

Addendum to the Parent Handbook
COVID-19 Edition
2022-23 School Year

Occidental College Child Development Center

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**Occidental College Child Development Center
Addendum to the Parent Handbook
COVID-19 Edition**

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Introduction

Dear Parents,

While it has been necessary to implement several health and safety policies and procedures, many things will remain the same. The Oxy CDC is still an environment that fosters fun, social connections, and learning. It is still our goal to help children reach their full potential, as we provide them with opportunities to create, explore, and learn. The teachers and I are committed to continuing to provide a quality program that is safe, educational, child-friendly, and fun!

This Addendum to the Parent Handbook lays out necessary policies, as we operate the program during the COVID-19 public health crisis. Since the current environment is constantly evolving, this Handbook Addendum and the necessary health and safety policies are subject to change. We will keep you updated as policies need to be adapted.

We strive to minimize risk as much as possible, while also trying to make the best plans possible for children and families. We will do our best to ensure that policies are realistic and feasible for staff, children, and parents. We have been, and will be, following the guidelines and requirements for child care centers given by the CDC (Center for Disease Control), the Los Angeles Department of Public Health, and Child Care Licensing. We are also partnering with Oxy's Health Advisors regarding necessary policies during COVID-19. **Please be sure to read through this entire Addendum and sign and return the last page.**

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Addendum to the Parent Handbook. They are in place to ensure that Occidental College Child Development Center is a safe and enjoyable place for your family.

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A. Public Health Emergencies

During a public health emergency, decisions about operations and/or closure will be made in consultation with Occidental College and guidance provided by the Centers for Disease Control, the Los Angeles Department of Public Health, Child Care Licensing, and other local, state and federal resources. Decisions made by the Oxy CDC are, and will be, designed to ensure the safety of children, staff, and families.

Public health emergencies may necessitate alterations to policies and operations, which may include, but are not limited to: reduced hours of operation, additional fees/tuition, changes in the illness policy, limited entry to the building/facility, limitations on what may be brought to the Center, changes in staffing, reduced enrollment capacity, required attire (e.g. face masks), daily schedule, group functioning, and food service. We may be forced to close the Center (by the Department of Public Health), or we may deem a closure necessary, for safety reasons. Contained in this Addendum to the Parent Handbook, you will find specific information related to Oxy CDC operations during the public health crisis created by COVID-19.

The most recent guidance for Early Childhood Education settings has shifted to recommending, rather than requiring, some of the practices that were required over the past year. Conditions have improved dramatically since the height of the pandemic, so we feel confident in loosening some restrictions. This being said, **all policies are subject to change, as necessitated by evolving conditions**. Parents should be prepared for us to put stricter policies back in place, should there be a need. Similarly, when possible, some of the restrictions may be loosened further. We will continue to update you, as things evolve.

B. New Students

Before enrolling their child, parents/guardians must read our main Parent Handbook and this COVID-19 Addendum to the Parent Handbook.

If parents/guardians of children new to our program have not already done so, they must schedule an appointment with the Director for a virtual tour and interview. This provides a chance to meet, answer questions, go over the enrollment packet and discuss what to expect. Once offered a spot, parents/guardians will be provided with an Enrollment Contract/Release and all other enrollment paperwork.

Parents of new children will need to schedule and attend two or three 30-minute visits at the Center with their child. During these visits, the parents and child(ren) will be able to meet the teachers and get familiar with the environment, before the first day of school. The first 3 (three) days of attendance for each child will be half-days (pick up at 12:30 p.m.).

Parents of returning children should schedule one or two brief visits for their child, during the week or two prior to the child's start date. This will help the child get refamiliarized with the environment and the teachers. The first 3 (three) days of attendance for each child will be

half-days (pick up at 12:30 p.m.).

C. Staffing

Teacher illness, self-isolation due to symptoms, and self-quarantining due to potential exposure, may present challenges during the COVID-19 pandemic, as these can last for long periods. If a teacher comes down with any signs of COVID-19 (or other serious illness), that teacher will have to leave the premises as immediately as possible.

