



## COLLEGE OF THE CANYONS – CENTER FOR EARLY CHILDHOOD EDUCATION

### RETURN TO SCHOOL PLAN

We are pleased to share our *Return to School Plan* with you. This plan reflects the directives, guidance, and recommendations from the Los Angeles Public Health Department (LAPHD), California Center for Disease Control (CDC), California Department of Education – Early Learning and Care Division (CDE-ELCD), and Community Care Licensing (CCLD). It also reflects guidelines and considerations from the *COVID-19 UPDATE GUIDANCE: Child Care Programs and Providers*, a collaboration between the California Department of Public Health (CDPH), California Department of Social Services (CDSS), and the State of California Department of Industrial Relations (Cal/OSHA). Additionally, we have customized all this guidance with the best practices and standards that are foundational to our program and have provided you with Center-wide procedures, protocol, and routines.

As the above public health guidelines change, this plan will change to ensure the most current guidelines are being followed at all times. In addition, as we begin to implement these guidelines our plan for procedures and routines may change. Any updates to this *Return to School Plan* will be communicated to you.

We are committed to providing quality care and education for infants, toddlers, and preschool children and will continue to model an exemplary developmentally appropriate and culturally sensitive learning lab environment for families and Early Childhood Education students. Young children learn by being actively engaged not only with the materials, but with the environment, with children, and with adults. Our curriculum will continue to be both planned and emergent to best meet the needs and interests of the children, individually and the group as a whole.

We take great pride in serving as a laboratory school for students who are studying Early Childhood Education. As a laboratory school, the Center supports the ECE academic department and continues to collaborate with faculty to support student pathways. Please know adult students will not be on site until further notice. However, we are working with our ECE academic department to support students in a way we never thought we would. The pandemic situation has brought educators together to look through another lens of opportunities to ensure student access, success, and engagement. This journey holds new possibilities such as virtual

observations and Center tours with narrative, Zoom and conference calls for student assignments involving direct contact with administration and adjunct faculty master teachers.

The way we implement our program will look different, but our commitment and approach to learning in the early years, best practices, and quality standards will not be sacrificed.

The following are action steps the College of the Canyons, Center for Early Childhood Education (CECE) laboratory school staff will take to reopen services and mitigate the spread of the COVID-19 virus to the best extent possible.

**GROUP SIZE AND STAFFING**

Recently the LAPHD increased maximum class size to 12 children with attention to physical space for maintaining physical distancing directives. Considering we are beginning our year with unknowns, and we will be implementing these directives for the first time, we have made the decision to have lower class sizes. These could change as the LAPHD guidance and directives change, and as we determine what is appropriate for our program. The following chart includes our current classrooms, daily operation, maximum class size, and ratios.

CLASSROOMS	Pink	Green	Yellow	Red	Blue	Purple	Canyon Country Room
Schedule	8:45-11:45	8:00-4:00	8:45-11:45	8:00-4:00	8:45-11:45	8:00-4:00	8:00-4:00
Maximum Class Size	6	8	8	10	10	10	10
Teacher/Child Ratio	1 to 3	1 to 4	1 to 4	1 to 8	1 to 8	1 to 8	1 to 8

**ARRIVAL PROCEDURES**

All Center staff have reached out to families to nurture relationships, communication, trust, and strong partnerships. We have made personal phone calls, emails, Zoom meetings, and mailings. We are planning for the arrival and pick up routines to take place at the sign-in/out stations. This will greatly reduce the number of adults coming and going from inside the Center and reduce the risk of exposure. The following include specific procedures to follow as you arrive at the Center:

1. All adults (parents/guardians/Center employees) MUST wear a face covering or you will be asked to leave the site. Please put your face covering on BEFORE you get out of your vehicle or come onto the premises. In addition to face coverings, Center employees will also wear a face shield.
2. The LAPHD at this time states that children who are 2 through 8 years old should use face coverings with adult supervision to ensure the child can breathe safely. You are your child’s first teacher. We encourage you to teach your child about appropriate use of face

coverings and about how to properly wear a face covering without touching the outer part, how to remove it properly, and how and where to store it. We will also encourage and support both you and your child in this learning process. It is required that your child wear or bring a face covering and Ziplock bag/container to school and to wear it to the best of their ability and development.

