



# COVID-19 FAMILY HANDBOOK ADDENDUM

The Nature Preschool is reopening under guidance from the Centers for Disease Control, the Office of Childcare, and the local Health Department. These new procedures have been instituted to keep you and your children healthy and safe. It is imperative that all caregivers are aware of and follow all procedures. **Please share this addendum and The Family Handbook with all individuals responsible for picking up or dropping off your child as well as those listed on your Emergency Contact sheet.**

No list of restrictions, guidelines, or practices will remove 100% of the risk of exposure as the virus can be transmitted by asymptomatic persons. However, all families and staff are crucial in keeping our community safe and reducing the risk of exposure through these policies and procedures.

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## CLASS OFFERINGS AND LOCATIONS

For the current school year, The Nature Preschool will not hold Early Bird BeforeCare or Fern Club AfterCare as the Preschool implements extra cleaning and health screenings. Full day classes will officially run 9-2pm and half day classes 9-12. All classes will be limited to groups of 13 students and 2 teachers and will not mingle with other classes at any time.

Nearly all activities will occur outdoors. Except during inclement weather (see below), classes will hold drop off, imagination stations, circle time, snack, closing gathering, and pick up all outdoors in our newly assigned *Class Groves* (the Outdoor Classroom or picnic area adjacent to it). The Nature Preschool has exclusive use of the Outdoor Classroom Monday-Friday and the picnic area just outside the Outdoor Classroom on Tuesday and Thursday. The MWF class will use the Outdoor Classroom as their Class Grove. **The T/TH full day class will use the Outdoor Classroom and the half day class will use the picnic area as their Class Groves.** Of course, our trail time will still be the same magical experience on which we were founded! Full day classes will lunch outdoors when possible and rest in the upstairs classroom.

**Inclement Weather**

In the event of thunder, lightning, strong winds that result in the closing of trails, or prolonged periods of **torrential rain** or excessive cold or hot temperatures, we will move class indoors. Half day classes will be held in the downstairs classroom. Full day classes will be held in the upstairs classroom. Please note that since we will still be outside on cold, hot, or rainy days as much as possible, please read the recommended gear list and supply the recommended items. For all other inclement weather policies, please refer to the Family Handbook.

**HEALTH AND WELLNESS POLICY**

Please note, the following policies and procedures **are subject to change at any time** due to rapidly changing conditions surrounding the epidemic. They are current as of the date on this document.

<p><b>Staff and students may NOT attend if they or a household member...</b></p>
<ul style="list-style-type: none"> <li>• Tested positive for COVID-19</li> <li>• Exhibits any symptoms of any contagious disease</li> <li>• Is known to have been exposed to someone with COVID-19</li> <li>• Had prolonged contact with an individual with COVID-19 symptoms</li> <li>• <b>Traveled out of state (and have not been tested) (See "Travel")</b></li> </ul>

<p><b>COVID-19-LIKE SYMPTOMS THAT EXCLUDE AN INDIVIDUAL FROM SCHOOL (since last day in attendance)</b></p>										
<p><b>New onset cough or shortness of breath or loss of taste/smell OR 2 or more of the following:</b></p>										
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">• Fever of 100.4 degrees+</td> <td style="border: none;">• Nausea or vomiting</td> </tr> <tr> <td style="border: none;">• Chills</td> <td style="border: none;">• Diarrhea</td> </tr> <tr> <td style="border: none;">• Muscle pain or ache</td> <td style="border: none;">• Headache</td> </tr> <tr> <td style="border: none;">• Sore throat</td> <td style="border: none;">• Fatigue</td> </tr> <tr> <td style="border: none;">• Congestion</td> <td style="border: none;">• Runny nose</td> </tr> </table>	• Fever of 100.4 degrees+	• Nausea or vomiting	• Chills	• Diarrhea	• Muscle pain or ache	• Headache	• Sore throat	• Fatigue	• Congestion	• Runny nose
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• Congestion	• Runny nose									
<p>Seasonal allergies or pre-existing conditions with these symptoms require a doctor's note.</p>										