Though we are always on the lookout for good substitute teachers, keeping a steady sub list can be challenging (usually subs leave for permanent jobs). Right now, we are having an extremely difficult time finding substitute teachers. There may be days when we have reduced teacher coverage. This may, unfortunately, result in us offering a reduced number of hours for that day/those days, asking parents to pick their children up early, or asking parents to keep their children home for any days that we cannot enlist sufficient teacher/sub coverage. We will do our best to avoid this, but the limitations on staffing make it a possibility.

D. Mixing of Groups

Keeping classes/groups of children separated is one possible way to limit the spread of COVID-19. Whenever the community spread of COVID-19 is very high in our community, we may utilize the option of attempting to keep groups of children/classes separated from each other. This will be reliant on sufficient teacher coverage to staff all groups separately. Should we have lower teachers coverage, there may be some portions of certain days where we need to combine groups. When groups are mixed, if there is a positive COVID-19 case, we will ask for all children to be tested for COVID-19. Potential exposure to a case at school does not require that children quarantine. But they should get tested for COVID, both initially and again 3-5 days later.

E. Hours of Operation/Schedule

For the coming school year, we'll be offering hours of operation from 8:00 a.m. to 5:30 p.m., with before care from 7:30 - 8:00 a.m. as a possible option (see fee schedule).

The **Daily Schedule** will continue to include a great deal of outdoor time, though there will also be daily indoor play time. We will seek to have children outdoors while they are eating times (with masks off), whenever possible.

F. Enhanced Hygiene and Infection Control Measures

1. **Hand Washing:** Hand washing has always been a focus in early childhood programs, as this is one of the best ways to reduce transmission of disease/germs. We will continue to have a heavy focus on frequent and proper hand washing/hand sanitizing.

Parents and children should use the hand sanitizer available outside each gate to sanitize their hands prior to entering the facility. If hand sanitizer is not the preferred

method, parents should help their children visit their sink to wash hands immediately after arrival. Children and staff will be asked to wash/sanitize their hands throughout the day, as needed. Children will be asked to wash their hands prior to leaving at the end of the day. Children will be supervised, to ensure that they are following proper handwashing procedures, using soap and water and lathering for at least 20 seconds. Hand sanitizer may be used when soap and water are not available. Hand sanitizer stations are located throughout our facility. (<https://www.cdc.gov/handwashing/>)

2. **Enhanced Disinfection Protocols:** The staff has received additional training on infection control and workplace disinfection. All high-touch surfaces (door handles, table tops, chair backs, etc.) will be disinfected at intervals throughout the day. The hands-free faucets and soap dispensers at children's sinks will limit cross-contamination in sink areas. Bathrooms, including toilet seats and sinks, will be disinfected by Oxy housekeeping staff two (2) additional times during the school day, There will be continuous disinfection of all shared surfaces/items throughout the day, and a disinfection of the whole Center overnight by Oxy's housekeeping staff.
3. **Masks:** According to the CDC, wearing a well-fitting, medical grade mask is a public health measure that can reduce the spread of COVID-19.

Currently, all Oxy CDC staff, Oxy student workers, and all children wear masks while they are indoors (except when children are sleeping).

Currently, outdoor masking is optional when children are with their own group/class. When groups mix in the afternoons, children and teachers wear masks. Everyone, parents, teachers and children, are masked during drop-off and pick-up time.

Children generally adjust to wearing masks at school quite easily, especially if the practice is supported and reinforced by parents. **We will need your help in getting your child acclimated to wearing a mask/facial covering**, if your child is not already accustomed to this practice. If you'd like some support in helping your child acclimate to wearing a mask, please let us know.

Each child should have four or more clean/fresh, medical grade (surgical or KN95 or KF94) on hand each day (in case masks get wet/dirty/soiled). Happy Masks and Enro Masks (which have multi-layer enhanced filtration) are also allowed.

It is important to teach children how to properly wear a mask/facial covering, including teaching them not to touch the mask or fiddle with it. When someone touches their mask and then touches a surface, they can spread their germs to that surface. We are aware that this may initially feel unnatural to children, and this will be a process of learning for them. It may take a bit of time for it to become second nature to them.