3. You will see physical/social distancing signage/posters at all locations. Please adhere to the 6-foot physical distancing, and any other directives, when you and your child(ren) arrive.
4. Sign-in/out Stations will be at the entrance nearest your classroom under a shade canopy. The Sign-in/out Stations locations are as follows:
  - Pink Room – adjacent to their building in the corner of the parking lot;
  - Green and Yellow Room will be at a corner parking space near the emergency exit door at end of the building nearest your classroom;
  - Red and Blue Room will be located in front of the main building entrance;
  - Canyon Country Room will be on the side of the building as before;
  - Purple Room will also be on the side of the building by their single gate entrance.
5. If possible, the same parent/caregiver should drop off and pick up the child every day. Please avoid designating those at high risk to bring or pick up your child.
6. At the Sign-in/out Station you will be greeted by teachers, who will be following physical distancing guidelines. Before interacting with any materials at the Sign-in/out Station, please clean your hands at the closest sanitation station. Your Sign-in/out Sheets, Daily Health Check Logs (*see Health Screening section*), and your Family mailbox/file box and your child's Work File will be located at the Sign-in/out Station. You will also see the lesson plan and monthly menu. Copies can be available for you.
7. Please bring a pen with you to sign-in and out to prevent contamination spread. Extra pens will be available as needed.
8. The Family mailbox/file box will serve as your personal mailbox. The regular mailboxes inside the building will not be used during physical distancing. All written Center communications will be filed in your personal "mailbox file."
9. If you have a child in the Pink Room, you will also be asked to complete a Daily Log that will be located in your child's primary caregiver binder. These primary caregiver binders will be available at the Sign-in/out Station and will be taken to the classroom after arrival for the caregiver to also include information about your child's day. At pick-up time the binders will be brought out to the Sign-in/out Station and available for you to read about your child's day. The binders will be disinfected before being brought to the Sign-in/out Station.
10. Personal items that are brought to school are to be labeled with your child's name (*see Things to Bring to School checklist section*) and enclosed in a 1-gallon Ziplock bag also

labeled with your child's name. Teachers will sanitize the Ziplock bags at the Sign-in/out Station and will take it with them when they walk with your child to the classroom.

11. Directors, Site Supervisor, and Teachers are highly experienced in helping with transitions and will have many ways to help both you and your child adjust with the beginning of the year and new routines.
12. Please help us in keeping everyone safe and say your goodbyes at the Sign-in/out Stations or at the walkway. If during the first few days you or your child are distressed, only one parent/guardian at a time will be allowed to enter the classroom and you will need to leave within 10 minutes. You must maintain physical distancing, wear a face covering, and observe all other Center protocols while inside.
13. If you want to check in and see how your child is doing, please know you can call the front office at (661) 362-3501 or (661) 362-3556 any time and we will transfer the call to the appropriate classroom.
14. The teachers will also communicate with you through a new App, "Bloomz," that will be in use this year. You will receive information about the App on the first day of school. Teachers will send messages and photos of your child through the App as another way to share the amazing things your child is doing at school. Please allow time for teachers to share this information with you or respond to any other phone/email correspondence as they are even busier than usual with added responsibilities related to health and safety compliance. They will connect with you as soon as they can. They need to take care of themselves too.

### **DAILY HEALTH SCREENING**

1. Please remember to adhere to the 6-foot distancing when you and your child(ren) arrive. There may be a line; however, with the individual classroom Sign-in/out Stations and the maximum class sizes in place, the arrival routine should move along, especially as we get experience with these new routines. Please allow time and be patient as everyone will be going through these procedures for the first time. Avoid congregating with other adults and families, especially those who are not in your same room assignment.
2. Teachers will be there when you arrive at the Sign-in/out Station. Please know your child's temperature will be taken and a no-touch thermometer will be used. Teachers will also conduct a visual wellness check. We think children may be more comfortable to see their parent/guardian have their temperature taken first, so do not be surprised if we ask to take yours first. You will be a model for your child.
3. As part of your daily routine we ask that you complete a health check at home before coming to school, including taking your child's temperature and checking for COVID-19

symptoms. FOR THE HEALTH AND SAFETY OF OUR CHILDREN AND STAFF, DO NOT COME TO SCHOOL SICK.