Preschool families and staff must promptly notify the Director of The Nature Preschool in the event that any member of their household(s)

- has tested positive for COVID-19
- is exhibiting symptoms of a COVID-19-like illness (please see the box above for symptoms)
- is known to have been exposed to someone with COVID-19 or had prolonged contact (w/in 6ft for 15 min or longer or physical touch) with an individual with COVID-19-like illness symptoms. This includes a parent /caregiver's possible exposure to COVID-19 at their employment and the caregiver was present at their workplace w/in the last 14 days.

Failure to promptly inform the Director of these items may result in the unintentional spread of disease at school, a prolonged closure of the Preschool per the Health Department requirements, and possible dismissal from the Preschool.

Upon informing the Director, they will inform families/staff if they are able to attend or if they need to self-quarantine and for how long, based on consultation with the Health Department and the licensing branch. **If your child is exhibiting a cough, shortness of breath, or loss of taste/smell OR two of the symptoms above, you will be required to get a PCR COVID-19 test for your child.**

Under no circumstances should the child, staff person, or any other member of their household attend or visit the Preschool until the recommended period of self-quarantine has been completed.

OTHER NON-COVID SYMPTOMS/CONDITIONS RESULTING IN EXCLUSION (any single symptom)
<ul style="list-style-type: none"> <li>• Vomiting</li> <li>• Diarrhea</li> <li>• Fever of 100 degrees or more (99.5 if taken via armpit)</li> <li>• Unexplained rash</li> <li>• Infectious pink eye (until cleared by doctor and on antibiotics for 24 hrs)</li> <li>• Head lice (until treated)</li> <li>• Green or yellow runny nose, if paired with other symptoms</li> </ul> <p>*Staff and children must be fever/vomiting/ diarrhea free for 24 hours w/out the aid of medication before returning or have a doctors note.*</p>

Individuals must inform the Director immediately if their child is absent for any health reason (above and beyond the above listed possible COVID symptoms, as listed in the box to the left) so she can consult the Health Department and licensing branch. The Director will then provide direction and guidance to any affected or potentially affected families as to when the child and staff may return.

### Health Screenings

Per state requirements, all students and staff must participate in a health screening prior to starting their day at Preschool. During the health screening, the Director of Early Childhood Education and her assistant will ask caregivers a series of questions about their child’s health as well as the health of any household members. Nature Preschool staff will use their infrared thermometer to take students temperature. Parents may take their child’s temperature with their **own personal thermometer** and show the Director or her assistant the reading to be recorded. This temperature and the question answers will be recorded and kept private per HIPAA laws. If a family does not have their own thermometer and they prefer to take their child’s temperature, they may use the Preschool’s non-contact thermometer. To do so, the parent or caregiver must use hand sanitizer and don gloves prior to taking the child’s temperature using the thermometer. After, the caregiver will dispose of their gloves and the thermometer will be wiped with an alcohol wipe per CDC guidance.

Any individual who fails the health screening, has new onset cough, shortness of breath, or loss of sense of taste/smell, or has two or more of the symptoms listed above will be required to stay home and will be considered a probable case of COVID-19. That child/staff person will need to return home, self-quarantine, and not seek care at another center. The Director will contact our state licensing branch and the Health Department for further guidance and then inform families.

In addition, individuals with any of the symptoms/conditions in the Non-COVID symptom box above will also be excluded, but not considered a probable case of COVID-19.

During the health screenings, staff will keep a social distance of 6 feet as much as possible.

