

Bracken UMC Preschool

Interim Guidelines and Policies

Child Care Licensing

We will follow all guidelines and recommendations laid out by the Child Care Licensing Division of the Texas Health and Human Services and the Texas Health Department. THHS both recommend guidance from the Centers for Disease Control and Prevention. BUMP uses best practices and diligently follows the guidelines in order to protect our staff, children and their families in the midst of the COVID-19 Pandemic.

Enrollment

In order to return to school, children must have their file up to date, including physical, screenings, and enrollment form updates.

Meet the Teacher

Meet the Teacher will be provided the week prior to the start of the school year. Individual meetings will be scheduled either in person or facetime. All health policies will be followed for in person visits.

Family Participation

Family participation events and meetings will be temporarily suspended. **While on campus, all adults and children over the age of 10 must wear a mask or face covering** while in hallways or common areas. This would include when an individual is in the same area, such as an office or classroom, with others.

Visitors will NOT be allowed in the center except for the following:

- Operation Staff – teachers and administrators.
- Persons with legal authority to enter, such as, law enforcement officers, Licensing staff, and DFPS staff
- Professionals providing services to children such as therapists.
- Children enrolled at the Center
- Vendors required for maintenance repairs.
- Parents, in the case of emergency only.

Curriculum

Group Time: Large group times will be avoided. Group time instruction will be divided up into small groups. Children will be receiving direct instruction as usual.

Center Play: Teachers will modify the number of children allowed in a learning center at once.

Transitions Times: Standing in line will be decreased. Children will be encouraged to spread out when transitioning from one place to another. They will also be encouraged to limit and avoid as much as possible touching walls, doors, or each other. However, children will not be discouraged from being friendly, helpful or kind.

Outdoor Play: Children will be visiting the playground twice a day. Classes will not overlap for outdoor times nor will they use the hallways at the same time. Normal routine cleaning will occur in between classes.

Special Activities: All special large group activities will be temporarily suspended. This includes gathering for Chapel, Enhancement Visitors and Themed Events. Each class will provide Chapel and special activities in their own classrooms.

Communication

We encourage parents to call the office to ask questions or check on their child. Teachers will be available to communicate after school hours through email. An administrator will reach out to parents in the event of an illness, incident, emergency, or to ask necessary questions about your child. In the event of an emergency, parents will be notified by phone.

Supervision of Children

Each age group will be assigned a classroom based on several criteria to include hours and days of attendance. Students who attend Extended Care will be in the same classroom in order to eliminate classroom and staff changes during the day.

Our class sizes will be determined by enrollment but will not exceed the following:

PK 3: 10 students and 2 teachers

PK 4: 12 students and 2 teachers

Extended Care classrooms may have higher ratios not to exceed:

PK 3: 12 students and 2 teachers

PK 4: 16 students and 2 teachers

Kindergarten Classroom

18 students and 3 teachers (T-F) Mondays 2 teachers

Classrooms will not be combined unless it is an emergency.

Hours of Operation

BUMP hours will be amended for the 2020 – 2021 school year.

PK 3 and PK 4 Hours: 9:00 – 12:30 (no lunch or naptime: Tuesday – Friday only)

Kindergarten: 9:00 – 2:00 (Monday – Friday)

Extended Care Hours: 8:00 – 3:00 or 8:00 – 4:30

Tuition Policy

Tuition will be due for all registered families, regardless of attendance. Families may choose not to have their children attend school. If a family decides not to bring their child at this time and not to pay tuition to hold their spot, they will be placed back on our waitlist with high priority. However, BUMP will fill their spot in the meantime and cannot guarantee an opening when the child is ready to return to school. Tuition will not be reimbursed or adjusted due to illness and individual classroom closures if there is a large outbreak.

Late Pick Up Policy

BUMP will close to students promptly at 12:30 and 4:30 pm. In order to allow staff to thoroughly clean and disinfect the rooms, we ask that you pick up your child on time. Please notify the Center as soon as possible in the event of an emergency.

Arrival and Departure Drop Off Procedures

Parents will not be allowed to enter the building. Your child will be screened prior to entering the building or leaving your car. A daily health disclaimer attached to the sign in/out form must be signed by the person dropping off the child. All adults must wear a mask.

Morning Care Drop Off: Drop off will be at the front door beginning at 8:00am. There will be a designated area where the parent and child will wait to be screened. If it is raining we will use the drive thru line.