If a child is having a particularly challenging time with keeping his/her mask/facial covering on a particular day, we will follow up with the child's parents to collaborate on

working with the child regarding wearing a mask/facial covering at school. After 3 days in a row of unsuccessful attempts to have a child wear a mask while at school, parents will be asked to keep their child home for a period of time, to reinforce proper masking behavior with their child.

4. Spending Time Outdoors and Ventilation

We will be spending a good deal of time outdoors. Being outdoors not only allows us more space to move, but there is also evidence that coronavirus is much less likely to spread outdoors, due to the fresh air/air movement, warm temperatures, and sunlight.

When we are inside, air quality/temperature permitting, we will be able to open doors and windows to allow air circulation. If the outside temperature is too high, we will close the doors and use the air conditioning. Oxy has added special ionizing filters that kill germs/viruses in the air to our HVAC systems.

Our goal is to ensure that children are always outdoors when eating, due to the fact that they must have their masks off. In rare cases, we may need the children to eat indoors, in which case, we will continue to ensure that they are distanced by 6 ft.

5. Limits on Those Entering Facility/Time Spent Inside Facility

For the time being, we will be limiting who enters the facility. Parents/caregivers can come inside the yard/Center for pick-up and drop-off. We ask that parents/caregivers spend no more than 10 minutes inside for pick-up and drop-off. All adults involved in drop-off and pick-up **must remain masked at all times.**

Although we respect and value the social connections that parents want to make with each other, during this time, we ask that parents avoid using drop-off and pick-up time as a time to socialize with other families. The drop-off and pick-up times should be focused on helping your child transition to and from school. We hope to be able to offer more relaxed social gathering times for families later in the year, conditions permitting.

Parents can also make a plan with their child's teacher to come participate/volunteer in their child's classroom.

6. Vaccination Requirements for Oxy CDC Staff & Student Workers

Occidental College is requiring that all faculty, staff, and students be vaccinated for COVID-19, unless an exemption is granted.

G. Tuition and Enrollment Policies

The Occidental College Child Development Center will enforce the following policies and procedures for tuition payments:

1. The Center (or particular classrooms in the Center) may need to close, to protect the health and safety of children, staff, and families, in certain instances, such as: fire, earthquake, wildfires, extreme weather, natural disasters, public health emergencies, bomb threat/terrorist threats, civil unrest, power/water outages, insufficient teacher coverage, or other conditions that render safe operations impossible. Whenever possible, we will give as much advance notice of closure as we can. In some cases, we may need to close without warning.

When the Center (or a particular classroom) must close due to an emergency situation (as stated above), tuition charges will be handled in the following manner. For up to the first week of closure, full tuition will be due. If the closure lasts longer than one week, half of the tuition would be due for the second week of closure. If the closure lasts longer than two weeks, parents would not be obligated to pay tuition from the start of the 3rd week until the day that the Center reopens.

2. Your tuition pays for an enrollment spot, not specific days of attendance. All tuition is due, regardless of illness, being asked to keep your child home due to our illness policy, behavioral/disciplinary removal, vacations, holidays, breaks, or emergency-related closings of classrooms or the Center of any kind (such as due to public health emergencies/pandemic), except as outlined #1 above. No reimbursement of tuition will be granted. If a closure longer than one week is necessary, any excess tuition payments already on account would be applied as a credit to future weeks of enrollment.
3. If you would like to withdraw your child from our program, you must submit a written notice to the Director 30 days prior to your child's last day. You will be charged tuition through the full 30 days after the written notice of withdrawal is received. (You can see more about our Withdrawal Policy in our main Parent Handbook).

