

PRESBYTERIAN DAY SCHOOL

1201 FIFTH AVENUE
CORAOPOLIS, PA 15108



EMAIL: DAYSCHOOL.PRESCOR@VERIZON.NET

TELEPHONE NUMBER: 412-264-0470

EXT. 16 - DIRECTOR

EXT. 12 - INFANT ROOM

EXT. 13 - TODDLERS THRU PRESCHOOL AGE

EXT. 25 - PRESCHOOL TEACHER

2020-2021

Welcome to the Presbyterian Day School of Coraopolis. We appreciate the opportunity to work with you and your precious little one. Thank you for choosing us to be a vital part of your child's first learning experience. Our Day School is committed to enriching the lives of all the children we meet. We provide high quality care and lots of love in a Christian-oriented environment. We have designed programs which foster learning, cognitive development and social skills, elements that are fundamental in the healthy development of every child.

We are providing you with a copy of our latest handbook which contains childcare rates as well as information we feel is pertinent for you to know about our Day School Program. Please review it carefully, noting changes that will go into effect January 1, 2019. If you have any questions or concerns, please feel free to call at any time. If I am unavailable, leave a message and I will return your call as soon as possible. Thank you for sharing your children with us and for your continued interest in the Presbyterian Day School of Coraopolis.

- Day School Director, and Board of Directors

OUR DAY SCHOOL FAMILY

The Day School Staff has been carefully selected for their qualities and background appropriate for working with children. Every staff member is different, with each one possessing unique abilities and talents to offer the children comfort, security and many happy experiences. At all times there are several staff members on site that are certified in CPR and First Aid. They also have their Act 33 & 34 Clearances, National Sex offender Registry clearance, as well as FBI fingerprinting. Finally, each staff member has completed Safe Sanctuary Training, a conduct policy implemented through the church that all users of the building, both members and non-members alike, must adhere to.

Director:

Mary Merryman

Preschool Teacher:

Jill Garcia

Preschool Teacher Assistant:

Lilly Kuhn

Child Care Staff:

Marianne Desiderio

Katie Messner

Tara Pallas Sheetz

Donna Johnson

Elaine Proakis

Christina Schrecengost

Marian Bonham

Destiny Smith

Hannah Kanuch

Kari Baloga

Eva Davis

Erin Kuehn

COMMUNITY INVOLVEMENT

The Day School participates in a community garden with The Coraopolis Community Development Foundation. We also assist in different drives throughout the year to support them and the community.

LEARNING SERVICES

The Day School works with The Laughlin Learning Center to evaluate for different learning issues as well as hearing testing. These start in preschool class. If you have any concerns about your child at any age, please reach out. We also have other resources for parents.

BREAKFAST, LUNCH AND SNACK TIME

Parents of infants are asked to supply us with a feeding schedule to follow. As this schedule changes, please notify the staff so our records can be updated. We will store your container in our refrigerator and feed your child at the designated times. Please make sure all baby food jars, plastic containers and bottles are labeled with your child's name to ensure he/she always gets the right food at mealtime.

The Day School provides a supervised eating area for breakfast, lunch and snack time. If your child arrives at Day Care between 7:00 and 7:50 a.m. he or she is welcome to bring a breakfast. We finish serving breakfast at 8:00 therefore any child who needs to eat after 8 a.m. must do so at home. Breakfast time is over at 8:00 a.m. because other activities in our program are starting to take place. **No plastic grocery bags or Styrofoam products** are permitted in the Day School because they are a choking hazard to our younger children. Please send your child's food in a marked lunch box, brown paper bag or gift bag. Lunches are to be prepared at home by the parents, including a beverage and utensils. **Please label your child's lunch box, utensils, drinks and all food contents within the lunch box.** Please keep in mind that lunch foods should be kept simple and should not need further preparation by the staff other than brief heating in the microwave. **Please do not send frozen meals of any kind. Foods such as hot dogs, oodles of noodles, mac -n-cheese, easy mac, grilled cheese, spaghetti etc. should be precooked at home.**

Our lunch time is from 12:00 - 12:30. If your child comes to Day Care after 12:30, again, we ask he/she eat before coming in for care. The Day School will have a snack time and water to drink twice a day, once at 9:30 am and again at 2:30 pm. Parents are responsible for sending in snacks either in the lunchbox or brought in, in bulk and left in storage until they need replenished.

