



Parent Handbook COVID-19 Edition 2020-2021 School Year



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**Parent Handbook
COVID-19 Edition**

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Introduction

As New Jersey centers reopen pursuant to Executive Order 149, we are taking on a tremendous responsibility for ensuring the well-being of children in an environment in which the risks are significantly higher and more complex than they were only a few short months ago. The rules outlined in this handbook and discussed in greater detail in the pages that follow, are intended to facilitate the safety and well-being of Trinity Child Care Center, its staff and the children being served. Effective June 15, 2020, and until further notice:

A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Family Worker for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Trinity Child Care Center and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, all health and emergency forms, Wraparound options, as well as a copy of our handbook. All forms would be filled out and returned through email or mailed in.

B. Nondiscrimination Policy

Admissions to Trinity Child Care Center shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the check-in station, they will sanitize their hands properly. Hands will also be washed upon settling in from placing items in cubbies. Throughout the day and more frequently with soap and water, handwashing will take place for at least 20 seconds. Hand sanitizer will be used when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask wearing: When feasible, children shall wear face coverings within the facility. Trinity shall continue to teach and reinforce healthy hygiene practices to prevent the spread of COVID-19.

4. Social distancing: Each class is considered a “family.” Each “family” will social distance from other “families” to assure safety. Children will not need to wear a mask when they are in their “home” (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag unless they are comfortable with wearing the mask. A child must have their own personal mask plus a back-up face mask in the event the other gets soiled. All staff will wear masks when not in their personal office/cubicle/work space.
5. Socks-only classroom: All children will take shoes off before entering the classroom. Shoes will be placed in the hallway. Families must send “indoor shoes” to wear in the classroom only. Since children spend time on the floor, we want it to be as clean and safe as possible.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

E. Fee and Payment Policy

Trinity Child Care Center enforces the following policies and procedures for Wraparound payments:

1. Payments are due on the 1st of the month and no later than the 5th.
2. A \$20.00 per month late fee will be charged when a payment is received late.
3. There will be a \$10.00 charge per child for every (15) fifteen minutes elapsed after your scheduled pick-up time.
4. All Wraparound payments are due regardless of sickness, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), ***emergency-related closings mandated by the state/local government/DHS, like a pandemic.***

F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, secretion in eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the center. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at **201-433-2701** to be sure they may attend. If your child appears to be sick or has any of the

above symptoms while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Trinity Child Care Center without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Medications prescribed by a physician for maintenance will be administered throughout the day as required per the prescription and doctor's notes. The medication must be given to the Teacher at drop off. Please call the center in advance to advise of medication being sent in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at time of drop-off and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the Jersey City Board of Education, the Department of Health & Human Services, the Office of Licensing and our staff and parents.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. All fabric masks will be sent home on the last day of the week for laundering. Bedding will be kept separate from other children's bedding and sent home on the last day of each week. It is **mandatory** that bedding be laundered before returning the next week.

H. Arrival and Departure Procedures

Our normal facility operational hours are 7:30am – 5:30pm, Monday through Friday. While operating **in this current phase, center hours will be 8:00am – 2:30pm**; drop-off times will be staggered. You will be given a time between 8 - 8:40 am to drop off and between 2:15pm – 2:40pm to pick up. All children must be dropped off prior to 9am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time. During this phase, our office hours will be 7:30am – 4:00pm.

Drop-Off Procedures

Please Do Not drive into the parking lot. All persons must wear a face covering during drop-off. A designated check-in staff will greet you at the check-in door wearing proper PPE. The check-in staff will take a visual assessment of your child. The check-in staff will then ask a series of yes/no questions regarding symptoms and travel. Your child will get his/her temperature taken at the check-in station. If it is below 100F, your child will be taken into his/her classroom. Children should be given a fabric mask that he/she should wear (to the best of their ability) while walking to their classroom. Once in the classroom, the mask will be placed safely in a bag specific to each child if the child does not express comfort in wearing the mask.

If you have more than one child attending the center, please follow instructions for each child individually.

We ask that the designated drop-off and pick up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. A check-out staff member will meet the designated family pick-up person at the pick-up station with the child, at assigned time. Face coverings are mandatory for pick-up persons.

I. Visitors

Visitors will not be permitted at this time. This includes specials teachers until further notice.

J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

K. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at Trinity Child Care Center, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free and prepackaged treats. No visitors will be allowed for the celebration. No exceptions.

L. Food

- A. Breakfast/Lunch: is served within the classroom, individually plated for each student. During Remote and Hybrid Learning phases, pre-packaged meals will be distributed between **9:00am and 12:00 noon on Mondays and Thursdays**. The supply will be for Monday – Friday feedings.
- B. Snack: An afternoon snack is provided at 3:30pm daily when Wraparound is operating. A snack will however be included in the disbursement of meals picked-up for Monday – Friday at home learners.
- C. Food Allergy: **We are a peanut-free facility**. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing by a medical physician. All allergies will be posted in the classroom.

M. Procedures for Covid-19 Symptoms or Exposure

Any confirmed or suspected exposure to COVID-19 occurring in Trinity must immediately be reported to both the local department of health, The JCBOE and the DCF-Office of Licensing.

Children or staff members who develop symptoms of COVID-19 while at the facility:

- If a child or staff member develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 or higher, cough, shortness of breath), S/He will immediately separate from the well people until the ill person can leave the facility (An area should be identified within the classroom that will account for seclusion until leaving the facility).
- If the child has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the staff member waiting with the child should remain as far away as safely possible from the child (preferably, 6feet). If symptoms persist or worsen, they should call the main office for further guidance.

Children or staff members who test positive for COVID-19

- Trinity must contact their local health department for guidance.
- Health officials will provide direction on whether Trinity should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual.
- Symptom-free children and staff should not attend or work at another facility during the closure.
- All rooms and equipment used by the infected person, and persons potentially exposed to that person, will be cleaned and disinfected in accordance with CDC guidance.

Returning to Child Care After COVID-19 Diagnosis or Exposure

- If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to Trinity until the criteria for lifting transmission based precautions and home isolation have been met.

N. ENHANCED CLEANING AND SANITATION PROCEDURES

- Trinity will increase the frequency of cleaning toys, equipment, and surfaces; Especially, doorknobs, light switches, countertops, and restrooms. Alcohol and disinfectant wipes will be used to clean keyboards and electronics and wash hands after use. Staff is responsible to clean, sanitize, and disinfect frequently touched surfaces (e.g, playground equipment, door handles, sink handles) multiple times per day and shared objects between use.
- Toys and items that are not easily cleaned or disinfected (e.g., soft or plush toys) shall not be utilized in the center. Toys that children have placed in their mouths or are contaminated by body secretion or excretion shall be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize and air-dry.
- Deep Professional Cleaning will take place one weekly throughout the building when children are not present using EPA approved products.

To the extent practicable, windows will be opened frequently to allow fresh air flow, and HVAC systems should be adjusted to allow for more fresh air to enter the facility.



Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2019- 2020 school year, which contains the policies and procedures for Trinity Child Care Center while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Sonja Garlin
Program Director
Trinity Child Care Center

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of Trinity Child Care Center's Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____