

INTRODUCTION

Due to the current COVID-19 Pandemic and in order to provide the safest environment possible for both families and staff, it is necessary that we implement new policies and procedures. These policies and procedures are directly correlated to mandates issued by Child Care Licensing, as well as in compliance with recommendations from the CDC. We understand that each child, staff member, and situation is unique, and we recognize that no manual can cover all situations. It is possible that mandates and policies can change at any time, and as they do, our policies and procedures will be altered to meet the regulations.

SCHOOL CLOSURE DECISION PROTOCOLS

The decision to delay the start of school, or close once the school year has begun, will be made with guidance of local and state health authorities, the local school district, and will be at the discretion of our church leadership. It is possible that St. Christopher MDO will remain open even if the local ISD's decide to close (and vice versa), depending on the cause of closure.

WITHDRAWALS DUE TO COVID-19 CONCERNS

It has always been the policy of St. Christopher MDO that all fees paid at registration are non-refundable; however we also know that COVID-19 presents extraordinary circumstances. Any request for a refund must be made in writing to the attention of the St. Christopher MDO Director, the request will be evaluated on a case by case basis, doing our best to be fair and understanding, but also ensuring that the programs financial obligations are met. No refunds under any circumstances will be issued after September 17th.

PANDEMIC TUITION POLICY

In order to meet the programs financial obligations, the following tuition policy will be implemented:

- If the start of the school year is delayed, tuition will not be charged until our first day. Tuition will be pro-rated based on the number of school days offered for the first month of school (not to be less than 25% of the monthly tuition fee)

Should the program need to close for Pandemic reasons AFTER the school year has begun:

- Full tuition will be charged for the starting month of the closure.
- Tuition will be pro-rated if the closure extends into the next month, based on how many school days that the closure affects (the maximum pro-rated amount will not be less than 25% of the monthly tuition fee).

- Example: closure begins on October 20th and facility re-opens on November 10th; full tuition is charged for October and November will be a pro-rated amount.

SCHOOL CONTACT DURING CLOSURE

In the event St. Christopher MDO must close after the school year begins, all efforts will be made to maintain contact with our Children and Families.

- School administration will relay all necessary information via email.
And our private MDO Family FB will also be updated with current information.

It is our goal to provide an in-person school environment where each child's educational, social and emotional needs are met, while modifying and adding to our existing safety and health practices so that the safest environment possible is achieved. In order to do that, the following procedure and practices will be followed.

TUITION PAYMENTS

In order to minimize contact, we HIGHLY encourage everyone to utilize either PayPal or square invoicing. If paying by cash or check, payment may be dropped off during arrival and dismissal in the designated basket near the entry. Please place it in a sealed envelope, labeled with your child's name.

ARRIVAL/ DISMISSAL PROCEDURES

Upon arrival and dismissal, the parents or adult dropping off or picking up the child must sign the child in/out via our sign in system.

We are required to limit the amount of Adults entering the building. Children will be dropped off at the MDO entrance to the building rather than at the classroom door and will be escorted to their classrooms by a designated staff member Please be prepared to say goodbye at the front door. Parents/adults are required to wear a mask at drop-off and pick-up and children will use hand sanitizer upon entry into the building. In the case of inclement weather a covered drive-up location will be designated for arrival/dismissal that won't require parking and walking to the door.

A health check/temperature scan will be completed on the child upon arrival.

- If the child presents with a temperature above normal, but below 100.0, administrative staff will determine if the child is admitted into care based on if the Child is exhibiting signs of possible illness and additional health questions will be asked of the parent.
- If the temperature is above 100.0 the child will be excluded from care.
- Administrative staff reserves the right to exclude a child from care if they are showing any signs of illness, but do not present with an above normal temperature.
- If a parent or adult must enter the facility, a health screening/temperature check will be completed prior to entry.
- Physical distancing will be practiced between staff and parents as much as possible during arrival and dismissal.
- All adults are required to wear masks during arrival and dismissal.

HYGIENE STATIONS

Anyone entering the facility (adults and children) must use provided hand sanitizer stations prior to entering the facility.

ILLNESS EXCLUSION

Children will not be admitted into care if they have the following symptoms:

- Sore throat
- Cough
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than 100.0 degrees
- Shortness of breath or difficulty breathing
- chills and/or repeating shaking with chills
- Muscle pain
- Headache

If a child becomes ill while in the facility, the following plan is in place:

- The child will be isolated from the other children in a designated, supervised isolation room.
- The child's parent/guardian will be notified to pick up the child.
- All CDC disinfection protocols and guidelines will be followed in all affected areas.

When Children are ill, they must not return to the facility until they are symptom free WITHOUT medication for 72 hours.