When your child celebrates a birthday, please feel free to send a birthday treat. Let us know ahead of time so we can plan accordingly. We prefer you don't send cake or cupcakes because the children don't usually eat them. Please do not send a snack requiring staff preparation. You can ask a staff member for the number of children in your child's classroom.

HOW I'VE SPENT MY DAY SLIP

Each day, parents of infants and toddlers will receive an A HOW I'VE SPENT MY DAY slip, which gives information about your child's day with us. Information will include when your child was fed, given a bottle, time of naps and diaper changes. When children are no longer eating baby food, we send leftover food home in your child's lunchbox, so you can see what he/she ate throughout the day. We will also let you know when your child needs diapers and wipes, on this slip. Once your son/daughter is potty trained, the staff will no longer record his/her daily activities. If you have questions regarding your child's activities or behavior throughout the day, please feel free to ask any staff member who works with your child.

DISCIPLINE

At PDS we will use positive reinforcement techniques and encourage appropriate behavior. Behaviors such as biting, hitting and spitting may require a cool down period in an area away from the other children but with a teacher present. If there are continued difficulties a teacher or the director will reach out so that we can work together to develop good social skills in your child. If a child is a danger to him/herself, the other children or the staff, the Day School reserves the right to terminate the relationship.

CLOTHING AND DIAPERS

Please send your child in play clothes so he/she can feel comfortable while playing and moving throughout the day. Also, send an extra set of clothing and underwear for your child in case he/she has an accident, gets excessively dirty or paint on their clothes. The extra set of clothes may be left at Day Care in a backpack or duffle bag on your child's hook or brought in daily. Remember to replenish your child's clothing once they are used or when the seasons change. We do not have extra clothing on hand therefore it is the parent's responsibility to make sure their children always have extra clothes on hand. Otherwise, you will need to be called to bring clothing for your child whenever he/she has an accident.

All your child's belongings must be clearly labeled, including all outerwear such as coats, sweaters, hats, gloves, boots, etc. This will enable parents, staff members and anyone else who may pick up your child to identify his/her belongings at the end of the day as well as prevent clothing mix-ups. Parents are responsible for providing disposable diapers and wipes for their child. We will let you know when they need replenished. **When using pull-ups, they must be the one with Velcro strips on both sides.**

TOYS AND PERSONAL ITEMS

We offer the children a wide variety of toys to play with. Children are not permitted to bring toys into the daycare from home. If a child brings a toy from home, it will be placed with their belongings to go home. The Day School will not be responsible for clothing, toys or other items which may get lost, broken, or traded.

Please keep in mind that the children are not permitted to bring items such as gum, candy or money with them into the Day School. These items also pose as a choking threat to our younger children. Also, older children are not permitted to bring phones or tablets into the classrooms. If these or any toys come with the children, the item will remain in the hall on the child's hook.

DELIVERY AND PICK UP

The Church and Day School have collaborated in the name of safety to install a monitoring system. All doors will be locked throughout the day. The parking lot door is the only one in the building that will have monitoring access; all other doors will be locked throughout the day. When you arrive in the morning or afternoon, you will have to be buzzed into the building. When you press the button, a bell will ring in the Day School and Church Office. We will see you on our monitor, speak with you and then buzz you in. The door will not be opened for people we do not know or are not expecting. Every parent and guardian are responsible for delivering their children to the classroom and for picking them up. Please say hello to the adult in the room to be sure he/she knows your child has arrived for the day. If you do not check in with the adult in charge, your child may not be marked in and accounted for. When sending someone else to pick up your child, please notify the Day School beforehand. A child will not be released to anyone not authorized by the parent. Identification, such as a Driver's License, will be required by the Day School staff when anyone is picking up a child up for the first time or if a staff member has not previously seen the individual picking your child up.