4. At the Sign-in/out Station you will complete a verbal Health Check. This verbal Health Check will be conducted by the teacher/Center staff, which includes questions related to COVID-19 symptoms.
5. We ask that families have a plan in advance that arranges for back up childcare should a member of their household or their child exhibit COVID-19 symptoms or test positive.
6. If your child becomes ill during the day and has a temperature of 100.4 degrees or higher, cough, or other COVID-19 symptoms, they will be removed from the classroom population to an isolation area, and parents/guardians will be notified to pick up the child IMMEDIATELY. The Isolation Room will be the staff office. Staff occupying that office space will relocate to another office area. The windows will be opened for increased air circulation. The teacher will remain with your child and provide care and comfort. For the safety of everyone we ask that if you were not able to pick up within a reasonable amount of time, we would ask you to contact a designated person that you have authorized and listed on your emergency card to pick up your child. If you or your guardian or your child's other parent were not reachable within a 15-minute period, we would contact the first person listed on your emergency card. When you or your designated person arrive, please call the front office (661)362-3501 or (661) 362-3556 and the teacher child will meet you at the Sign-in/out Station. After the Isolation Room is used the staff office will be quarantined until a fogging sanitation is completed.
7. Child(ren)/staff will not return until they meet the LAPHD criteria to discontinue home isolation.
8. Childcare programs must exclude any child, parent, guardian, or staff showing symptoms of COVID-19. Staff will discuss with parent/guardian and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude them from the program. You may be required to provide a doctor's note confirming that you or your child's condition is not related to COVID-19.
9. Please note all Center employees will have their temperature taken and logged PRIOR to entering the building. All Center employees will also complete an online COC Employee Health Log PRIOR to coming to campus. This health log includes the same COVID-19 symptom questions that you will answer for you and your child.
10. In addition, all Center employees will wash their hands in the restroom immediately upon entering the building. Staff will use hand sanitizer when handwashing is not practical. Sanitizer must be rubbed into hands until completely dry. *Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.* Pump bottles of hand sanitizer will be available in office areas, kitchen, classroom pass through spaces, classroom office/kitchenette areas, AND at the Sign-in/out Stations.

11. COVID-19 symptoms may include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting, diarrhea
- New loss of taste or smell

12. If a child or employee were to develop a fever or symptoms during the day and were sent home, the individuals possibly exposed and our college Center Administrator would be notified of the fever or symptoms by phone call. The Center would also be proactive and contact the LAPHD for guidance. The Center will not disclose the identity of ill individuals when contacting potentially exposed persons.

13. If there were a *confirmed* COVID-19 case at the Center, the LAPHD would be contacted immediately. The Center would then contact our COC Human Resources, Center Administrator, and families/employees who were possibly exposed by phone. Possibly exposed families would be given an exposure form, as well as information as directed by the LAPHD. All families at the Center would be informed of an identified case including the directives or recommendations given by the LAPHD. Please know the identity of individuals with suspected or identified cases will not be disclosed and will be kept confidential.

### **CLASSROOM PHYSICAL DISTANCING**

The following includes a description of the program changes made to ensure physical distancing to the best extent possible:

1. Teachers have rearranged furniture and play spaces to maintain 6-feet of separation between individuals.
2. Teaching teams have created and defined learning spaces, so children will recognize and come to understand the visual distance. Teachers will encourage children to the best extent possible and will let the children know that they created these special spaces just for them. We believe the re-designed spaces will help the children learn this practice,

while at the same time allowing them to socialize with adequate physical space between themselves and others. Tables have been visually prepared to encourage physical distancing. For example, tables that once had 4-6 chairs now have 2 chairs and have a table set up that is inviting for 2 children.

