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**MISS JANET'S SUNSHINE SCHOOLHOUSE  
COVID-19 PARENT HANDBOOK  
2021-2022 SCHOOL YEAR**

Dear Sunshine Families and Staff,

The health and wellness of our children, families and staff are of the utmost importance to us at Miss Janet's Sunshine Schoolhouse. We have taken all possible steps to follow the recommended health and safety requirements regarding the current COVID-19 pandemic offered to us by the Office of Licensing, Hunterdon County Health Department and the CDC. We have adjusted our Tuition Policy, cleaning requirements, classroom setup, materials, and social distancing rules. Despite our current situation around us, are safely having a wonderful time with our friends and staff engaging in our centers, art and science activities, outdoor play and enrichment time. Thank you all for your cooperation in following our guidelines to keep everyone around us as healthy as possible. Some of the new guidelines will be adopted for the future to maintain a healthier lifestyle here at Miss Janet's Sunshine Schoolhouse.

Sincerely,

Miss Janet

## **At Home Screening**

Please monitor your child before they arrive at our center. If they are experiencing any of these symptoms listed below, they will not be allowed to enter.

**\*SYMPTOMS and absences MUST BE REPORTED TO SUNSHINE SCHOOLHOUSE.**

**\*Staff or Children who meet the criteria below are to be EXCLUDED (for the duration of time according to the Health Department) unless we have a NEGATIVE COVID-19 test.\***

***At least 2 Symptoms:***

Chills, Shivers, Muscle Aches, Headache, Sore Throat, Nausea/Vomiting, Diarrhea, Fatigue, Congestion/Runny Nose

***At least 1 of the following symptoms:***

Fever of 100.4 or higher, Cough, Shortness of Breath, Difficulty Breathing, New Loss of Taste or Smell

**Other illness:**

- Severe pain or discomfort on any area of the body that prevents the child from participating in regular daily activities of class, for any reason
- Strep throat - severe coughing, or sore throat, white patches on throat or tonsils #
- Yellow eyes or jaundiced skin #
- Red eyes with discharge #
- Unidentified, infected, untreated skin patches #
- Skin rashes in conjunction with fever or behavior changes \* #
- Skin lesions that are weeping or bleeding, have not been treated by a physician, and are not covered with bandages and clothing #
- Mouth sores with drooling #
- Stiff neck or swollen joints #
- Enlarged lymph nodes as determined by sight or touch #
- Blood in urine #
- Influenza, Measles, Mumps, Scarlet fever, Ringworm, Roseola, Thrush, Tuberculosis, Bronchitis, Chicken Pox, Coxsackie Virus (Hand, Foot, + Mouth Disease), Croup, Fifth Disease, Impetigo, Lice, Scabies \* #

## **Arrival and Departure**

When you arrive, please remain in your vehicle or at the bottom of the ramp until you have observed that the front porch is vacant for your check in time. Only 1 family is allowed to check in at a time. The parent/guardian **MUST** wear a mask and maintain 6' distance from any staff member. It is recommended that children over the age of 2 wear a mask as well. The staff member will reach around the barrier (the front door) to take your child's temperature and ask you the health

questions daily. If your child is healthy to enter, they will be escorted to their classroom, their items will be placed into their non-porous school bag and then wash their hands.

At pick up time, we ask that you wear your mask as well. Once you ring the door bell, a staff member will pack up your child's items, wash their hands and escort them to you at the door. If there is another family on the porch for a long period of time, please call the school at (908)735-7979 and we would be happy to pack up your child, wash their hands and escort them out to your car after asking the other family to wait at the bottom of the ramp.

## **HANDWASHING**

Here at Miss Janet's Sunshine Schoolhouse we are frequently washing our hands. Listed below are the standard times that our hands will be washed.

- \*when first arriving at school and when we depart
- \*before/after toileting and diapering
- \*after blowing nose
- \*after wiping noses (we will also wear a glove)
- \*before/after meals and snacks
- \*before/after sensory play (individual bins are used)
- \*before/after giving a medication
- \*after cleaning and handling trash
- \*after handling a face covering
- \*after applying sunscreen (we will also wear a glove)

## **ADDITIONAL SAFETY: PPE**

**Staff:** Our staff will wear cloth face coverings while at work. Staff will keep an extra set of clothing with them in case they are contaminated with a bodily fluid. Infant Room staff will wear a smock that can easily be changed when necessary.