H. Illness/Exclusion Policy Related to the COVID-19 Pandemic

(Illnesses other than COVID-19 are covered in the Illness Policy in our main Parent Handbook)

To protect the safety of everyone in our community, we will need to **adhere to a strict illness policy**. This policy was developed with guidance from the Department of Public Health, the Centers for Disease Control, and Child Care Licensing. **We must continue to proceed with an abundance of caution during this public health crisis.**

The symptoms of COVID-19 are similar in adults and children and can look like other common illnesses like colds, strep throat, or allergies. The most common symptoms of COVID-19 in

children are fever, new cough, diarrhea, vomiting, but children may have any of the following sign or symptoms of COVID-19

- Fever (temperature over 100 degrees)
- Cough
- Shortness of breath/difficulty breathing
- Sore throat
- Abdominal pain, nausea, vomiting
- Diarrhea
- Headache
- Muscle pain/body aches
- Fatigue
- Loss of taste/smell
- Congestion or runny nose

Anyone demonstrating any of the above symptoms, even mild ones, are instructed to stay home and get tested for COVID-19. Please note that any of the above symptoms are consistent with a variety of communicable colds and flus, not only COVID-19, and therefore should be considered contagious. In order to protect the health and immunity of all community members, it is best practice to remain home until all symptoms are resolved.

Parents should monitor for symptoms above in all household members and close contacts. Children will be asked to stay home if any household member is experiencing symptoms consistent with COVID-19, until COVID-19 can be ruled out through testing.

Illness, Isolation, Quarantine & Exclusion Policy Summary

If your child has symptoms or has had close contact with a positive case of COVID, please reach directly out to Laura Drew. You will also fill out the daily health card in the Learning Genie app, but the app does not actually alert Laura (which is why the extra email or text to Laura is needed). Laura Drew manages all cases of illness and exposure, so Laura needs to be informed directly.

ILLNESS POLICY

- 1) **If your child experiences any symptoms on the list of COVID-19 symptoms** (see list of symptoms below):
 - a. **Keep your child home** (your child may not attend school until necessary conditions have been met, for the health and safety of others)
 - b. **Have your child tested for COVID-19. PCR tests are preferred for accuracy, however, in many cases, home rapid tests may also be used.** Rapid antigen tests are more accurate when used in symptomatic individuals. **We will still be asking for PCR tests to check for presence of COVID in asymptomatic individuals** (e.g., exit quarantine), since PCR tests can detect

the presence of COVID at lower viral levels. We do offer weekly PCR tests here each Wednesday, so you are welcome to take advantage of this service, if it fits the necessary timing of the testing.

c. You may also wish to consult your pediatrician.

Symptoms of COVID-19:

- Fever (*100 degrees or above) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue/lethargy
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2) If a COVID-19 test is warranted, **please report the test results to Laura Drew, when you get them.**

3) If your child receives a **negative COVID test result**, your child can **return to school when ALL of the following conditions are met:**

- a. Your child has been **fever-free for, at least, 48 hours** (without fever-reducing medicine) – *fever-free means at their normal temperature.*
- b. Your child feels **basically back to him/herself** except for some mild lingering cold symptoms (light congestion, mild and intermittent cough). He/she has no other symptoms of illness and is **generally feeling and functioning well.**
- c. **Your child's cold symptoms have started to improve.**
- d. If any lingering cough is present, it is **fairly mild and intermittent.**
- e. Your child's runny nose is **not impacting his/her general functioning at school:**
 - The nose is not so consistently runny that it is **wetting his/her mask frequently**, necessitating changing masks several times throughout the day, and/or **having to wipe his/her nose and go wash his/her hands continually.**
- f. ****NOTE: If you believe that your child meets all of the conditions above for returning to school, do a mask test with your child. Have your child wear a mask at home for, at least, one hour. If your child has trouble breathing with his/her mask on (stiffness) and/or your child's mucus wets the mask to the point where it needs to be changed, or your child needs to blow/wipe nose more than once or twice, before the hour is up, then your child needs to stay home for a while longer, until symptoms improve.**

4) **Children returning from illness (after testing negative for COVID) will need to remain masked all day (except for eating, drinking and sleeping) until symptoms are gone.**

5) If your child's **COVID test is positive**, your child will need to **isolate (stay home)**. **Please see isolation instructions below.**

6) For any symptoms that are **not COVID-19 related**, our regular Illness Policy would apply (see main Parent Handbook). The current illness policy, however, supersedes the main Parent Handbook illness policies, with regard to requiring all children to be **48 hours fever-free (without fever reducing medication)**.

