

Pine Grove Early Learning Center

Covid-19 Addendum to the Parent Handbook

In this addendum to the Parent Handbook you will find vital information about our practices and policies due to the Covid-19 Pandemic. It is lengthy, but please stick with us, as this is information you all will need. **This information applies to the ENTIRE Pine Grove ELC population, including both preschool and school age children** (except for naptime for preschool and virtual learning for school age which are age specific).

Communication

- To safely navigate this environment we are living in, communication is of the utmost importance. Emails and phone calls are extremely important.
- For issues that require immediate attention (sickness, pick-up change, etc) please contact the office at pgchildcare@aol.com or 410-357-4112.
- If you would like to see how your child is doing in class or have a question specifically for your child's teacher, please reach out to her personally on her parktonpinegrove.com email. Because the teachers may be busy with the children, it might take a little longer for a reply, but all teachers check their email daily.
- If you, your child, or anyone you engage with has been exposed to the Covid-19, please notify us immediately and keep your child home.
- If you suspect your child is sick, even with a common cold, please keep him/her home, contact your pediatrician, and notify us as well.
- Please notify the office by 10am if your child will not be attending for the day.
- Please make sure the office has your most current contact information (phone numbers as well as email addresses).

Drop Off

- Please escort your child into the building. For children age 3 and up, If you arrive before 8:30am please bring your child and his/her belongings to the "Big Room". If you arrive after 8:30am please take your child directly to his/her classroom. All 2 year old children will go directly to their classroom regardless of what time they are dropped off.
- **Drop off begins at 7:30am and closes at 9:00am. We would like to have all children in the building by 9:00am. If you have a situation that delays you, please email the office or let your child's teacher know.**

Pick-Up Changes

- All pick-up changes must be in writing if it is someone other than the child's parents. Please include the pick-up person's full name in your correspondence.
- Anyone different for pick up must present a photo ID that matches the name you provided.
- Your pick up person can ring the doorbell and a member of staff will escort them to your child and complete the check-out process.

Pick-Up

- We are currently closing at 5:30pm. Please make every effort to arrive on time.
- If you know you will be picking up early (before 3:00pm) please notify the office so we can have your child ready for you upon arrival.
- Please drive with extreme caution in our parking lot as many children will be crossing the lot with their parents. We ask that you hold your child's hand in the parking lot and do not allow them to cross the lot without you. Please proceed safely to the exit.

Needed Daily supplies

- **Tote bag, or back pack, labeled with your child's name, to carry all supplies to and from PGELC each day. No lunch boxes are permitted as we must fit them into the classroom (dorm size) refrigerators.**
- Unused or sanitized gallon sized Ziplock bag, with your child's name clearly marked on the bag, containing lunch, water bottle, morning snack and afternoon snack. All containers and water bottles should be clearly marked with your child's name.
- **For Preschool age children** - Freshly laundered crib sheet, small blanket and "lovey" for nap. Nap items should be brought in on Monday and will be sent home on Friday to be washed. For size reference all nap supplies should fit inside of a two-gallon Ziplock bag. Anything larger is not permitted due to space constraints in the tote bag as well as the cubby. Please label all nap items with your child's name. **Please DO NOT send in sleeping bags, bed rolls, full size pillows or large nap "lovies" as we are extremely limited on storage space.** Any nap "lovies" that are sent in should stay the entire week and will be sent home on Fridays with the other nap items. **Do not send in your child's most favorite, night time lovey.** Pacifiers are not permitted at PGELC.
- **For School age children** (if virtual learning is in session) – BCPS Chrome-book (fully charged at home each evening), **charging cord** and headphones, all clearly marked with your child's name. Contact your elementary school to request a "Hot Spot" from BCPS to ensure connectivity for your child if virtual learning is for an extended period of time. If virtual learning is for an extended period of time, as soon as you have your schedule and classroom teacher assignment from BCPS please supply us with a copy of that so we can follow it for log in times.

- Shoebox size plastic container with a lid containing a full set of extra clothes for accidents and spills. Everything must be labeled with your child's name. This is recommended for school age children as well as preschool since they will be with us all day. These items will remain in the sealed container in your child's cubby.
- The children are NOT permitted to use hand sanitizer. Please do not send this with your child.
- **If your child has had an exposure to Covid-19 or if cases surge, A minimum of 6 masks,** to be worn and changed throughout the day. Clean masks should arrive in a Ziplock bag. Dirty masks will be sent home in a paper bag. Please label all cloth masks so that we can get them back to you for laundering.

