



**COVID Handbook
Parent Version**

Little Scholars

Epidemic Handbook

Operating Hours

Our Salem and Haverhill locations will be open 730-5. We will adjust our times based on staffing and ability to maintain these new safety standards.

Drop Off / Pick Up Procedures

During the Covid-19 pandemic, Little Scholars will be adjusting child drop off and pick up to ensure the safest possible environment for parents, children and staff. At this time, we ask that if possible, to only have parents or 1 consistent caregiver pick up and drop off their child.

At drop off, parents will park in one of the designated parking spots, a staff member will come to the car to retrieve the child. Please remove your child from their car seat and remain 6 feet away from the staff. The staff member will be wearing protective gear. First, they will take the child's temperature, ensuring that it is no higher than 100 degrees. The staff will also ask a series of questions to ensure that the child has not developed any symptoms. We also ask for parents to bring enough supplies needed for the children on Mondays to last the entire week. Upon entry to the building, staff and children will wash their hands, arms and face prior to entering the classroom.

At pick up, a staff member will bring each child to their car one at a time. In order to make the pick-up process as smooth and as quick as we can, we ask that when you are on your way to notify the staff, please text the centers main number with an estimated arrival time, so that we can begin to gather your child and their supplies. This will limit the wait time for you. Prior to leaving, we will wash each child's hands and take their temperature again and record it on their daily sheet. We will also record if we have seen any low-key symptoms develop during the day on their daily sheets.

At this time, we are limiting the amount of people who enter the building, including staff. At this time, we ask that you remain outside of the building. If you need to speak with your child's teacher, or administrative staff, we ask that you do so by calling the center, emailing the office or messaging your teacher through. If you need to have a meeting, please schedule a time to meet in order to prepare the proper precautions.

Please wear a mask at pick up and drop off, or any other times you are interacting with staff.

Child Supplies

We would like to reduce the amount of items going back and forth from the center to your home. On Monday, please send in supplies to last the week such as: extra clothes, nap sheet and blanket, diapers, wipes, bottles, formula and water bottles. We ask that you pack your child's lunch and snacks in a lunch box or paper bag with an ice pack. Items that we anticipate going back and forth daily are lunch boxes, medication that can't stay at the school, daily sheets. During the week, we will wash clothes and sheets if needed on a case by case basis. If the extra clothes were not used, we will keep them at school.

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Classroom Procedures

Our goal is to keep our children and staff safe by following CDC regulations and recommendations as well as guidance from the state of NH and Mass.

In order to follow social distancing guidelines, Little Scholars will continue to maintain our small classroom sizes in order to encourage physical distancing within our classrooms. We have returned to normal ratios within classrooms and keeping classes as separate as possible.

In addition to smaller classrooms, we will also be creating more space to eat at lunch and encourage smaller groups to play together. We will stagger the gym or playground time to limit the mix of classrooms.

Teachers will be wearing masks in the classroom during the day or when needed. Specific times masks will be worn are during diaper changes, potty training, food prep and serving, and during pick up and drop off. Children over 2 can wear masks if parents would like them to. Teachers will also change clothes if they are caring for a child that has coughed or sneezed on them or used them as a tissue.

Teachers will also be increasing the amount of times children will be washing their hands and monitoring as best they can the children cover the mouth with their elbows with coughs and sneezes. They will wash their hands after.

In addition, we will increase the cleaning and sanitation of toys and surfaces. We will have toys on a rotation so that there's always clean toys to be pulled out for children to play with. All toys will be cleaned and sanitized during naptime. All surfaces will be cleaned and sanitized after they are used, including shelving. We will also be removing any items that cannot be wiped down such as stuffed animals and soft books or hard to clean toys.

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Illness Policy

Under current guidance our illness policy has been altered. If a child or staff has a temperature of 100° they will not be allowed to attend the program. Children and staff need to stay home until they are 72 hours fever free without any fever reducing medication.

Children and staff will be screened each morning and afternoon and will be monitored throughout the day. The screening will consist of a temperature and symptom check. The symptom check will consist of Covid related symptoms such as:

- Fever
- Cough
- Sore Throat
- Loss of Smell or Taste
- Breathing difficulty
- Vomiting
- Diarrhea
- Headache paired with another symptom
- Runny Nose or Congestion paired with another symptom

If a child or staff member appears sick and the above symptoms are exhibited, children or staff will not be allowed to attend the program and will be sent home. They may not return for 7 days plus 3 additional healthy days. Any child or staff sent home will be required to contact the director within 24 hours to inform the school what the illness may be.

If a doctor has cleared your child or the staff member to attend sooner, the medical professional MUST in writing state:

“ _____ (individual’s name) was seen and was evaluated for _____.
They do NOT have Covid-19 and is able to return to childcare without placing another child or adult at risk. The medical professional must also include the sickness the child or staff member has as well as the reason behind the symptoms.

A child or staff may return with a negative Covid-19 test as long as they are symptom free for 24 hours without medicine.

If your child or anyone in the home is being tested, your child must stay home until results are received. If your child has tested positive or has been in direct contact with an individual who has a positive Covid-19 test, your child(ren) will be required to stay home for 14 days. Families must inform Little Scholars via email ASAP.