COVID-19 PROTOCOLS FOR POTENTIAL AND/OR CONFIRMED INFECTION IN STAFF OR STUDENTS

- The local health authority will be notified.
- All parents will be notified of the confirmed case within the school and if their child had direct contact with the infected person.
- Although all efforts will be made to provide as much information as possible, names and/or specific details cannot be disclosed due to HIPAA regulations.
- CDC disinfecting protocols and timelines will be followed.
- All closing and re-opening procedures and guidelines will be issued to the school by the local health authority and will be followed.

When may a child or employee return to St. Christopher MDO? (The following guidelines are directly from Child Care Licensing and the CDC)

- In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met:
- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever reducing medications)
- AND the individual has improvement in respiratory symptoms (e.g. cough, shortness of breath)
- AND at least 10 days have passed since symptoms first appeared.
- In the case of an employee who has symptoms that could be COVID-19 and who does not get evaluated by a medical professional, or tested for COVID-19, and the individual is assumed to have COVID-19, the individual may not return to work until the same three step criteria listed above is completed.
- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Employees or Children with known close contact to a person who is lab confirmed to have COVID-19 will not be allowed to return to school until the end of the 14 day self quarantine period from the last date of exposure.

ENHANCED CLEANING AND DISINFECTING

Additional cleaning methods will be added to the existing cleaning protocols set forth by child licensing. This includes but is not limited to:

- Increased frequency of cleaning, sanitizing, and disinfecting objects that are frequently touched (especially toys and games).
- Any item that is mouthed by a child is immediately removed from circulation and placed in a bin for sanitizing.

- If soft items (such as dress up clothing) are used they will be pulled to be laundered after each child's use.
- Toys that are shared among groups must be washed and sanitized before moving from one group to another.
- Frequent cleaning of high touch point (door knobs, light switches, sink handles, chairs, playground equipment, etc.)
- All bathrooms will be cleaned and disinfected throughout the day.

MATERIAL AND SUPPLY SHARING

Material sharing will be discouraged as much as possible and practical.

- Sensory bins will only be used if they can be assigned individually to students and will be cleaned between each use.
- The use of classroom folders and other school- home connections that require shared materials will be discontinued until further notice.

SNACKS, LUNCHES AND WATER BOTTLES

- St. Christopher MDO will provide each child their own individual snack bag for each day.
- Lunches and water bottles/cups will be provided by the parents marked clearly with the child's first name and last initial.
- Lunches and water bottles/cups will be stored in each child's individual cubby area so that it does not touch other children's belongings.
- Please provide disposable lunch containers and water bottles when appropriate and possible.

STUDENT PERSONAL BELONGINGS

- Children need 3 complete outfits (tops, bottoms, underwear, and socks) in 3 separate gallon size bags, labeled with the child's first name and last initial.

- Emergency mandates require that all children and staff members change any clothing with secretions on them. Children are not allowed to wear other children's clothing.
- Any contaminated clothing or bibs will be placed in a sealed plastic bag to be sent home with the child.
- Refrain from sending any unnecessary personal belongings to school.

ADDITIONAL SOCIAL DISTANCING STRATEGIES

- Distance between children at tables, centers, and on circle time rugs will be increased as much as possible.
- Movement and contact through the hallways will be limited as much as possible. All staff and children will be trained to wait and allow other classes to clear an area prior to the next class entering.
- Distancing at arrival and dismissal will be enforced.
- Physical distancing will be practiced where it is practical and developmentally appropriate.

PERSONAL PROTECTIVE EQUIPMENT

- Adults entering the building must wear a face mask.
- Employees may use PPE such as masks, gloves, and face shields when it is required and needed, as long as it is done in a way that is developmentally appropriate.
- Masks must be worn by all adults during arrival and dismissal.
- All local and state orders regarding face masks must be followed.

SPECIAL EVENTS

All shared food events (classroom parties) must be adjusted and modified. Only individually packaged meals can be served (ex. individually bagged "Kid's Meals" from a restaurant)

DISCLOSURE STATEMENTS

- Parents/Guardians must notify St. Christopher MDO Administration anytime they have travelled outside of the local Houston area.
- St. Christopher reserves the right to exclude a child from care if they or a member of the household has travelled to a location that has been identified by the CDC as an “at risk” area,
- I understand that outside of care in order to control my child’s exposure in the community, I will comply with any and all state, county, and/or local stay orders.
- I will immediately notify St. Christopher MDO if I become aware of any person with whom my child, myself or a household member has had contact and exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or presumed positive for COVID-19 or any other infectious illness.

Parent Signature _____

Date _____ (An electronic signature option will be made available on our website)