



# THE CHILD CENTER OF NY

Strengthening Family. Building Community.

## Program Handbook COVID-19 Center-Based Addendum

### LOCATIONS

Early Childhood Woodside 60-02 Roosevelt Ave, 2<sup>nd</sup> Fl Woodside, NY 11377

718-943-2800

Early Childhood Corona 34-10 108<sup>th</sup> St Corona, NY 11368

347-287-0175

Early Learn Escalera 169 W 87<sup>th</sup> St. New York, NY 10024

212-799-2440

EMERGENCY PROGRAM CONTACT 718-830- 5061

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## COVID-19 RESPONSE

The program has implemented the Pandemic Section as an addendum to the Parent Handbook under the guidance and direction of the program administration, local licensing agency, federal, state and local governmental agencies. To ensure the safety of children, families and staff, the program will monitor the situation and take into account the guidance and suggestions from the authorities. Decisions made by the program will consider the safety of children, families and staff. Our goal is to prevent the spread of COVID-19 and other communicable diseases by implementing infection control measures, such as physical distancing, face coverings, and frequent hand-washing.

### UNPLANNED CENTER CLOSURES

On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our center, as well as work as creatively as possible to provide care and support to our families and staff. It is very important that your contact information is up to date at all times.

### REMOTE LEARNING OPPORTUNITIES DURING CLOSURE

- ✓ Teachers will maintain ongoing communication with families and children.
- ✓ Online platforms (such as WhatsApp, Zoom or other platforms as needed) will be utilized for activities, sing along and story time; individually and in group settings.
- ✓ Phone calls, emails and other communications will be sent regularly from teachers and administrators.

### **CHANGES WHEN PROGRAM IS REOPENING**

As the program reopens, all required protocol mandated by our local licensing agency, and our Health Care Consultant will be initiated. Some examples of practices that may be implemented are:

- ✓ Adults will wear masks but children are not required but may. Face masks cannot be shared.
- ✓ Staff may wear aprons and bring multiple changes of clothes.
- ✓ Adults should maintain a distance of 6 feet as much as possible.
- ✓ Temporary reduction of program hours: hours will be determined based upon staff availability and parent need. Reduced hours may also be considered to provide staff with enough time for extra cleaning and program planning.
- ✓ Enhanced health screenings and temperature checks upon arrival for all individuals entering the program.
- ✓ Stricter child exclusions for signs of illness: Refer to Infectious Disease/ COVID-19 Health Policy
- ✓ Limitation of family members in the building: Rest assured, you will always have access to your children, but in an effort to reduce the number of people coming into the building we have amended our drop off/pick up policy, see below. Please note, if you do enter the building, you will be required to follow our health screening procedures, must wear a mask and follow physical distancing guidelines.
- ✓ Elimination of non-essential visitors into our building.
- ✓ Each site has an assigned safety monitor that is responsible for verifying that each person who enters the building has been cleared to enter. This is done by reviewing/monitoring sign in logs. This person is typically the site manager.
- ✓ Fire drills will continue monthly

### **BUILDING POSTINGS**

Additional posting displayed throughout the building. This includes [Staff Self-Care Checklist for Going Home](#), [Cleaning and Disinfecting Solution](#), [Stop the Spread of Germs](#), [Get the Care You Need](#), Required NY Forward Safety Plan Template, Parent Handbook in each classroom and front desk area, in addition to floor/elevator decals promoting social distancing. Updated schedules for children's shared bathrooms have been updated. Signage has been added upon entry into the building that promotes social distancing and masks.

### **PICK UP AND DROP OFF**

To create a safe and manageable way for children to arrive and leave our program, we will be implementing the following protocol:

- ✓ Children will be received from the front door. (And alternate door if available) Families will come to front door during the assigned drop off time to drop their children off. The children will be screened upon entry the building.
- ✓ Staggered schedules will be required for each classroom.
- ✓ At the end of the day, as you come to the building please line up on the sidewalk. Children will be escorted out.
- ✓ All families must adhere to physical distancing when picking up and dropping off your child(ren).
- ✓ Program staff will communicate with families via, phone, text, or email.

