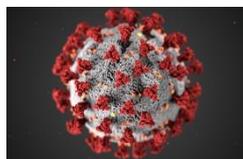


Kids' BASE and The Little School

The Little School COVID-19 Reopening Plan Procedures

2021-2022 School Year



Effective September 1, 2021

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This manual is current as of the date indicated on the cover page as the effective date and is subject to change based upon State, CDC and OCFS guidelines. Changes may be made from time to time, by KBLs in its discretion, and may be provided in writing with a new effective date.

The Little School COVID-19 Reopening Plan Procedures

At Kid’s BASE and The Little School (“KBLs”) the health and safety of our students, families, staff and community is paramount. This requires a tremendous amount of thought and planning, as the situation surrounding COVID is constantly changing. Based on information gathered from the Centers for Disease Control and Prevention (“CDC”), Office of Children and Family Services (“OCFS”) (our licensing agency), and other New York State agencies, we will be following the directives outlined in this manual outlining the updated COVID-19 Reopening Plan Procedures (“Manual”). This new Manual will be in effect beginning September 2021 and remain in effect until further notification.

Please review all information carefully. All parents will need to sign the attached acknowledgment form contained in Appendix F stating that they have read the Manual and agree to all of these COVID-19 policies and procedures herein prior to their child(ren) starting school in September.

Health and Safety Protocols

Health and safety protocols have always been of the utmost importance to KBLs. In light of current conditions, we will amplify our Health and Safety protocols as outlined below.

Classrooms¹

- All surfaces will be cleaned and disinfected throughout the day. This includes, but is not limited to, tables, chairs, counters, sinks, toilets, doorknobs, keyboards, electronics.
- Classroom toys and equipment will be cleaned and disinfected throughout the day.
- Any toys mouthed by children will be automatically go into a “soak” bucket for disinfection.
- Certain materials, such as playdough, will be individually packaged for each child’s use, and will not be shared.
- Bleach solutions for disinfecting will be mixed as per OCFS guidelines on a daily basis.
- Classrooms will be cleaned and disinfected at the end of each school day by KBLs’s outside cleaning company.
- Each classroom has heat and air conditioning and will also be equipped with a HEPA filter.



Bathrooms and Handwashing

- All classrooms and bathrooms are equipped with touchless sinks, soap dispensers, and paper towel dispensers which allow for germ free hand washing.
- We will continue to follow our hand washing protocols, but with increased attention and frequency. These washing times include, but are not limited to, upon arrival to school, before and after snack and lunch after bathroom use, before and after playground use, before and after gym use. Also, anytime a child coughs or sneezes, or whenever bodily fluids are present.
- Bathrooms will be cleaned and disinfected, morning, midday and evening.

¹ See Appendix for cleaning and disinfecting definitions.

Common Spaces

- Common spaces are the Gym, Playgrounds, and Side Yard.
- Only one class (group) is permitted in a common space at a time.
- The gym will be cleaned and disinfected between each group during the school day.
- High touch areas such as handrails, will be cleaned and disinfected throughout the day.

Lunch and Snack

- Lunch will be served family style. Lunch orders will be taken for the week, and prepared daily.
- All utensils used to serve and prepare lunch must be disinfected daily through our dishwasher.
- All children with allergies will have a reusable sectioned container for lunch permanently labeled with their name. These containers will be disinfected daily.
- All kitchen staff must wear masks and gloves during the day while preparing lunch. They must also follow all social distancing protocols.
- Parents will not be permitted to send snacks for their child or the whole class.
- All snacks will be purchased and served in individual servings from our kitchen staff.
- Lunches will continue to be prepared to the highest specifications including nutritious, whole grain, organic and healthy items.
- Allergy concerns will continue to be monitored and food prepared will be safe for children with food allergies.



Group Size/Staffing

- Classes (a/k/a Groups or Pods) will be at our licensed capacity. Mixing of groups will be limited at this time.
- Staff must ensure set classes have no contact or minimal contact with another class. For example, the Kangaroo class cannot be on the playground with the Tiger class. Each class of children can play together in the classroom, and will not be required to socially distance while in the confines of that group. Nevertheless, teachers are encouraged to work in smaller groups of 5 children, either in segregated areas in the classroom and/or outdoors to the extent practicable.
- Classes/Groups must remain with the same staff in the same room for as much of the day as possible.
- In-house staff will be used to cover teacher breaks and absences.

Gym Class and Specials - *Gym classes and specials will be conducted using one, or a combination of the following methods*

- Gym classes are conducted by Coach Steve outdoors for one group at a time on the grassy area in the side yard weather permitting.
- If outdoor classes are not possible, gym classes by Coach Steve will be conducted in the gym.
- The gym will be cleaned and disinfected between classes.

