

# Parent Handbook COVID-19 Addendum 2020 - 2021

## **ASCENSION LUTHERAN EARLY CHILDHOOD CENTER**

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This addendum is a supplement to our current parent handbook.

The policies in the addendum are in addition to the policies in our current handbook.

Childcare centers must follow all licensing requirements in addition to any exceptions and additions outlined in the transitional rules and must follow all guidelines set by the Governor of Ohio or the Director of the Ohio Department of Health.

The transitional pandemic rule is valid until the governor of Ohio rescinds the state of emergency and or directs ODJFS to return to full childcare licensing requirements.

September 10, 2020

**Ascension Lutheran ECC  
Parent Handbook  
COVID-19 Addendum**

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## Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly six months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Ascension Lutheran Church & ECC are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for the safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook addendum will lay out the changes as we enter the next phase in this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by taking into consideration the CDC (Center for Disease Control) guidelines as well as those put forth by the Cuyahoga County Board of Health, and other government agencies. As always, we will follow the rules as outlined by our licensing agency, the Ohio Department of Jobs and Family Services (ODJFS) and take into consideration their recommended Best Practices. **Please be sure to read through this 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 Parent Handbook. They are in place to ensure that Ascension Lutheran ECC is a safe and enjoyable place for your family.

Laurie Schneider  
Director  
Ascension Lutheran Early Childhood Center (ECC)

Ohio Department of Job & Family Services (ODJFS)  
Transitional Pandemic Requirements for Licensed Childcare  
Center (**rule 5101:2-12-02.2**)

**RATIO/CLASS SIZE –**

- 1:12 (3 years and less than 4 years)
- 1:14 (at least 4 years and not enrolled in or eligible to be in Kindergarten)
- 1:18 (enrolled or eligible to be enrolled in Kindergarten)

**† Ascension** will follow the lower recommended ratio of 1:9 for each of our classes until such time as we determine that we can safely enroll more.

At that time Ascension will use the following ratios: 1:10 PS+ (3/4 class) 1:12 PK+ (4/5 class)

**HANDWASHING -** Follow all handwashing procedures pursuant to rule 5101:2-12-13, with the following additions:

- All employees shall wash hands upon entering a classroom and prior to leaving for the day.
- All children shall wash their hands upon arrival and prior to leaving for the day.

**† Ascension** will not be using portable sinks.

**† Ascension** will also have children and staff wash hands more frequently with soap and water throughout the day. Hand sanitizer will be used when soap and water is not available.

**SYMPTOM SCREENING –** Assess all administrators, employees, childcare staff, and children for the COVID-19 related symptoms listed below prior to or as soon as they arrive each day.

- A temperature of at least 100 degrees Fahrenheit
- Fever
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- Anyone with a fever of at least 100 degrees Fahrenheit must stay home or be sent home,
- Individuals who potentially have been exposed should follow quarantine and other recommendations from local public health officials.

## **EXCLUSION –**

- Immediately send home any child or employee who has any of the symptoms listed in previous section.
- Individuals sent home shall not return until they have been symptom free for 24 hours ***without the use of medication.***
  - If the individual who had the symptoms has had known contact with someone confirmed or probable to have COVID-19, they must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to returning to the program.
- The above requirements also apply to anyone whose symptoms are taken to be observed after arrival.

***† Ascension*** *If a child meets the COVID-19 exclusion criteria AFTER arrival at the school they will be isolated under supervision of a staff member until they are picked up. While they are waiting to be picked up the child will be required to wear a face covering.*

**NOTIFICATION** - If an employee or a child tests positive for COVID-19 (including antibody tests) the program shall:

- Notify ODJFS by the next business day.
  - Notify their local health department by the next day.
- If an employee or a child tests positive for COVID-19 they must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to returning to the program.

***† Ascension*** *will also notify parents or guardians if an employee or child tests positive for COVID-19.*

**FACE COVERINGS –** Face coverings are required for employees. Face coverings should cover both the mouth and nose to maximize effectiveness. Face shields are not acceptable face coverings unless the individual meets one of the exemptions outlined in the Ohio Department of Health Public Order and guidance.