In the Classroom

- All children will wash their hands as soon as they enter the classroom.
- Proper handwashing will be taught and will be done numerous times throughout the day.
- High touch areas in the classrooms will be sanitized regularly throughout the day.
- Teachers may request items that are personally for each student and not shared (ex., crayons, markers, scissors, pencils, glue sticks, pencil box, etc).
- Air purification systems have been placed in each pair of classrooms to aid in the reduction of germs.
- The building will be professionally cleaned each evening, but spot cleaning will happen throughout the day as necessary.

Outside Play

- We will utilize both playgrounds as well as the side yards to maximize opportunities for outside playtime.
- Weather permitting; the children will go outside twice a day.
- Please send clothing/outerwear that is appropriate. The children will go outside as long as the temperature is above 32 degrees.
- If the weather does not permit for outside play, the teacher will provide large muscle activities in the classroom or the "Big Room".

Masks/Cloth Face Coverings

- If there is an exposure to Covid-19 or a surge in cases, adults and children may be required to wear a mask or cloth face covering.
- If there is an exposure to Covid-19 or a surge in cases, children should have a supply of **at least 6 masks** or cloth face coverings to be worn and changed throughout the day. Children will be encouraged to wear masks or cloth face coverings unless it is not developmentally appropriate for them to be worn. If it is not developmentally appropriate, they will not be forced to wear a mask or cloth face covering.

- Masks or cloth face coverings will not be worn during mealtimes, outside, or at naptimes.

Immunization Record

- We are required to have the most up-to-date copy of your child's immunization record. **Please supply us with an updated copy of your child's immunization record at the time of enrollment and then each time a new immunization has been administered.** If your child is not current on his/her immunizations, please make an appointment with your Pediatrician a.s.a.p.
- If your child has been vaccinated for Covid-19 please provide us with a copy of your child's vaccination record.

Illness/Possible Closure or Quarantine

- If any child appears ill, exhibits symptoms of the Coronavirus, or has a possible exposure to the Coronavirus we are required to contact the Maryland Department of Health who will make a decision determining if we need to shut down part of or the entire program, to quarantine, and for how long. They may require notes from your doctor as well as Covid testing.
- If a child becomes ill while in our care, we will follow the Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps, provided by the Maryland Department of Health and MSDE.
- **Any child that becomes ill and is asked to be picked up he/she must be removed from the program within one hour.**
- In order for a child that has been sent home for illness to return, the minimum requirement will be a note from their pediatrician clearing them to return to care. Additional measures may need to be taken if deemed necessary by the Maryland Department of Health.

Billing

- Billing will be weekly.
- We use Tuition Express, automatic billing, where the payment will be drafted from your bank account, credit card or debit card.
- Bills will be sent out on Friday, with payment drafted before close of business on Monday. If your automatic payment does not go through another form of payment may be requested. Care will be refused until payment has been made returning the account to a zero balance.
- We are no longer able to accept credit card or checks in person.

- If we are forced to close the program or classroom due to any Covid-19 related reason, the payment made for the current week will not be refunded; however, you will not be billed for the remainder of the time that we are closed.
- If your child is asked to quarantine due to exposure to anyone who may have, or is suspected to have Covid-19, and the classroom remains open, charges will be assessed.

Virtual Learning for School Age Children

- If BCPS returns to a virtual learning platform, PGELC teachers will assist with the process of virtual learning through BCPS. The teachers at PGELC will maintain an open line of communication with the parents, especially if it is noticed that a student is struggling. PGELC will **not** be responsible for completion of assignments, understanding of the lessons presented or general academic success of the student. It is the parent's responsibility to ensure devices work appropriately, assignments are completed, assistance is sought through BCPS if lessons are not understood, etc. The parents should reach out to the child's teacher through BCPS to gain assistance for their child.
- We will do our best to present an appropriate learning environment but cannot guarantee it will meet the needs of every student.
- While the PGELC teachers will be present during virtual instruction, we are not able or equipped to provide one-on-one tutoring for the children. If your child requires additional assistance, please speak with your child's teacher through BCPS.
- PGELC is not responsible for lost or damaged chrome books, **cords**, headphones, hot spots or other learning materials. That responsibility remains on the student bringing the device(s)/materials as well as his/her family.
- Chrome books should be charged completely each night, so your child arrives ready to receive instruction from his/her BCPS teacher for the entire length of instruction for the day. If your child's chrome book is not holding a charge for the full day, you should contact your child's teacher that there may be a problem with the device. **Please send the charging cord, clearly labeled with your child's name, each day.**
- PGELC cannot guarantee that we will always have internet access or enough bandwidth; therefore all parents should inquire about obtaining a "hot spot" through BCPS to maintain connectivity during active virtual learning times.
- All learning materials should be clearly marked with your child's name.