



# CHILD DEVELOPMENT CENTER

*Changing the world through early years education and research*

## Covid-19 Pandemic Handbook for Families

*A Safe and Equitable Plan for Re-Opening*

*Developed July, 2020*

[www.kent.edu/ehhs/centers/cdc](http://www.kent.edu/ehhs/centers/cdc)  
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## Introduction

In response to the pandemic, the Kent State University Child Development Center closed on Monday, March 10, 2020. Governor DeWine announced that childcare centers were able to reopen on May 31, 2020 with more rigorous limitations and regulations in group size, child to teacher ratio, and sanitation practices. These regulations remain in place. On July 2, 2020, Governor DeWine outlined the following health and safety guidelines for Ohio's K-12 schools:

1. Vigilantly assess for symptoms
2. Wash and sanitize hands to prevent spread
3. Thoroughly clean and sanitize school environment to limit spread of shared surfaces
4. Practice social distancing
5. Implement face coverings policy for children third grade and above

The Child Development Center will re-open on August 3, 2020 for an abbreviated summer program with limited enrollment and follow the Kent State University 2020 fall semester calendar for the remainder of the year. The guidelines below, authored by the Child Development Center Re-Opening Task Force, illustrate how we will comply with state and university regulations and adhere to state pandemic guidelines. The Task Force took parent and teacher survey responses into account as well as state and university regulations and Center for Disease Control & Prevention recommendations. These procedures, intended to help keep children, families, faculty and staff healthy and safe, are based on the best evidence we have available to us at this time.

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## Hours of Operation

During the fall 2020 semester our hours of operation will be 7:00AM to 5:30PM, Monday through Friday.

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## Classroom Groupings

According to the [mandate](#) from Governor DeWine childcare providers must operate under reduced group sizes:

- One teacher per six toddlers with no more than six children in the room.
- One teacher per nine preschoolers with no more than nine children in the room.
- One teacher per nine school-age children with no more than nine children in the room.

Based on our communications with parents/guardians, we anticipate the following small groups for fall: 2 toddler classes of 6 children, 5 full-time preschool classes of 9 children, 2 part-time preschool classes of 9 children, and two kindergarten classes of 9 children. Each small group of children will function as an interdependent and independent group. These small groups of children and their teacher/s (along with limited Child Development Center staff during teacher breaks) will be the only ones entering their designated classroom during the school day. Each small group of children will have classroom materials dedicated to only their group/space. The use of shared indoor spaces such as the studio and motor room will be eliminated at this time and

they will become preschool classroom spaces. In addition, the College Classroom will become our second kindergarten classroom.

Children will be divided into small groups and assigned a single teacher to comply with the state mandate. However, lead and associate teachers will continue to work together to plan educational experiences for all children. Please be assured that all of the associate teachers have been carefully selected to work at the Child Development Center and are very familiar with the values and practices at the school. That being said, we know parents may wonder why their student is placed with either a lead teacher or an associate teacher. We have included the below description of the group formation guidelines in order to be transparent about this process.

We will create initial groups by birthdate, putting the younger students with the associate teacher, and the older students with the lead teacher. The hope is that the younger students will have the opportunity to work with the lead teacher next year if they are unable to do so in the fall. After the students have been grouped by birthdate, we will take into consideration diversity and relationship support. We acknowledge that every child has particular needs and important relationships with others. While the best attempts will be made to honor individual preferences, please know that Child Development Center teachers do all they can to ensure the best possible experience for every student. Associate teachers with the younger groups of students will be assigned to established classrooms, which will help to facilitate the bathroom needs of the younger children, while lead teachers will teach in the temporary classrooms (studio, motor room, etc.). If pandemic restraints are lifted by the state and advisable in terms of health and safety, the Re-Opening Task Force will review whether it is appropriate for children and teachers to come together to form larger, more typical class sizes.

Since 89% of the parents surveyed requested that their child be placed in an outdoor classroom, the faculty and staff are planning for children in all classrooms to spend additional time outdoors each day, weather-permitting. This instruction will take place in the Outdoor Learning Laboratory (OLL) as well as on the wooded grounds around the school. Equipment, such as the sliding boards, monkey bars, and bicycles will be sanitized between each classroom visit.

