



38451 Fremont Blvd., Fremont, CA 94536

510-797-8186

Popchristianschool.com

COVID-19 Policies and Procedures

Please note that these new policies and procedures are being created to protect the health and safety of our staff and the community we serve. As guidelines and regulations change, we will be updating these policies and procedures to reflect those updates. We will keep you updated to the best of our ability when this happens. It is very important that we work together at this time and that you follow the outlined procedures in order to ensure the health and safety of our entire community. We thank you for your help and cooperation during these difficult times and we look forward to working with you to provide a safe, healthy, and happy environment for your children. If you have any questions or concerns, please do not hesitate to contact me at jcid@popfremont.org.

Arrival and Departure

At this time due to the health and safety needs of our students and staff, we will be limiting access into the building and classrooms. Therefore, only children who are assigned to the classroom and their teacher (s) will be allowed inside.

Arrival

- It is very important that you complete this process each time your child arrives and leaves the school.
- Parents should drive slowly and carefully into the parking lot. Parents can park and walk their child to the classroom or drop them off at their designated grade level drop off area.
- Parents and students must wear a mask.
- A staff member will meet your child at their classroom door and take your child's temperature and do a quick health assessment before accepting your child for the day. If your child is assessed and it is determined that they either have a fever or other symptoms that we cannot accommodate, we will not be able to accept your child for the day (this is at the discretion of the school administrator. Please see illness and exclusions below).
- This is where you will say good-bye to your child and your child will wash their hands, unpack, and begin the day.
- A staff member will be available until 8:15 am to check your child in. If you arrive after that time, you will need to drop off your child at the school office where the screening process will take place before your child can go to the classroom.
- After the start of the school day, parents are not allowed on campus without permission from the school office.

- Please remember to wear a mask and practice physically/social distancing when interacting with staff or other parents.

Departure

- Parents can pick up their child/ren at the grade level pick up zone (same as drop off area) or from the classroom.
- Please wear a mask.

Illness/Exclusions

- At this time, any child who exhibits symptoms of illness or who has any form of contagious illness, including but not limited to (100.4), vomiting and diarrhea within the past 24 hours **will not** be permitted to attend school that day. Children will need to be **fever free for 48 hours (without the use of fever reducing medication)** before they can return to school.
- In some cases, a Medical Release Form from a health care provider may be required for your child to return.
- If your child has ongoing allergies and is experiencing symptoms, it may be necessary to provide a doctor's note for our records. This should also be noted in Gradelink when you register. Your child must be able to contain their symptoms independently (blow their nose into a tissue or cover their cough) to attend school.
- If a staff member becomes ill, they will not report to work and will stay at home for the designated time needed to recover.
- If you receive a call from the school to pick-up your child, **you must make arrangements to pick them up immediately.**
- If your child is sent home due to illness, they must be symptom free for 48 hours (without the use of medication) before they may return. Acceptance back into school will be done at the discretion of the school administration and a negative COVID test might be required.

Daily Preventative Actions

- All staff members and students will have their temperature taken before entering the classroom
- Daily well-checks will be done before students are accepted into school.
- All staff members will be required to wear a mask while on-site.
- We will follow current guidelines regarding the need for children to wear masks.
- Children and staff members will be required to wash their hands upon entering the classroom. This process will be done each time a child or staff member leaves and then re-enters the room, after playing outside, use of the bathroom, and before eating.
- We will continue to teach the children to wash their hands after they cough, sneeze, or blow their nose. It would be very helpful if you as the parent(s) also reinforce these procedures at home to encourage good hygiene.
- At this time, we will be limiting access to the inside of the school office building. Only 2 people will be allowed in the school office at a time to allow for social

distancing. Anyone, entering must wear a mask and will need to have their temperature checked.

- Activities will be specific to student cohorts during the day.
- Classroom furniture and materials will be restructured to allow for 3-4 feet in order to encourage physical distancing. **Please note that we will do everything we can to encourage and support physical distancing.** It is important to us that we provide a safe/healthy environment while maintaining a developmentally appropriate environment that also focuses on the social/emotional needs of the children.
- There will be a heightened focus on cleaning and sanitizing/disinfecting the environment, the learning materials, manipulatives, bathroom, and commonly used areas.
- We will continue to use our janitorial service in the evening and throughout the day to clean, sanitize, and disinfect the environment.