9:00 am Drop Off: The preferred method for drop off is the drive thru line. The drive thru line will begin in the gravel parking lot south of the Sanctuary. (there is a large enter sign) The drop off area will be on the north side of our two story building at the back entrance. Please follow directions on the signage.

If your child is crying, you may park and use the front entrance of the school. Please refer to morning drop off for instructions.

Once your child has been cleared to stay, the teaching staff will escort your child to their classroom. Hand hygiene stations will be set up at the entrance of the facility so children and adults can clean their hands before they enter.

Please allow time for this process when dropping off your child. We ask for your patience.

12:30 pm Pick Up: Teaching staff will bring your child to you at pick up time in drive thru line. You will be given a placard with their name and class to place in your window. You will be required to sign your child out for the day and place them in the car. Please allow time for this process when picking up your child.

Extended Care: Teaching staff will bring your child to you at pick up time in drive thru line. Upon arriving call the office and your child will be brought to your car. You will be required to sign your child out for the day and place them in the car. Please allow time for this process when picking up your child.

Clothing/Supplies

Children will need to bring all belongings in a Ziploc or sealed bag labeled with the child's name. Please only send children with what they need for only the week.

Treasures: Please refrain from allowing children to bring any toys, books or personal items from home.

Health Practices

Daily Screenings

All adults will be screened prior to entering the building to include all staff.

Any staff that does not pass screening will be sent home for at least 72 hours, unless they are released by their doctor to return to work. If symptoms worsen or they test positive for COVID-19 they will follow all CDC guidelines before returning to work. Children and Staff will be screened for Coronavirus symptoms every day at arrival. The individual taking temperature will wear gloves and a mask.

Children and Staff will be screened for the following and will not be allowed to stay if they have any of the following symptoms or criteria.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache

- Sore throat
- Loss of taste or smell
- Diarrhea
- Fever 100 degrees or higher
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with respiratory illness

Parents may not leave their child until they have been screened and they are signed in. Parents must inform the school of any illnesses prior to drop off. Any child that does not pass screening will need to stay home 72 hours unless they are released by their doctor. If symptoms worsen or they test positive for COVID-19, they must follow all CDC guidance before returning to school.

Keeping children home when they are ill will help us to stay open. Your diligence is needed and appreciated.

Social Distancing

Adults will maintain at least 6 feet of separation from other adults. If distancing is not feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation will be rigorously practiced. We will not engage in congregate settings, avoiding mass gatherings and maintain distance from others when possible. Small groups only will be encouraged in classroom and playground settings.

Illness at School

If a child spikes a fever or develops symptoms from the list above while at school, the child must be picked up immediately. The child must be out of school for 72 hours, symptom-free and fever free and without fever reducing medication. If other symptoms do not subside, child must be seen by their physician and a doctor's note is required in order to return to school.

Meal and Nutrition Policies

Students who are enrolled in Extended Care will bring their own lunch in a sealed covered container and bag. Their food must be labeled with child's first name, last initial and date. Children will have dedicated places for their items.

A prepackaged snack will be provided in the afternoon for each individual child. Teachers will serve snacks using gloves and utensils. Children on special diets must bring their own snack.

Naps and Sleeping Arrangements

Students in PK3 and PK4 who are enrolled in Extended care will have time to rest/nap. Children will be placed on their sleep mats at least 6 feet apart during naptime. Teachers have arranged rooms to

provide maximum supervision while children are asleep. Nap bedding will need to be taken home weekly to help with sanitation and overall classroom cleanliness. Please send your child to school with a fresh, clean mat.

Toileting Policies & Procedures

All children must be able to use the restroom. Each student must have extra clothes for accidents in a labeled, sealed gallon size bag. Children may not have loose clothing in their cubbies.

Hand Washing

All children and adults will wash hands often with soap and water. If soap and water is not available, hand sanitizer will be used. Hand sanitizer is a temporary fix. Hands will be washed with soap and water as soon as possible. Hands will be washed:

- Upon arrival and upon entry to a classroom or the building.
- Before putting on facemasks.
- Before and after helping in toileting.
- After using the restroom.
- After cleaning and sanitizing.
- After blowing one's nose, coughing, or sneezing.
- After handling or contact bodily fluids.
- Before and after preparing and serving food
- Before and after providing routine care for a child who needs assistance.
- After playing outdoors
- After handling garbage.

Sanitation Policies

Daily Classroom Sanitation

Teachers will arrive 30 minutes prior to drop off to clean, sanitize and disinfect the following:

- Pens, clipboards, walls, countertops, bathrooms, mirrors, windows, door handles and latches, light switches, safety gates, desks, chairs and other high touch areas.
- To stock items used daily, such as classroom and health supplies (teachers will only put out what will be used daily to limit exposure from classroom operations).