We expect all person's picking up your child(ren) to arrive in a sober, courteous manner. If you or anyone else picking up your child, appears intoxicated we will encourage you (them) to make alternative childcare arrangements by asking you to call someone else for a ride. If you refuse, there is not anything we can do. But we will alert the police, giving them your name, make and model of car as well as your license plate number. We hope everyone will support this policy and not put yourself, your child or the Day School in this compromising position. This is for your family's safety.

Firearms and weapons are prohibited in a Child Day Care Facility. This includes but is not limited to, all guns, stun guns, fireworks, knives or any other metal blade with a pointed edge. If you are seen with any type of weapon, you will be verbally asked to return it to your vehicle before engaging with any of the children, including your own. If this happens a second time, the Director will report it to the Pastor and/or local police for additional assistance.

Finally, anyone who has been convicted of any type of child abuse, child neglect, child endangerment, child violence or moral corruptness may not enter the Day School premises during hours of operation. If a parent has been convicted of one of these felonies or is awaiting trial, you are not permitted to come in and pick up your child. You can ask a staff member to meet you on the porch or send someone else in while you wait in the car.

COMMUNICATIONS

Newsletters

A newsletter will be sent home every 4 - 6 weeks to keep you informed of the ongoing activities happening in your Day Care. These are sent through email. Please make sure the director has your email address if you want to stay up to date.

Bulletin boards

A chalkboard is in the hallway to keep you updated on day to day activities within the Day School. There is also a bulletin board next to the baby room with information. Please check them weekly, for important information and to see what your child is doing in day care, nursery school and summer programs.

Remind App

We are going to be using the Remind app to contact parents and staff. If you sign up you can receive notifications of closure, reminders, and any events going on for the school, daycare and church. You will be given information when you register or at orientation for preschool.

SCHEDULE AND CALENDAR

Our facility is open year-round, Monday through Friday, from 7:00 am until 6:00 pm. The following are dates when the Day School will close:

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving and the Friday after Thanksgiving

Christmas Break -Closed Christmas Eve through New Years day. We reopen the first business day after New Years Day.

Please mark these dates on your calendar now. The Day School tries to notify you of the dates we are closed or offering abbreviated services, so you can make other arrangements for care.

EMERGENCY INFORMATION

When registering, you must provide the Day School with a schedule of dates and times when you will need care for your child. You must notify the director of all schedule changes. The director must approve any changes.

If you need childcare on a date when your child is not regularly scheduled to be with us, arrangements must be made in advance with the Director. **We do not accept drop-in-care.**

When registering for Day Care, you must fill out your child's Emergency form and Health Form. They contain information which may be needed if your child becomes ill, has an accident or there is an emergency of some sort due to inclement weather, loss of heat or a water main break, to name a few. This should be completed by a parent or guardian and returned to school immediately. We ask that all emergency papers be updated every year or sooner if there are changes in your address or telephone number at home or work. (Parents of infants: it is very important that we know your child's weight in case of emergency. Please tell the staff monthly of weight changes so we can include this on your child's emergency info.)

It is our intent to be open through any type of weather. Nevertheless, there may be times we need to call a delay, close early or cancel daily services all together. To stay informed of possible changes due to inclement weather, please tune into WPXI channel 11 and their website. **You will not receive a direct phone call.**

If there is an alternative emergency such as no heat or a water main break, you will receive a telephone call informing you of the situation and what arrangements the Day School is making for childcare that day.