### **PERSONAL ITEMS FROM HOME**

- ✓ Food and other items from home will NOT be permitted without program approval.
- ✓ Transition objects will be allowed but no soft toys.
- ✓ Child mask- optional. Program will provide a mask if needed/wanted. Masks must be labeled.

### **MEAL TIMES AND TOOTH BRUSHING**

- ✓ Tooth brushing will be temporarily discontinued. Please consult with your teacher if you are in need of a toothbrush or toothpaste so you can continue this practice at home.
- ✓ Family style dining will be temporarily discontinued. Food will be plated for each child individually by the teaching staff. There will be extra food available if the children want extra portions.

### **HYGIENE**

Staff and children are required to practice hygiene in the following instances

- Upon arrival to the first program activity
- Between all program activities
- After using the restroom
- Before eating
- Before departing the last program activity

Hand sanitizer should only be used when running warm water is not available or practical.

### **AMPLIFYING OUR DAILY CLEANING EFFORTS**

While this is part of our normal routine, there will be additional efforts made to disinfect the classrooms, common spaces and high traffic areas, paying special attention to doorknobs, phones, tables, chairs, keyboards, handrails, etc. We will be disinfecting with a higher concentrated bleach/water as recommended by the CDC. Checklists have been developed for each building area to monitor cleaning/disinfecting. This includes, classroom, kitchen, hallways, staff room, adult and children's bathroom, offices and onsite playground (if applicable).

## CHANGES TO THE LEARNING ENVIRONMENT

To comply with mandates and other best practices the classroom environment has been modified.

- Each classroom can have no more than 15 children or less depending on room square footage.
- Space has been reconfigured to limit density of items in the room.
- Cots must be at least 6 feet apart and placed head-to-toe.
- Strive to limit sharing of objects/toys.
- Remove items that cannot be easily sanitized such as dress-up clothes, puppets, etc.

## INFECTIOUS DISEASE/ COVID-19 HEALTH POLICY

Our priority is to ensure the health and safety of the children and staff that come to our center every day. We will not be successful without your help! Our new guidelines are based on the DOH Interim Guidelines for Child Care Centers with consultation from our Health Care Consultants and Licensing Agencies. These practices are subject to change as needed.

If any child(ren) or household member show any of the following symptoms, the enrolled child(ren) must be kept home for 48 hours or until the child is fever free, without fever reducing medication.

- ✓ *Fever over 100.0*
- ✓ *Excessive dry cough*
- ✓ *Shortness of breath*
- ✓ *Lethargic, overly tired, unusually calm or quiet*
- ✓ *Muscle or body aches*
- ✓ *Headache*
- ✓ *New loss of taste or smell*
- ✓ *Sore throat*
- ✓ *Congestion or runny nose*
- ✓ *Nausea or vomiting*
- ✓ *Diarrhea*

If a child experiences any of the above symptoms during childcare, the child must be picked up by a person on the emergency contact list and arrive within one hour. The child will be removed from the classroom and placed in an isolation room. This room will receive an intense cleaning after usage. The program may request a physician's note to return to school. As of 8/7/20, children can return to school in 24 hours if they are symptom free without the aid of medication.

Families are required to inform the program if their child, or any family member, tests positive for COVID-19 so that the program can take necessary mandated steps. The child's identity remains confidential.

In the event that a caregiver of a child must be isolated because they have tested positive for, or exhibited symptoms of COVID-19, the caregiver cannot enter the site for any reason, including picking up a child.

- If the parent/guardian – who is a member of the same household as the child – is exhibiting signs of COVID-19 or has been tested and is positive for the virus, the program will utilize an emergency contact authorized by the parent to come pick up the child. As a “close contact,” the child must not return to the school for the duration of the quarantine.
- If the parent/guardian– who is a member of the same household as the child – is being quarantined as a precautionary measure, without symptoms or a positive test, staff should walk out or deliver the child to the parent/guardian at the boundary of, or outside, the premises. As a “contact of a contact” the child may return to the child care school during the duration of the quarantine.
- If a child or their household member becomes symptomatic for COVID-19 and/or tests positive, the child must quarantine and may not return or attend the school until after quarantine is complete.

