



# Supplemental Family Handbook



This document is meant to provide a plan to protect staff, children, and their families from the spread of COVID-19 and has been developed using the guidance of the CDC and the Maryland State Department of Education (MSDE). This is living and evolving document that will be updated and revised as new information and guidance becomes available. Please read and follow the guidelines in this plan carefully to protect the health of our learning community. You will find detailed protocols for dropping children off, answering health screening questions, taking your child's temperature as well as pickup procedures in this plan. In addition, please review and follow the enhanced illness policy that is currently in effect. If you have any questions about this document or the updated policies and procedures, please contact the program office. **The school hours have been adjusted to 8:00-5:00**

## Drop-off and Health Screening Procedures

- Please ring doorbell a couple times to alert staff you have arrived.
- Parents Staff will greet you on the front walkway to complete temperature check and health screening and staff must wear a face covering during drop-off.
- Parent will take child's temperature, with their personal thermometer brought from home and show the temperature to the staff member for recording.
- Children with a temperature over 100.4 or an elevated temperature for your child will not be admitted to care.
- A child and family health assessment will be completed and the following questions will be asked.
  - Did your child feel feverish or have a measured temperature of 100.4 or greater since leaving the child care site yesterday?
  - Has your child experienced any symptoms associated with COVID-19 (e.g. sore throat, nasal congestion, runny nose, new or worsening cough, shortness of breath, fatigue/malaise, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell) since yesterday?
  - Has your child had close, prolonged contact (less than 6 feet for more than a few minutes) with anyone (e.g., household or any other person) with anyone (e.g., household or any other person) known to have COVID-19 or who has symptoms of COVID-19 (e.g. sore throat, nasal congestion, runny nose, cough, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell) since yesterday?
  - If the answer to any of these questions is yes, your child will not be admitted to care.
  - Complete roster (time and signature)
  - Once the temperature check and health screening are complete, the staff member will take your child to their classroom.

## Pick-up Procedures

- If staff and children are on the playground
  - Come to back gate and staff member will bring you your child and their belongings.
- If we are in the classroom
  - Ring front doorbell a couple times and staff member will bring you your child and their belongs to you.
  - Please wear face covering
- Complete roster.

## Supplemental Illness Policy

This document is a supplement to our current illness policy due to the Covid-19 Pandemic. Due to Covid-19 Pandemic, we are insisting you keep your child home if they are sick or showing any signs of Covid-19 (see list of symptoms below). Children entering the building with signs of illness are risking not only the health and safety of all other children, staff and their families, but they are also risking the continuity of our program.

- If you or your child are exhibiting any Covid-19 symptoms please stay home until a diagnosis can be determined by your health care provider.
- Temperature and Health Checks will be performed on all children before they are admitted to care.
  - Children with a temperature over 100.4 or an elevated temperature for your child will not be admitted to care.
  - Children of families who answer yes to any health screening questions will not be admitted to care.
- If a child develops a fever or Covid-19 symptom while at school, the following will occur
  - You will be called and your child must be pick up from school within 30 minutes. Please have a plan for someone to be available to pick up your child in the event you cannot get here in 30 minutes.
  - During this time your child will be removed from the classroom and isolated from other children.
  - Your child may return when they have been symptom free for 48 hours along with a doctor note releasing them to return to care.
  - We will follow MSDE/CDC recommendations in the event one of our families, children or staff members have a confirmed Covid-19 case or probable case.

**NOTE: Children returning to child care after having a confirmed or probable case of COVID-19 should have a note from their health care provider documenting that they have been released from isolation and may return to care.**

## **COVID-19 Symptoms or Exposure**

The Centers for Disease Control and Prevention (CDC) have identified the following as common symptoms of COVID-19 (check [CDC.gov](https://www.cdc.gov) for the latest information):

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Families must promptly notify the School in the event that any member of a child's household(s) (1) has tested positive for COVID-19, (2) is exhibiting symptoms of COVID-19 or (3) is known to have been exposed to someone with COVID-19. In such event, under no circumstances should the child or any other member of the household enter the School until the recommended period of self-isolation has been completed or it has been otherwise confirmed that no members of the household are infected with COVID-19. RSCC management will work directly with any affected or potentially affected families to provide direction and guidance as when the child may return to the School. Such requirements may change based on the most recent guidance from the CDC and other authorities.

In addition, children may not come to School if they or any member of the household are experiencing fever or symptoms of any contagious illness. Children may return when they (or the member of their household) are fever and symptom free for 48 hours. In certain cases, a child may be able to return sooner than 48 hours if they can provide satisfactory medical evidence that they have no risk of being contagious.

# Supplemental Parent Acknowledgment

## Release and Waiver of Liability

In consideration for our family's continued enrollment in Wee Lad & Lassie/A Child's Garden programs and receipt of services we further agree as follows:

- We acknowledge that, if we choose to have our child enter the property and/or participate in programs, we do so voluntarily and at our own risk and that we hereby release, waive, discharge and covenant not to sue Wee Lad & Lassie/A Child's Garden, its officers, agents or employees ("Releasees") from and for any and all liability claims, demands, actions and causes of action of any kind or nature, including, but not limited to, claims of negligence, arising out of, or related to any loss or personal injury, including death, that our child or any member of our family may sustain from contracting, or being exposed to COVID-19, as the result of, or in any way related to, our child or any member of our family entering the property or participating in our programs.
- This release and waiver of liability shall be governed by the laws of the State of Maryland. We agree that if any portion of this release and waiver of liability is found to be void or unenforceable, the remaining portions shall remain in full force and effect.
- We acknowledge that this release and waiver of liability will be binding on our family members, spouse, heirs, assigns, personal representatives and anyone else entitled to act on our, or our child's, behalf to the extent and that my signature below shall be deemed as a release, waiver, discharge and covenant not to sue the Releasees to the extent set forth above.

### PLEASE SIGN AND RETURN.

- By signing below we acknowledge that we have read and fully understand the release and waiver of liability as set forth above and have signed voluntarily and under our own free will.

Signatures:      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Parent / Guardian #1      Parent / Guardian #2      Date

1. \*Please note that both parents/guardians must sign this form except in the case of single parent families

## Public Health Emergency Closures

While we certainly hope that it will not be the case, there may be future instances when it will be necessary for the us to close as the result of a public health emergency, such as the COVID-19 outbreak. This may include, but will not necessary be limited to, instances when we are required to close in compliance with a federal, state or local government order or when the School is required or advised to close to address a confirmed or suspected outbreak amongst staff or children. **Please be advised that, in the event that we must close for any period of time due to a public health emergency, no refunds will be issued and tuition is due for the period of time we are closed.**

### PLEASE SIGN AND RETURN

-By signing below we acknowledge that we have read and fully understand the Public Health Emergency Closure Policy and have received a copy of our Supplemental Family Handbook.

\_\_\_\_\_  
Signatures: Parent / Guardian #1      Parent / Guardian #2      Date

1. \*Please note that both parents/guardians must sign this form except in the case of single parent families

updated 6/8/2020