### When Symptoms Develop After Drop Off

If an individual develops symptoms consistent with a COVID-19- like illness or typical exclusionary symptoms during the school day, they will be sent home without exception. A child with symptoms will be isolated from the rest of the class but still under supervision until they are picked up. Children must be picked up promptly if they are ill. Please ensure that the contact information you provide for yourself and emergency contacts is up to date. Once the child's family is contacted, the Director will contact our state licensing branch and Health Department for further guidance. The rest of the affected Preschool community will then be informed of any actions to be taken once we have clear guidance from the Health Department.

### Possible Quarantine & Closure

We will follow all guidance and recommendations from the Health Department and licensing when it comes to any confirmed or possible exposure to COVID-19. The **affected class(es)** will close for a *minimum* of 48 hours to fully disinfect, consult with the Health Department and the licensing branch, and determine further actions if

- There is a confirmed case of an individual with COVID-19 who was present at the Preschool w/in the last 48 hours prior to developing symptoms
- There is confirmed case of an individual with COVID-19 who was asymptomatic while at the Preschool prior to a COVID-19 positive test and had close, prolonged contact as defined by the CDC, with program staff and/or children
- A child or staff person develops COVID-19 like symptoms within 48 hours since their last attendance at The Nature Preschool.

During that time, families and staff must self-quarantine and stay in close contact with the Preschool to report any symptoms in themselves or their households. Doing so may enable us to reopen earlier per the Health Department.

If a staff member of a child or staff person's household (but **not** the child/staff) was told they need to quarantine due to a **possible** exposure to an individual with COVID-19 or COVID-19 like illness, the child/staff may still attend The Nature Preschool. However, the family must closely monitor all individuals in the family for any and all symptoms. If anyone in the household develops symptoms that meet the criteria for COVID-19-like illness above, the Director must be informed and the child/staff will be excluded from attending The Nature Preschool.

If a staff member or a child or staff person's household (but **not** the child/staff) was told they need to quarantine due to a **confirmed** exposure to an individual with COVID-19, the child may/staff may still attend The Nature Preschool **so long as no one in the household has any symptoms**. Families must closely monitor all individuals (including taking temperatures). If **any** member of the household develops any **one** symptom from the COVID-19-like symptom list, then the child/staff will be excluded and required to get a COVID-19 PCR test prior to returning.

In all other instances, we will consult with the Health Department and the licensing branch. Length of closure will be determined by these entities.

The very best thing you can do to ensure we can remain open or any closure is as short as possible is to err on the side of caution. **If your child has any of the symptoms in the box, they will likely need to stay home and you must contact the Director immediately.**

### Returning to School After a Possible COVID-19 Illness or a Confirmed Case of COVID-19

If a child is excluded from care due to a possible COVID-19 like illness, they will be **required** to get a COVID-19 PCR test. The test **must be a PCR test** as rapid tests are no longer accepted by the Health Department. Parents must alert The Nature Preschool Director promptly when they receive test results so she can inform parents and resume classes as soon as possible. Once that test comes back negative and parents provide The Preschool with documentation of negative test results, the child may return **after they and anyone in their household are symptom free for 24 hours** or they have a note from their doctor stating that the child is not contagious and they may return to care.

All individuals that test positive with COVID-19 or have someone in their homes with COVID-19 will be required to stay home until they meet [the CDC criteria for discontinuation of home isolation](#) and have a doctor's note clearing them to return to Preschool. The Director will also consult with the Health Department and the licensing branch who will determine when the individual is permitted to return.

If a class was canceled and placed in quarantine due to a possible exposure, the Health Department will determine when the class may re-open and students and staff may return.

If your child has been tested, we strongly encourage you to regularly check both the online portal for your provider (if they have one) and call the provider. At times the results are in but have not been "pushed" on to the portal. This can take several hours!

### TRAVEL

At this time, Governor Hogan and the CDC strongly discourage out of state travel. As the [CDC states](#), "You may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can be contagious without symptoms and spread the virus to others. You and your travel companions (including [children](#)) pose a risk to your family, friends, and community for 14 days after you were exposed to the virus."