Social/Physical Distancing

- The sharing of classroom materials will be minimized and will be cleaned/sanitized/disinfected between each use. Each classroom will be provided with their own materials to use throughout the day.
- The classrooms will be designed/laid out to allow for the children to spread out while they are working and playing. This physical space does not mean they will not be allowed to interact and socialize with each other.
- We will be encouraging the children to observe physical space recommendations by using positive reinforcement methods, verbal cues, fun songs, and videos.
- It will be beneficial to your child, if you could start having these conversations at home. If you need support in doing so, please don't hesitate to ask us for help and recommendations.
- We will follow these guidelines to the best of our ability.

Travel:

The COVID-19 pandemic has spread in all regions [internationally](#) as well as in the [United States](#). If your family has traveled or plans to travel, please contact the school office.

Also contact the school office if your child has been in contact with someone who has traveled. It may be necessary to ask that your child be kept home for a duration of time.

What we will do if we have someone test positive for COVID-19

If a child, family member, or staff member tests positive for covid-19, we will take the following steps:

1. If your child begins to show symptoms while under our care, we will take steps to isolate your child from the other children in a designated area that we have set up to monitor a sick child and keep them comfortable until someone arrives to pick them up.
2. We will place a call to the person listed on the emergency contact list to pick up your child as soon as possible. **(please make sure it is updated at all times)**

3. A call will be placed to the Alameda County Health Department and they will work with us to determine the appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
4. Our administrative team will be asked to help identify adults or children who may have had contact within **6 feet of the ill individual for more than 10 minutes during the time period between two days prior to when the individual's symptoms appeared and the last time the child or staff attended the childcare facility**. Regardless of how long the facility remains closed, close contacts should home-quarantine for 14 days from the last date of close contact. If any of them develop a fever, cough or shortness of breath while in quarantine, they should contact their health care provider and follow the return to work/childcare program guidance outlined above.
5. Depending on findings, families in the community will be notified.
6. If it is determined that the community has been exposed to COVID-19, we will display notification on-site for 30 days.

Communication

- Please make sure that the school office has current and up to date emergency contact information and that it is updated at all times.
- We **must** be able to reach someone at all times during the time your child is at school.

You can contact the school office either by calling 510-797-8186 or sending an email to

Erin Beckett – Office Administrator
ebeckett@popfremont.org

Tina Stephen – Office Manager
tstephen@popfremont.org

Jenny Cid – Principal
jcid@popfremont.org

You may contact your child's teacher through email.



Daily Health Check

This policy outlines practice and procedures to ensure the health and safety of all of the children in our program. This policy sets forth the need for and description of a daily health care check upon the arrival of each child and whenever a change in health status occurs while at school. By following the policy of doing a daily health care check on each child, the parents/guardians of the children in our care can be assured of quality care.

Procedure

The daily health check must be performed at home by a parent or guardian and again by a staff member once on campus. This is a quick way for us to check a child's well-being or a change in their health status while in our care. The daily health check will be performed by a trained staff member upon the arrival of each child. It will be determined by the staff member, not the parent/guardian, upon completion of the daily health check whether or not the child remains in care for that day. The daily health check is to be performed before the parent/guardian leaves the child under our care.

The exclusion of an ill child from care is determined by:

- Whether or not your child can participate in the activities planned for the day in his/her classroom.
- Whether or not your child requires more care than the staff can provide without compromising the care needs of the other children.
- Whether keeping your child in our care will pose an increased risk to other children and staff members.
- The daily health check will be documented each day that your child is in our care.
- If needed, due to a change in the health status of your child, the trained staff will perform additional health checks.
- If necessary, you will be notified, and your child will need to be picked up within the designated time frame.
- The school will arrange staff and space to temporarily care for your ill child without compromising the care for the other children in our care while waiting for the parent/guardian to pick up.

Communication

Parents/Guardians will review and be given a copy of this policy upon enrollment of their child. Staff will also review and be given this policy. Any changes to this policy will be shared with staff and parents/guardians.



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I the parent or legal guardian of _____ hereby acknowledge that I have received, reviewed, and agree to follow the Prince of Peace Christian School – COVID-19 Policies and Procedures. I understand and assume all risk associated with my child attending this program and that by doing so they may be exposed to COVID-19.

These policies and procedures will be implemented until further notice and in accordance with the guidelines set by the CDC, The State, and Alameda County.

Parent Signature: _____
(mother)

Parent Signature: _____
(father)

Date _____