**Children:** Please provide and encourage the use of face masks for children over the age of 2+ per guidance from the American Academy of Pediatrics, Center of Disease Control and the Office of Licensing. Please sign the Face Mask Waiver as well in the case that your child will not wear a mask or if you prefer to not have

your child wear a mask. Children will not wear face masks to sleep or play outside.

## **SANITIZING STATIONS**

Sanitizing stations are placed at each entrance and in each classroom for the staff. Children will use the sinks located in or near their classroom.

## **GROUP SIZING**

Children and Staff will be assigned to a group and they will remain with that group. Interactions between groups will be significantly limited to early morning or the end of the day when children can be spaced out by at least 10.'

## **CLEANING PROCEDURES**

High-touched surfaces such as door knobs, sinks, light switches, playground equipment and toilets will be sanitized with PURE GREEN 24 after each group use. Tables will be sanitized before and after each use. Chairs are sanitized after each use. Mouthed items will be placed into a dirty bin immediately after use and later, cleaned with a 3 step process. Step #1 soapy water, Step #2 Disinfectant and Step #3 clean water rinse. Our building will continue to be sanitized at the end of each day by our highly trained staff. Our disinfectants have been approved to kill COVID-19. All porous toys have been removed from the classrooms as well as sand and water tables. We are using individual sensory bins.

## **SOCIAL DISTANCING STRATEGIES**

By following the guidance of the CDC and Office of Licensing, social distancing in child care looks different than in other settings. The steps we are taking at Miss Janet's Sunshine Schoolhouse are as follows:

\*classroom groups and staff will remain the same

\*more space between nap mats will be provided and placed head to toe

- \*more learning centers will be provided to avoid crowding
- \*increased outside time (weather permitting)
- \*individual sensory bins and items
- \*items from home will be limited to a back pack, change of clothing, lunchbox, nap items and a jacket. All items will be placed in a non-porous bag to avoid touching.
- \*nap items are to be sent home weekly to be laundered

## **OUTDOOR POLICY**

Increasing outdoor time is critical in the health and wellbeing at all times and especially now during this pandemic. We will be outside for 30+ minutes in the morning and the afternoon (weather permitting). Please provide your child with appropriate clothing. Winter months please provide: a warm jacket, a hat and gloves. Please do not send a scarf. Neck warmers are permitted. Each group will visit the playgrounds at separate times. Highly touched surfaces will be disinfected between use.

## **FIELD TRIPS AND SPECIAL VISITORS**

At this time, field trips are not allowed. Special visitors will be limited to our fitness class and will only be outdoors if weather permitting.

## **EMERGENCY CLOSINGS**

We will make every reasonable attempt to remain open during this extraordinary time. Please check your email for remind.com directions for weather closing emergencies.

## **STUDENTS WILL NEED:**

- \*2 sets of clothing
- \*enough bibs per meal in the infant room
- \*weekly bedding (sleep sack for children under 1 year old)
- \*water bottle/ sippy cup
- \*Peanut/tree nut free lunch

\*we will continue to serve am and pm snack (family style has been eliminated)  
INFANTS will need: all of the above plus enough bottles and food for the day unless they are eating our snack. Diapers and wipes as well.

## UPDATE TUITION POLICY- COVID-19

The health and wellness of our children, families and staff are of the utmost importance for Miss Janet's Sunshine Schoolhouse. During this pandemic we want to do as much as we can to help ease the stress this is bringing to families. We have adjusted our Tuition Payment Policy as follows.

\*If your child/children will be out due to quarantine for 3+weeks, you will be responsible for paying 50% of your weekly/monthly tuition.

\*If you un-enroll your child/children for up to 3 months, you will be responsible for paying \$50 per week to hold your spot. If after 3 months you are still unsure of your date to return, we will possibly open up your spot if there is another family in need of care, and you will no longer be expected to pay to hold your space.

\*If your child/children are out for less than 3 weeks, you will be expected to pay full tuition.

## CLOSING STATEMENT

Updates to our procedures and policies at Miss Janet's Sunshine Schoolhouse will be addressed as new information is provided to us by the CDC, Health Department and the Office of Licensing. We will inform you in a timely fashion if there are any changes. Thank you all for sharing your children with us and following the protocol given in order to help us remain healthy and open for the needs of our families in our community.

Any questions, please contact Miss Janet at (908)735-7979.