7) **Seasonal Allergies**

If your child has cold-like symptoms and you believe that these symptoms are due to ongoing, seasonal allergies (e.g. you and/or your child have/has a history of allergies), you can have your pediatrician confirm that the symptoms are due to seasonal allergies, and your child can attend school with a doctor's note confirming the presence of allergies. However, we do request that, if your child is going to attend school while allergy symptoms are present, your child should be on a daily dose of children's allergy medicine (e.g. Claritin, Zyrtec). This helps children manage their day with their masks on (hard to do with a very runny nose or congestion), and it helps identify that we are not dealing with contagious cold symptoms.

ISOLATION FOR A CONFIRMED CASE OF COVID (symptomatic or asymptomatic)

- A child with a confirmed case of COVID needs to **isolate for a *minimum of 5 days***, regardless of vaccination status and regardless of whether or not he/she has symptoms.
- The first day of symptoms or day that the sample was collected for the first positive test is Day 0.
- **Day 1 is the *first full day after the onset of symptoms or the sample was collected for the first positive test result.***
 - Children with COVID-19 can **end isolation after Day 5** and return to school **ONLY if ALL of the following criteria are met:**
 - A COVID-19 viral test collected on Day 5 or later is negative (a rapid antigen test is preferred in this particular case)
 - The child has been fever-free for, at least, 48 hours (without the use of fever-reducing medicine)
 - The child's other symptoms have completely resolved (child is symptom-free)

OR

Isolation can end after Day 10 if BOTH these criteria are met:

- The child has been fever-free for, at least, 48 hours (without the use of fever-reducing medicine)
- The child's other symptoms have completely resolved (child is symptom-free).
- **If the child exits isolation before Day 10, the child must wear a well-fitting, medical grade mask (surgical, KN95, KF94) for a total of 10 days** (since onset of symptoms or first positive test) **while at school, indoors and outdoors** (except when eating, drinking or sleeping).

QUARANTINE FOR EXPOSURE TO CONFIRMED CASE OF COVID

For **fully vaccinated** children who are **up to date on their booster shots**, or for children who have **recovered from a laboratory confirmed case of COVID within the last 90 days**:

- The child does not have to quarantine if he/she is exposed to a confirmed case of COVID.
- It is recommended (but not required) that the child be tested for COVID 3 to 5 days after their last exposure to the case (children recovered from COVID in last 90 days do not have to test).

For children who are **unvaccinated, not fully vaccinated**, or who are **vaccinated but not up to date on their booster shots** (eligible for a booster but have not yet received a booster shot):

- A) **Single Exposure**: If the exposure to the confirmed case was an **isolated event** and there is not a continuing exposure:
- a. If the child is asymptomatic, he/she may attend school, however:
 - i. It is **requested** that the child be tested for COVID as soon as possible after learning about the exposure (rapid antigen test okay).
 - ii. **The child must get a PCR test for COVID on Day 3 to 5 after last exposure** (Day 0 is day of last exposure, and Day 1 is the next full day).
 - iii. The child **must wear a well-fitting, medical grade mask (surgical, KN95, KF94) for a total of 10 days** (since exposure) **while at school, indoors and outdoors** (except when eating, drinking or sleeping).
 - b. If symptoms occur, the child should immediately isolate and test (do not wait until day 5 after exposure to test if symptoms develop earlier). If positive, isolate as directed above.

B) Ongoing Exposure: If the person with the confirmed case is a household member and the child has an **ongoing exposure to COVID** (or any ongoing exposure), then the child should **quarantine for a minimum of 3 days**.

