cloth bag, it must be laundered weekly.. Lunches should still be brought in a lunch box to keep items cold/ hot as needed. All items will be sent home at the end of the week for proper washing. This includes nap time items, changes of clothing and all other student items that need cleaning. Students cubbies and bins will be sanitized each Friday.

Illness Policy and Monitoring

Students will have their temperatures checked daily. Once will be within 10-minutes of arriving then randomly throughout the day. Any student with a fever of more than 100.4 must remain out of school for 48 hours after the fever has broken without fever reducing medications. We will not allow a doctor's note for returning before the 48 hours.

Any student showing any concerning signs of a respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc.. Will be sent home and may not return for 48 hours and must be cleared by a medical professional.

Students with a cough and a fever will be required to be seen by a medication professional with-in 24 hours. Student must remain out of school for 48 hrs fever free. Parents will be required to contact the Center Director within 24 hours to inform the school what the illness may be.

If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state "That the child _____ was seen and was evaluated for _____. The child does NOT have Covid-19 and is able to return to childcare without placing another child or adult at risk" We must also have what the child has and why the child is coughing.

If the child or anyone in the home or who was in director contact with the parent of the child has a positive Covid-19, families must inform Little Einsteins Early Learning Ctr via email only ASAP. The child will be required to stay home for 14 days.

Keeping Healthy

Little Einsteins Early Learning Ctr will take every precaution for your child to stay healthy! Consistent handwashing and cleaning of the center will be preformed many times during the day. Students will be required to wash their hands additional times of the day. This may cause a child's hands to become more raw than normal. We ask that you use lotion on their child's hands nightly to help keep the child's hands from becoming overly raw.

We need your help in keeping students' and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked to not attend school.

We ask that all families practice social distancing. Students should not be going out into public with parents. Playgrounds and group gatherings must be avoided for your child to be able to attend. Any violation in this matter will require the child to be placed on a leave of school until the pandemic is over.

During a time of a pandemic, Little Einsteins Early Learning Ctr will only care for the allowed students in accordance with the state, federal and local government.

Tuition Payments during a Pandemic

Payments should remain up to date. Call payments are to be made via CashAPP or by giving tuition to the Director. The Director will keep all families updated of payments.