- All employees, staff and administrators are required to wear a face mask, unless not medically appropriate, while indoors.
- Employees who care for individuals with symptoms must use appropriate PPE, provided by the program, in accordance with OSHA standards.

**† Ascension** staff will wear face masks and will also have clear shields & clear masks available for times when it is in the best interest of the children to see our facial expressions, such as at story time. Staff will NOT be wearing ONLY face shields, the face shields would be in addition to masks and masks would be lowered, when needed.

**† Ascension Children** do NOT need to wear masks, but it is recommended that parents provide a mask for their child to wear at arrival and dismissal times and when walking in the hallway. Parents may choose to have their child wear a mask throughout the day, with the understanding that the child may remove it at some point. Ascension staff reserve the right to require all children to wear a mask if a situation arises that they feel requires everyone to wear a mask.

**† Ascension** Children's masks will be stored in individual bags, labeled with their name, when they are not wearing them. Masks will be sent home everyday and MUST be washed before wearing again.

**NOTE: Ideally, you should have one mask per day of class each week for your child, as masks should be worn only once and then washed.**

**DIVIDERS - † Ascension** will not be using dividers to make our classrooms into smaller spaces.

## A. Extra Hygiene Measures and Procedures

1. **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 a dirty toy bin to be cleaned and sanitized. Toys will be rotated, daily, providing time for toys to be cleaned and sanitized in between use. Soft toys, pillows, and dress-up clothes will be put away during this phase of opening. Children will be provided with individual supply boxes for their use only. Community sensory bins will not be used, but the use of individual sensory bins is a possibility. Our building is cleaned and sanitized at the end of every day.
2. **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 muscle room or 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, children will be encouraged to wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks may be removed and placed in an individual container/bag. All staff will wear masks when in the building.

3. “School shoes” only classroom: All children will need to keep a pair of shoes at school. They will change into “school shoes” before entering the classroom. Home shoes will be placed in the hallway. Teachers will bring in “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.

## B. Tuition, Fees and Payment Policy

Ascension Lutheran ECC has the following policies and procedures for tuition payments:

1. Ascension will not offer discounts on tuition this year.
2. Tuition will be a set monthly fee and will be due by the 8<sup>th</sup> of each month.
3. The same monthly tuition rate is due regardless of number of school days in a month, sickness, behavioral/disciplinary removal, vacations, weather-related closings, or holidays (including Thanksgiving, Christmas, snow days, and Spring Break).
4. In the event, we need to close due to COVID-19, for a short period of time, teachers will provide at-home learning opportunities for your child. You are expected to continue paying tuition during this time.
5. In the event we need to close for an extended length of time, such as for an **emergency-related closing mandated by the state/local government/ODJFS**, options will be offered for your consideration. These may include continuing to pay tuition and receiving at-home learning activities for your child, withdrawing your child from the program, or taking an extended leave of absence. (Ascension reserves the right to determine if it is feasible to provide at home learning based on the number of families who request that option).
6. If you choose to withdraw your child from the program no tuition will be refunded, and you will NOT have a space in the class when school resumes. If there is an opening and you wish to re-enroll your child, you will need to pay the \$50 per month extended leave of absence fee for each month your child was out plus a \$25 reinstatement fee, as well as the current month’s tuition. Regular tuition payments will then resume at the beginning of the next month.
7. If you decide to take an extended leave of absence, you must pay a \$50 per month fee to hold your child’s spot.
8. If you need to terminate your child’s enrollment, a two-week notice is to be given to the school director, so that we can try to fill that spot. (No reimbursement of already paid tuition will be granted).

**The above policies are in effect for the current school year.** They are in addition to the policies in our current Parent Handbook. Please see that for all policies pertaining to tuition.

## C. 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.

## D. Admission/Exclusion due to symptoms of illness

Children or staff who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing 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 program. 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 440-777-6365 X103 to be sure they may attend. If your child appears to be sick or has any of the above 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 or staff member will be permitted to return when his/her temperature is normal for 24 hours ***without aid of fever-reducing medication***. Individuals must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. They may return to school when they are no longer contagious.

