

## RHUMC Kid Zone and Mid Zone Guidelines, Procedures, and Policies during the Coronavirus Pandemic

Dear Kid Zone and Mid Zone Families,

August 2020

Our plans are for the school year from August 26, 2020 to June 10, 2021. As always, the safety and health of your children and families, - and the staff are our priority. We will be following recommendations from the CDC and from the Department of Social Services Community Care Licensing.

### Guidelines for Children

- Given the challenges of social distancing with school age children, the CDC and CCLD recommend to focus on maintaining small groups with the same staff and children in each classroom every day. Each class will have no more than 10 children.
- Each child will have a designated seat in the classroom. The chairs will be marked by colors, shapes, and pictures, or names. Classroom furniture will be arranged to create more space for classwork, play, and activities.
- Each child will be required to wear a face mask, unless eating or running for an activity.
- Outdoor schedules will be in place to allow one class at a time on the playground: same group, same teachers. There will be no combining of groups in the classroom or on the playground.
- All children, upon arrival, will have their temperatures checked with a touch-free thermometer. Any child with a fever above 100.4 degrees (CDC recommendation) will not be allowed to enter the classroom. We ask parents to check their child's temperature before leaving home. Parents agree not to bring their child to camp if any family member has a fever or COVID-19 symptoms such as coughing, shortness of breath, a runny nose.
- If a child becomes sick during Kid Zone or Mid Zone, or displays symptoms such as coughing, shortness of breath or runny nose, the child will calmly and lovingly be moved from the classroom to a designated isolation area. Parents will be notified immediately. In order to return to Kid Zone, a doctor's note will be necessary. RHUMC Kid Zone retains full discretion on whether to allow a child to return to school. All of the procedures in the CDC's outline will be followed. Should any child in the Kid Zone and Mid Zone program be

diagnosed with coronavirus, all parents will be notified of fact of a case and classroom but the name of the child will be kept confidential.

- For the time being, children will not be allowed to bring toys to share at Kid Zone and Mid Zone.

Guidelines for if there is a positive case of Covid-19 at a school we pick up from

- If not a member of our program then we will see if they came in contact with any of our students. If they did not come in contact then we will keep a close eye on interactions and students. We will also notify parents of a reported case at one of our schools
- If a member of our program then we will close down the classroom that this child was a part of. Asking all families to quarantine for 2 weeks and only allowed to return once symptom free or cleared by the department of health. We will also notify the remainder of the program and other classrooms that there was a positive case within our community. Depending on the number of cases, we may be required to close Kid Zone and Mid Zone for two weeks.

Guidelines for transporting students to campus

- Given the challenges of social distancing within a vehicle, we will do our best to space out children and group family members together as much as possible.
- We will also have the windows down to allow airflow throughout the vehicle.
- We will disinfect between pickups and as always students are required to wash their hands upon entering the campus/classrooms.

Guidelines for Parents / Visitors

- All families are to maintain distancing of 6 feet at drop off and pick up, limiting pick up/drop off to one adult (and siblings for whom other arrangements are not possible)
- All adults are to wear a mask at drop off and at pick up

- Families are required to notify Kid Zone of any suspected or confirmed case of COVID-19 among persons in contact with their child
- During the pandemic, and for the foreseeable future, visitors will not be allowed to tour the camp during operational hours; tours will be coordinated for before we open at 7:30am, or after we close at 6:00pm
- For the time being, parents will not be allowed to enter their children's classrooms for drop off and pick up; details about designated areas will be posted before the start of school year.
- You should provide mask for your children. The teachers will do their best to encourage all children to wear mask, but the children will not be forced. Masks are to be worn by children while in classroom time. They will not be required for running/active play or snack time/eating.
- Staff will be extra sensitive to your child's needs. We will work with parents whose children struggle with this procedure.

#### Guidelines for Staff

- Each staff member will conduct a self-check at home, including taking their temperature. Should they have symptoms such as a fever, coughing, shortness of breath or runny nose, they are not permitted to come to work. In addition, staff will receive a temperature check upon arrival per guidelines of the CDC. Should any teacher or staff be diagnosed with COVID-19, both parents and staff will be notified immediately;
- Staff will be using antimicrobial hand soap and hand sanitizer at arrival, break time, before, and after snack; as well as before handing out project supplies.
- All staff will wear face masks at all times
- All staff will wear gloves when handling food, and other items that can come into contact with the children; when anything is discarded, proper handwashing will follow.

#### General Safety / Hygiene

- Hand sanitizer will be in each classroom and in the Kid Zone office for use by staff only, out of reach of the children.

- Each teacher will be equipped with their own touch-free thermometer, gloves, masks, sanitizing wipes, and spray for daily cleaning of door handles, countertops, tables, chairs, cubbies, light switches, and toys.
- We will continue to serve healthy snacks, purchasing individual child portions of snacks such as Goldfish, pretzels, crackers, Gogurt; etc
- Children are to bring their own lunch everyday (if we are open from 8-6). If lunch is ordered from outside vendors, there will be a table outside the preschool office for drop off. Staff will bring the lunch to the classroom.
- Every child is required to bring a water bottle with his or her name clearly visible; backpacks and jackets should be labeled as well;
- Frequently touched surfaces such as door handles, sink handles, drinking fountains, play equipment, gates, and toys will be regularly disinfected;
- Classrooms will be thoroughly cleaned before school year starts, as well as at the end of each day between uses.
- If a staff member or child exhibits symptoms such as a fever, coughing, shortness of breath or runny nose, or is diagnosed with COVID-19, we will follow CDC guidelines for child care centers, including closing of all areas that had been used by the individual, opening doors and windows to increase air circulation in the area. We will clean and disinfect all areas used by the individual who is sick such as office, bathrooms and common areas.

#### Additional Important Information

- Most of these guidelines were taken from the 60-page CDC document that was published in May 2020. Many are common sense, day-to-day requirements for working with young children.
- We, RHUMC Kid Zone staff and families, will need to work together. We will need to be flexible, understanding, and patient with one another. Our collective priorities are the health and safety of our children, families, and staff. Open communication will be key to our success. If anyone has been exposed to COVID-19, we need to inform one another. It could happen to anyone. We want the staff to feel safe and to be safe, and we want you, and especially your children, to be safe.

- We will continue to do our part patiently and lovingly. We are here to nurture them, care for and protect them. We want them to return and have fun again. We promise to comfort them when they cry, to hold their hands, and reassure them.

## Tuition Policies

Tuition is due on the first day your child attends for the monthly tuition and on the 1<sup>st</sup> of the month moving forward.

If at any time we are required to close, you can choose one of the following:

- Credit towards future programming
- Refund of remaining days/weeks left for the monthly payment;
- Donate the remainder to RHUMC Kid Zone.

## Covid-19 Risk

Should any child or family member be exposed to, or become ill with COVID-19, Rolling Hills United Methodist Church and Kid Zone and Mid Zone disclaim any and all liability. Kid Zone will make its best efforts to follow CDC and Department of Social Services Community Care Licensing guidelines, but families will be required to acknowledge that they are enrolling their children, and entering the premises, at their own assumed risk.

For any other comments or concerns please contact the Kid Zone office at [kidzone.midzone@rhumc.org](mailto:kidzone.midzone@rhumc.org) or 310-377-7302

*Megan Pelc*

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