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## **Social Distancing**

To reduce health and safety risks, the Child Development Center will require appropriate social distancing from faculty/staff in all shared spaces, and will limit the number of people who enter the facility. Parents will not be allowed to walk through the school hallways or to enter their child's classroom. Student teachers will be limited to one per each classroom, and will be required to wear masks and to follow all other faculty and staff health and safety protocols. Family social gatherings and school-wide meetings are on hold until further notice.

## **Arrival Procedures & Departure Procedures**

In order to reduce unnecessary stress for parents, comply with social distancing in the school, and reduce risks to our faculty and staff, school personnel will meet your child at your car when you arrive at the school, and bring your child to your car when you pick them up. During drop-off and pick-up procedures, parents/guardians should stay in their cars until the CDC staff member signals that it is their turn.

### **Arrival**

If you arrive before 8:00AM in the morning you will pull your car up to the main door. Between 8:00AM and 9:30AM families who have children in rooms 1, 2, 3, 3A, 4 and 4A will pull up to the side door. Families who have children in Rooms 6, 6A, 8M or 8T, 9 and 9A will use the front door. If you have more than one child, please follow the guidelines for your youngest child. (Please know that children are not yet assigned to classrooms, but as soon as that information is available, we will share it with you). Also, plan for extra drop off time, as you may have to wait in line while other children are going through their health checks.

Once your car is at the front of the line, a greeter will signal you to help your child out of the car, and then will come to your car and walk your child into the building where a member of the Child Development Center faculty/staff will conduct a health check. Parents/guardians should socially distance at least 6 feet from the greeter, and should return to their cars to wait until the health check has been completed. Once the greeter has indicated to you that the health check was satisfactory, you may leave, and the greeter will then walk your child down to the appropriate classroom door, but not enter the classroom. As required by state mandates, your child will immediately wash their hands upon entering the classroom and before playing with their friends and teachers. The greeter will sanitize their hands after interacting with each child.

### **Departure**

It is a mandatory requirement that teachers help each child wash their hands prior to departure.

Between 12:00PM and 4:30PM pick up will occur at the main door. Between 4:30 and 5:30, families who have children in rooms 1, 2, 3, 3A, 4 and 4A will pull up to the side door for pick up. Families who have children in Rooms 6, 6A, 8M or 8T, 9 and 9A will use the front door. Please do not get out of your car until the designated staff member brings your child to you. The staff member will be wearing a mask and will sanitize their hands after walking the child to the car of the parent/guardian.

### **Health Checks**

Each child and all faculty and staff will be required to stop for a health check before entering their classroom. A health check consists of the child's temperature being taken, visual inspection for COVID-19 symptoms (such as fever, cough, sore throat, and shortness of breath), and hand sanitization. Health checks will be conducted and documented by school personnel. It is a state mandate that everyone - children, parents, and teachers - be screened before entering the school building. All adults entering the building are required to wear a mask, have their temperature taken, sanitize their hands upon entry into the school, and practice social distancing at all times.

In accordance with Governor DeWine's mandatory COVID guidelines, any individual with a fever of 100 degrees or higher may not enter the Child Development Center. Additionally, any child or employee who has a temperature of 100 degrees or higher during the day must be immediately sent home. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the state mandates are altered, the Re-Opening Task Force will review these procedures to determine if changes should be made.

If your child becomes sick at home with symptoms such as fever, cough, sore throat, shortness of breath or is generally not feeling well, please keep them at home and notify the school of your child's absence. If a child arrives at school clearly exhibiting COVID-19 related symptoms, such as excessive coughing, abnormal nasal discharge, or shortness of breath, they will not be allowed to enter the school.

You must notify the school if you or your child have had contact with someone with a confirmed or probable case of COVID-19. If someone in your immediate household has been diagnosed as COVID-19-positive or is suspected to have COVID-19, your child should not come to school until that person has recovered. Ohio Department of Jobs and Family Services and the Kent Health Department will be notified, and you and your child must complete recommended isolation and quarantine procedures prior to returning to the Child Development Center.

