

Kiddie Konnection/K2 Recreation Program Pandemic Handbook 2020-2021

This handbook is to help guide in an emergency pandemic. ***This handbook is extremely fluid and may be adjusted based on the pandemic and emergency needs of the center. Any changes made to this handbook will be posted on Class Dojo immediately and requested that you comment "RECEIVED" on your classroom page to any updates published.*** This handbook was written to help guide families and staff with open communication. Kiddie Konnection will adjust this handbook as needed due to State and Federal guidelines. We will follow all rules, regulations, and requirements as well as recommendations of the local, state, and federal government for the health and safety of the children, families, and staff to the best of our abilities.

Hours of Operation:

Hours of operation for the Transition room (1-year old's) through School Age are set to be 7:00 AM – 5:30 PM effective Tuesday, September 8, 2020. The hours requested in our "back to school survey" as well as listed hours upon enrollment will be your child(ren)'s set hours going back to school. If you need to change your hours at any time, please submit a written request to the office. We will inform you whether we can or cannot accommodate your change of hours. **The Infant room hours will be 7:00 AM – 5:00 PM.** These hours may change based off need and to staff accordingly. We will update everyone through Class Dojo of ANY changes as we go along. We will try our best not to merge any classrooms, but if we decide that we need to merge classrooms, we will inform all parents prior to making any changes.

Drop Off Procedures:

Morning drop off will be from 7:00 AM – 9:00 AM. During this time, the main entrance will be unlocked to allow parents to enter the center to drop their child(ren) off. At 9:00 AM, the doors will be locked, and someone will be stationed in the office monitoring the door to allow parents in after 9:00 AM. Our morning circles start at 9:00 AM, so we ask that all children be in by 9:00 AM. We understand things happen, families run late, appointments come up, etc. and ask that you contact the office at (603)883-4310 or email the center to let us know if you will be arriving late. If your child will not be in attendance for any reason, please call or email the center ONLY; do not message your child(ren)s teachers on class dojo!

Once in the center, parents will bring their child(ren) to their assigned classroom doors. Parents will be allowed to enter the center through the main entrance, walk their child(ren) to their classroom(s) and ring the doorbell located on the outside door of the classroom. **PARENTS ARE NOT TO ENTER THE CHILD(REN)S CLASSROOMS!** The teacher will then allow the child(ren) to enter the classroom, take his/her temperature and immediately send the child(ren) to the bathroom to wash their hands. Parents are then

asked to continue one way through the side exit of the building so as there will be only one direction of traffic throughout the center (arrows will be located along the floor to guide you).

- School age families (public school K-5th grade) are asked to ring the doorbell located at the bottom of the staircase and a staff member will allow the child to enter. Parents can walk their child(ren) up the stairs to the school age main entrance if they wish. If you choose not to walk your child(ren) up the stairs, please wait to hear his/her teacher respond to the doorbell ring before walking away. Please keep to the right when walking up and down the staircase as to prevent any crossing of traffic if other parents are walking up/down the stairs.
- Infant and one-year-old parents will not be allowed entrance into the infants/transition classroom hallway. There will be a gate located at the entrance to the hallway as you enter the center. There will be two (2) doorbells located outside the gate (one labeled "Infants" and the other labeled "Transition"). Parents are asked to ring the appropriate doorbell and the teacher will greet you at the gate to bring your child(ren) into his/her classroom.

We ask that no parent touch anything or any other child(ren) during this time. We ask that when in the building that parents respect the personal space of the children and staff by standing at least 6 feet away.

Communication with staff should be done via ClassDojo, email or phone to allow social distancing and to give everyone time to pass along messages or express their needs/concerns/comments/etc. When leaving a message on Class Dojo for your child(ren)s teachers, please keep in mind that our number one priority is caring for your child(ren), so we may not reply to your message right away. If your message is time sensitive, please call the school and we will connect you to your child(ren)s classroom.

***Please wear a mask at pick up and drop off or any other times
you are interacting with staff.***

Pick Up Procedures:

NO CHILDREN WILL BE RELEASED BETWEEN THE HOURS OF 12:30 PM AND 2:30 PM. If you must pick up your child(ren) during these hours (i.e. appointment, emergency, etc.), please contact the office so we can arrange staffing to accommodate you.