We strongly recommend that families limit all out of state travel. If you do decide to travel, please monitor COVID rates and refer to CDC guidelines prior to making travel plans and leaving for any travel outside of Maryland to limit the likelihood of contributing to the spread of COVID-19. Travel to hotspots as defined as a county with over 24 cases per 100,000 in the last seven days, as identified by [this map](#), is strongly discouraged.

**If a student travels out of state to any area for any amount of time, they must be tested for COVID-19 after returning home and submit negative test results to the Director of ECE prior to returning to the Preschool.** This test must be a PCR test—a rapid test will not be accepted. If the test comes back



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positive, students will not be permitted to attend until they meet [the CDC criteria for discontinuation of home isolation](#).

Individuals that travel outside of Maryland must contact the **Director prior to 8am on the day they hope to return to the Preschool** for approval to return. Waiting to inform staff of out of state travel until the health screening will delay the drop off of your child while we review test results. You will be asked to pull aside and await consultation from staff.

### DROP OFF AND PICK-UP

For the foreseeable future, only students and staff will be permitted in Preschool classrooms or classroom spaces. This includes the classrooms, the downstairs cubby room and bathroom, and the Class Groves. Instead, all drop offs and pick-ups will occur outdoors. If you must enter the Preschool spaces due to an emergency, all caregivers must wash their hands, wear a face covering, and maintain 6 feet of distance. Family events like seasonal hikes and class celebrations will be reviewed closer to those dates to see if they can be held safely with accommodations or changes. All other special events like the sharing of family traditions will be cancelled for the foreseeable future.

#### Drop Off

To provide ample time for health screenings and to promote social distancing of families at drop off, we are implementing a staggered arrival. Each class will be divided into 3 groups so that 4-5 students from each class come at 8:30, another 4-5 students at 8:45, and the final 4-5 students come at 9. Families are assigned an arrival time, but may swap with another family if their assigned time is not preferred. This information will be provided with your Welcome Packet in August. We ask for your patience with us during arrival. With time we will all get the routine down and it will go quicker. We promise we will do this as quickly as possible to get your child to class and you on your way!

As families arrive, the Director and her assistant will greet them inside the Irvine driveway. All parents/caregivers, students, and their siblings will stay in their cars for the health screening (please see above). If a child is not cleared to attend, their car will simply pull ahead and turn around to return home. Once a child passes the health screening, the parent/caregiver will sign their child in and proceed to park in the lot. Parents/caregivers should take their children to use the restroom and wash their hands using the restrooms on the first floor of the building, opposite the Fern rooms. During drop off only (8:30-9:15), this side door and bathrooms will be open to Nature Preschool students and families only. Full day students and their families are assigned to the women's restroom and half day classes to the men's restroom. Families may also elect to use the port-o-potty in the parking lot.

Parents/caregivers will walk their child to their Class Grove (the Outdoor Classroom or the picnic area). The picnic area is accessible by walking around the Outdoor Classroom, through the amphitheater. Caregivers/parents are not permitted to enter Class Groves while students are present. Parents and children should say their goodbyes at the easels welcoming families just before these Class Groves.

Full day students will hand their rest mats and lunch bags to staff during the Health Screening. Staff will place the child's items in an assigned bag to be transported to the child's cubby in the classroom, ready for them to use after their outdoor adventures.

On days classes must start indoors due to inclement weather, parents/caregivers will **not** need to take their child to the restroom or wash hands after the health screening. Instead, they will walk their children to the appropriate entrance and say goodbye. Full day classes will take their children to the area outside the upstairs classroom door, near the butterfly house, and half day classes to the area outside the door to downstairs cubby room beneath the deck. A teacher will be stationed by these doors to welcome students, escort them to the restroom and have them wash their hands.

