

## BunnyBears Infant Toddler – Updated Covid-19 Operating Procedures

*Effective August 2020. Due to the fluidity of the pandemic, this information may be updated or changed in accordance to guidelines from the CDC and CCLD.*

- Operating hours will be **8:00am-5:00pm. Please communicate your early and later pickup hours that you need, we will make sure to accommodate you.**
- All staff will be wearing face masks at all times.
- All staff will be trained in new procedures prior to re-opening. Staff will be screened daily for symptoms, temperatures will be checked before being permitted in to the school. If anyone has a temperature of 100.4 F or higher, they must be excluded from facility. Staff will wear face masks at all times.
  - All staff showing any signs of illness will stay home until symptom free for a **minimum of 72 hours.**

### **During Drop Off and Pick Up**

- All pickups and drop offs will be done at the back entrance outdoors weather permitting. Sign-in/Sign out station will be set at the designated table. We encourage parents to have their own pencil for signing in. At this time we won't be using the electronic sign in station. Hand sanitizers will be available at the sign in station.
- **Masks/face coverings must be worn during pick up and drop off.**
- One family member should be bringing their child to school; there will be no visitors allowed at this time.
- Children will be screened for symptoms/check temperature. A no-touch thermometer will be used for temperature checks and cleaned with an alcohol wipe after each use. If anyone has a temperature of 99.9 F or higher, they must be excluded from facility.
  - We **recommend parents to check children's temperatures at home** each morning before bringing the child to school.
  - Monitor your child for any unusual symptoms
- If you must enter the facility slip on shoe covers will be available; at this point your temperature will be checked as well.
  - Parents will sign in and sign out children outside.
  - Children's temperature will be checked and the child will wash hands at the sink.
  - Lunch boxes, bedding and water bottles will be placed on the table and the staff member will take them inside.
  - A staff member will walk child inside the school if their group is starting their morning inside.
  - **Morning drop off will end at 8:30am** to allow a designated staff member to check temperature and guide children through their morning routine and say good bye to parents.
- Families will be asked to keep a recommended 6ft distance if there is more than one family dropping off at the same time.
- Children won't be allowed to be taken out and brought back to school on the same day (for example: doctor's appointment, special lunch with a family member, etc.)
- We ask children to not bring any toys from home.

## **Visitors at School**

- At this time no visitors or special guests are allowed at school.
- Extra curriculum activities are not offered at this time.
- Limited school tours are scheduled after school hours and visitors wear mask while keeping social distance.

## **Group Arrangements**

- Children will be in assigned groups of 10 or less children.
- We will try to keep the same groups together as much as possible, but there will be some re-arranging.
- Siblings will be assigned in the same group.
- Each group will have two assigned staff members for morning and afternoon shifts that will stay with the group. The exception will be one additional staff member or director to relieve teacher for lunch breaks during children's resting times.
- Each group will have an assigned space/room. They will play, eat lunch and snacks, and have rest time in their space, with their group and teacher. Exception: some groups may still eat snack and lunch outside, space permitting.
- Groups and rotations are yet to be decided until we know how many children will be coming.

## **Curriculum, Materials, Use of Space**

- Our curriculum for young children has always been primarily focused on social-emotional development, and building strong relationships and connection. It will continue to be our focus now.
- We will focus on helping children work through their emotions/feelings about what's happening, encourage creative expression, and provide opportunities to explore, experiment, and problem solve while keeping physical distance in fun and age appropriate ways.
- Increased focus in educating about health, safety, and hygiene in age appropriate ways.
- Handwashing routines will be implemented during the day activities, meal times and in the bathroom.
- There will be a limited numbers of materials available in each room for children to play with. All Materials will be thoroughly disinfected at the end of each day, as well as in between use of different children in the group. Many items will be assigned to the child for the day, so as to prevent the sharing of materials.
- Carpet squares, mats and other visual spacing tools will be provided to respectfully guide children through the concept of social and physical distancing.
- For the time being, sensory materials/activities/bins will not be used.
- More individual activities will be planned and provided.

- We will spend absolutely much time outside as possible, as recommended by community care licensing. Outdoors classroom will be created to support children's activities and interests. We will take advantage of playground, garden space to allow multiple groups to be outside in different spaces at the same time.