If a child or staff member is showing COVID-19 symptoms (See Appendix A to rule 5101:2-12-02.2 - attached) OR if they have been in close contact with a person or child testing positive for COVID- 19, they shall not return to the center until isolation or quarantine procedures for COVID-19 are completed in coordination with the local health department.

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 time frame 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 parents, ODJFS and the local health department. The individual shall not return to the center until isolation or quarantine procedures for COVID-19 are completed in coordination with the local health department.

## E. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. ***No bookbags or backpacks, cups, toys or personal items from home will be permitted at this time.***

## F. Arrival and Departure Procedures

Our facility is operational from 9:00am – 11:45pm, Monday through Thursday. While operating in this phase, class times will be staggered to keep everyone safe. Please arrive only during your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient. If you must drop off late or pick up early, please let the staff know as soon as possible.

### **Drop-Off and Pick-Up Procedures**

**PK+ (4/5) Class** meets 9 – 11:30 MTWTh - **USE SIDE DOOR & arrive between 8:55 & 9:05**

**PS+ (3/4) Class** meets 9:15 – 11:45 TWTh - **USE BACK DOOR & arrive between 9:10 & 9:20**

We are implementing the following procedures to help facilitate the arrival process:

- Parents or guardians are asked to assess their child for COVID-19 symptoms and take their temperature **BEFORE leaving home each day!** Forms to assess your child will be provided and should be filled out and brought to school with your child each day.
- Upon arrival at Ascension please park your car and walk your child to the appropriate door. Please follow the social distancing guidelines and wait your turn before coming up on porch. All parents and guardians **MUST** wear a face covering during drop-off and pick-up. It is recommended that children wear masks during this time also. A staff member wearing appropriate PPE will greet you at the door, do a visual assessment of your child, collect the reporting form, and take his or her temperature. If it is below 100F, your child will enter the building.
- At dismissal, parents should pick up at the same door they dropped off at and staff will dismiss child to their designated driver.

Please remember that some individuals are more vulnerable to the COVID-19 virus than others. 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) if possible.

**LATE ARRIVAL** – If you arrive outside of your scheduled time frame please take your child to your scheduled door and ring the bell and/or knock. Please be patient! Staff members may be unable to answer immediately. Wait a few minutes and try again.

If you know ahead of time that you need to drop-off late or pick-up early, please let your child’s teacher know.

## G. Visitors

Parents and family members will not be permitted in the building, except in an emergency. Visitors will not be permitted at this time. Itinerant teachers provided by the public-school district will be permitted if they pass screening procedures and follow protocol.

## H. Field Trips/Special Events

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

## I. Parties and Celebrations

Birthdays - Teachers will celebrate children's birthdays in the classroom. No treats or goody bags will be distributed.

## J. Snacks

- A. Snack: There will not be a snack time when the school year starts. Once routines are established, if the staff feels snack can be served safely, we will add it into our daily schedule. Only unopened packaged or individually wrapped snacks will be served.
- B. Water Bottles: Children should bring a **FILLED**, reusable water bottle clearly marked with their name to school each day.
- 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. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."

Appendix A  
Rule 5101:2-12-02.2

### **List of COVID-19 Symptoms**

- A temperature of 100 degrees Fahrenheit or higher
- Fever
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or Body Aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

9/9/20

# Ascension Lutheran ECC

## Parent or Guardian COVID-19 Handbook Addendum Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" Addendum for the 2020 - 2021 school year, which contains the policies and procedures for Ascension Lutheran Early Childhood Center (ECC) while opening under the Pandemic Licensing Rules. 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,

Laurie Schneider  
Director  
Ascension Lutheran ECC

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I, \_\_\_\_\_ (print your name), the parent/guardian of \_\_\_\_\_ (print child's name), hereby acknowledge receipt of Ascension Lutheran ECC Parent Handbook COVID-19 Addendum. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_