

## **Notification of Changes to Health & Safety Policies Coronavirus**

Effective August 2, 2021, the following changes to our health and safety policies to address the concerns of the Coronavirus. Sunshine School's focus and commitment is to the health and safety of children, families, and staff. Every effort is being made to ensure the safest environment possible. All procedures follow Department of Human Services guidelines and CDC guidelines.

### **Check-In and Pick-Up**

- Children will be required to come to school with a mask on.
- Parents must have masks on.
- Families will be greeted in the parking lot for drive up drop off. A staff member will greet the child (ren). Parents and other family members will not be allowed inside at morning drop off due to high volume of people.
- If your child is having a difficult morning or you need to apply sunscreen or bug spray, please park. This is to keep the morning traffic flow smooth.
- Please be at school no later than 8:30 am. If you arrive after 8:30am please text classroom teacher to screen your child.
- During check in, a trained staff member will take the temperature of the child (ren) and ask parents the following questions:
  - Have you or anyone in your household traveled out-of-state in the last 14 days?
  - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
  - Do you or anyone in your household have a fever, cough and/or shortness of breath?
  - Have you had medication in the past 24 hours?
- Children and staff will be required to wash their hands immediately upon arriving and at least hourly throughout the day.
- Upon your arrival to pick up your child, a staff member will bring your child out to you during the 2:30pm – 3:00 pick up window. To limit contact and help us to maintain social distancing.
- For children enrolled in the Sunshine plus program (**Pick up between 3 pm and 5:30 pm**). Please Park and report to the "Shoots" room or playground where the children are. Children will be signed out by parent on Sunshine plus attendance sheets. **MASKS AND 6 FT OF DISTANCE ARE REQUIRED DURING THIS PICK TIME. There can be no congregating to minimize the exposure.**
- Breakfast will be available in each classroom and practice physical distancing. Breakfast is 7 am – 7:45 am. Breakfast will close at 7:45 and be picked up back to the kitchen.

### **Healthy Environment**

- Children will remain with their classroom community, per DHS licensing ratios for the entire day (except for Sunshine Plus program where the last hour will be combined and distanced. Each classroom will have a dedicated assistant.
- Increase disinfecting and sanitizing of high points through out program day.
- Before and after used surfaces will be wiped down along with faucets, doorknobs, and other high touch areas.
- Schedule ensures that playground and outdoor play is dedicated to one group at a time (no co-mingling)
- Enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to hand sanitizers and disposable gloves in each classroom
- Each staff member and all children will wear masks throughout day except during meals and rest time, which will be physically distanced.

- Staff will wash/scrub their hands and children will also wash hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
- Program tours will be given after school hours or via virtual platform until further notice to reduce the number of visitors in the building.
- Children are required to wear slippers to school, and they will be removed upon entering the classroom.

### **Meal Preparation & Service**

- All surfaces will continue to be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will continue to wash hands before and after meal preparation
- Each child's meal will be plated in individual containers and served by staff, instead of served family-style.
- Snacks will be individually wrapped or served by a staff member.
- Water, juice and/or milk will be poured by a staff member

### **Child Health and Sick Policy**

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children or staff who start to experience symptoms of respiratory illness, including a fever of  $>100.4$  while at school, will be isolated from other children until they can be picked up.
- Sick children must be picked up within the hour of being notified via phone or message.
- If child displays symptoms of COVID they will be sent home and remain at home until tested for COVID 19 or quarantine for 14 days. If COVID test is negative your child may return with proof of COVID negative result and has significantly improved with no symptoms or medication for 24 hours. Parents should contact pediatrician to inquire about screening for COVID 19 and report recommendation to school. Child will need a signed doctor's note clearing child to return to school.
- In addition to arrival times children and staff have their temperature taken at 10:30 and 2:30pm with Infrared Thermometer.
- Symptoms of COVID are:
  - Fever
  - Cough
  - Vomiting
  - Sore throat
  - Onset of severe headache especially with fever

### **Staff Health & Wellness**

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will wear cloth face coverings while in the classrooms with children.
- Staff will not share their phone, devices, meal, or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if  $>100.4$  as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving, in addition to hourly.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

### **Tuition**

- If Sunshine School is open and your child is in attendance, tuition will be due in full.
- Monthly tuition is expected to be paid on the 1<sup>st</sup> of the month. If we are forced to close there will be no refund or prorated tuition. For your child to continue to be enrolled, tuition will be due.
- No tuition exception made in the event of exposure or mandatory quarantine
- If you choose to withdraw your child our withdrawal policy is a 30-day notice in writing.

- If you withdraw there is no guaranteed spot upon a request to return.

### **Other safety measures**

- Water bottles will be allowed but left at school for the duration of the week and sanitized by staff daily.
- We will not apply sunscreen or bug spray to the children. Please apply before you arrive at school!
- Each child must have their own nap blanket and 2 pairs of extra clothes in their cubby these items are required at school. Cubbies will be sent home every Friday.
- During nap time children will be spaced out with 3- 6 feet distance and/or placed head to toe to further prevent transmission.

### **Communication**

- Each group will have a group text for communication.
- Plans and updates will be sent via email
- Teachers and Staff communicate via Walkie-Talkie on the school grounds to ensure no co-mingling.

### **If School has a positive case:**

- Report immediately to the director of a positive COVID test result.
- The entire class will be notified and closed until all clear is given
- The entire class will be required to get tested.
- Sunshine School will follow all contact tracing protocols and guidance from medical professional.

Addendum to updated health policy regarding COVID-19  
Travel Update  
Effective 7/14/2021

Due to children under 12 being unable to be vaccinated and many places are not requiring masks for children. The new travel requirements will be as follows:

Pre-travel test before arrival in Hawaii AND a post travel test 5-7 days after return with negative results before returning to school, please provide documentation. Or you can keep your child home 10 days post travel with no testing and return on day 11

Please inform school of your travel dates prior to travel and include return date.

If you have visitors from out of state that are unvaccinated, please follow mask guidance.

This policy will be reviewed and updated based on the trends of the virus.

**We appreciate your patience and understanding as we implement these new procedures. We ask for your support as we navigate through these new standards to keep children, families, and staff safe and healthy.**

By signing below, I acknowledge receipt and understand the health and safety policy changes at Sunshine School. I agree to adhere to all changes.

Please initial, sign below and return to Sunshine School.

\_\_\_\_\_ I have read and agreed to the changes to the health & safety guidelines

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date