3. Teachers have prepared individual curriculum material “kits” specifically for each child for each area of the classroom. These “kits” will be presented in a variety of ways by use of washable baskets, containers, or crates.
4. The indoor and outdoor classroom curriculum “kits” are developmentally appropriate to each group of children.
5. Teachers have developed schedules and routines in both the indoor and outdoor classroom that are developmentally appropriate and easy for children to understand. As the year begins, teachers may adjust their schedules as they assess what has worked and what may work better.
6. Classrooms will not co-mingle. Each classroom, children and staff, will function as a cohort with stable groups of children (and staff to the extent possible). Unless absolutely necessary, children and staff will not be transferred between classrooms once assigned.
7. Teachers whose classrooms share yard spaces will coordinate outdoor classroom “days” that these spaces will be in use. All tables, play equipment, materials, and frequently touched surfaces will be disinfected at the end of the day so it is ready for the next group the following day. Surfaces, play equipment, and materials will not be shared between children to the extent feasible, and will be disinfected between uses when possible.

### **CENTER OFFICE PHYSICAL DISTANCING**

1. There will be times when you need to come into the Center. We encourage you to call whenever possible; however, when you must come into the Center, please remember to be mindful and enter the building one at a time, wear a face covering at all times, and to maintain 6-foot physical distancing. Time inside the building is limited to no more than 10 minutes. The primary contact numbers for the front office are (661) 362-3501 and (661) 362-3556.
2. The following includes some items that may need to be completed in person:
  - To request Center forms/paperwork or request a meeting, please call the front office.
  - Returning forms or Center paperwork.
  - Bring prescribed or over-the-counter medication.
3. When paying your tuition, we encourage you to pay by check or through your bank Bill Pay.

## **HANDWASHING, MEALTIME, REST TIME (CHILDREN & ADULTS)**

1. After the teacher and your child enter the classroom, they will wash hands. Teachers will use this time as an opportunity to help your child learn self-help skills, reinforce healthy habits, and monitor proper handwashing. Teachers have many ways to help the children learn about handwashing and may sing songs, count, or possibly have a digital timer to motivate developing these skills. They model and support learning handwashing skills before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
2. Our Nutrition Specialist and Nutrition Assistants will also follow mealtime guidance, as well as include enhanced sanitation/disinfecting procedures, and wear gloves at all times. The following include specific meal preparation guidelines:
  - The program will be using paper goods and disposable plastic utensils as much as possible, following CDC and LAPHD COVID-19 food handling guidelines.
  - The meals will be pre-plated in the kitchen according to the Child and Adult Care Food Program (CACFP) Meal Pattern and then plastic wrapped.
  - In the main building, the nutrition staff will call the teachers when the meal carts are ready to let them know they will deliver the meal carts to the hallway classroom door. Nutrition staff will also call teachers in the Pink Room and Purple Room to let them know the meal carts are being delivered to the classrooms and will be pushed inside the classroom.
  - At mealtimes the teachers will utilize more tables to ensure physical space between children.
  - Teachers and children will wash hands prior to and after mealtime as usual.
  - Teachers will wear gloves during mealtime as usual. Paper cups will be used for beverages. Teachers will pour milk at breakfast, and full day children will also be served milk at lunch and water with afternoon snack. The children's water thermos will be accessible to them throughout the day (*see the Things to Bring to School checklist*).
  - Teachers will remove the plastic from the pre-plated meal and give the meal to each child one by one.
  - Children will not be allowed to share or touch each other's food.
  - Mealtime may be implemented outdoor according to classroom schedules, space, and weather.
  - The teachers will call the kitchen staff when mealtime is finished and push the carts into the hallway or exterior door. Kitchen staff will pick up the carts immediately and dispose of trash and disinfect the meal carts, pitchers, and any necessary supplies.



