



**P R E S C H O O L**

5849 HILLCREST ROAD

FRISCO, TX 75035

## **PARENT HEALTH HANDBOOK**

Updated January 2024

Including Policies and Procedures  
Specifically Related to COVID-19

These policies will be implemented per the Kidz World Preschool Management team as needed based on the health needs of our school and community.

## **Introduction**

Kidz World Preschool is required to implement new policies and procedures in response to COVID-19, as outlined in the Minimum Health Standard Protocols and enforced by the Childcare Regulation Division of Texas Health and Human Services (formerly known as DFPS Childcare Licensing). These protocols are taken from the CDC Guidance for Schools and Childcare.

## **COVID-19**

How it Spreads:

The virus that causes COVID-19 can infect people of all ages. While the risk of serious illness or loss of life is greatest in those 65 years of age and older, persons in every age group can get COVID-19 and some will have a severe illness.

COVID-19 is thought to be spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. We have learned that infected persons with mild or even no symptoms can spread COVID-19.

## **Changes to School Operations and Procedures**

Since the COVID-19 pandemic, new rules and guidelines for operating childcare centers have been established by the Childcare Regulation Division of Texas Health and Human Services and the CDC to reduce exposure and the spread of COVID-19. To comply, several changes in operating policies and procedures are required. The following will be implemented:

Restricted activities

Reduced class sizes

Touchless check in and out. The use of our fingerprinting and pass code software will be suspended until further notice. Attendance will be taken upon entry once the screening is complete at the different point of entry locations. The same procedure for the end of the day will be followed for attendance check out.

## **Hours of Operation**

Kidz World Preschool hours of operation will be 9:00am -2:15pm with optional Wake Up & Play (8 am- 9pm) and Stay & Play (2:15pm-4:30pm) Monday through Thursday.

-Staggered arrival times beginning at 8:45 A.M. will allow for health screening and getting children inside their classroom safely. This will be implanted only as needed.

-Staff will arrive prior to opening, beginning at 8:30 A.M. for temperature checks and to prepare classrooms. Any staff member with a temperature of 100.4 or higher, or who exhibits signs and symptoms of illness as stated on page 5, will be sent home. This will be implemented only as needed.

-All children must be picked up by 2:15 P.M. unless signed in for Stay & Play.

-Designated entry and exit doors will be assigned per classroom. This will be implemented only as needed.

-Restricted Building Access

## **To limit exposure from outside sources, only the following people will be allowed to enter Kidz World:**

-Kidz World Preschool Teachers and Staff.

-Kidz World Preschool parents may drop their children off at the door of the classroom

-Children who are enrolled.

-We understand that a child not feeling comfortable at the beginning of the school year without their parents walking them into the building can be traumatic. This type of stress is not developmentally appropriate and can have far worse complications. In certain cases, i.e. 2-year-old - Littles, and specific circumstances, one parent will be allowed into the classroom.

- Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services staff.

### **Requirements to Enter**

All adults who are allowed to enter Kidz World Preschool must do the following:

- Call Kidz World Preschool prior to arrival to verify access.
- Knock on or ring the front door bell for entrance or call the posted phone number on the door.
- Kidz World Preschool administration will come to the front door enclosures to conduct a temperature check prior to entry into the main building.
- Use hand sanitizer immediately upon entering Kidz World Preschool. This will be implemented only as needed.
- Kidz World Preschool teachers and staff will follow hand hygiene and infection control protocols.

### **Drop off and pick up.**

Staggered arrival times and the use of multiple entrance/exit doors will allow for health screening and escorting children to their classroom safely. This will be implemented only as needed.

Your child's specific directions will be communicated before the first day of school. Parents will not be allowed in the building and drop off will be with your child's teacher or other designated staff member at the designated door. This will be implemented only as needed.

### **Health Screening**

The health screening below has been suspended for the time being, it can be reinstated at any time at the Director's discretion.

Before the child enters the school, a Kidz World Preschool staff member will conduct a no-contact temperature check and general health assessment. Parents will be asked a few screening questions to verify that there have been no signs or symptoms of illness. However, The Statement of Understanding (attached) outlines that it is the parents' full responsibility to advise us anytime of the following symptoms.

