

April 2022

## MBMA Children's House Parent's Handbook Addendum and COVID-19 Prevention Guidelines

Please carefully review our new policies and procedures.

### Regarding Drop Off:

Allow extra time for drop-off at the Children's House Entrance (back gate) as each child will need to stop individually for a health inspection by our staff before being admitted to the classroom area.

Please practice social distancing when waiting to check in.

When possible, please have only one adult accompany each child or family of children.

A staff member will conduct a health inspection of each child before entering the facility including taking each parent and child's temperature with a forehead thermometer. Children will not be received if their own temperature is over 100.4 degrees Fahrenheit.

Parents are required to follow the Sign In and Out Procedure at check in/check out, using the tablets provided at the back gate or computers in the front office. All students must be signed in daily and signed out daily at the time of drop-off/pick-up. Each parent/authorized pick-up person(s) are required to use their own personal code/password as this acts as their personal signature.

Parents are asked to say good bye in in the check in area. In order to protect the environment, parents are not allowed to enter to the classrooms at this time.

A staff member will receive and escort each child to a handwashing station, and then to their assigned classroom.

### Regarding Masks:

MBMA Mask requirement has been lifted for children and staff to make their own decision regarding masks. We request parents provide a mask or cloth covering if they desire their child to wear one at school. If you prefer your child continue to wear a mask, kindly let your child's teachers know and our staff will encourage children to keep their mask on while in the school environment. Masks must be replaced or disinfected/laundered daily, should you wish your child to continue mask-wearing.

### What to Bring to School:

Children should not bring any non-essential items to school. Please clean/disinfect the surface and spout of your child's water bottle before sending to school.

Provide all essential items such as water bottle, lunch box, jacket/coat, etc.

#### During the Day:

Children will follow the hand-washing protocol at all times throughout the school day. A staff member will check your child's temperature if fever is suspected. Children exhibiting any signs of illness will be immediately isolated and must be picked up by an authorized pick up person within 30 minutes.

Classrooms will be disinfected throughout each day while children are in care as well as after school hours.

#### Communication:

Out of respect for keeping the check in and out procedures moving quickly and to limit exposure, we will be keeping our check in and out interactions friendly, but brief.

Whenever possible, please contact office personnel by email or phone during school hours instead of stopping by the school office if you have questions or concerns to address.

#### Circle Time/ Work Time:

Children will continue to practice social distancing as much as possible.

Children will be provided lessons, group activities, music and movement, story time, individual paperwork and art and craft activities during the school day.

Each child will receive their own set of individual materials, such as pencils, crayons, glue sticks, scissors, etc.

Shared material will be very limited, and if necessary, will be disinfected between uses.

#### Playground Time:

Playground equipment will be sanitized daily.

As weather and outside space permits, longer outdoor activities will be provided.

Handwashing will occur before re-entering the classroom.

#### Snack/Lunch Time:

Please provide a morning and afternoon snack along with a packed lunch each day. Students may bring in cloth napkins or placemats.

Ki's Natural lunches has created a packaged lunch for families to purchase and it will be provided to students at lunch time, if that is your family's choice.

Please disinfect reusable lunch bags, containers, and utensils.

#### Bathroom Time:

Bathroom will be sanitized before and after each use.

Hand-washing protocol will be followed after restroom usage.

#### Nap Time:

Children should bring one crib-sized sheet and one small blanket for nap time. Please, no pillows, sleeping bags, or stuffed animals. Bedding will be sent home each Friday and must be laundered at home in hot water weekly. Children's mats will be spaced according to licensing requirements while napping.

#### Regarding Pick Up:

Please allow extra time for pick up, and follow the same best practices described in the drop off procedures.

A staff member will supervise each child's handwashing before bringing them to you in the pick-up area.

Each child's temperature will be checked before dismissal.

Students must be picked up no later than 6:00 PM. \$1 per minute late fee will apply after 6:00 PM.

If you need to pick your child up early or if your child is enrolled in a part time program, please call the school office ahead of the time and a staff member will bring your child to meet you in the checkout area for sign-out and dismissal.

#### Guidelines Regarding Travel:

MBMA asks that you are mindful in tracing the contact of your family. Any potential exposure to the COVID-19 virus by the child or any household member must be reported to the school office immediately. There is no longer a quarantine period required before the child can return to the program.

Tuition will be required through the quarantine period.

#### General Information:

Additional policies and procedures may be implemented as needed and put into effect immediately to meet the extraordinary health and safety needs of our children and staff during this time.

All of the school's regular policies and procedures as stated in the Admission Agreement and Parent's Handbook will continue to be in effect unless contraindicated by the operational restrictions listed above.

Stay Safe and Stay Healthy - MBMA staff thanks you for your cooperation!