

Hiawatha and Cedar Rapids Day School
Re-opening Phase 2
Effective June 15, 2020

Dear Families,

It feels great to re-open our doors and see all the little smiles returning! Kindergarten mobile graduation was truly precious. We are grateful for the opportunity to celebrate our kindergarten achievers even though it required a creative and non-traditional approach. Our graduation ceremonies are always special with the intent of leaving a lasting, positive imprint on each child before we send them off into the bigger world of elementary school. I have to say, 2020 graduation will certainly leave a lasting imprint on all of us! We are so very proud of our graduates. We thank you for choosing HDS and CRDS as your child's trusted kindergarten provider. CRDS kindergarten graduation was especially meaningful this year, as our graduates are the original babies we enrolled when CRDS first opened 5 years ago. From diapers to diplomas in what feels like just a blink of an eye.

Phase 1 of re-opening compliant to COVID 19 regulations appears to be successful. We feel confident in moving forward with Phase 2. We appreciate each family for following Phase 1 regulations with rigor. I credit the success of Phase 1 to the solid partnership between client and day school. As a parent myself, I understand it isn't easy on the heart dropping your child off at the entry of the school. Of course I understand inconveniences due to our reduced operational hours. Without a doubt COVID 19 regulations/restrictions are challenging; initially the framework of re-opening felt nearly insurmountable. However, over the past 4 weeks those challenges feel much more manageable because we are all working together. I feel surrounded by families and staff who support our every effort to keep our day school safe and healthy. I assure you, every decision made while navigating our day schools through COVID 19 is made with the wellbeing of your family and my employees at the forefront. Thank you for sharing in the work necessary to re-open and remain open safely.

Though I'm very grateful for the success of Phase 1, it is essential we remain vigilant with compliance to COVID 19 regulations and guidelines. We are licensed by Linn County Department of Health Services which requires our day schools to comply with all DHS regulations, including COVID 19 guidelines. Phase 2 is not entirely different from Phase 1 as most state and county COVID 19 guidelines for businesses, workplaces and early childhood education/daycare centers remain in effect.

Though there is life to be lived, jobs to be done, children to love and teach, there is also still COVID 19. **While Phase 1 feels successful, this is NOT the time to relax our efforts.** Phase 2 goes into effect June 15th.

Phase 2: Effective June 15-July 5th.

Drop Off of Children: First set of entry doors will remain open for air ventilation. Only one family inside the vestibule at one time. Markers on the ground indicate the proper distance and direction while waiting to enter on the RIGHT. Enter through doors on the right, keep your children in your reach, not allowing them to touch people or things while waiting and entering vestibule. Upon entering you will see 2 or more of our lovely staff members behind the next set of glass doors (doors serve as a protective barrier) who will monitor parent guided wellness checks and mark the attendance of your child. Parent must complete the wellness check which includes: taking temperature of their child, show thermometer reading to staff member, verify family's compliance of requirements for child to attend day school with a simple nod to staff member, remove their child's shoes, staff member will open the set of doors for child to enter. Parents may not enter the school. Parent will take child's shoes and exit the vestibule through the open doors on the left ensuring proper social distancing from those waiting to enter. While one staff member disinfects the thermometer, the other staff member will escort child directly to their classroom. Child will go directly to sink, wash hands with soap and water, then child will put on the set of shoes that are to remain at day school. If your child is an infant, they must be kept in their carrier for wellness check and while transported by staff member to their classroom. Carrier will be stored in a separate closet outside of classroom as done previously.

Picking up Child: Using the same direction and distance markers as dropping off, staff members will remove child's shoes to remain at school, and escort child to the first set of glass doors, parent will put their child's shoes on and proceed directly to their vehicle. Infants will be placed in their carrier, then taken to awaiting parent. Parent must check child's carrier restraint and buckle to ensure its proper fit once child is in their care, prior to transporting child.

What is the wellness check: A child with a temperature over 100.4 may not enter childcare facility. If child appears to have a cough, rash, unusual fatigue, or symptoms of being ill they may not attend day school.

What must a parent verify daily upon arrival:

1. No person within the household is currently sick.
2. Child was not given medication for fever or illness prior to arriving day school.
3. Household members have not traveled within the last 14 days to areas considered as COVID 19 hot spots. (CDC keeps locations updated on their website)
4. To the best of parent's knowledge they nor any member of household has been in direct contact with COVID 19 infected person within the last 14 days.