3. The full day children have a rest time following lunch as usual. The cribs/rest mats will be 6 feet apart, with heads in opposite directions. Rest time mats and personal items used at rest time will be bagged to ensure items are separate from others.
4. The staff lounge will not be used for breaks until further notice. Teachers' break areas will be in their classroom Sign-in/out Stations. Co-mingling between classroom staff will be limited and all staff must maintain the 6-foot physical distancing. Center staff will find creative ways to connect with each other through phone calls, messaging, Facetime, Zoom, etc.
5. The staff office will be restricted to no more than 2 teachers. Teachers will make reservations for office work. The staff office windows are to be opened as appropriate for ventilation and closed prior to leaving this room.

### **HYGIENE & CLEANING PRACTICES**

1. Doors and windows will be opened as much as possible. When the Center air conditioning is in use, we will use a setting that brings in fresh air. When cleaning, teachers will air out the space before children arrive and will plan to do thorough cleaning when children are not present.
2. Center staff will attend and complete:
  - Mandatory Full Staff Zoom Reopening Meeting
  - Part 1: Annual Integrated Pest Management (IPM) Training Online
  - Part 2: IPM Cleaning, Sanitization, and Disinfecting Zoom Training
  - CACFP Nutrition Zoom Training.
3. Designated Center staff/teachers will sanitize Sign-in/out Station table surfaces, pens, file tote boxes, and other materials that may be used for check-in and display.
4. Designated Center staff will disinfect frequently touched adult common area surfaces such as door handles, light switches, sink handles, adult bathroom surfaces, counters, tables, and other commonly used items.
5. Designated Center staff will clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles and seats, tables, and door handles.
6. In the classroom, teachers will designate a container for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the environment.
7. Designated classroom teacher will clean/sanitize toys and materials before indoor and outdoor classroom "kit" rotation. Soft shared items have been removed from the environment.
8. Individual book "kits" will be quarantined for 48 hours before being introduced back into the environment.

9. The water fountains both inside and outside will not be used until further notice (*see the Things to Bring to School checklist*). The water fountain will be covered, and water turned off.
10. Teachers provide and facilitate learning experiences in many different ways. They plan curriculum for each child and for the group as a whole. They read books and sings songs about hygiene and healthy practices and engage with children in helping them to learn about taking care of their bodies, including how to use a tissue, or cough/sneeze inside their elbow. Once again, the teacher will model and support learning handwashing skills after eating, after coughing or sneezing. The Center encourages parents to incorporate these practices at home to foster their child's understanding and compliance with healthy behaviors.
11. The preschool classrooms may have a box of tissue for each child labeled with their name and kept in their cubby.
12. In the past, the full day children brushed their teeth after lunch as part of their routine in preparing for rest time. This practice will be discontinued until further notice.

### **ESSENTIAL PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SUPPLIES**

1. Center staff will:
  - Wear face coverings and face shields
  - Frequently wash hands
  - Use hand sanitizer when handwashing is not easily accessible (at least 60% ethyl alcohol preferred or at least 70% isopropyl alcohol)
  - Wear gloves for tasks such as serving food, handling trash, or using cleaning and disinfectant products. A new pair of gloves will be used for each task.

### **FAMILY CHECKLIST OF THINGS TO BRING TO SCHOOL**

1. Bring a pen for signing in/out.
2. Depending on what is most appropriate for your child, please bring a durable water sippy cup/thermos/flask labeled with your child's name. The exterior of the container will also be sanitized at the Sign-in/out Station prior to the teacher and child going to the classroom.
3. Extra clothing, diapers/pull-ups/underwear (*please see the Classroom Beginning of the Year Packet that teachers will provide for you. The packet will have additional items that are specifically for your child's classroom, and may include specific classroom plans, and how to best contact them*).

4. The Center provides rest time mats and sheets for full day children. If your child has a blanket or specific comfort item, please let the teacher know. Again, these must be labeled and enclosed in a labeled 1-gallon Ziplock bag. Please remember the bag will be sanitized at the Sign-in/out Station.

**Return to School Plan – Acknowledgement of Receipt**

**SIGNATURE of PARENT or LEGAL GUARDIAN:**

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**PRINTED NAME of PARENT or LEGAL GUARDIAN:**

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**NAME of CHILD:** \_\_\_\_\_

**NAME of ADDITIONAL CHILDREN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_, 20\_\_\_\_