The program is required to immediately notify the state and local health department about any positive test result by an employee or child at their site.

Out of respect for the other children, families and staff members, failure to abide by our policies or failure to disclose COVID-19 exposure or positive test of your child or family member may result in immediate termination from this program.

## **MENTAL HEALTH SUPPORTS**

Ask for help

If your symptoms of stress are becoming overwhelming, there are many free, confidential ways to connect with a mental health professional who can help. Reach out to one of the services below.

The Child Center of NY onsite/virtual mental health supports by trained professionals.

NYC Well provides free, confidential mental health and substance misuse services 24 hours a day, 7 days a week, in over 200 languages, regardless of immigration status. Call 1-888-NYC-WELL (692-9355) or text “Well” to 65173. You can also chat online at [nyc.gov/nycwell](https://nyc.gov/nycwell).

Crisis Text Line offers free, emotional support and information 24/7. Text “HOME” to 741741 for free, 24/7 crisis counseling.

ULifeline provides mental health resources for college students. For immediate support, text “START” to 741-741 or call 1-800- 273-TALK (8255).

Virtual counseling appointments for City University of New York (CUNY) students.

The Trevor Project has a 24/7/365 suicide prevention and crisis intervention hotline for LGBTQ youth and their loved ones. Call 1-866-488-7386.

The National Suicide Prevention Lifeline offers 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals. Call at 1-800-273-8255.

# Head Start Center Based Program Agreement / Programa Acuerdo

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Program participants agree to participate and cooperate as an active participant of the program. Program participation benefits the family.

## **EXPECTATIONS OF THE PROGRAM PARTICIPANT/CAREGIVER**

- ✓ Arrive on time to pick up/ drop off according to the schedule provided. I will communicate any changes to my schedule including sickness.
- ✓ Communicate regularly with center staff regarding my child's development.
- ✓ Provide input to the family workers when planning the short/long term goals for my child and family.
- ✓ Use the activities and skills that the teachers share with me to help my child develop and learn socially, emotionally, physically and intellectually.
- ✓ Attend parent conferences, parent workshops, and parent committee meetings as my time permits.
- ✓ Ask questions if I am unsure of policies and procedures

## **EXPECTATIONS OF THE STAFF**

- ✓ Establish a positive partnership with you that foster respect, cultural sensitivity and cooperation.
- ✓ Assist you in identifying the short term and long-term goals for your child and family so that a realistic plan can be tailored to meet your goals.
- ✓ Share our skills and knowledge with you so that you can help your child develop and learn socially, emotionally, physically and intellectually.
- ✓ Offer assistance and support to your family to work towards identifying and addressing family needs in the areas of nutrition, health, safety, education, mental health and parent participation.
- ✓ Keep you informed about all parent teacher conferences, class activities, field trips, and workshops so that you will have an opportunity to attend and participate.
- ✓ Contact families in the event of an emergency.
- ✓ Provide medical and nutritional updates and consultations.

### COVID-19 Policy and Procedure Agreement

I have read and agree to follow the following policies: (Caregiver initials for each policy)

\_\_\_\_\_ **COVID-19 Program Handbook Addendum**

\_\_\_\_\_ **COVID-19 Program Agreement Addendum**

Our program has taken several steps to implement recommended guidance and protocols issued by local, state and federal Public Health Agencies for slowing the transmission of COVID-19. The undersigned acknowledges and agrees that the program may revise its procedures at any time based on updated recommended guidance and protocols issued by said local, state and federal Public Health and Regulatory Agencies and further agrees to comply with the program's revised procedures while utilizing the facilities and services.

The undersigned further acknowledges and agrees that, due to the nature of the facilities and services offered, social distancing of 6 feet per person among children and their caregivers in a childcare setting is not possible.

I understand that the program will be following social distancing and other procedures to ensure that children and families are coming into a safe and clean environment daily. Despite the program's heightened efforts to mitigate such dangers, exposure to COVID-19, for my child or a member of my family may happen.

I hereby release the program from any liability as a result and will not sue the program or any staff member affiliated with the program, should my child or a member of my family contract this virus.

\_\_\_\_\_  
Print Child Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date