

Covid-19 Addendum to Parent Handbook

THIS ADDENDUM IS IN ADDITION TO OUR CURRENT PARENT HANDBOOK AND DOES NOT FORGO POLICIES IN PLACE UPON ENROLLMENT

Prevention

Everyone can do their part to help us respond to this emerging public health threat. Staff, as well as parents, should take everyday preventive measures to help protect their family from the spread of COVID-19:

- **COVID-19** Symptoms: fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, loss of taste or smell.
- Avoid close contact with people who are sick.
- Encourage respiratory etiquette (e.g., covering coughs and sneezes with a tissue or sleeve)
- Encourage frequent, proper handwashing with soap and water for at least **20 seconds** or with a hand sanitizer that contains at least 60 % alcohol.
- Stay home/keep your child at home if sick with **any illness**. If their symptoms worsen, contact your health-care provider.
- Be prepared if your child's school/child care facility is temporarily closed. Talk with your employer about sick leave and telework options in case you need to stay home with your child.
- Routinely clean and disinfect all frequently touched surfaces (e.g., doorknobs, countertops, work stations) with proper cleaning and disinfecting products.

Arrival Procedures

As instructed by the CDSS, CDPH and CDE, the following policies will be effective immediately:

- All adults will need to wear a face covering and maintain **6 ft of social distance** upon arrival.
- All children over the age of 2 will wear a facial covering, except during meals and nap.
- Parents will use hand sanitizer **before** signing in/out and children will wash their hands in the bathroom.
- Each child's temperature will be taken upon drop off each day.
- If a child presents a temperature over 100.4 degrees Fahrenheit, you will be asked to return home with your child/pick up your child.
- Adults/children will be asked to remain home until they are fever free for 24 hours without fever reducing medications, as well as free of other symptoms of diarrhea and vomiting for at least 24 hours from the last episode.

Payment

As per our Parent Handbook:

- No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending school for whatever reason, you are still required to pay the full month's tuition.
- In case of Termination, Payment for the last 30 days is required whether or not your child is attending school.

In addition to our Parent Handbook policy, please review the following:

- **No discounts** will be given during school/childcare closure due to an epidemic, a pandemic, an endemic, an outbreak, plagues, earthquakes, fires, and/or floods.
- All families are contracted for revolving reservations of care under the same pay, where the position is paid by enrollment not attendance, and will continue to be responsible to make on time installment payments.
- If your family receives the unfortunate circumstance of job loss/reduction or decided to terminate the contract for other reasons, please provide proof of this in writing before you ask for release of responsibility from your contract.

Provider's Signature _____

Date _____

Parent's Signature _____

Child's name _____