**Teachers and parents should keep a 6 foot distance from each other at all times.**

**Parents/caregivers, students, siblings over 2 years, and teachers must wear a face covering in case distancing is not possible. (ex. helping children and parents with goodbyes).**

### Pick-Up

Classes will hold their closing gatherings in their Class Groves. Parents/caregivers must pick up their child in that location. During inclement weather, pick up will operate the same way as drop off. Caregivers may not enter the Class Grove or classroom and instead must wait for teachers to dismiss their child to them. **Parents/caregivers, students, siblings over 2 yrs, and staff must wear a face covering while picking up their child and maintain a 6 feet distance.** During inclement weather, please leave the areas in front of the doors quickly to make space for other families.

Please note, it is more important than ever that students are picked up on time. In addition to normal duties, staff now have additional cleaning and disinfecting to do every day. For information about the late pick-ups and associated fees, please consult the Family Handbook, p. 10. Thank you!

## SUPERHERO TOOLS- FACIAL COVERINGS, SOCIAL DISTANCING, & HANDWASHING

The Nature Preschool will refer to students, their families, and teachers as superheroes as they help keep one another healthy. Classes will employ 3 main tools as superheroes: face coverings, social distancing, and handwashing.

### Facial Coverings

All staff will be required to wear facial coverings for the duration of the preschool day.

Currently, in Baltimore County, all children over the age of 2yrs should wear face-coverings in indoor spaces. Preschool students will be *required* to wear facial coverings during health screenings, drop off, and pick up. The Nature Preschool staff will strongly encourage students to wear their face coverings whenever we are inside (unless eating or resting) and when we cannot maintain social distance while outside. Both we and MSDE realize that young children may not be developmentally capable of wearing

face coverings appropriately and safely. Therefore, any child that cannot do so will *not* be required to wear a face covering except during the health screening. If a child is touching their mask frequently, seems bothered by it, or is taking it off, we will simply ask the child to remove it and store it. However, The Nature Preschool must demonstrate that we are *encouraging* our students to wear face coverings.

Therefore, all students must have several face coverings on hand at school daily. We recommend having at least 2 masks for half day students and 4 masks for full day students. Any type of cloth or disposable face covering will be accepted, however, please consider how difficult they are to put on. We request all student face coverings have elastic straps that do not require tying or a neck gaiter for easy application and removal. For suggestions, please see the Recommended Gear List. If face coverings cannot be safely hanging around necks, they will be placed in a paper bag. **All face coverings must have the following on the inside of their child's mask 1) the child's name and 2) their class name.**

*What will encouraging students to wear masks look like?* At the beginning of the school year we will directly teach students about being superheroes to help everyone stay healthy and safe. During these lessons we will discuss the importance of wearing face coverings and how to use them appropriately. We will do this in a developmentally appropriate way, like we did in [this video](#). We will revisit this after a prolonged break as long as the local health department and the CDC recommends face coverings be used or the state requires such procedures in child care centers.

During the school day, teachers will pro-actively encourage students to wear their masks at appropriate times. For example, "We're going to be close together/inside right now. Let's be Superheroes and wear our masks. That will help us all stay healthy." We will encourage children to wear them when they are unable to space out (like when we are looking at a cool nature find for example) or when we know we will need to be close to assist a child with a routine self-help skill (like gearing up to go back outside after lunch and rest time). When appropriate, we will very gently ask a child to put their face covering on if we are getting close enough to console or coach a child and only when the teacher senses the child will be open to it. This will not be the case during a medical emergency or when emotions are very high.

**It takes time to become accustomed to wearing face masks. Therefore, before the start of the school year, please have your child practice putting on and taking off their personal facial coverings and getting used to them.**

### Social Distancing

Preschool staff will do its best to attempt social distance between students in the following ways:

- Plan activities that naturally lend themselves to more social distancing
- Alter or refrain from engaging in activities that require physical contact between students (such as tag games and communal sensory bins)
- Use visual cues or markers to show students appropriate distance from one another
- Provide students with individual materials or activity kits. Each student will have assigned materials for daily or weekly use that are stored at school.