### **PARENT COMMITMENT**

Parents will remain diligent and keep their children home if the parent or child has any of the following criteria:

1. A temperature of 100.4°F or above.
2. Signs or symptoms of a respiratory infection, such as cough, shortness of breath, sore throat, and low-grade fever.
3. In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with any symptoms concerning COVID-19.
4. Open sores from Hand Foot and Mouth

Children and staff who develop any of the following symptoms are required to stay home. Teachers will monitor children closely. Those who exhibit symptoms while at school will be sent home immediately.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Runny nose (a nose that does not remain dry and constantly running whether discharge is clear, yellow, or green.) \*Unless documentation from a physician of severe allergies or other diagnosis
- New Rash
- Sore throat
- Loss of taste or smell
- Diarrhea
- Hand Foot and Mouth

Students are required to stay home when diagnosed and have ANY open sores. Student may return to school when sores have healed. Approximately 7-10 days.

- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees
- Exposure to someone who has tested positive for COVID-19

Children with symptoms of illness will be moved from the classroom to rest comfortably in our designated sick area. The parent will be notified and is required to pick up the child immediately.

Parents will support the efforts of Kidz World Preschool staff to minimize exposure of illness by:

- Monitoring for any signs and symptoms of illness.
- Considering the health and safety of other children and staff by keeping children with symptoms of illness or possible exposure to COVID-19 at home.
- Ensuring emergency contact information is provided and a parent is accessible.
- Responding quickly to communications from the school.
- Promptly responding to requests to pick up children with signs and symptoms of illness.
- Report any signs and symptoms of illness to the Kidz World office.
- Report any exposure to someone with a confirmed diagnosis of COVID-19.

**\*\*Any child who exhibits the above symptoms needs to remain home, symptom free for 24 hours with exceptions and instructions outlined in the section, "Requirements to Return to School" on page 10.\*\***

### **Escort to Classroom**

A Kidz World Preschool staff member will escort the child to and from the classroom.

-Due to limited staffing, infection control, and distancing requirements, this process will require all of our resources to transfer children to parents safely. We ask for patience and for parents to allow extra time.

-Daily Activities

-Classroom Activities

-All activities will take place in the child's assigned classroom. While social distancing is difficult for young children, the classroom will be set up with further distance in between activities and learning centers. Children will be placed further apart while sitting at the table whenever possible. The classroom furniture will be arranged to create smaller areas for play and learning. The only time children will leave their classroom will be to go outside to the playground and restroom breaks. When it is too hot to do outside recess, children will participate in music and movement activities either in the classroom or at separate, designated areas in the sanctuary.

-Children in attendance do not need to wear face masks, this is not advised for children under 10 years of age. Teachers, when feasible, at their own discretion can wear a face mask if they feel social distancing or other factors warrant the use of one.

-Use of Playgrounds

-High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned with disinfectant wipes.

-Discontinued or Modified Activities

-Music - will take place in each individual classroom and occasionally at an individual station in the sanctuary used only by that class that day).

-Morning Assembly - discontinued until further notice. Students will meet in their classrooms to start their day.

Indoor Play due to inclement weather - Teachers will be able to provide other fun activities in the classroom. -

Occasionally, a station will be set up in the sanctuary to only be used by that class on that day.

-Sensory/water tables - hand washing/hand sanitizer immediately following use with teacher discretion and/or supervision.

-Playdough - individual labeled containers and not to be shared.

-Show and Tell - We will still create this presentation experience utilizing other means at school, but NO personal items from home will be allowed.

-We will utilize being outside as much as possible for picnic lunches, science activities etc., to get plenty of fresh air.

-Parties mixing with other classes will not be permitted.

-Scholastic book order forms will be available online only, discontinuing the paper catalog until further notice.

-Birthday treats are permitted, BUT only if purchased from a store, no homemade treats.

- Chapel will still be held with increased distancing and/or the use of Facebook live streamed to the classrooms.
- Absolutely NO toys from home will be allowed to be brought to school. For our napping children a lovey is still permitted but must be kept in their backpack until nap time.
- All items, beach towels for Pre-K, jackets, water bottles, snacks and lunch boxes must be inside the backpack. The lunch box can be clipped to the outside of the backpack.
- No sharing of clothing articles allowed. Be sure to pack a complete change of clothing for children of all ages in case the clothing is soiled or a messy craft warrants needing a change of clothing.
- Our school wide activities such as the Fall Harvest Hoopla, Winter Carnival, End of School Bash etc., will be modified accordingly depending on current COVID information. The events can still be fun in the classrooms, not mixing with the rest of the school.
- Christmas Program and Graduation for PRE-K & TK (Transitional Kindergarten) will be held individually by class. Information to follow as the year progresses.

### **Naptime**

- Naptime mats will be spaced 6' apart whenever possible, with children placed head to toe to further prevent viral spread. Nap mats and blankets will be sent home to launder every Thursday and preferably take them home each afternoon and launder them.