Parents/Caregivers/Adults in the Building

- Except for our transition schedule, as explained below, parents and caregivers will have limited access to the school building.
- All arrivals and dismissals will be done outside of the building on a staggered schedule, to be determined prior to the start of school.
- If a parent/caregiver must enter the building for emergency purposes, they must follow the steps outlined in the “Visitor” section of this Handbook.

Visitors



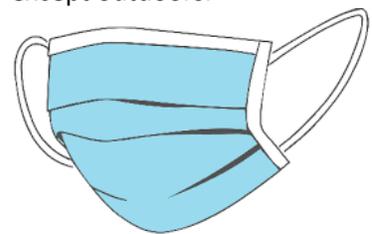
- Tours for prospective parents will be performed after school hours.
- Parents or caregivers will be permitted in the building during the transition week, when picking up a sick child, and any other emergencies.
- Deliveries will be accepted outside of the building.
- Therapists such as SEIT, Speech, OT or PT are considered essential visitors must be vaccinated and will be permitted in the building.
 - All visitors will be required to go through the screening when entering the building. Upon being let in the building, visitors must: remain in designated check-in area until met by a staff member

Travel

- Any student, parent, caregiver and/or staff person that travels during the school year will be subject to follow all guidelines for quarantine as set forth by the CDC and the New York State Department of Health.

Personal safety equipment

- All staff must wear a face mask throughout the entire school day except outdoors.
- The school will provide masks and gloves to staff.
- For children over 2 years of age, masks are optional but strongly recommended indoors. If a family chooses to have their child wear a mask, KBLS will exercise its best efforts to ensure the mask is worn throughout the school day, except during lunch or snack. Parents who choose to send their child in a mask should provide a 2nd mask in a Ziploc bag with the child's name on it.
- Staff is recommended to wear some type of smock which must be changed if they come in contact with bodily fluids.
- Any child who becomes ill at KBLS will be required to wear a mask.
- Gloves must be worn by staff when cleaning, changing diapers, serving food and caring for sick children.
- Teachers may wear face shields for lessons where it is conducive for children to see their faces (e.g., phonics).



Immunizations/Physicals

- All immunizations must be completed and up to date according to NYS guidelines before a child is allowed to enter the program.
- There are no waivers for immunizations.
- All immunization forms must be cleared by our health care consultant/nurse prior to admittance.
- Children must have a current well child checkup prior to the start of the program.
- Medical forms must be reviewed and cleared by our Health Care Consultant.
- No child will be admitted to the program without a cleared medical form.
- Medical forms are valid for one year after the date of the checkup.

Emergency Contact Forms

- Emergency Contact forms must be filled out with a minimum of two alternate contacts to ensure for pick-up of sick children in a timely manner.
- Emergency Contact information must include a copy of the person's driver's license to allow office staff to move quickly through the dismissal process.
- Emergency Contact numbers will be checked by the Office staff before the start of school.

Arrivals Protocols for Staff

- Staff will not be allowed to enter the building if they have a temperature or answer yes to any of the COVID Exclusion from Care Questions (see Appendix C).
- Staff will be given a mask if they do not have their own.
- Any staff member with long hair must pull it away from their face.
- All staff members working at KBLS must be vaccinated.

Arrival Protocols for Children

- Beginning September 2021, and until further notice, we will conduct staggered drop off for the children. A schedule will be provided in late August.
- Before entering the building, staff will perform a daily health check.
- A student will not be allowed to enter the building if she or he has a temperature or answers yes to any of the COVID Exclusion from Care Questions (see Appendix C).
- Once a child is admitted to the building, he/she will be monitored for symptoms consistently during throughout the day. If a child develops symptoms during the school day, he/she will be isolated and sent home.

Procedures for Children Becoming Ill During the School Day

- Staff must monitor children who appear to become less active, have increased care needs, and/or other COVID or non-COVID related symptoms.
- If a child develops symptoms during the school day, he/she will be brought to our designated sick room.
- The child will be given a mask to wear. A designated staff member will be assigned to stay with the child until he/she is dismissed.
- The designated staff member must wear PPE equipment while caring for the child. Parents or local emergency contact person will be called immediately and must be available to pick up the child in a timely fashion.
- Any adult arriving to pick up the ill child must follow all steps outlined in the "Visitor" section of this handbook. Once all steps are complete, the child will be brought to the adult.

- Any family that does not pick up their sick child in a timely fashion may jeopardize their space in the school.