If child becomes ill while attending school: Parents need a plan of action in the event their child becomes sick while attending day school. The plan of action should include ensuring their child is picked up within 45 minutes of receiving notification from school. If siblings of ill child attend day school, they too will be required to leave the facility and remain out of day school until the sick child is symptom free for 24 hours without medication. If family household has ill members, children are required to remain excluded from day school until household is symptom free without medication for 24 hours. These guidelines are required by Iowa Department of Health Services.

Please inform day school if your child is high risk due to asthma or any other pre-existing illness.

Hours of Operation: Phase 2 operational hours are 7:00 a.m. to 5:00 p.m. This will allow time needed for onsite laundry, deep cleaning/disinfecting, renewing supplies, and limit staff shift changes. Children need to be picked up by 5:00 p.m., plan to arrive prior to 5:00 p.m. as the pickup process requires our staff to escort every little one from their classroom to school entrance. Please practice social distancing using the markers on the floor when dropping off and picking up your children.

Classroom Size and Placement: It is recommended by DHS to limited classrooms to 10 children. Our day school will follow this recommendation at this time. Child will remain in the care of the same staff members and remain in the same classroom throughout the day. Children will be served lunch inside their classroom. Limiting staff changes throughout the day is recommended for tracking and isolating possible illness exposures.

******Note:** Most classrooms are designed with shared Jack and Jill bathrooms. The 2 classrooms divided by a shared bathroom have equal risk of possible illness exposure due to this shared space. The 2 classrooms connected by a shared bathroom may combine if necessary and ratios are compliant to DHS regulation.

Indoor GYM: The indoor gym will reopen June 15th for children 2 and younger. Classes will not combine with other classes in the gym. Classes will schedule gym time to ensure no crossing of classrooms occur within the hallways. Each classroom will take their own balls and toys into the gym for play, the balls and toys will go back into the classroom, immediately sanitized and stored inside the classroom until next gym time. Each classroom will have their own set of balls and toys to use in the gym; these items will not be shared with other classrooms to limit potential illness exposures.

Outside playground: Outside play will resume during Phase 2. Specific schedules and procedures will ensure playground is used by one class at a time, groups of children are not sharing hallway space in route to and from playground. Water and sensory tables are not

allowed to be used until further notice from Department of Health Services. Playground equipment will be disinfected to the best of our ability in between class use.

What to bring and what NOT to bring: Children must bring a pair of shoes to wear and keep at school. Children may bring a blanket that will REMAIN at the school. Blankets will be laundered at school. Children may NOT bring water bottles, toys, stuffed animals, or open food or beverages. Children may NOT bring backpacks. Children may NOT wear shoes they arrived in, into the school. If your child requires food to be brought from home, it must not require refrigeration. Breast milk must be double bagged as always and will continue to be used and stored as done prior. The exterior bag will be disinfected prior to being stored in freezer or refrigerator.

Hiring HDS and CRDS employees for personal work: At this time, clients may NOT solicit or hire HDS or CRDS employees for personal care outside of our program facility. Our day school is committed to limiting possible COVID 19 exposures. This policy is effective immediately. Should a client break this policy, a termination of enrollment will apply. Staff who break this policy will also face consequences such as possible termination. I ask parents be respectful of this policy, and NOT place any staff in a position that would undermine the day school's efforts to minimize risk of COVID 19 exposure and outbreak. Our employee's health is imperative. As a workplace, COVID 19 regulation requires illness amongst employees be managed much differently than prior to COVID 19. Illnesses will occur, but it is our individual responsibility to limit our illness exposure risks outside of work hours. Any illness can result in a protocol including mandatory COVID 19 testing and mandatory 14 day quarantine prior to returning to work. This could be financially challenging for employees and employers. As teachers and care givers who have direct contact with children, it is our responsibility to do all we can to stay well. We are expected to follow CDC and State recommendations regarding COVID 19 even outside of the workplace. Employee behavior during off hours can greatly impact the entire school.

Should staff or child wear a face mask: Staff conducting wellness and entry duties will wear a non-medical face mask. Classroom staff are not required to wear a mask, but may wear a mask if they choose to do so. Masks are never to be placed on an infant or a child under age of 2. Staff cannot enforce a child to wear a mask. Children wearing a mask or a staff member wearing a mask may only encourage face touching and grabbing. Frequent handwashing, covering coughs and sneezes, and extra space with limited classroom size will be most effective in preventing the spread of illness. Employees are required to take temperature prior to entering the day school. Staff are required to report the same household information as our clients in effort to reduce COVID 19 exposure risks.