- a. It is requested that the child be tested for COVID as soon as possible after learning about the exposure (rapid antigen test okay).
- b. In order for the child to return to school, the **child must receive a negative result from a PCR test taken on Day 3** (3rd full day after COVID case is confirmed), the child can return to school.
 - i. The child **must wear a well-fitting, medical grade mask (surgical, KN95, KF94) for a total of 10 days** (after the case was confirmed) **while at school, indoors and outdoors** (except when eating, drinking or sleeping).
- c. If symptoms occur, the child should immediately isolate and test (do not wait until day 3 after exposure to test if symptoms develop earlier). If positive, isolate as directed above.

NOTES: In settings with active outbreaks, quarantine and isolation may be extended for additional days by LA County Public Health outbreak investigators, to help lower the risk of ongoing transmission at the site.

Travel

Travel by airplane or out of the country no longer requires a quarantine period, but the child should be tested for COVID with a PCR test on Day 3 to 5 after returning.

Additional Reasons for Excluding Child from Child Care Environment

A) Household member/daily cohort member of child has symptoms of COVID-19

- Child should stay home until household/daily cohort member gets COVID-19 test results
- If the test is negative, the child can return (assuming the child meets illness policy criteria).
- If the test is positive, the quarantine instructions for children above should be followed.

B) A household member/daily cohort member of the child who is **unvaccinated, or not up to date on vaccinations, has close contact with a person with a confirmed case of COVID-19:**

- a. The child should stay home.
- b. The exposed person should get tested COVID-19.
- c. If the household/cohort member tests positive for COVID, the quarantine instructions for children above should be followed.
- d. If the person tests negative, he/she should continue to monitor for symptoms and test again on Day 5 after last exposure.

- e. If the exposed person begins to exhibit symptoms of COVID-19, the quarantine instructions for children above should be followed.

DAILY HEALTH SCREENINGS

As part of a necessary daily health screening process, **parents should conduct their own health screening (including a temperature check), on themselves and on their child, at home each morning before leaving for school.** Parents should closely monitor, at all times, for any symptoms of illness in their child/ren and in members of their family (or anyone with whom their child comes into contact). Oxy CDC staff will be doing the same for themselves. Oxy requires all unvaccinated employees to do self-screening at home and enter the results online in Oxy's system.

Parents will enter the information from their home daily health screening into the Daily Health Card on the Learning Genie app.

Isolation/Exclusion of Sick Individuals

The Oxy CDC staff have received training on identifying the symptoms of COVID-19. While at the Oxy CDC, anyone who comes down with any of the symptoms above should leave the facility as quickly as possible. Staff members must leave the premises immediately, if they come down with symptoms of illness.

If a child comes down with any symptoms of illness, parents will be contacted. Children will be isolated away from others (in an open-air, outdoor location), supervised at distance by a teacher or the Director, until the parent/caregiver arrives to get the child. It is recommended that a surgical mask be placed on the child at this time to limit respiratory droplets from spreading.

To facilitate quick pick up in such cases (or if the Center needs to close quickly due to a COVID-19 case in our population), **parents should be reachable at all times**, and should be available to get their child (or have a designated alternate pick up person get their child) **immediately - within 30 minutes of being contacted.** Each day, as part of the sign-in procedure, parents must provide the name and contact number of the **designated parent/person who will be on-call for that day and able to pick up the child immediately.**

Each family is responsible for having back-up childcare plans in place. This is true of times when we are operating typically. However, having back-up childcare in place will be even more crucial during the COVID-19 public health crisis. You may be asked to come pick your child at a moment's notice or may be asked to keep your child home unexpectedly (to follow Illness Policy or in the event of a Center/classroom closure).

If a teacher or child has symptoms consistent with COVID-19:

- The person with symptoms will isolate, seek medical attention, and get tested for COVID-19

- We will notify all families that a child or teacher has had symptoms consistent with COVID-19 (no names will be used)
- We will ask for the person to inform us about their test results and then will share this information with families (again, the anonymity of the person in question will be preserved)
- If there is a confirmed case of COVID-19 in a child or teacher, we will follow the protocols listed above in the Illness, Isolation, Quarantine and Exclusion Policies section.