Once a child is excluded from school, the child must remain home **for 48 hours** and be symptom-free before returning to school. (See Appendix D – Illness Policy/Exclusion from Care Criteria)

Exclusion from Care Policy - *The policies below include additions/modifications to exclusion from care policies outlined in the existing KBLs Parent Handbook. Original standards for exclusion from care will be followed unless otherwise stated below*

- Any child or staff member answering, “yes” to any of the Exclusion Criteria questions must be excluded from care.
- Any child or staff member who develops symptoms related to COVID or any other typical illness must stay home for **48 hours** and until symptoms dissipate without medication.
- Parents must not medicate their children prior to entering the building. If a child is sick he /she must be at home.

Closure due to COVID.

- If a child or staff member becomes ill with COVID or has direct exposure to someone diagnosed with COVID, that classroom will be shut down, and children from that class will be asked to quarantine for 10 days or in accordance with state guidelines.
- During the time of quarantine, daily remote learning via Zoom will be provided. (see Remote Learning Plan)
- Only classrooms with a diagnosed case or direct exposure to COVID will be shut down.
- Please see Appendix A for quarantine and isolation definitions

Remote Learning Plan - *In the case of a direct exposure or suspected case of COVID-19, the classroom reporting the case will need to be closed. Children from the class (group) will need to quarantine for 10 days or in accordance with state guidelines. There will be no refunds of tuition during the first two-week quarantine, as remote learning will be in place. All remote learning plans will be developmentally appropriate for each age level of the program. A sample remote learning plan is as follows:*

- The classroom teacher and classroom staff will conduct lessons via Zoom three times per day for 14 days.
- The first Zoom class will be at 9am and will be our Morning Meeting Time with greetings, calendar, weather and the plan for the day.
- The second Zoom class will be at 11am and will be a morning Lesson of the Day. This lesson could be a story and enrichment activity, a phonics lesson, math lesson, science experiment, etc.
- The third Zoom class will be at 1pm and will be another Lesson of the Day.
- Zoom classes may be whole group and/or small group sessions.

Refund Policy during COVID-19

- As per our Parent Handbook, and Registration Packet, KBLs presently has a no refund policy.
- For the 2021-2022 school year, we have chosen to amend that policy to address the uncertainties arising from the COVID-19 pandemic.
- After classes begin on September 9th, the following “Exceptions” will warrant a refund for the period of closure:
 - The Governor, Department of Health, or the Office of Children and Family Services mandate that KBLs closes due to an outbreak or increase in COVID cases in New York

State or KBLS makes the decision to voluntarily close due to concerns regarding an outbreak or increase in COVID cases;

- A classroom has more than one 10-day closure due to direct exposure or a confirmed case of COVID; or
- A classroom has more than 15 cumulative days of closure due to direct exposure or a confirmed case of COVID.
- Anytime a classroom is required to close due to a direct exposure or a confirmed case of COVID, remote learning will be provided. No refunds will be given unless and until an Exception is met as listed above.
- In the event of an Exception, parents will have an option to opt-out of remote learning and receive a 30% refund for the period of closure or opt-in to remote learning and receive a 20% refund for the period of closure.
- All refunds based on an Exception being met will be issued in a manner to be determined and paid at the end of the school year

Transitions - *We are working to make the transition to school as positive and meaningful as possible. Typically, we have a Meet and Greet in August prior to the start of school and then the regular schedule starting on the first day. We will start school using the following procedures.*

- Class Placement will be sent in mid-August.
- The classroom staff will be sending Welcome letters to families
- The first week of school from Monday, September 1st through Friday, September 3rd will be a preview and visitation week for all classes.
- The transition week will allow children to visit their classrooms for a short period of time with a parent or caregiver. One parent or caregiver will be permitted to accompany the child for the transition time for three days during the transition week. The children will visit their classroom for an hour on their designated day. This abbreviated schedule will give the children the opportunity to adjust more easily to the new classroom environment before starting school at the normal schedule the following week. Please make the necessary arrangements to accommodate a shortened schedule for that week.

Appendix A - Definitions

Cleaning – with soap and water removes germs, dirt and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting – kills germs on surfaces. By killing germs on a surface, after cleaning, it can further lower the risk of spreading infection.

Quarantine

- Quarantine is used to keep someone who might have been exposed to COVID-19 away from others.
- Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place.
- A person may have been exposed to the virus without knowing it or they could have the virus without feeling symptoms.
- Quarantine helps limit further spread of COVID-19.

Isolation

- Isolation is used to separate sick people from healthy people.
- People who have been told they should be in isolation should stay home.
- In the home, anyone sick should separate themselves from others by staying in a specific “sick” bedroom or space and using a different bathroom (if possible).

When to Quarantine or Isolate?

