



Dear Families,

As the COVID-19 pandemic continues, we will be implementing the following procedures within our centers:

At home before departure:

- Please input the best contact number to be reached for the day in the Tadpole app, under drop off notes, for any emergencies.
- **Complete the daily health screening questions in the Tadpole app.**
- People with COVID-19 have had a wide range of symptoms reported. Symptoms may appear 2-14 days after exposure to the virus. Please keep your child home if they exhibit symptoms based on the chart below which defines the criteria for a COVID-19 like illness:

A COVID-like illness is defined as:		
At least ONE of these symptoms	OR	At least TWO of these symptoms
<input type="checkbox"/> new or persistent cough		<input type="checkbox"/> fever $\geq 100.4^{\circ}\text{F}$
<input type="checkbox"/> shortness of breath		<input type="checkbox"/> chills
<input type="checkbox"/> new loss of sense of smell		<input type="checkbox"/> muscle pain
<input type="checkbox"/> new loss of sense of taste		<input type="checkbox"/> headache
		<input type="checkbox"/> sore throat
		<input type="checkbox"/> nausea/vomiting
		<input type="checkbox"/> diarrhea
		<input type="checkbox"/> fatigue
		<input type="checkbox"/> congestion/runny nose

- In case of absence due to any illness symptoms, please follow the guidance described later in this policy to return and inform the center Director as soon as possible.

Drop off / Pick up procedures:

- Families must complete daily health screening of child/ren before arrival through Tadpoles app. If your child does not meet screening criteria, we will ask you to take/keep your child home and follow the guidance described later in this handbook.
- Masks must be worn at appropriate times according to CDC and Montgomery County Department of Health guidance based on county-wide level of transmission. See “Changes to Routine and Environment” section for more information.
- Families Park in designated parent parking spaces and enter the building using individual door code/key fob. Families then proceed to child/ren’s classrooms directly.
- If the classroom is outside, please leave the belongings in the classroom and proceed to the playground.
- Families’ stay will be limited to less than 5min at each drop off/pick up time to avoid “direct exposure”.



Self-Care and Self-reporting:

- Please be diligent regarding self-care- minimizing outings, handwashing often and sanitizing to prevent the spread of germs.
- **DIRECT EXPOSURE:** If your child has had direct exposure to someone who has been diagnosed with COVID-19, please notify us immediately. Direct exposure is defined as being within 6 feet of the individual who tests positive for COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period. Persons who test positive are considered infectious 48 hours before the onset of symptoms. Persons testing positive but who 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 You Test Positive for COVID-19 (Isolate)

Everyone, regardless of vaccination status.

- **Stay home for 10 days.**
If you have a fever, continue to stay home until your fever resolves. Fever is considered $\geq 100.4^{\circ}\text{F}$
- Any P&L/MCH/JDN enrolled siblings also stay home from the center during this time.
 - **Positive individuals MAY end the home isolation following the “CDC General Population” guidance. However, positively tested individual must stay out of center for 10 days from symptom onset if known or test date if asymptomatic AND MUST** provide a written doctor’s note or a negative test result signed and verified by a physician or nurse practitioner (CRNP) clearing them to return to the childcare facility. A self-kit home test should be signed and verified by a physician, CRNP or by a pharmacist testing site operating with CLIA Certificate of Waiver or Certificates of CLIA Compliance, such as a CVS or Minute Clinic.

If You Were Exposed to Someone with COVID-19

If you:

- Have been boosted* **OR**
- **Completed the primary series of Pfizer or Moderna vaccine within the last 5 months** **OR**
- Completed the primary series of J&J vaccine within the last 2 months **OR**
- Have had COVID-19 within 90 days from the date of exposure
- ***Individuals are considered fully vaccinated 14 days after the complete primary series and/or booster**

- Wear a mask around others for 10 days. No need to stay home.

If you develop symptoms get a test and stay home. See the symptom chart on pg1.

For Household Close Contact, test on day 5 from the ending date of the positive individual’s quarantine if possible.

If You Were Exposed to Someone with COVID-19 (Quarantine)

<p>If you:</p> <ul style="list-style-type: none"> Completed the primary series of Pfizer or Moderna vaccine <u>over 5 months ago and are not boosted</u> OR Completed the primary series of J&J <u>over 2 months ago and are not boosted</u> OR <u>Are unvaccinated</u> 	<ul style="list-style-type: none"> Stay home for 7 days with testing on the 5th day or after and return on the 8th day with negative test. OR stay home for 10 days with no testing and return on the 11th day. • Any P&L/MCH/JDN enrolled siblings also stay home from the center during this time. <p><i>If you develop symptoms get a test and stay home. See the symptom chart on pg1.</i></p> <p><i>For Household Close Contact, test on day 5 from the ending date of the positive individual's quarantine if possible.</i></p>
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- Day 0 is the day of exposure. Day 1 is the day following the day of exposure.
- A child who has a family/household member that has been exposed and is asked to quarantine OR are awaiting the results of a COVID test, will be asked to stay home during this time.
- A child asked to self-quarantine as a result of direct exposure / positive testing within the center will also require any enrolled siblings to also stay home from the center during this time.

