

Rainbow Learning Center
Parent Handbook
COVID-19 Addendum
2020 School Year

TodayCare Children's Centers
At
Rainbow Learning Center/VA
Lebanon, Pennsylvania

**Rainbow Learning Center
Managed by TodayCare Children’s Centers, LLC
Parent Handbook
COVID-19 Edition**

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Introduction

Dear Parents,

As we are getting ready to reopen, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at TodayCare Children's Center are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for the safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will layout the changes as we enter the next phase from the COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the "new normal" until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by AAP (American Academy of Pediatrics). Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that TodayCare Children's Center is a safe and enjoyable place for your family.

TodayCare Children's Centers
Center Director

A. Enrolling Your Child

Before enrolling any child, parents and guardians must schedule an appointment with the Director(s) for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of TodayCare and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity. We will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

B. Nondiscrimination Policy

Admissions to Rainbow Learning Center shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender. We will follow the Center's priority for enrollment plan which is:

- A) First, siblings of children enrolled in the Center;
- B) Second, children of regular, full time employees of the Lebanon Veteran Administration Medical Center, Veterans, Active Military and other federal employees.
- C) Third, children of TodayCare staff employed at the Center;
- D) Fourth, other priorities agreed to by TodayCare and Center Board;
- E) Fifth, children from the community.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down and scanned with ultraviolet wands throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process as usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.

3. Mask Wearing: Each enrolled student will need to bring two masks that they will use while here. If a child misplaces their mask, we will have additional masks available.
4. Social Distancing: Each class is considered a “family.” Each “family” will social distance from other “families” to assure safety. Children will not need to wear a mask when they are in their “home” (classroom), on the playground during their designated time, as long as they can social distance. Classes will not intermix and will be with the same teachers. When staff and children leave the classroom, if over 2 years old, they will wear a mask until they get to their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag. All staff will wear masks.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child’s special needs.

E. Fee and Payment Policy

TodayCare Children’s Centers enforces the following policies and procedures for tuition payments:

Tuition is payable bi-weekly via payroll deduct/checks, and/or monthly by the 25th of the preceding month via ACH. If you choose to pay bi-weekly, your first payment will be in advance for the next two-week period. If tuition is not paid per schedule, you will be charged a \$10 per day late fee. If you receive a Board scholarship, ChildCare Aware or State subsidy voucher, you are responsible for the difference between tuition charged and your subsidy/scholarship.

All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), or emergency-related closings mandated by the state/local government/DH such as a “winter weather day”, or if we have to close to quarantine for 7-14 days.

Registration fees are due annually on your child’s anniversary date. Please remember to update any forms in need of updating.

If you need to terminate your child’s enrollment, a 30 day notice is to be given to the Director, otherwise you will continue to be charged your monthly tuition.

F. Admission/Exclusion due to symptoms of illness

Each child before entry to the Center will have their temperatures taken and parents must answer questions directly related to the COVID-19 virus.

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e. – ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us to be sure they may attend. If your child appears to be sick or has any of the above symptoms while at school, we will notify the parent or guardian immediately. It is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medicine, such as antibiotics, in his or system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to TodayCare Children's Center without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the TodayCare medical administration form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath, runny nose, or lethargic) OR if you've been in close contact with a person or child testing positive for COVID-19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19. They must also have a negative test for the virus before they can return.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the State of Pennsylvania Health Department and our parents. The child may not return until they have had a negative COVID19 test.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Fabric masks will need to be taken home and laundered each night. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

H. Arrival and Departure Procedures

Our facility is operational from 6:30am to 6:00pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. Please let us know when you need to drop off and pick up your child. All children must be dropped off by 9:00am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time.

Drop-Off Procedures

Infants and Toddlers

If your child is an infant or young toddler, you will bring your child onto our covered porch area. All parents **MUST** wear face covers. Our check-in staff will do a visual assessment before allowing you to leave your child. There will be a hand sanitizer station at the front door. Please have the form for your child filled out and signed. Your infant/toddler will get their temperature taken and logged. If it is 100.1 F or above, your child may not enter.

Twos and Older

We will check all children in at the front door. A designated check-in staff will be available to take your child's temperature and walk them to their classroom. The check-in staff will do a visual assessment. Please have your child's form with the answers indicated to give to the check-in staff. Your Twos/Older child will get their temperature taken. If it is 100.1 or above, they may not enter. Children 2 and older should wear a mask into their classroom. Once in the classroom, the mask will be placed safely in a bag/storage container specific to each child.

If you have both an infant and older child, follow instructions for infant/toddler drop-off.

We ask that the designated drop-off and pick-up person not be a "vulnerable" person (older person such as a grandparent or person with a serious underlying medical condition).

Pick-up Procedure

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time procedure. If you see another family being helped, please be patient until it is your turn. Anyone coming to the door to pick up their child must wear a face covering/mask. A staff person will bring all children to the front door for pick up. Children 2 or older will wear face coverings when leaving the building.

I. Visitors

Visitors will not be permitted at this time. This includes special teachers until further notice. Aides and therapists will be permitted if they pass the health protocols.

J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

K. Parties and Celebrations

Birthdays – If you wish to celebrate your child’s birthday at the center, please check with your child’s teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, ice pops, prepackaged treats.

L. Food

- A. Lunch: Since the CDC/AAP recommends that all foods brought into the center be wrapped individually, we are asking that your child’s lunch and snacks be provided in a wipe off container designed to keep food warm or cold. We will not be able to heat any foods. Please provide an individual serving of morning and afternoon snack items along with two water bottles with your child’s name on them. The containers must be able to be sprayed with sanitizer.
- B. Food Allergy: **We are a peanut-free facility, so please do not provide lunches or snacks that contain peanuts.** If your child has an allergy to any foods, please be sure that it has been indicated in your child’s paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely “nut free”.

RAINBOW LEARNING CENTER

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2020 school year. It contains the policies and procedures for Rainbow Learning Center while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Rainbow Learning Center
TodayCare Children's Centers
Director

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby
acknowledge receipt of Rainbow Learning Center's Parent Handbook COVID-19 Edition. I have
read and agree to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____