- Exposure – Quarantine for 10 days
- Test Positive – Isolate for 10 days

Appendix B - Signs and Symptoms of COVID-19

People with these symptoms may have COVID-19:

- Cough
- Fever 100.4 degrees or higher
- Nasal congestion or rhinorrhea
- Sore throat
- Difficult or noisy breathing (asthma)
- Nausea or Vomiting
- Diarrhea
- Fatigue
- Headache
- Myalgia – Aches or pains
- Poor appetite or poor feeding
- Behavior changes
- Loss of taste or smell
- Chills
- Repeated shaking with chills

Symptoms may appear 2-14 days after exposure to the virus.

Appendix C - COVID Exclusion from Care Questions

Exclusion Criteria Questions will be asked of staff, children (by a parent or caregiver), and any person entering the school each day. If a yes is answered to any of these questions, then that person must be excluded from the program.

- Have you had a fever – 100.4 degrees or higher or any fever in the last 3 days?
- Do you have a cough, sore throat, body aches or headache?
- Do you have shortness of breath or difficulty breathing?
- Do you have chills or repeated shaking with chills?
- Do you have newly developed loss of taste and smell?
- Do you have any gastrointestinal upset (nausea, vomiting or diarrhea)?
- Upon a visual inspection, do you see any changes in your or the child's baseline – lethargy, paleness, flushed, skin rashes, unusual spots, swelling or bruises?
- Have you or your child had direct contact with any person with known COVID-19 or any person under investigation for COVID -19?
- Have you or anyone in your home traveled to any of the quarantined countries or states as set forth by the CDC and/or the New York State Department of Health.
- Are you or anyone in your home under active quarantine or under isolation?

Appendix D - Illness Policy/Exclusion from Care Criteria

Our policies are designed to protect the well-being of all children and to guard against avoidable absences for health reasons. When there are symptoms of illness, or other indications that a child is not well enough for group activities, arrangements must be made for his/her care at home. The Little School has no provisions for the care of children who are ill.

Proper care at the beginning of an illness can often shorten its duration. If your child becomes ill during the day you will be called immediately to have him/her picked up from school as soon as possible.

Exposure to communicable diseases, and any infectious illnesses of *other* family members should be promptly reported so that the preschool may be alerted to early symptoms. By the same token, we will notify parents when a child has been exposed to an infectious disease in a particular class.

Please use the signifiers below to decide when to keep your child home. It is best to use your parental discretion as well as professional advice from your pediatrician, but the problems below are often clear markers that your child is/may be ill and should rest at home. Your cooperation in this area is vital to a healthy and successful program.

Absences must be reported to the office *before 10:00 a.m.*

Please report a diagnosis of a communicable disease promptly; i.e. head lice, strep throat, scarlet fever, chicken pox, etc. As per New York State licensing requirements, all communicable illnesses must be reported to them and posted. Your child's anonymity will be protected.

Children should be **kept home** and **will be sent home** if they exhibit:

- Unusual irritability/change in behavior, lethargy, persistent crying, inability to participate, or difficulty breathing - All can be signs of illness.
- Fever of 100.4 and above - if temperature is lower than 100.4 AND accompanied by above, children should be kept home. **Fever must be absent WITHOUT medication for 48 hours before the child may return to school.**
- Diarrhea - If a child has diarrhea or is sent home with diarrhea, he/she cannot return until he/she **has not had diarrhea for 48 hours.**
- Severe cough and cold – child should be kept home from school. A serious, persistent cough could be a sign of contagious conditions like whooping cough, viral bronchitis, or croup.
- Nasal discharge that is yellow or green usually means an infection is present. Children should be kept home until symptoms completely disappear or a doctor provides written clearance to return.
- Vomiting - keep children home if they've vomited in the last 48 hours. They can return to school **48 hours after symptoms clear** or your doctor says they're no longer contagious.
- Rashes can be the sign of contagious conditions such as chickenpox, bacterial meningitis, or impetigo. Children can return to school after symptoms are gone AND/OR a doctor provides written clearance.
- Pinkeye (conjunctivitis) is contagious, and children should stay home from school for the first 24 hours after treatment begins.
- Mouth sores can be a symptom of a very contagious illness. Parents must provide written medical clearance for their child to return to school.

- Strep throat - keep your child at home for at least 48 hours after starting antibiotics.
- Impetigo/Ringworm - (*a skin infection with erupting sores*) keep your child at home for at least 24 hours after treatment has been started
- Head lice - children can return to school after they have been thoroughly treated and there are no signs of lice. (*The Little School has a series of regularly scheduled “lice checks’ throughout the school year.)
- Parents must not medicate their children prior to entering the building. If a child is sick he /she must be at home.