CONFIRMED OR SUSPECTED CASE OF COVID-19

We ask parents and staff to **notify Laura Drew of any suspected or confirmed exposure to COVID-19**. If any members of your family are tested for COVID-19 due to having symptoms, please contact Laura Drew as soon as you are directed to/decide to get tested and then again when you learn of your diagnosis. Personal health information will remain private and confidential and will not be shared with anyone. No one will be identified by name in public communications.

If there is a positive case of COVID-19 in a child or an adult who has been present in the Center, we will notify parents as immediately as possible. We will not disclose the identity of the person(s) in question. We will contact the Los Angeles Department of Public Health and our Child Care Licensing agency. Any positive case in a child or adult who has been at the Center within 48 hours of showing symptoms will necessitate that we go through the process of identifying who may have been in close contact with that individual. We will identify any close contacts and report them to Public Health. Public Health will contact these people to follow up.

MINIMIZING RISK OF EXPOSURE TO COVID-19

Families play a crucial role in caring for the health of all other families and staff members in our school community. It will be important to remember that what each of us does can affect the health and of many others in our community, and their loved ones, as well.

We ask that you still continue to be conservative in your choices regarding mixing with others who are unvaccinated (or whose vaccination status is unknown to you).

Children in attendance are still unvaccinated and continue to be capable of bringing COVID-19 into our group environment and infecting others.

Families are expected to follow all current state, federal, and local public health guidelines, as well as all of Oxy CDC's policies, related to minimizing spread of COVID-19.

I. Arrival and Departure Procedures

Our facility will be open for child care from 8:00 a.m. to 5:30 p.m. Monday through Friday. All families will use the gate next to the CDC parking lot for entrance and exit.

All parents/caregivers must wear masks at drop-off and pick-up.

Here are some specific requests to help drop-off and pick-up times go smoothly:

- 1) **Staying No More Than 10 Minutes** – to avoid overcrowding, parents should plan to stay inside the Center no more than 10 minutes.
- 2) **Not a Time to Socialize with Other Parents** – the focus for drop-off should be getting your child settled for the day and connected with a teacher, helping drop off his/her belongings. The focus for pick-up should be reconnecting with your child and allowing your child to show you around the classroom/yard to share what he/she has been doing at school. Observing your child's interactions with peers and teachers is also a wonderful opportunity at drop-off and pick-up. Although we respect and value the relationships that parents build with each other, we want to avoid a situation where groups of parents are standing on the yard chatting at drop-off or pick-up. You are more than welcome to stand and chat on the little patch of grass next to the Admissions Building (out of sight of your children).
- 3) **When You Are Present, We Assume That You Are Supervising Your Child:** Teachers assume that, while you are on the yard, you are responsible for the supervision of your child (another reason not to be focused on socializing with other parents on the yard). At drop-off, please alert the teacher to the fact that you are leaving, so they know to take over the supervision of your child. At pick-up, as soon as you enter the yard, please understand that teachers assume you are now watching and supporting your child.
- 4) **Parents Can Enjoy the Classrooms When Classes Are Outside:** Parents can only go inside their child's classroom (to check their child's cubby or to have their child show them around the room) when their child's group is outside. For Hungry Caterpillars and Busy Bees: kids are outside at both drop-off and pick-up. For Terrific Tigers: kids are inside at drop-off, but outside at pick-up. Terrific Tigers parents should walk their child to the classroom door for drop-off and say goodbye at the doorway.
- 5) **No Children Playing in The Classrooms:** When parents go inside with their child, this is not a time for the child to play in the classroom. The parent should not allow the child to go around the room and start playing with the toys. This should be a quick in and out to gather belongings, or the child should be showing the parent around the room, to share what he/she has been doing/learning at school.
- 6) **Save Longer Conversations with Teachers for Another Time:** Pick-up and drop-off are not good times to get into involved conversations with the teachers. Quick downloads of information or quick chats are very welcomed, but if you'd like a more involved conversation, you can send a message/email to ask to set up a time to talk at more length.
- 7) **Please Leave Pets Outside the Yard:** Any pets that are present at drop-off or pick-up should be left in cars (with windows down) or tied up outside the schoolyard. Pets should not be brought into the CDC facility/yards, as some children may be fearful and

some people may be allergic to pets.