If a doctor has diagnosed your child's symptoms as being unrelated to COVID-19, and has cleared your child to return to school, the medical professional MUST provide a doctor's note, stating " _____ was seen in the office and was evaluated for _____. The child does NOT have Covid-19 and safe to return to a group care."

Accounting Considerations:

- Families are required to maintain their initially requested schedule (times and days). Calendar families will submit schedules on the 1st of the preceding month of service.
- Tuition will continue to be billed monthly according to your schedule
- This year, there will be Summer Activity Fee for level 2 and up as we are preparing for fun outdoor events for children.
- CCW families will be required to pay the weekly co-pay as usual.
- For CCW families, we will wait until the start of the first full month to bill weekly adjustment fee



- For CCW families, approval must be given by caseworker before attending. Family paperwork must be up to date.
- In the event a self-quarantine due to symptoms and/or positive case is necessary: All absent days will be considered an “LOA” and a ‘freeze’ will be placed on billing. Any tuition already paid will be held as a credit for your return.
- In the event of any possible emergency closures going forward (for any reason—weather, pandemic, etc): Tuition will be due as usual for any emergency closures. Emergency closures will be charged for no more than 15 days total in a school year, and no more than 3 consecutive days. If a closure extends beyond 3 consecutive days, tuition paid will be held as a credit to be applied upon re-opening.

Changes to routines and environment:

- Beginning August 9, 2021

INDOORS:

--When county-wide transmission level is “low” or “moderate,” fully vaccinated individuals will not be required to wear face coverings when indoors. Unvaccinated individuals ages 2 and up will still be required to wear a face-covering when indoors.

--when the county-wide transmission level is “substantial” or “high,” all individuals ages 2 and up will be required to wear a face covering, regardless of vaccination status.

OUTDOORS:

--When the county-wide transmission level is “low,” “moderate,” or “substantial,” fully vaccinated individuals will not be required to wear face coverings when outdoors. Fully vaccinated individuals will be required to wear face coverings outdoors when the county-wide transmission level reaches “high.”

--When the county-wide transmission level is “low,” unvaccinated individuals will not be required to wear a face covering. Unvaccinated individuals ages 2 and up will be required to wear a face covering outdoors when the county-wide transmission rate reaches “moderate,” “substantial,” or “high.”

- Information on current county-wide transmission levels can be found here: [CDC COVID Data Tracker](#)
- If a teacher or a parent/guardian is unable to place a face covering/mask safely on the child's face, the child will not be required to wear a face covering.
- Any child who cannot wear a face covering due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability and children who would be unable to remove a face covering without assistance, are not required to wear face coverings.
- Items brought into the center will be stored in a non-porous bag to eliminate cross-contamination. Please be sure to provide a re-usable, non-porous bag for storage your child’s personal belongings.
- Snacks will continue to be planned to meet CACFP guidelines but will also take prep work into consideration.
- A mask/face covering will be removed when we notice the child is having difficulty breathing or unreliable due to constant touching. The mask/face covering will be stored in plastic or paper bags during non-use.



- No masks will be worn at nap, snack, meal times and outdoor plays.
- As feasible, have children and staff will eat meals/snacks outdoors or in well ventilated classrooms.
- Learning centers and activities will be arranged to keep children physically distanced, when possible.
- Social distancing will be encouraged and attempted in the classroom and on the playground.
- Cots/mats and cribs will be placed 3-6 feet apart, with children laying in a head-to-toe fashion to cut down on the spread of germs.
- Children will wash hands frequently throughout the day and may use hand sanitizer under appropriate circumstances - if age eligible.
- Daily activities will continue in small groups, distancing when possible, materials will be rotated throughout the day/week to ensure proper sanitizing of toys and equipment.
- Children will stay in their own classrooms throughout the day as much as possible.
- Toys and other items from home may not come into the center during this time- with the exception of a pacifier and nap linens.
- All washable center toys will be rotated often and laundered frequently.
- Temporary Center closure may be necessary in the event of linked transmission with a classroom or building. Closure will occur for 10 days from the last known exposure to the center.

Staying Healthy:

Play & Learn is following guidance of OCDEL and the CDC to the maximum extent possible in order to keep your child and staff healthy. We have adjusted many of our policies and protocol to align with recommendations and guidance that will keep children and staff safe.

We need your help in keeping students' and staff healthy. It is the responsibility of families to be honest with staff about any illnesses you or your child may be experiencing and **report to your center director if your child/you test positive regardless of symptoms.** We ask that all families continue to practice social distancing and follow current CDC guidance as best as you can at all times.

Thank you for your understanding and patience. Our focus is the health of all children, families, staff and the community at large.

Play & Learn Administration