If for any reason a child in our care or staff member is diagnosed with Covid-19, we will immediately close down that classroom and upon guidance from the state may have to close the center for two days up until one week.

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NEW - Travel Policy

Salem, NH location

Following the NH and CDC guidelines, if your family is traveling outside of New England, we do ask for your child to quarantine for 14 days before returning to school. Under current guidance, we will not be able to accept a negative Covid test to return.

Haverhill, MA location

Following the Mass and CDC guidelines if your family is traveling outside of New England or to a state that is not listed as a safe state in the Mass travel guidelines, we do ask for your child to quarantine for 14 days before returning to school. If your family chooses, your child can return with a negative Covid test as long as they are not exhibiting any Covid related symptoms.

We know that this is an inconvenience when planning a vacation, and we know that all of our families are committed to keeping the risk down and not exposing other families at the center. Please keep in mind that if you have a \$0 balance, your family is eligible for 1 free week of tuition per school year. This free week will need to be requested by email with the date you would like to apply it to your account

Contact Information

Little Scholars Salem Location

Center Phone – 603-893-0898

Center Email – info@littlescholarsdaycare.com

Caley King, Director – caley@littlescholarsdaycare.com

Little Scholars Haverhill Location

Center Phone – 978-478-6395

Center Email – join@littlescholarsdaycare.com

Sindy Davila, Director – sdavila@littlescholarsdaycare.com

Danyelle DiCecca, Executive Director – ddicecca@littlescholarsdaycare.com

Little Scholars Epidemic Handbook

Parent Agreement

I have read the updated handbook and understand the changes in the following policies:

- Drop off and pick up
 - Parents will drop off and pick up in the parking lot where a staff will meet their child until further notice
- Screening
 - A staff member will screen my child at the beginning and end of the day for any Covid related symptoms
- Illness
 - If my child exhibits any symptoms, my child will stay home until they are fever free without medicine for 72 hours or longer if diagnosed with Covid, unless I have a written doctor note that follows the written policy
 - I will notify the office immediately with doctor's results
 - I will notify the office immediately if anyone in my family has been exposed or diagnosed with Covid-19
- Classroom Policy
 - I will bring in only supplies needed on Mondays or otherwise requested

In addition, I understand that screenings will be documented and often videoed to ensure that Little Scholars is following this protocol to keep the children and staff safe.

Parent Name _____

Child Name _____

Parent Signature _____

Date _____

Staff Initials _____

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ADDENDUM

Tuition Policy

With the loss of tuition and the increased cost of supplies to prepare for this reopening, the 2020 Tuition Rates will go into effect upon return. There will be an updated tuition rate for the 2020/2021 school year released in August.

Once a Little Scholars location fully opens, tuition will be charged for all ENROLLED families using the 2020 Tuition Rates. If at that time you choose to stay home, you can continue to pay the weekly tuition rate to ensure your child has a spot when you need.

If you are not planning to send your child for our Summer 2020 Program but would like to hold a spot for your child for the fall of 2020, there will be a Fall Hold Fee. The Fall Hold Fee is 50% of your child's fall tuition rate. This will reserve a spot in your child's classroom in the fall. However, this would not guarantee a spot in the summer. If the center reaches capacity, we reserve the right to inform you that we will no longer be able to hold the spot for the holding fee, and if you want to keep the spot, you will have to pay full tuition. If at any time you decide to stop paying the Fall Hold Fee, the previous payments are nonrefundable.

If you cannot afford to hold a spot, you can unenroll your child from our program. This will not guarantee a spot in the summer or the fall. When you wish to return, you can place an inquiry through our website.

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Never Asked Questions (NAQ's)

Who will need to wear masks?

Following state requirements, all staff will be wearing masks at all times during the day when they need to be in close proximity to each other or children. Specific times they will wear masks are food prep, diaper or potty and handwashing. We ask parents to wear masks whenever interacting with teachers. It's currently not recommended, but Children over 2 can wear masks if you choose.

What will the screening process look like? What if my child is not feeling well?

In our new norm, parents will drop off and pick up children in the parking lot. A staff member will ask a series of health questions and take the child's temperature every morning before entering the building. If your child has any signs of illness, we ask that you keep your child home or immediately pick your child up. If illness is noticed at drop off, we will ask for your child to be taken home. Children must stay home for 72 hours without fever reducing medicine.

Teachers will also follow the same screening process.

What is the sanitizing routine?

While our cleaning and sanitizing process prior to covid meets cdc cleaning guidelines, we have increased our cleaning and sanitizing process. Toys will be in play centers on a rotating basis in order to clean and sanitize daily at nap and the end of the day. At nap and the end of the day, every surface in the classroom will be cleaned and sanitized, including shelves, counters, handles and faucets. Soft items have been removed or laundered after use. Bathrooms and playground and gym toys will also be sanitizer more frequently throughout the day.

What will look different?

Events are an integral part of our community at Little Scholars! However events will be cancelled or adjusted as we follow guidance from the state.

What is this going to cost?

With the loss of tuition and the increased cost of supplies to prepare for this reopening, the 2020 Tuition Rates will go into effect upon return. There will be an updated tuition rate for the 2020/2021 school year released in August.

What is the new illness policy?

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