- Establish and encourage physically distant ways of showing affection and congratulations (ie air hugs, “long distance” high fives, and animal calls)
- Keep a wide 6ft+ distance from other groups and the public on Irvine’s grounds

However, these efforts cannot be 100% foolproof without completely limiting children’s play and social development. Children learn through interaction and play with one another; positive, caring interaction is one of the very goals of early childhood education. Children will likely show affection towards one another or physically touch during play. When this occurs, teachers will encourage children to do so in the safest way possible, gently remind students to be superheroes, and instruct children to wash their hands after. There will be moments when students and staff are close together and teachers will physically comfort an upset child, assist with putting on and removing gear, etc. We will console upset children, we will help them with boots and zippers, we will be the loving teachers we are. We will do all we can to be safe while still maintaining a practice that is developmentally appropriate and child-honoring.

### Hand Washing

All individuals (including staff and children) must wash their hands frequently throughout the day and at the following times:

- Upon arrival
- Before and after putting on a face covering
- Before and after helping a child put on a face covering
- After touching face or ears
- Before and after eating
- Before and after preparing food
- After using the restroom
- Before morning circle and after our hike
- After touching another person.

All individuals will use a proper hand washing method using soap and water, scrubbing for at least 20seconds before rinsing and drying off with a paper towel. When a sink and soap are not available, a hand sanitizer of at least 60% alcohol will be used under supervision of staff.

### CLEANING AND DISINFECTING

The Nature Preschool will increase our cleaning and disinfecting efforts and routines. During the school day, Preschool staff will disinfect touched surfaces in bathrooms between groups. Communal items and frequently touched surfaces will be disinfecting whenever possible between uses and at the end of each day. In addition to regularly daily cleaning, the upstairs classroom and the Class Groves will be cleaned and disinfecting daily. The downstairs classroom will be cleaned and disinfecting after use. Class Groves will be **cleaned** by janitorial staff to ensure they are ready for Preschool use on Monday/Tuesday after being open to the public over the weekend. If classrooms are used they will be disinfecting by Irvine staff prior to Monday morning. An EPA registered cleaner and disinfectant approved for fighting COVID-19 will be used for all cleaning and disinfecting. Materials that cannot be disinfecting easily (such as stuffed

animals and puppets) will either not be used or rotated through periods of use and quarantine between use in different groups.

The securing of additional janitorial services enables us to have exclusive access to our Classroom Groves while still ensuring their safety for our students and staff during these unprecedented times. The weekly cost for these additional services is \$35 weekly. To help us cover this additional expense this school year, we ask families to consider a one-time donation of \$30 per student if they are able.

## SNACKS AND MEALS

Our snack policies and procedure have changed, so please read this carefully.

### Half Day Classes

Each family is responsible for bringing a small snack for their child each day. We have moved away from our family style snacks due to health concerns. Children's snacks should be packed in small, sealable, and reusable containers or bag. Snacks will not be refrigerated and should be trail friendly. If the snack requires a spoon or fork, please provide. For suggestions on containers please see the gear list.

Suggested Trail Friendly Snacks
Fruits or vegetables
Whole grain pretzels or crackers
Granola or fruit/nut bars (no peanuts)
Crackers with nut butter/cheese
Trail mix
*please send snacks ready to eat in reusable container or bag

**All snacks must strictly follow the food guidelines below.** Due to restrictions on parents joining classes, we are not currently able to have parents join classes to prepare a snack with us.

### Full Day Classes

The Nature Preschool will provide snack for the class. These snacks will follow our guidelines below and be served individually (not family

style) for the foreseeable future. If you are more comfortable with your child bringing a snack from home, you may do so, please see the instructions for half day classes. If you would like to donate a snack to share with the class, we would love that! This *donated snack* must meet the guidelines under the right side of the table below.

Full day students should also bring a bagged lunch from home daily. These will not be refrigerated and must follow all Food Guidelines on the following page.

