



It Takes a Village

158 West Montauk Highway Hampton Bays NY 11946

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It Takes a Village School Guidelines Covid Addendum

Welcome

- Contact information
 - During the enrollment process you have been asked to provide us with up to date contact information for each child. During this pandemic it is imperative we are able to reach you or another authorized contact quickly in an emergency.
- Screening
 - Each family will be asked to fill out a one-time attestation health screening. The self-screening will include checking daily for the following symptoms:
 - Fever (100.0 or above), sore throat, cough, shortness of breath, gastrointestinal symptoms, new loss of taste/smell, muscle aches.
 - Additionally, families will be asked if they have been in contact with an individual with a positive Covid test, or if they have traveled out of the state.
 - Individuals who decline completion of the screening will not be permitted to enter the program.
 - In addition to this remote screening, staff will also continue to monitor any child for symptoms throughout the day.
- Drop off procedures
 - In order to limit the amount of people in one area we have staggered drop off times, and locations. At this time, parents are not permitted in the building. Each drop off location will have cones to mark appropriately distanced waiting positions for your turn at drop off.

Your child will be greeted by the classroom aide or teacher and led to class. At this time confirmation of screening will be conducted.

- Blue room to playground 8:50 am
- Yellow room to playground 9 am
- Green room drop off is to the itav entrance ramp 8:50 am
- Upon arrival to the room, your child's belongings will be stored in an individual cubby and they will wash/purell their hands before engaging in play.
- Face masks will be worn by staff. As per guidelines, children under the age of 5 in childcare are not required to wear masks. If your preference is for your child to wear a mask, we will adhere to your wishes and encourage the child to keep his/her mask on.
- AM/PM Care
 - Am/pm care is currently available at an extra cost during the hours of 8-8:50 and 2:50-3.
 - Am and Pm care will be provided in the blue room regardless of your child's home room.
 - During this time, groups of students from like classes will be kept in cohorts in the blue room. For example, green room students will have table top activities on one side of the room while blue room students will free paly on the carpeted area of the classroom.
- Pick up procedure
 - ½ day pick up will be at the playground for yellow and green room students.
 - 11:50 for green room
 - 12 for yellow room
 - At this time, the full day classes will dismiss at 2:50 form alternate sides of the parking lot.
 - Cones will be set up by gates to designate appropriate distancing for pick up.
 - Please stay in your car until there is a cone available to wait at.
- Personal Belongings

- Your child's personal belongings including a change of clothing, nap items and rain boots. Nap items and clothes should all be bagged and labeled.
- Please bring in 2 sets of napping items so that we can send home one set weekly for washing.
- Your child will also need a labeled water bottle that they can independently utilize.
- Book bags should be large enough to carry necessary items to and from school but small enough for your child to independently carry.
- Early intervention and Special Services
 - Therapists are considered essential workers and are permitted in the building to provide services.
 - Health care workers are subject to the same screening process as staff, students and families.

Classroom Environments/Schedules

- Classes
 - Classes will remain static. Different classes will no longer mix while on playground or in building.
 - Visitors will not be allowed in the building.
 - Items that can not be washed have been removed.
- Outdoor play
 - High touch playground equipment will be sanitized between classes.
- Meals
 - ITAV will continue to provide a family style snack.
 - Snack will be served by staff only.
 - Each child should bring in a labeled water bottle. Please make sure your child is able to utilize the water bottle independently.

Cleaning Procedures

- Handwashing is the most effective way to stop the spread of germs. Children and staff will wash their hands with soap and water with the following activities.
 - Upon entry into the indoor program space

- When coming into the classroom from outside
- Before and after eating
- After sneezing, coughing or blowing nose
- After touching or cleaning a contaminated surface
- After using shared equipment
- Before handling food
- After contact with mask/face covering
- Staff shall ensure all equipment is properly sanitized or disinfected to prevent the spread of infection. The goal of a safe cleaning is effective germ control using the safest amount of cleaning, sanitizing and disinfecting product.
- The sanitizing and disinfecting solutions used in our program will be either a bleach solution prepared by the program daily or a commercial product registered by the Environmental Protection Agency (EPA). Manufacturer's instructions will be followed.
- The Program will intensify our routine cleaning, sanitizing/disinfecting practices paying extra attention to frequently touched manipulatives, bathrooms, sinks, door knobs, and surfaces.

Illness Policies and Isolation Procedure

- Staff will actively monitor children throughout the day for symptoms including fever, cough, shortness of breath, diarrhea, nausea, vomiting etc. Children who appear ill or are exhibiting signs of illness will be separated from the group and isolated with a staff member until able to be safely picked up by an approved guardian. A staff member will use a non-contact thermometer if a child is suspected of having a fever of 100 or above.
 - Children and staff are required to stay home for 72 hours symptom free without the aid of fever reducing medicine.
- Covid 19 exposure by staff or student
 - If a child or staff member is exposed to covid 19 regardless of symptoms, the child or staff must remain home for 14 days. We will then consult the local board of health for guidance on quarantine

for the other children and staff as well as additional precautions needed to ensure the program space is safe to continue.

- If a child or staff member's household member tests positive the child or staff must quarantine for 14 days after the last time they could have been exposed.
- In the event our program experiences an exposure we will contact the below authorities for further instruction:

Th Office of Children and Family Services

The Local board of health

Tuition and school closures

- Tuition continues to be collected on a monthly basis.
 - In the event a child is required to quarantine for 14 days, tuition will not be reimbursed for those missed days.
 - In event of a school closure, tuition will be due for the current month and cancelled for any months we are not able to open.
- Please see our new calendar for planned holidays and school closings. In addition, we will continue to follow Hampton Bays School District's decisions regarding delayed or cancelled school due to inclement weather.

For any questions or concerns pertaining to Covid related topics please contact our director Maryann McCormack at the school email or phone.

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