



## **Restore Illinois Phase 4 Preschool Guidelines**

**August 10, 2020**

Thank you for choosing Bartlett Park District for your child's Early Childhood experience. We are excited to welcome families and staff back to our program. The information outlined in this document have been developed from the Phase 4 day care guidelines provided by DCFS. They are supplemental to the Preschool Parent Handbook. Please note as updated guidance is released by IDPH, CDC and DCFS regarding COVID-19 guidelines we will be making changes and communicating them with you.

### **Drop off and Pick Up**

To minimize hallway congestion:

- Classroom times are staggered.
- Please only enter the building moments before your child's class is to begin, as well as picking up.
- Please enter through the main Community Center doors, and exit through the preschool exterior doors. Signage will be posted to assist.

Please be prompt with dropping off and picking up your child. If you are late, please see the Preschool Coordinator. We ask that if possible, please have the same adult drop off and pick up your preschooler and avoid bringing siblings, if possible.

### **Communication**

Classroom updates will be provided via weekly emails. You may communicate with your child's teacher through phone calls, but at this time we ask that you do not use drop off or pick up as a time to ask questions so that we can keep our planned safety measures in place.

Important Reminders when Arriving at the Community Center:

- Face masks are required for everyone over the age of 2
- Please follow directional signage and enter through the Community Center main lobby, and exit through the Preschool main exterior door
- Everyone entering the building should review the symptom screening and check their temperature before entering the building
- Please practice social distancing of at least 6 feet
- At this time, only preschool participants are permitted to enter the classroom

- Please assist your child in taking off their coat before entering the preschool classroom so they can quickly hang it in their cubby and move on to washing their hands

### **Personal Items**

To limit personal items in the classroom, we will not have certain activities such as show and tell or Bartlett Bear to begin the school year. The following items will be permitted, **please label all items with first and last name:**

- Backpack- Should contain only items on this list. Please do not choose an oversized bag or attach any “danglies” to the bag
- Face Mask (child should wear one to preschool and have an extra in their backpack)
- Water bottle containing only water
- Plastic 2 pocket folder for notes/projects to be sent home daily
- Beach Towel (standard size)- This will be used for personal space and sent home weekly for cleaning
- Coat or outwear as needed
- Pencil box (approximately 8.25”x5.63”x2.25” size) to contain items which will not be shared with other participants

### **Behavior**

Due to the unique circumstance of COVID-19 there will be a zero tolerance policy for participants who exhibit certain behaviors including, but not limited to: biting, spitting, kicking, hitting, licking, running away, etc.

### **Symptom and Temperature Checks Daily**

Children, staff and caregivers should check their temperatures daily. Anyone with a fever over 100.4 degrees is required to stay home.

If your child(ren) can respond “Yes” to any of the questions below OR show symptoms, please keep your child at home if they are sick or do not feel well.

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors?
- Do you have any gastrointestinal concerns (e.g., abdominal pain, vomiting, diarrhea)?
- Is anyone in your household displaying any symptoms of COVID-19

- To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?

### **COVID-19 Sick Policy/Reporting**

All staff, participants and guardians must check their temperature before arriving at the Community Center as well as complete the wellness screening. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours (without fever reducing medication), other symptoms have improved, and at least 10 days have passed since their symptoms first appeared.

If anyone in the program does contract COVID-19, we would contact the proper authorities and follow the appropriate protocol. If a child or staff member becomes ill at preschool they will be immediately be isolated from the group and sent home. Staff and participants should notify the park district if they:

- Have a suspected or diagnosed case of COVID-19
- Have had close contact with an individual, including (but not limited to) a member of your household, who has a confirmed or suspected case of COVID-19
- Are experiencing symptoms of COVID-19, which can include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat and/or new loss of taste or smell

Staff and participant health information will continue to be treated as confidential, as required by applicable laws, though the name may be provided to local health agencies to assist in contact tracing individuals with whom they may have had close contact with for prolonged time.

Please work with your child to practice keeping hands away from the “no touch zone”, above the shoulders and begin practicing handwashing for at least 20 seconds. Teach children to cough into their elbow rather than their hands, even when wearing a face mask.

### **Reduced Capacity/Mixing of Groups/Special Events**

The current DCFS and IDPH guidance has reduced classroom capacity for Phase 4 and we will be required to maintain stable groups of 15 kids per class. To maintain stable groups, Lunch Bunch and Enrichment classes will not be offered at this time. To maintain stagnant groups, we will not be offering events or welcoming visitors into our classrooms at this time.

### **Face Coverings**

Face coverings are required when entering and exiting the Community Center and when 6 feet of distancing is not guaranteed. Each classroom will have a plan for providing mask breaks for the children. Staff will be required to wear face coverings whenever 6 feet of

distancing is not possible. Allowing your child to choose a face covering with a favorite color or character might help their adjustment to wearing it at school.

Please work with your child to be comfortable and familiar with wearing a mask. Children can practice wearing masks for periods of time such as: coloring, playing with Legos, playdough, or while watching a program. With the short period of time the children will be in class, we feel confident they will adapt well. Please remember to provide an extra face covering in your child's back pack just in case.

### **Enhanced Facility Cleaning**

The frequency of routine cleaning, sanitization and disinfection has increased in the facilities, especially in common and high traffic areas, and frequently touched surfaces. Rooms will be cleaned and sanitized between use by different groups and no plush toys will be permitted.

### **Personal Hygiene/Handwashing**

Children will wash their hands frequently including: upon arrival, after using the washroom, before and after snack time (if applicable), before and after any activity involving shared toys and other times as needed. Efforts will be made to reduce the use of shared material. Each classroom will have hand sanitizer available.

### **Social Distancing**

The Bartlett Park District is committed to our participant's well-being and providing a safe environment. Social distancing practices will be implemented during programs to minimize and avoid contact. We will manage the situation, but unfortunately we cannot guarantee a 100% socially distanced environment.

### **Parent Meeting & Come and Peek**

This school year we will provide parent information virtually. Please feel free to email or call with any questions that are not covered in the virtual presentation. We will welcome preschoolers and one parent to meet the teachers, in the early evening, the week of August 31<sup>st</sup>. This will be a fun opportunity for them to meet their teacher and see their classroom! More information to come regarding your specific day and time. We will be having half the class attend at a time to keep the groups small.