<i>The Nature Preschool Food Guidelines</i>	
We strive to have snacks that are natural and full of good protein to help fuel our bodies for our hikes. <b><i>The Nature Preschool is peanut free. Some children have life- threatening allergies to peanuts.</i></b>	
We encourage you to use reusable packaging rather than one time use packaging.	
<b>Students may NOT bring:</b>	<b>The Preschool will not serve (parents may send for <i>their</i> child):</b>
<ul style="list-style-type: none"> <li>• Peanuts or any items containing peanuts</li> <li>• Sugary snacks or desserts</li> </ul>	<ul style="list-style-type: none"> <li>• Meat products</li> <li>• Any peanut products</li> <li>• Homemade products</li> <li>• Whole grapes, tree nuts, raw peas, hard pretzels or chunks of raw carrots to children who are 3</li> </ul>

**ALL SNACK & LUNCH CONTAINERS AND WATER BOTTLES MUST BE TAKEN HOME AND CLEANED DAILY.**

Before the start of the school year, please practice opening and closing snack and lunch containers with your child. Not only will this make them more independent, it will help limit the amount of time teachers must be closer to students.

### Food Allergies

Please disclose your child’s dietary restrictions and allergies on the health inventory form **prior** to the start of class. We will accommodate your child’s needs as best we can, however, in some cases we may request that you provide a supplemental snack.

### ITEMS FROM HOME

Each student will need to bring a backpack to and from school each day. Inside they should have a full set of seasonally appropriate clothing and a water bottle with a covered straw or mouth piece. For more details on these items and weather-related gear, please see the Recommended Gear List. A full set of extra clothes contains socks, underwear, pants, shirt, and in the winter sweatshirt or sweater. Please plan to check your child’s bag daily for soiled clothes and gear!

For the foreseeable future, the **only other items a child should bring from home include:**

- Rain gear or snow gear
- Snack (as specified above “Snacks and Meals” above)
- Rest mats or sheets for full day students (see gear list)
- Lunch for full day students

**These items must be taken home and cleaned daily. Rest mats/sheets will be sent home at the end of each week to be laundered.**

Students may not bring lovies or toys from home. If your child truly needs a transitional object, please touch base with your child’s teachers before the start of the school year.

### LONG DISTANCE LEARNING DURING PERIODS OF CLOSURE

In the event of an unplanned closure, Irvine will make reasonable attempts to adjust the calendar and/or provide distance-learning activities. After initial notification, you will receive additional information within 48 hours of any plans for long distance learning during the period of closure. Long distance learning *may* take the form of virtual class meetings and activities, resources sent to you virtually, and kits of physical materials for your child to use that you would need to pick up from Irvine. Any changes to the calendar will take additional time to coordinate with greater Irvine Nature Center as it is a shared space with other programs. Please be patient with us as we try to navigate this.

Refunds or discounts of up to 50% of the tuition for the duration of the closure will be granted as outlined in the contract. Please see the contract for more information. Please be patient as Irvine Nature Center processes any refund as this may need to be arranged remotely if the whole center is closed.

### COMMUNICATION

We realize that some of these new policies and procedures will inhibit the regular face to face check-ins with your child's teachers. Therefore, we will be more reliant on technology to help us do so. Before the start of the school year we will share information with you about a web-based app we will use to communicate with you about your child. In the weeks before the first day of school we will share videos of teachers introducing themselves, the class spaces, and what students can expect for their first days back at school. Please be on the lookout for this information!

Who to contact when and a handy reference of numbers is on the following page below so that you can display that in an easy to access spot.

## Who to Contact

We again would like to reiterate the importance of honest, open, and timely communication about your family's health, exposure to COVID-19, and travel. We need your help to keep our students and whole community safe as well as prevent any temporary closure of The Nature Preschool. All information will be kept confidential.

**If you have questions or concerns about your child's day:** your child's teachers. Before the start of the school year we will provide information on how to best do so using the new web-based app.