FUNDRAISING

The Presbyterian Day School will be hosting a variety of fund raisers throughout the year. We are asking that all our families participate in one form or another. This helps us provide the best care for your little ones.

DONATIONS

When newsletters come home, they will include a wish list. These are items we could use big and small, new and used. Any donations made help us keep our costs down while providing quality care. Please donate if you can.

HEALTH AND ILLNESS POLICY

We reserve the right to send a child home if he/she is ill upon arrival at school. If your child should become ill during the day, he/she will be sent home sick, a note describing what symptoms we have observed, when he/she can return to day care and if a doctor's excuse is needed upon returning.

When your child is running a fever, vomiting or has diarrhea, please keep him/her home to prevent other children and staff members from becoming ill. Likewise, if you, your spouse or another family member is ill, we kindly ask that you refrain from entering the Day School area to prevent other children and staff members from contracting your illness.

Your child **cannot return to Day Care** until he/she has been fever free for 24 hours and has had a solid bowel movement; without the use of fever reducing/diarrhea medicines. When your child is taking an antibiotic, he/she cannot return to Day School for 24 hours from his/her first dose. If you suspect your child has an ear infection, sinus infection (green or yellow discharge from their nose) a cold in their eye or pink eye then your child cannot be in Day School until you have taken them to the pediatrician for a definitive diagnosis. Whenever your child is home ill, a doctor's note may be required with diagnosis and treatment when your child returns. These guidelines can change depending on the illness.

Your child will not be permitted to attend Day Care if he/she has any of the following infectious diseases:

Chicken Pox	Flu	Scabies	Scarlet Fever	N1H1
Impetigo	Croup	Worms	Hand/Foot Disease	
Strep	Thrush	Measles/Mumps	Fifth Disease	
Diarrhea	Lice	Ringworm	Conjunctivitis-pink eye	

There are many other illnesses, which require that your child be out of the Day School. We would appreciate being informed if your child has a communicable disease. Please call us if you have any questions and we will refer to the Allegheny County Health Department Handbook. When your child is ready to return to day care, a doctor's certification of health will be required.

Furthermore, if your child has any type of surgery, tubes, adenoids, tonsils, etc., he/she cannot return to Day School the same day and we must receive a note releasing your child from Doctor's Care.

Our Staff is not permitted to dispense any medication to the children. If your child needs medicine while in our care, you will have to plan for someone else to come and give it to them.

We are also concerned about your child's emotional well-being. Please advise us if your child is involved in any potentially stressful situations. The separation or divorce of parents, the illness or death of a family member, friend or even a pet can be upsetting to your young child and can greatly affect his/her behavior. Please let us know so that we can be sensitive to your child's needs. Any personal matter you would mention to the staff will remain confidential. **All children entering our program must be up to date on immunizations. Proof of immunizations is required when you register and must be updated when new immunizations are given.**

DAILY ACTIVITIES

Your child will be kept happy and busy each day at the Presbyterian Day School. Every day we will sing songs, read stories, play games, have supervised free playtime, and some of these activities will reflect our Christian values. Toddlers and Preschoolers are offered a variety of craft activities. Our Preschool Program, which is offered as an option for 3, and 4-year-olds, offers a more structured learning environment. A fenced in play area is available outside. We go out as much as possible April thru October, weather permitting. The Social Hall, which is located on the lower level of the building, is equipped with a wide variety of toys that encourages your child to engage in large motor skill activities and group games during the winter months or when the weather does not allow us to go outdoors.

DIAPERING AND TOILET TRAINING

The decision to potty train begins at home. Once you have established a consistent potty-training routine, please notify the staff and let us know what you are doing so we can work together to train your child. At first, we will put your child on the potty every hour to hour and a half or so to get a routine started. If you would like us to give a reward, you are welcome to send it in with your child.