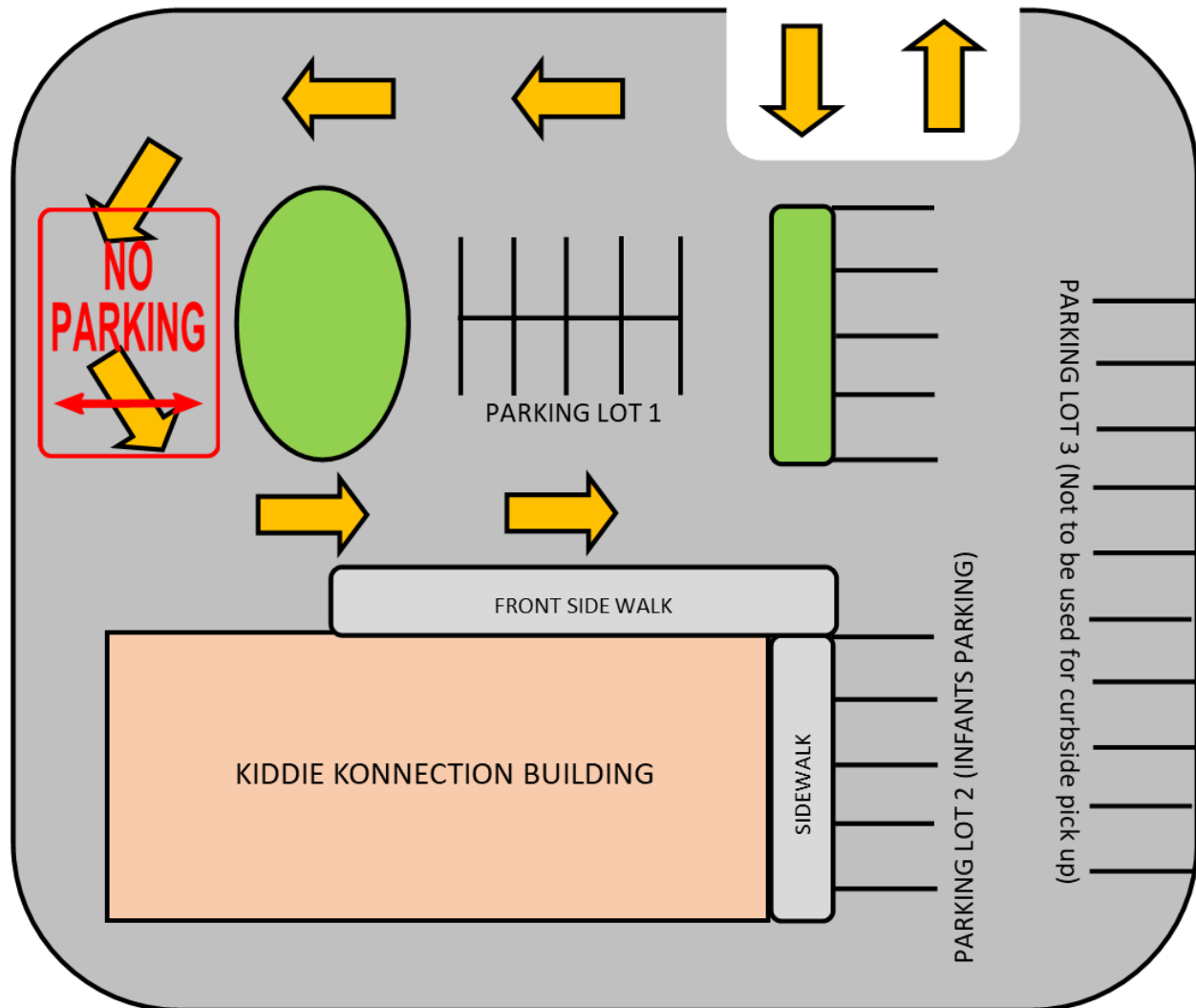
The main entrance will be unlocked between the hours of 2:30 PM and 5:30 PM. All parents must park in the designated parking areas out front – DO NOT PARK IN THE CIRCLE/FRONT OF THE BUILDING. If, for any reason, you are unable to enter the building to pick up your child(ren), please let us know in advance and we will arrange a staff member to bring your child(ren) out to you.

Once you enter the building, you will walk to your child(ren)s assigned classroom door. **DO NOT ENTER THE CLASSROOM IF THERE ARE CHILDREN INSIDE.** If the children are inside their classroom, please ring the doorbell to let the teacher know you are here to pick up your child(ren). The teacher will release your child(ren) from their classroom straight to you. You will then continue out through the designated one-way exit (follow the arrows).

