

**COVID-19 HANDBOOK ADDENDUM**  
**Revised 7/14/2022**

**INTRODUCTION**

Due to ongoing COVID-19 concerns and in order to provide the safest environment possible for both families and staff, it is necessary that we implement new policies and procedures. These policies and procedures are directly correlated to mandates issued by Child Care Licensing, as well as in compliance with recommendations from the CDC. We understand that each child, staff member, and situation is unique, and we recognize that no manual can cover all situations. It is possible that mandates and policies can change at any time, and as they do, our policies and procedures will be altered to meet the regulations.

**SCHOOL CLOSURE DECISION PROTOCOLS**

The decision to delay the start of school, or close once the school year has begun, will be made with guidance of local and state health authorities, the local school district, and will be at the discretion of our church leadership. It is possible that St. Christopher MDO will remain open even if the local school district's decide to close (and vice versa), depending on the cause of closure.

**PANDEMIC TUITION POLICY**

In order to meet the programs financial obligations, the following tuition policy will be implemented:

- If the start of the school year is delayed, tuition will not be charged until our first day. Tuition will be pro-rated based on the number of school days offered for the first month of school (not to be less than 25% of the monthly tuition fee)

Should the program need to close for Pandemic reasons AFTER the school year has begun:

- Full tuition will be charged for the starting month of the closure.
- Tuition will be pro-rated if the closure extends into the next month, based on how many school days that the closure affects (the maximum pro-rated amount will not be less than 25% of the monthly tuition fee).
- Example: closure begins on October 20th and facility re-opens on November 10<sup>th</sup>: full tuition is charged for October and November will be a pro-rated amount.

## **SCHOOL CONTACT DURING CLOSURE**

In the event St. Christopher MDO must close after the school year begins, all efforts will be made to maintain contact with our Children and Families.

School administration will relay all necessary information via email and our private MDO Family FB will also be updated with current information.

**It is our goal to provide an in-person school environment where each child's educational, social and emotional needs are met, while modifying and adding to our existing safety and health practices so that the safest environment possible is achieved. In order to do that, the following procedure and practices will be followed.**

## **TUITION PAYMENTS**

In order to minimize contact, we encourage everyone to utilize PayPal (you may send either "Friends or Family" or "Goods and services" whichever you prefer , if paying by cash or check, payment may be dropped off during arrival and dismissal in the designated basket near the entry. Please place it in a sealed envelope, labeled with your child's name.

## **ARRIVAL/ DISMISSAL PROCEDURES**

Children will be dropped off at the MDO entrance to the building rather than at the classroom door and will be escorted to their classrooms by a designated staff member. Please be prepared to say goodbye at the front door. For dismissal Parents will proceed to the class room door for pick-up. In the case of inclement weather a covered drive-up location will be designated for arrival/dismissal that won't require parking and walking to the door.

- Administrative staff reserves the right to exclude a child from care if they are showing any signs of illness, but do not present with an above normal temperature.
- Physical distancing will be practiced between staff and parents as much as possible during arrival and dismissal.

## **ILLNESS EXCLUSION**

Children will not be admitted into care if they have the following symptoms:

- Sore throat
- Cough
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than 100.0 degrees
- Shortness of breath or difficulty breathing
- chills and/or repeating shaking with chills
- Muscle pain
- Headache

If a child becomes ill while in the facility, the following plan is in place:

- The child will be isolated from the other children in a designated, supervised isolation room.
- The child's parent/guardian will be notified to pick up the child.
- All CDC disinfection protocols and guidelines will be followed in all affected areas.

**When Children are ill, they must not return to the facility until they are symptom free WITHOUT medication for 24 hours.**

## **COVID-19 PROTOCOLS FOR POTENTIAL AND/OR CONFIRMED INFECTION IN STAFF OR STUDENTS**

- All parents will be notified of the confirmed case within the school and if their child had direct contact with the infected person.
- Although all efforts will be made to provide as much information as possible, names and/or specific details cannot be disclosed due to HIPAA regulations.
- CDC disinfecting protocols and timelines will be followed.
- All closing and re-opening procedures and guidelines will be issued to the school by the local health authority and will be followed.

**When may a child or employee return to St. Christopher MDO? (The following guidelines are directly from Child Care Licensing and the CDC)**

- In the case of an employee who was diagnosed with COVID-19, the individual may return to work when they have been fever free for 24 hours and 5 days have passed since the onset of symptoms.
- In the case of an employee who has symptoms that could be COVID-19 and who does not get evaluated by a medical professional, or tested for COVID-19, and the individual is assumed to have COVID-19, the individual may not return to work until 10 days since the onset of symptoms and they have been fever free for 24 hours.
- Employees or Children with known close contact to a person who is lab confirmed to have COVID-19 will not be allowed to return to school until the end of the 10 day self quarantine period from the last date of exposure.

**ENHANCED CLEANING AND DISINFECTING**

Additional cleaning methods will be added to the existing cleaning protocols set forth by child licensing. This includes but is not limited to:

- Increased frequency of cleaning, sanitizing, and disinfecting objects that are frequently touched (especially toys and games).
- Any item that is mouthed by a child is immediately removed from circulation and placed in a bin for sanitizing.
- If soft items (such as dress up clothing) are used they will be pulled to be laundered after each child's use.
- Toys that are shared among groups must be washed and sanitized before moving from one group to another.
- Frequent cleaning of high touch point (door knobs, light switches, sink handles, chairs, playground equipment, etc.)
- All bathrooms will be cleaned and disinfected throughout the day.

## **SNACKS, LUNCHES AND WATER BOTTLES**

- Lunches and water bottles/cups will be provided by the parents marked clearly with the child's first name and last initial.
- Lunches and water bottles/cups will be stored in each child's individual cubby area so that it does not touch other children's belongings.

## **ADDITIONAL PHYSICAL DISTANCING STRATEGIES**

- Movement and contact through the hallways will be limited as much as possible. All staff and children will be trained to wait and allow other classes to clear an area prior to the next class entering.
- Distancing at arrival and dismissal will be enforced.
- Physical distancing will be practiced where it is practical and developmentally appropriate.

## **PERSONAL PROTECTIVE EQUIPMENT**

- Employees may use PPE such as masks, gloves, and face shields when it is required and needed, as long as it is done in a way that is developmentally appropriate.
- All local and state orders regarding face masks must be followed.

**ST. CHRISTOPHER MDO  
DISCLOSURE STATEMENTS**

- St. Christopher reserves the right to exclude a child from care if they or a member of the household has travelled to a location that has been identified by the CDC as an “at risk” area,
- I understand that outside of care in order to control my child’s exposure in the community, I will comply with any and all state, county, and/or local stay orders.
- I will immediately notify St. Christopher MDO if I become aware of any person with whom my child, myself or a household member has had contact and exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or presumed positive for COVID-19 or any other infectious illness.

Parent Signature \_\_\_\_\_

Child’s  
name \_\_\_\_\_

Date \_\_\_\_\_