When we see your child making progress and staying drier longer, we are going to expand on the potty-training routine and move to the next level. Once your child understands the routine and is starting to have control over his/her bladder, we will only put your child on the potty when they are dry. If we find them wet at this point, chances are they just went and aren't ready to go again so we will catch them next time around. If your child continues to progress, is peeing and pooping on the potty, a staff member will talk with you about when your child can start wearing pull-ups to day care. We know your child will have accidents in his/her pull-up, it goes with the territory. Nevertheless, if your child is using the pull-up as a diaper and is wet often or having accidents that leak out of the pull-up, we are going to recommend your child start wearing a diaper again until he/she gets a better routine going. If your child is successful with the pull-ups and staying dry consistently at both home and day care, as well as telling us when he/ she needs to go potty, our staff will suggest you start

your child in underwear to see how he/she does, send extra everything during this time because there are bound to be accidents during this process. If we find your child is having an accident every day or more than once a day, they aren't ready for this step and we will be putting him/her back in pull-ups/diapers and revisit wearing underwear later. Your child must remain in pull ups until completely potty trained. If your child does well for a few weeks, is able to tell the staff when he/she needs to use the bathroom and not having accidents in between, then we can assume your child is potty trained.

Potty training isn't always an easy process. If you can create a consistent environment where potty training is built into your child's day, he/she will eventually adapt to the routine. For example, make your child sit on the potty every morning when they wake up. If they aren't successful continue with your morning, then try again before leaving the house. Whether your child was successful or not, take them into the bathroom when you arrive at day care and try again before you leave for the day. On the other end of the day, put your child on the toilet when your first get home. Try again after dinner then at bath/bedtime. A routine such as this is time consuming, but your child will see you are serious about potty training. When you add weekend time or vacation time to this, you'll have established a routine for your child to go potty. You may not have success right away, be patient and consistent, it will happen. Once your child has adjusted to this routine and is going potty, talk with the staff or myself and we will begin complementing your efforts and adding to your established potty-training routine as mentioned above. All children attending our preschool program must be potty trained by the time it starts. When diapering, our staff uses vinyl gloves and disposable wipes. If your child is sensitive to these products or allergic to them, please provide the staff with an alternative. If your child needs a diaper rash ointment applied, you must provide this as well.

NAPS

All toddler and preschool aged children take naps after lunch. The children are not required to sleep but after a busy morning some rest, and quiet time are needed. Parents supply a blanket, pillow and stuffed animal. These items go home weekly to be cleaned. This helps to control germ spreading. At around 4 years old we can discuss giving up naps if that is what parents would like.

TUITION AGREEMENT

When you register for any of our services you will need to sign an agreement with us for tuition payment. This states the length of your agreement, monthly tuition due, and when your child will be attending. You will be given a copy of your agreement once signed. Tuition is always due on the first of the month. There is a mailbox located on our front door for dropping off tuition. Tuition is accepted in the form of a money order or check to start. Please write your child's first and last name on the payment, so it is credited to the right account, and put it in an envelope. Loose payments get stuck in the mailbox and can be overlooked. No tuition is given to staff, you must place it in the mailbox. Once you are registered with us, online payments are available.

If you should fall behind in payments, you will be reminded once. If you become a month past due your child cannot attend until the account is brought up to date. Should a family have a medical issue, or a job lay off please contact the director as soon as possible. There are options such as our hardship program that can help families get through a rough time.

All families are given one week's credit for vacation per calendar year if they attend year round. This will be credited to your account the month after your vacation has been used. If a family attends only preschool the credit is one week to be used in the 9 months of preschool for vacation. If a family attends less than 9 months, no vacation credit is given.

Special Tuition Situations

Registration Fee: \$45

This is for starting any of our programs and it is non-refundable.

Spots being held:

If you currently have a child attending and you would like to remove them from care for the summer but retain the spot for the fall the fee is \$50 per month, due on the first of the month. Child must begin again in August or September or the spot is forfeited.