**If you feel that your concerns are not being addressed or if you have questions about school policies:** please contact the Director of Early Childhood Education and The Nature Preschool, Katie Rooney.

**If your child is going to be absent for any reason:** contact the Preschool Director directly. We must document all absences. **Please report any and all illness or questions about exclusion directly to her.** She can be reached in the following ways:

- Mon-Fri: 10-2 Office phone (443) 738 9223
- Outside of these hours: Cell phone (443) 379 4605
- Anytime: on ClassTag

If this is a pressing matter such as an illness, please call first. If you do not speak to her directly, please leave a voicemail and **include your phone number**. Then please follow up with an email. Thank you

**For questions about tuition payment or to update credit card information:** contact ECE Program Coordinator, Moriah Munsch. Our tax identification number is 52-1231286. To make a credit card payment online, please visit [this link](#).

**For grievances to which you feel you have not received a satisfactory response:** contact the Director of Education or the Deputy Director of Irvine.

**If an urgent matter arises during the school day:** call the main line of Irvine directly at (443) 738 9200. Please call this line if you are running late or there is a change in pick up for your child that day.

## Contact Information

Katie Rooney Director of Early Childhood Education & The Nature Preschool	<a href="mailto:RooneyK@ExploreNature.org">RooneyK@ExploreNature.org</a> M-F 10-2, Office: (443) 738 9223 All other times, Cell phone: (443) 379 4605
Moriah Munsch ECE Program Coordinator	<a href="mailto:MunschM@ExploreNature.org">MunschM@ExploreNature.org</a> (443) 738 9215
Brian Rollfinke Director of Education	<a href="mailto:RollfinkeB@ExploreNature.org">RollfinkeB@ExploreNature.org</a> (443) 738 9212
Courtney Sagal Deputy Director of Irvine	<a href="mailto:SagalC@ExploreNature.org">SagalC@ExploreNature.org</a> (443) 738 9224



# COVID-19 FAMILY HANDBOOK ADDENDUM

## AGREEMENT OF UNDERSTANDING

I/we, the guardian(s) of my/our child(ren), \_\_\_\_\_,  
have read and understood all policies and procedures in this COVID-19 Family Handbook Addendum.

\_\_\_\_\_ I/We agree to inform the Director of Early Childhood Education promptly if anyone within our household tests positive for COVID-19, is informed of a potential exposure, is required to quarantine due to **potential or confirmed** exposure, or has developed COVID-like symptoms as defined by the CDC and comply with any required absence from Irvine Nature Center programming including but not limited to The Nature Preschool.

\_\_\_\_\_ I/We agree to keep my child(ren) home if they show any signs of disease as described in the COVID-19 Family Handbook Addendum and to promptly call the Director of Early Childhood Education so that appropriate steps can be taken to ensure the health and safety of staff and participants per Department of Health recommendations.

\_\_\_\_\_ I/We agree to stay in contact with the Director of Early Childhood Education during any required self-quarantine and provide any requested doctor's note prior to returning to the Preschool after such a quarantine.

\_\_\_\_\_ I/We agree to honestly answer with fidelity all questions asked during the daily health screening at drop off.

\_\_\_\_\_ I/We understand the travel guidelines in place as outlined in the Handbook Addendum and agree to contact the Director after travel out of state **and submit negative results of a PCR COVID-19 test prior to returning to the Preschool.**

\_\_\_\_\_ I/We understand that caregivers will not be permitted into the classrooms or into the gathering areas of classes during the school day.

\_\_\_\_\_ I/We understand that I and any individuals with me over the age of 2yrs old must wear a face covering during drop off and pick up daily and if I must enter the class areas due to an emergency.

\_\_\_\_\_ I/We agree to pick my child up within 30minutes of being notified if they develop symptoms during the school day.

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GUARDIAN SIGNATURE

DATE

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GUARDIAN SIGNATURE

DATE