### **Guidelines for onset of illness at school**

We have instituted a number of new protocols to keep children and adults healthy and safe based on the evidence that is currently available to us. Yet we know that we will experience children becoming sick at school as we do every year. If a child becomes sick while at school, they will be removed from the classroom, taken to the health room and kept comfortable until their parent/guardian arrives. School personnel will contact the child's family for immediate pick-up for the safety of the school community. The child should be picked up within 60 minutes of the call. If symptoms are consistent with COVID19, please contact your child's pediatrician and ask for guidance. Please notify the school so that we will know how to proceed with the next steps of notifying the required agencies.

The child may return to school when both of the following conditions have been met:

1. No fever for at least 24 hours without the use of fever-reducing medication.
2. If the child had respiratory symptoms (cough, shortness of breath, sore throat), improvement for 3 days AND at least 7 days have passed since their symptoms began OR a non-related physician confirms the cause of symptoms is not COVID-19 and approves them to return to school.

### **Guidelines for COVID-19 Diagnosis at the Child Development Center**

In the event that a child, faculty or staff member tests positive for COVID-19 or is asked to self-quarantine for suspected COVID, the Child Development Center will follow all state and local health department guidelines for notification. This generally includes:

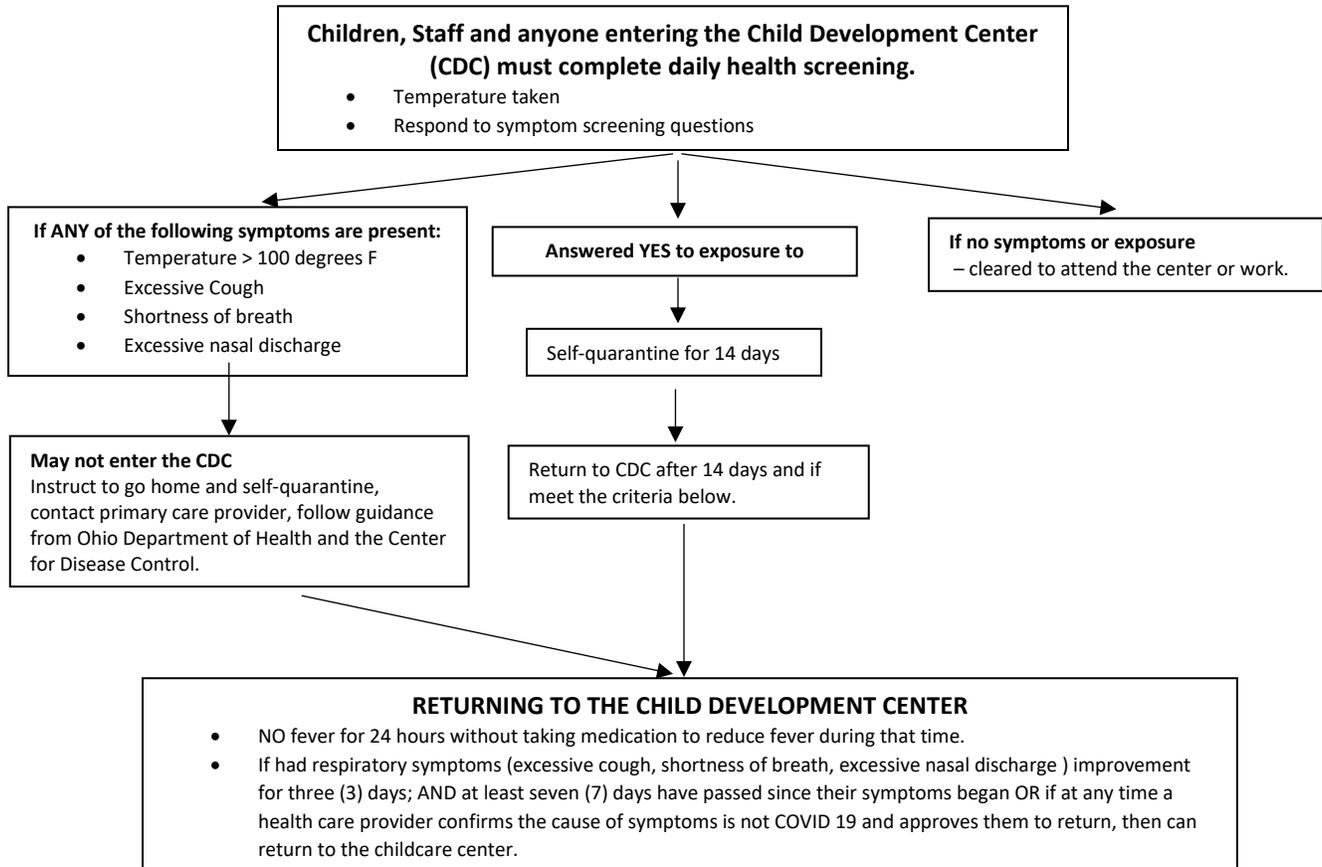
- Identifying the days the child or staff member was at school during that time and determining who had close contact with the child or faculty/staff member during those days.
- Notifying Child Development Center families and faculty and staff of their exposure.
- Reporting, as required, to the Ohio Department of Jobs and Family Services and the local health department and following their specific guidelines.