If the children are not in their classroom, you may enter the classroom and go straight outside to retrieve him/her from the playground. After you have retrieved your child(ren) from his/her playground, you will leave the same way (through your child's classroom), gather his/her belongings and leave the center through the designated one-way exit (follow the arrows). **DO NOT CUT THROUGH ANY OTHER CLASSROOMS TO GET TO THE MAIN LOBBY.** We understand that it may be difficult to go straight through your child(ren)s classrooms without looking around but feel it safest to have families spend as little time as possible inside the facility due to the pandemic. Teachers will be posting pictures of their classrooms frequently!

Infant and one-year-old parents: There will still be a gate located at the entrance to the hallway as you enter the center. There will be two (2) doorbells located outside the gate (one labeled "Infants" and the other labeled "Transition"). Parents are asked to ring the appropriate doorbell and the teacher will greet you at the gate to bring your child(ren) into his/her classroom. If the transition classroom is outside, the staff member located in the office will radio out to them and one of the teachers will bring your child to meet you at the gate.

***Please wear a mask at pick up and drop off or any other times
you are interacting with staff.***



Student Supplies:

We would like to reduce the number of items going back and forth from the center to your home. On Monday, please send in supplies to last the week such as: extra clothes, nap sheet and blanket, diapers, wipes, bottles, formula, water bottles, etc. Any items brought into the center besides backpacks/lunch boxes will be left at the center for the duration of the week and sent home at the end of the week for proper washing. Children's cubbies and bins will be cleaned and sanitized each Friday.

Illness Policy and Monitoring:

Children will have their temperatures checked daily. Once will be upon arrival and then again late morning to allow for a more accurate temperature reading. We have found that the temporal thermometers are extremely temperamental and most accurate when used 30 minutes after the child has arrived at the center. We have also purchased an ear thermometer to double check any suspected fevers.

During this time, our illness policy will be altered. Any child or staff with a fever of more than 100.4 degrees must remain out of school for 48 hours after the fever has broken without fever reducing medications. We will only allow a doctor's note for returning before 48 hours if the child has a diagnosed condition for the fever and has been fever free for at least 24 hours.

Any child or staff showing any concerning signs of respiratory issues (excessive coughing, tugging in the chest, wheezing, shortness of breath, etc.) will be sent home and may not return for 7 days plus 3 additional healthy days or cleared by a medical professional.

Any child or staff with a cough paired with a fever will be required to be screened by a medical professional within 24 hours. Parents or staff members will be required to email the center at kiddiekonn@gmail.com within 24 hours to inform the center what the illness may be. If the child or staff member chooses not to get screened by a medical professional, s/he must remain out of school for 7 days plus an additional 3 healthy days.

If a doctor has cleared your child or the staff member to attend sooner, the medical professional MUST in writing state "_____ (individual's name) was seen and was evaluated for _____. The child/staff member does NOT have COVID-19 and is able to return to childcare without placing another child or adult at risk." The medical professional must also include the sickness the child/staff member has as well as the reason behind the cough/fever.

If a staff member, child or anyone in his/her household has tested positive for COVID-19 or has been in direct contact with an individual who has a positive COVID-19 case, families/staff must inform Kiddie Konnection via EMAIL ONLY ASAP. The staff member or child will be required to stay home for a minimum of 10 days.

If, for any reason, a child in our care or staff member is diagnosed with COVID-19, we will immediately close the child/staff member's classroom for a minimum of 10 days and upon guidance from the state, may have to close the entire center for two days up until one week for proper cleaning. If the center must close for any period of time, all families will be notified via Class Dojo; ***it is IMPERATIVE that you set up your Class Dojo account in order to stay up to date on our latest policies/procedures regarding COVID-19.***

Various COVID-19 Scenario's:

- Child tests positive with COVID-19: The whole classroom of the child must quarantine for 10 days. Children/staff will be contacted by DHHS and will have to be tested for COVID-19 themselves only if they are exhibiting symptoms. Siblings of

child(ren) with an active positive case must also be excluded from the center for 10 days.

- Family member tests positive with COVID-19: Child(ren) of family member quarantines for 10 days. Child(ren) will be tested based off pediatrician's recommendations and/or if any symptoms present.
- Staff member tests positive with COVID-19: Classroom staff member works in will have to quarantine for 10 days. Everyone exposed will be contacted by DHHS and will be asked to get tested for COVID-19 only if symptoms present. Siblings of children quarantining will also be excluded from the center for the duration of the quarantine.
- Pending COVID-19 testing: The child (including siblings) or staff member with pending results will be excluded from the center until his/her results have returned. A copy of the test results must be emailed to the center.