If you are on the waiting list and your spot becomes available, you must pay the registration fee to accept the spot. This will hold for up to 30 days. At that time if you are not ready to start care but wish to hold the spot, 1/3 of the monthly tuition is due every month until you begin care. Please note that prices are subject to change.

Current Rates and Fees Effective September 1, 2019

* Fees are per month, per child.

* 5% discount on oldest child's fee for two children in same family

No Drop-In Care

*** Tuition payments are due the first of each month ***

INFANTS & YOUNG TODDLERS		OLDER TODDLERS	
6 weeks to 2 years		2 to 3 years	
Half Days	N/A	Half Days	N/A
2 Days/week	\$420.00	2 Days/week	\$330.00
3 Days/week	\$577.00	3 Days/week	\$498.00
4 Days/week	\$735.00	4 Days/week	\$650.00
5 Days/week	\$915.00	5 Days/week	\$813.00
PRE-SCHOOL		DAYCARE	
9 a.m. to 12 p.m.		3 & 4-year-old	
Full Days - greater than 5 hours		Full Days - greater than 5 hours	
2 Days/week	\$155.00	2 Days/week	\$294.00
3 Days/week	\$220.00	3 Days/week	\$441.00
		4 Days/week	\$609.00
		5 Days/week	\$787.00

After School care is hourly, Ages 5+ Speak to the Director.

Registration Fee = \$45.00

\$15 monthly supply fee per family

Return Check Fee = \$25.00 + Bank Fees

EMERGENCY PLAN INFORMATION

To the Parent (s)/Guardian (s) of ***child attending PDS:***

This letter is to assure you of our concern for the safety and welfare of children attending ***The Presbyterian Day School***. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- ◆ *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors at a neighbor's.
- ◆ *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- ◆ *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. We currently have 2 available, they are:
 - ◇ Emergency Relocation Facility A at The Coraopolis United Methodist Church.
 - ◇ And Emergency Relocation Facility B at Cornell Elementary.

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to (A or B).

If you're not sure how to get there, please ask for directions before there is an emergency.

- ◆ *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to ***WPXI Channel 11*** for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

The form you fill out at enrollment titled "Emergency Contacts" is used to contact you in these situations. As stated in your handbook, these must be updated with any changes right away. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if possible. This will only create additional confusion and divert staff from their assigned emergency duties.

To assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact ***Mary Merryman at 412-264-0470 ext. 16***.

Presbyterian Day School

1201 Fifth Avenue
Coraopolis, PA 15108
Mary Merryman, Director
412.264.0470 ext. 16

To: Parents
From: Mary Merryman, Director

Admissions, the provisions of services and referrals of clients shall be made without regards to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual/client/patient/student t (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Presbyterian Day School
1201 5th Ave
Coraopolis, Pa 15108

Commonwealth of Pennsylvania
Department of Human Resources
Bureau of Equal Opportunity
Room 225 Health & Welfare Building
P.O Box 2675
Harrisburg, Pa 17110

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Western Regional Office
301 Fifth Ave
Suite 410 Piatt Place
Pittsburgh, Pa 15222-1210

PA Human Relation Commission
Pittsburgh Regional Office
301 Fifth Ave
Suite 390, Piatt Place
Pittsburgh, Pa 15222

U.S Dept of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, Pa 19106-9111

Health and Safety Plan

Policies involving COVID-19 (added May 2020)

Screening procedure:

Your child will be screened at the door at drop off. The child's temperature will be taken, and parents will be asked about symptoms and exposure. If a child's temperature is 100 degrees or above the child will not be admitted. If the child exhibits any of the symptoms upon arrive they may not be admitted. If the child develops any symptoms or a fever while in our care, they will be isolated and sent home. Screening is recorded in writing and filed in the director's office. When a child is admitted they will hand sanitize (2 years and older) or wash hands (younger than 2 years).