J. Items from Home

Any item that comes to school must be **clearly labeled with the child's name** (this includes socks, shoes, underwear, shirts, pants, shorts, jackets/sweaters/sweatshirts, hats, sunscreen, lovey/blankie, sunscreen, towel, etc.).

Children should have these items at school at all times:

- **A clean, full change of clothing, including:** shirts/dresses, pants/shorts/skirts, underwear (if applicable), socks and shoes. Dirty clothing will be sent home and *new clothing should be sent the following day in the clean cloth bag brought to school.*
- **1 or 2 long-sleeved sweatshirts or sweaters**
- **1 tube/bottle sunscreen (check expiration date)**
- **4 or more clean, fresh masks**
- **A water bottle that is of the pop top style** (there is a separate lid/top that the child pops open to drink and can close without touching the part where his/her mouth has just been) (suggestions can be shared upon request)

Children may bring a lovey, stuffed animal, or small blanket to use during nap/rest time.

K. Special Events

COVID-19 conditions permitting, we may be able to offer in-person community events this school year, such as children's performances, social gatherings, Parent Education meetings, etc. We will keep you posted.

L. Birthday Celebrations

If you wish to send a special treat to celebrate your child's birthday at the Oxy CDC, please check with your child's teacher **at least one week in advance** to discuss what your plans will be for that celebration. Note: All birthday treats must be **peanut-free (and possibly nut-free, depending on any serious allergies in the class)**. Parents may arrange to be present for birthday celebrations, if they wish.

Please see more about bring special snacks, and allergy considerations, in the main Parent Handbook.

M. Parent-Teacher Conferences

We will be offering Parent-Teacher Conferences in both the fall and the spring, as usual. Whether these meetings will be in person or virtual will be determined as we get closer.

N. Food Service

Food service be offered at the Oxy CDC. We will provide morning snack, lunch, and afternoon snack.

Rather than offering self-serve options to children (as in the past), for the time being, we will be serving children's food and drink. Food will be pre-plated when offered to children, and children may ask to be served additional helpings. Once it is safe to do so again, we will offer children the chance to serve themselves from community bowls and pitchers, developing independence and self-help skills.

Food Service Protocols

- All surfaces will be sanitized before food service, using EPA-approved products.
- All children will wash hands before and after eating.
- All staff will wash hands before and after helping children during eating times.
- Children will sit distanced from each other by at least 6 ft.
- We will eat outdoors as often as possible.

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Parents/Guardians,

Please thoroughly review the Addendum to the Parent Handbook, COVID-19 Edition, for the 2022- 2023 school year, which contains the policies and procedures that will remain in place at the Occidental College Child Development Center until further notice. After reading the Addendum to the Parent Handbook, please complete and sign the Acknowledgement and Agreement form on the next page (both/all parents/guardians). Thank you in advance for your cooperation and help in keeping everyone in our community safe during this public health crisis.

Sincerely,

Laura Drew, Program Director
Occidental College Child Development Center

Occidental College Child Development Center

Acknowledgment and Agreement

COVID-19 Addendum to the Parent Handbook

I/we, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by the Occidental College Child Development Center will result in adverse action, up to and including termination of enrollment.

On behalf of my child, _____, I/we agree to take all recommended and reasonable actions to protect my child and myself and others from exposure to COVID-19, and that I/we ASSUME THE RISK, as applicable, of enrolling my child and my child's attendance at the Oxy CDC. I understand and agree that no one, including but not limited to College administrators and staff, can guarantee that my child and I will not be exposed to or contract COVID-19.

I acknowledge that my child's enrollment will be terminated if it is determined that my actions, or lack of action, unnecessarily exposes another employee, child, or their family member to COVID-19. I understand that these terms are in compliance with current public health standards and are subject to change. I will be notified in writing of any changes in policy and asked to sign an acknowledgement of the changes.

Child's Name: _____ DOB: _____

Parent's Name: _____

Parent Signature: _____ Date: _____

Parent's Name: _____

Parent Signature: _____ Date: _____