In addition to the above-mentioned exclusion criteria, additional COVID related exclusion criteria will be in effect beginning in September 2021 and be kept in place until further notice:

- Any child or staff member answering, “yes” to any of the COVID Exclusion Criteria Questions must be excluded from care.
- Any child or staff member who develops symptoms related to COVID or any other typical illness must stay home for **48 hours and until symptoms dissipate without medication.**
- **Testing**
 - Any child or staff member who experienced symptoms and was been tested for COVID-19 may return to school if the following conditions are met: (a) the child or staff member no longer has a fever (without the use of medicine); (b) other symptoms have improved; and (c) the child or staff member has received two negative tests in a row, at least 24 hours apart.
 - Any child or staff member who did not have symptoms associated with COVID-19, but tested positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms and have been released by a healthcare provider.

Appendix E - Resources for Families

Transitions Back to School

After being home for many months, children may experience difficulties when re-entering the school environment. Families and teachers should be aware they may see a change in children's behavior as they re-enter the school community. Children could exhibit one or more of the following:

- Separation anxiety
- Clinginess at drop off
- Thumb sucking
- Bathroom accidents – bed wetting
- Sleep disturbances
- Nightmares
- Loss of appetite
- Fear of the dark
- Regression of behavior
 - Irritability
 - Tantrums
 - Anger
 - Tears
 - Increase in conflicts
 - Physical aggression
 - Withdrawal from friends and activities
 - Difficulty concentrating

Both families and teachers will need to support children as they transition back to school. Below are links to helpful resources. If you need additional assistance, please feel free to reach out to any of the KBLs staff

- <https://www.autismlittlelearners.com/2020/07/separation-anxiety-story.html>
- <https://www.autismlittlelearners.com/2020/05/going-back-to-school-story.html>
- https://challengingbehavior.cbcs.usf.edu/docs/Calm-Down_Poster_EN.pdf
- https://challengingbehavior.cbcs.usf.edu/docs/backpack/BackpackConnection_routines_bedtime.pdf

Masks

Fear of people wearing masks

- It is understandable that children may be afraid of cloth face coverings at first.
- Here are a few ideas to make them seem less scary:
 - Look in the mirror with the face coverings on and talk about it
 - Put a face covering on a favorite stuffed animal and play peek a boo
 - Make a mask for a favorite doll or stuffed animal
 - Decorate them so they're more personalized and fun
 - Show your child pictures of other children wearing them.
 - Draw one of their favorite book characters
 - Practice wearing the face covering at home to help your child get used to it.

Masks: Current Guidance

- Adults and children over 2 years should wear a cloth face covering that covers your nose and mouth when indoors.
- A cloth face covering prevents the spread of the virus from the user to another person. It also prevents the user from touching their nose and mouth.
- A mask does not protect the wearer from droplets in the air spread by another person or child.
- Children may not be able to reliably wear, remove and handle masks.
- Do not wear masks when engaging in vigorous physical activity
- Masks worn in the community may be cloth coverings, N95 masks are only for health care providers.

Mask Resources

- <https://drive.google.com/file/d/1gMUzB-5ZcRZMebD3CWSpunyOLaSS7C8j/view>
- <https://drive.google.com/file/d/1D1RYBxbNhhlhNZre6XXv2mHaBV75P04X/view>
- <https://www.autismlittlelearners.com/2020/06/i-had-couple-of-requests-to-write-story.html>
- <https://drive.google.com/file/d/10PYORseDVnupmlox3NWiE16lglrW6SA/view>
- <https://www.zerotothree.org/resources/3211-why-are-people-wearing-masks-why-are-people-covering-their-faces>
- https://challengingbehavior.cbcs.usf.edu/docs/Wearing-Masks_Story.pdf

Appendix F - ACKNOWLEDGMENT

KIDS' B.A.S.E. & THE LITTLE SCHOOL COVID REOPENING PLAN PROCEDURES ACKNOWLEDGEMENT

I, _____ [insert name] acknowledge that I have received a copy of the KIDS' B.A.S.E. & The Little School "Covid Reopening Plan Procedures" Manual ("Manual"). I understand that this Manual summarizes and reflects current procedures and working conditions and that the policies, and working conditions it references may be superseded, modified or discontinued at any time at the sole discretion of KBLS based upon new information made available by the New York State Department of Health, CDC and/or OCFS. I understand that there may be times when such changes or discontinuances occur KBLS will provide me with current information.

I understand and agree to comply with all of the policies set forth in this Manual,

Signature

Name (Printed)

Date

Child's Name (Printed)