- If determined necessary by local health officials or the university, dismissing children and staff for the number of days required by officials, during which time the school will be deep-cleaned and disinfected as instructed by health officials.
- As determined by health officials, providing guidance to faculty, staff, children and families in regards to recommended self-quarantine procedures.

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## Arrival Procedures Including Health Checks Flow Chart

All children, staff, and anyone else entering the Child Development Center are required to be screened for any observable illness, including cough or respiratory distress and to confirm temperature is not over 100 degrees Fahrenheit prior to joining the school.




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## Children, Masks and Face Washing

While all adults are required to wear masks per Kent State University policy, children will not be required to wear masks in the Child Development Center. Teachers will be required to help each child keep their face clean throughout the day. Per recommendation of the Center for Disease Control there will be no masks worn by the children in the toddler classrooms. Parents may send preschool and kindergarten children to school wearing a mask. Faculty and staff will do their best to remind the child to keep the mask on. If a child must be reminded multiple times throughout the day to adjust or put on their mask, the child will be asked to keep the mask in their cubby, as it is inadvisable for the child (and the teacher) to continually be touching the child's face. Children will not be allowed to wear masks while running and playing outside or during nap time. When possible, efforts will be made by faculty and staff to wear clear masks so that children will be able to see their faces.

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## School & Classroom Sanitizing

Classroom materials such as math manipulatives, books, games, markers, paint brushes & paints, etc., will remain with one designated group of children. At the end of the day, as needed, these materials will be sprayed with Benefect Decon 30 an EPA registered bactericidal, viricidal, fungicidal, mildewstat, and carpet sanitizer. All counters, sinks & faucets, toilets and toilet handles, doorknobs, light switches, tables, chairs, and play equipment will be sanitized by the classroom teachers daily. This will be in addition to the cleaning done by our custodial crew. Communal spaces will be sanitized between each group of children. Toys that cannot be disinfected (e.g. clay, playdough, and foam “slime”) will be removed from classrooms, and activities that cannot be conducted in a safe and hygienic manner (e.g. sensory table, cooking, and mud kitchen activities) will be put on hold. Pillows, decorative rugs, and other classroom items that cannot be easily disinfected will be removed whenever possible. Machine washable covers will be placed over classroom couches so that they can be cleaned and sanitized on a regular basis. Families may bring in machine-washable nap items (sheets, blankets, other comfort items) that will stay at the school for the semester. Carrying nap items between home and school is prohibited.

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## Lunch, Snacks, and Drinks

During this time, children will continue to bring their own lunches to school. Please send lunches that will not need to be heated at this time. Consider a thermos if you need to keep food warm. Cow’s milk will continue to be served during lunch. Please remember that you will need to provide an alternative type of milk if your child is not able to drink cow’s milk. We are also asking that you send two healthy snacks and a water bottle with your child to school each day. Morning snacks should be labeled AM and afternoon snacks PM. Some suggestions for healthy snacks include raw vegetables and fruit, hummus, yogurt and cheese sticks. Teachers will help children fill water bottles throughout the day.

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## Communication

As in the past, we will continue to use Remind to text up to date information to families regarding COVID-19. Mrs. Pam Hutchins, Director of Children’s Program – Admissions, will send out information about how to access this texting program prior to the beginning of the fall semester.

We are also in the process of creating a series of videos that you can share with your children that will highlight some of our new protocols. Some of the topics addressed in the videos will be our arrival and departure routines, saying goodbye from far away, and health checks. We will also provide virtual classroom orientation experiences and will inform you of those as classroom assignments are made.

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## Task Force Members

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