### **Cleaning and Disinfecting**

- Enhanced Cleaning and Disinfecting Measures
- Kidz World Preschool will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched throughout the day, especially toys and games.
- Paint brushes, markers, crayons, and pencils will be sanitized in between use.
- Objects/surfaces such as doorknobs, light switches, classroom sink handles will be cleaned with disinfecting wipes throughout the day.
- Teachers will disinfect all classroom toys, chairs, cubbies, that were used including countertops. Carpets will be vacuumed daily, and carpets cleaned as needed.
- All bathrooms will be cleaned and disinfected regularly throughout the day.
- Clean and Sanitize Toys
- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned and disinfected.
- Toys that need to be cleaned will be set aside and placed in a dish pan with soapy water or put in a separate marked container.
- All toys that are used will be cleaned at the end of the day using the following four step process:
  - Clean with water and detergent,
  - Rinse with clear water,
  - Sanitize with an EPA-registered disinfectant,
  - Air-dry
- Cloth toys will not be used.
- Any toys or books that are shared will be cleaned and sanitized.
- Infection Control

### **Handwashing**

- All children and staff should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after eating or handling food
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After playing outdoors or in sand
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

- Supervise children when they use hand sanitizer to prevent ingestion. Hand sanitizer will not be placed at a level that the children can help themselves.
- Assist children with handwashing.
- After assisting children with handwashing, staff should also wash their hands.

Parents need to keep the following items washed and sanitized: nap mats, beach towels for PREK kids, outer wear such as coats, jackets, hats, gloves etc.,

### **Precautionary Measures**

- All Kidz World Preschool common areas will be closed, or usage will be restricted with sanitization after each use.
- Water fountains will be turned off/covered.
- Hand sanitizer will be available at every entrance, in each classroom, foyer and sanctuary. However, sanitizer will not be dispensed by children but will require staff supervision.
- Illness Exclusion
  - Parents are responsible for closely monitoring for any signs and symptoms of illness as listed below and reduce exposure to other children and staff by not bringing children to school. It is the parents' responsibility to monitor their children's health and report symptoms and exposure of illness to the Kidz World office.

### **Children and staff who develop any of the following symptoms are required to stay home. Teachers will monitor children closely.**

Those who exhibit symptoms while at school will be sent home immediately.

- Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Runny nose (a nose that does not remain dry and constantly running whether discharge is clear, yellow, or green.)
- \*Unless documentation from a physician of severe allergies or other diagnosis
- New Rash
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.4 degrees
  - Exposure to someone who has tested positive for COVID-19

Children with symptoms of illness will be moved from the classroom to rest comfortably in our designated sick area. The parent will be notified and is required to pick up the child immediately.

### **Hand Foot and Mouth**

Students are required to stay home when diagnosed and have ANY open sores. Students may return to school when sores have healed. Approximately 7-10 days.

### **Requirements to Return to School:**

- Employees or children with new or worsening signs or symptoms listed above may not return to Kidz World until:
- In the case of a child or an employee who was diagnosed with COVID-19, the individual may return to Kidz World when all three of the following criteria are met:
  - at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
  - the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
  - at least 10 days have passed since symptoms first appeared
- FOLLOWS CDC guidelines as they are updated

**In the case of a child or employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to Kidz World Preschool until the individual has completed the same three-step criteria listed above; or If a child or an employee has symptoms that could be COVID-19 and wants to return to Kidz World Preschool before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.**

### **Exposure to COVID-19**

Do not allow children or staff with known close contact to a person who is lab-confirmed to have COVID-19 to return to school until the end of the 14-day self-quarantine period from the last date of exposure.

*If staff members believe they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 10 days after the last day they were in close contact with the individual with COVID-19.*

*If a parent believes that they or the child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 10 days after the last day they were in close contact with the individual with COVID-19.*

*If an enrolled child or employee is tested positive for COVID-19, Kidz World Preschool administration will make a report to the Collin County Health Department and Childcare Licensing for further instruction.*

*If COVID-19 is confirmed in an enrolled child or staff member, Kidz World Preschool will:*

- Close off areas used by the person who is sick.
- Utilize a transitional classroom to move the class to continue their day while their normal classroom is disinfected.
- Open outside doors and windows, if applicable, to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- Continue routine cleaning and disinfection.

### **School Closure**

Kidz World Preschool may be closed at any time due to:

- COVID-19 exposure within the school determined by the Collin County Health Department and/or Childcare Licensing.
- Stay-at-home orders are implemented in response to outbreak and community spread.

### **CDC Updates**

Kidz World Preschool monitors all CDC updates in regard to COVID and applies them as they change.

CFOC Link to the Licensing and Technical Assistance Library

<https://nrckids.org/CFOC>