Teachers will also stay behind every day after pick up to disinfect classrooms thoroughly by doing the following.

- Clean and disinfect tables, shelves, book shelves, floor mats, and other furniture.

- Clean and sanitize all toys, books, puzzles, blocks, motor equipment, and other classroom supplies that staff or children touch.
- Clean and sanitize all mouthed toys using the 3-step process.
- Sweep and clean up floors.
- Take out the trash.

All fabric/cloth items and toys will be limited and washed daily.

Sanitation Procedures

How to Clean and Disinfect the Facility Per CDC Recommendations

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
 - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- The school will use a disinfectant that meets EPA criteria for use against SARS-COV-2; the cause of COVID-19
 - Instructions will be followed on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time. We allow items to air-dry.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Follow manufacturer's instructions for application and proper ventilation.
 - Leave solution on the surface for at least 1 minute.
 - To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water
 - 4 teaspoons bleach per quart of water

- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used

Soft surfaces

- For soft surfaces such as carpeted floor, rugs, and drapes
- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Vacuum as usual.

Electronics

- For electronics, such as tablets, touch screens, keyboards, and remote controls
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol.
- Dry surface thoroughly.

Laundry

- For clothing, towels, linens and other items
 - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
 - Wear disposable gloves when handling dirty laundry from a person who is sick.
 - Dirty laundry from a person who is sick can be washed with other items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
 - Remove gloves, and wash hands right away. **Cleaning and Disinfecting Outdoor Areas**
 - Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
 - High touch surfaces made of plastic or metal, such as swings and railings will be cleaned routinely.
 - Toys and other outdoor materials will be cleaned and disinfected daily between classes.

When Cleaning

- Regular cleaning staff will clean and disinfect community spaces.
- We will ensure that all staff will follow instructions and disinfection chemicals.
- Wear disposable gloves and masks for all tasks in the cleaning process, including handling trash.

- Gloves and masks should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water lathering for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol must be used. Staff and children will wash hands immediately when soap and water is accessible. Communicable Disease/Reducing the Risk of Spreading Infection

OTHER HEALTH GUIDELINES

- Gloves will be used at drop off and pick up, when changing a diaper, helping in toileting, handling bodily fluids, wiping a nose, taking temperature, serving food, feeding an infant, cleaning and sanitizing.
- Cover coughs and sneezes in your elbow and then wash your hands and elbow.
- Try to avoid touching your face.

Emergency Response Plan

Plan for Illness at the Center

If a child or staff person becomes sick while at the center:

- The person/child will be immediately moved to an isolation room until they can be sent home.
- Once the child or staff member has left the facility, the isolation room will be thoroughly cleaned and disinfected.

COVID-19 Outbreak Procedures

If a person is suspected to have or is confirmed to have COVID-19 while at the center or recently in the facility, the CDC recommends the following procedures regardless of the level of community spread:

- Coordinate with local health officials and Child Care Licensing. Once learning of a COVID-19 case in someone who has been in the center, BUMP will immediately contact the Comal Health Department and THHS Child Care Licensing and follow their instructions. These officials will help BUMP to determine a course of action for our program and situation. If the Health Department and Child Care Licensing deem it necessary, BUMP will close for the recommended time frame.

If the Health Department and Child Care Licensing recommend that the Center remain open, BUMP will close off any classrooms, playgrounds, and any other rooms the person or child may have visited or used for thorough cleaning and disinfecting.

Communicate with staff and families.

We will coordinate with local health officials to communicate plan of action and/or dismissal decisions of the possible COVID-19 exposure. Call parents to inform of the outbreak in classroom. Regular pick up procedures will be in place. The Office will send an email to all families about exposure. The Office will message all families to explain outbreak location, communications with local health officials and licensing, and plan of action moving forward.

Clean and disinfect

The center will close off areas used by the individuals with possible COVID-19 and wait up to 24 hours or as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. Cleaning staff will clean and disinfect all areas (e.g., classrooms, bathrooms, and common areas) used by the ill person and/or child, focusing especially on frequently touched surfaces. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Vacuum the space if needed. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that the center normally uses to maintain a healthy environment. Once the area or classroom has been appropriately disinfected, it can be opened for use. Teachers and children without close contact with the person, child who is sick and has followed the appropriate procedures and protocols may return after disinfection.