### **Snacks and Meal times**

- Children **can bring labeled water bottles**, please take them home and wash them daily.
- Children will bring their **labeled lunch box to school**. Ice pack is recommended for the lunch box; **we will no longer use a refrigerator**. Please clean the lunch boxes daily best to your ability.
- Staff will wear mask/face covering and gloves while preparing and distributing food.
- For the time being, all food during snack time will be served individually on single use plates/napkins. No community snack concept.
- More tables will be utilized to ensure distance between children.
- We will continue to properly wash hands before and after all meal times.
- At this time no cooking activities are offered at school.

### **Nap/Rest Time**

- Each child is assigned a sleeping mat. Mats are disinfected and cleaned each Friday.
- Cots/mats will be spaced out, arranging the head of each bed alternately, in opposite direction.
- There will be no cuddle toys or other personal items from home.
- Sheets and blankets will be brought in on Monday and taken home for wash on Friday. If you forget to bring sheets, clean sheets will be provided by school for that day and washed afterward.

### **Sanitizing and Disinfecting**

- The school will be thoroughly cleaned and disinfected at the end of each day.
- The facility will be ventilated (open windows and doors) before children come to school and after they leave.
- All toys and materials that have been used will be thoroughly cleaned and disinfected at the end of each day.
- All surfaces and Table tops, chairs, high touch objects (doors knobs, light switches, etc.) will be disinfected each morning prior to opening.
- Support staff will continue to disinfect surfaces throughout the day while groups take turns outside.
- EPA approved disinfectants will be used according to directions and in a safe manner (ie: while children are outdoors)
- Hand sanitizers will be available for adults' use, away from children's reach.

## Sick Policies

- If your child is showing any symptoms of illness, we ask that you keep him/her home and monitor. Please notify the school director if your child is exhibiting any symptoms of illness.
- Children with fever or signs of illness must be kept at home. **Children may return after being symptom free for a minimum of 72 hours without any medication.**
- Children found showing signs of any illness, specifically fever or respiratory symptoms, will be isolated from others and sent home immediately.
- If there is any evidence that any one in our school community that has been exposed to the virus, parents will be notified, and *we will work in coordination with Public Health Department to decide the plan of action.*

## Covid - 19 exposure

- If you believe you or your family was exposed to Covid-19 please take time away from school to observe and monitor your health; based on CDC guidelines it is recommended that you quarantine yourself for 2 weeks. We ask you to communicate your potential exposure to Covid-19 to your school's director; for your own health and safety as well as the rest of the BunnyBears community we ask that families that have been exposed to Covid-19 be tested prior to returning to school. You can find information on testing sites <https://211sandiego.org/resources/health-wellness/covid-19-testing/> or call your healthcare provider.  
Chula Vista, Logan Heights and Spring Valley Grossmont have free sites open for testing M-Fr 8:30-4:30, first come first serve, suggested to come early in the morning to get tested <https://www.fhcsd.org/clinic-location-list/?zip=92107>  
State testing sites can be found here: <https://lhi.care/covidtesting>
- If your immediate family member (from the same household) is diagnosed with Covid-19 please let us know and keep your child at home for 2 weeks. We ask you to test your child and communicate the test results to the preschool director at your earliest convenience. BunnyBears requires that a release from your healthcare provider or the San Diego Health Department, whoever is monitoring your case be presented prior to your child coming back to school.
- If a child, a teacher or an immediate family member (Living in the same house hold) has been diagnosed with Covid-19, Children from the group will be asked to stay at home for two weeks. The primary teachers from the group will also quarantine for 2 weeks and must be tested and cleared prior to returning to school. The groups' classroom won't be used and will be thoroughly cleaned and sanitized.
- Tuition will not be reimbursed for partial absences due to Covid-19 exposure, however if the entire school is forced to close due to mandated state orders or an outbreak of Covid-19 cases at school, 50% of the tuition for the closer will be credited for the following month.

It is in our best interests to keep our children, teachers and families healthy. Unfortunately, these are unusual times and we need everyone's cooperation and understanding as we navigate this pandemic. We believe in open communication and transparency and we are confident that our small schools can stay safe and healthy during these uncertain times. We appreciate your trust and support; we value your personal responsibility and accountability. Childcare centers are considered essential services and are encouraged to stay open to serve working families.

This is just an amendment to an existing BunnyBears Admissions Agreement, additionally we ask our families to review and sign the Admissions Agreement.

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_  
acknowledge that I have received BunnyBears Updated Covid-19 Operating  
Procedures.

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**Parent or Guardian Signature**

**Date**