Drop off and pick up procedures:

When dropping off your child a staff member will meet you at the door and start the screening process. Parents must wear a mask when approaching the building. We ask that parents arrive with children no later than 9:30 a.m. so that staff are available to meet them. Any other arrangements must be made at least one day in advance with the director. When picking up your child please wear a mask to the door. Parents will ring the doorbell and staff will get your child ready to bring to the door.

Sick policy:

Our main sick policy printed above covers most illnesses. Due to COVID-19 being easily spread, including so many symptoms, and having a two week contagious period parents may need to have their child tested to return to the day school if symptoms present.

DEALING WITH CONFIRMED POSITIVE COVID-19 CASES AND EXPOSURE TO COVID-19:

The following pertains to all child care staff and children at a child care facility.

For confirmed positive COVID 19-cases:

- If the child is being tested they will not be in care while awaiting results.
- Follow the "Discontinuing at home isolation" guidance for timeline on returning to care.
- The facility should close for a period of 48 hours following the confirmed positive COVID-19 case so that the facility can be cleaned and disinfected properly.
- The operator shall inform parents of enrolled children and staff members when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b).

*An outbreak is defined as a single positive COVID-19 case.

- The facility must report positive COVID-19 cases to the Department of Health (DOH) as per 55 Pa. Code §3270.136(d), §3280.136(d), and §3290.136(d). The facility must also report positive COVID-19 cases to the Pennsylvania Department of Human Services (DHS).

Exposure to a person who tests positive for COVID-19:

Exposure is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive are considered infectious 48 hours before the onset of symptoms. Persons testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).

If a staff person, household member, or a child is exposed to an individual who tests positive for COVID19:

- It is strongly recommended and highly encouraged that they self-quarantine for a period of 14 days based on the CDC guidance.
- If a child becomes ill at the facility, the operator shall notify the child's parent as soon as possible.
- The operator shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b).
- The facility must report when a staff person, child, or household member is exposed to a positive COVID-19 case to the DHS and DOH.

Discontinuing at home isolation:

There are different strategies for discontinuing home isolation. Options include a symptom based (i.e., time-since-illness-onset and time-since-recovery strategy) or test based strategy. Child care providers

should utilize the strategy that is best for their facility and that maintains the health and safety of children in care.

1). Symptom-Based Strategy

Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed since symptoms first appeared.

2). Test-Based Strategy

Individuals who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative COVID-19 test results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation:

1). Time-Based Strategy

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.

If they develop symptoms, then the symptom-based or test-based strategy should be used.

2). Test-Based Strategy

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Negative COVID-19 results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

The symptom-based, time-based, and test-based strategies may result in different timeframes for discontinuation of isolation post-recovery. Any individual who becomes ill should contact their medical provider for advice or testing.

Mask Policy:

Child care staff must wear face coverings indoors; they must also wear face coverings outdoors where staff are unable to maintain a 6 foot social distance, unless a medical condition prevents the staff from wearing a face covering.

Children are required to wear masks. They can be removed for eating and drinking. They can be removed when 6 feet apart from others. We will take mask breaks through out the day.

We ask that parents wear masks when approaching or going inside the building.

Cleaning/Disinfecting Procedures:

The day school uses a diluted bleach solution to sanitize and disinfect all toys that are played with each day at the end of the day. If a toy has bodily secretions on it, it will be removed and cleaned immediately or set aside for cleaning at the end of the day. The day school also uses disinfectant spray (when children are absent from the room) and disinfectant wipes to clean high touch surfaces, cots, tables, and chairs etc. This is done at the end of every day and as need through the day. All toys that are unable to be sanitized (i.e. barbies, stuffed animals.) have been stored for the time being. Parents will take bedding home every week to wash. All other laundry generated through the week is washed and returned by the director.

VACATION POLICY

There is a temporary policy in place that families who travel outside of Western Pennsylvania must quarantine for 2 weeks before returning to the Day School.

If you have any questions or concerns please speak to the director.