Contact Information:

Center email – kiddiekonn@gmail.com

Center phone – (603)883-4310

Keeping Healthy:

Kiddie Konnection will take every precaution for your child to stay healthy! Consistent handwashing and cleaning of the center will be performed numerous times throughout the day. We suggest using hand cream nightly to prevent overly dry hands; additionally, you are more than welcome to bring in hand lotion to be applied to your child's hands during the day (please bring in an ointment authorization form with his/her hand lotion).

Children are not required to wear masks unless they will be riding our private bus. We ask that any school age child bring a mask to put on while on the bus daily. Staff will be required to wear masks when in common areas; however, they do not have to wear their masks in the classrooms or outside. We ask all parents to wear masks upon entering the building.

We need your help in keeping the children, staff, and parents healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or family members may be experiencing. This is a profoundly serious matter and if we find that families are not being honest about their children/family's health, your family will be asked to leave the center.

Traveling:

New Hampshire residents or out-of-state visitors traveling to/from areas outside of New England (Vermont, Maine, Massachusetts, Connecticut or Rhode Island) via public transportation need to self-quarantine for the first 10 days of any intended stay in NH after travel (starting from the last day of their travel outside New England). If a member of the household travels, but the child does not, the child can remain in care, but the person that

travelled can not drop-off or pick-up during the self-quarantine timeframe and we ask that the child have limited exposure to the traveler during the self-quarantine timeframe.

Tuition payments during pandemic:

For any families who must quarantine due to a positive COVID-19 case or potential exposure, tuition will be due as normal for us to continue to meet our operational expense requirements. If the center must shut down for an extended period, we will assess the situation at that time and may reduce or eliminate tuition payments for the duration of the closure.








We understand that these are not the most convenient policies and procedures, but we hope you understand the need to implement and enforce them. We will continue to communicate any news or updates as needed via Class Dojo. We will get through this TOGETHER!

COVID-19: What are isolation, quarantine, and self-observation?

*Adapted from the Vermont Department of Health

For more information call 2-1-1 or visit <https://www.nh.gov/covid19/>



Question?	Isolation	Quarantine	Self-Observation
 <p>For Whom?</p>	People sick with COVID-19 or tested positive for COVID-19 but did not have any symptoms.	People who: <ul style="list-style-type: none"> were in close contact with someone sick with COVID-19, or are returning to NH from travel (except from select states in the Northeast) ⁽²⁾ 	All other Granite Staters.
 <p>Do I stay home?</p>	Yes	Yes	Staying home is the best way to lower your risk. Follow prevention guidance when you go out.
 <p>Can I go to work?</p>	No. Work at home if your job allows and if you feel well enough.	No. Work at home if your job allows.	Follow health and safety guidance while at work. Work at home if you can.
 <p>Can I go outside for walks, bike rides, and hikes?</p>	With health department approval. Keep six feet away from people you don't live with and wear a cloth mask.	With health department approval. Keep six feet away from people you don't live with and wear a cloth mask.	Yes. Keep six feet away from people you don't live with. Wear a cloth mask if you can't stay six feet from others.
 <p>Can I go out for groceries and other essential items like medication?</p>	Not until you have recovered. ⁽¹⁾	Not until 14 days have passed since last exposure.	Yes. Keep six feet away from people you don't live with. Wear a cloth mask if you can't stay six feet from others. Wash your hands often.
 <p>Do I stay in a separate room in my home?</p>	If possible, stay in a separate room until you have recovered. ⁽¹⁾	If possible, stay in a separate room until 14 days have passed and no symptoms have appeared. ⁽²⁾	No
 <p>What if I start to feel ill?</p>		Start isolation and call your healthcare provider.	Start isolation and call your healthcare provider.

1. Recovery is defined as A) At least 10 days have passed since your symptoms first appeared AND B) At least one day (24 hours) has passed with resolution of fever and without the use of fever-reducing medication, AND C) Other symptoms have improved for at least 1 day. If you didn't have symptoms when you were tested, recovery is when 10 days have passed since the date of your first positive test and you continued to have no symptoms.

2. For close contacts: 14 days since the day you were last in close contact with the person with COVID-19. If you live with someone who has COVID-19, quarantine lasts for an additional 14 days after that individual's recovery. For returning travelers: 14 days since travelling internationally, or outside of ME, NH, VT, CT, RI, MA, irrespective of the mode of travel (public vs. private), or on a cruise. Information at <https://www.dhhs.nh.gov/dohs/cdcs/covid19/documents/employee-travel-guidance.pdf> *You may get tested during your quarantine period even if you never had any symptoms. Call your provider to arrange for testing or visit our website.