

PRE SCHOOL GUIDELINES FOR REOPENING

These guidelines were formulated based on the Department of Public Health's recommendations when planning for Reopening of nurseries and daycares and the collaboration of the directors, faculty and staff of DCDC, IOPCNK, and MHCNK.

Drop Off- Pick – Up

- *Drop off –Pick Up Time: 8:00 A.M – 5 P.M.
- *Wearing of mask is mandatory when dropping off or picking up children.
- *Parents will be dropping off/picking up their children in areas designated outside of the school campus. Must show child's placard for identification and assistance. School employees will be screening children's temperature as they come in. Children with 98.6°F or 37°C will not be allowed to come in. Teachers will be escorting and receiving the children in their respective classroom.
- *Social Distancing must be observed and enforced by a school personnel during drop off and pick up of children.
- *Children's temperature will be checked again before lunch and after naptime.
- *Children will head directly to their classrooms.
- * Parents pick up their children in the same areas they're dropped off.
- * Parents are asked to bring their own pen to sign during Pick up.
- * Children ages 4-5 years old must be wearing a mask to and in the school. Must be completely potty-trained
- * All children except 18-2 years old must be completely potty-trained.

Sanitation and Disinfecting

- *Children's hands must be washed or sanitized before entering the classroom. Teachers will be dispensing hand sanitizers outside of the door of each classroom.
- *Classrooms must be sanitized and disinfected at the beginning and end of the day.
- *Cots must be exclusively assigned and labeled for individual child's use. Cots must be sanitized and disinfected every use.
- *Toys and other items accessible to children must be sanitized every day.
- *Areas/Surfaces regularly used/touched must be routinely sanitized and disinfected. Examples of these areas/surfaces are: tables, chairs, doorknobs, light switches, countertops, handles, desks, keyboard, television screens and knobs, faucets, toilets, sinks, touch screen monitors, etc.
- *Children's bag must only contain a blanket, a small pillow, diapers, change of clothes and will be sent home every day.
- * Children's folder will be sent home every day.

- *face shield must be disinfected by midday or right after close contact with a child (i.e. changing diaper, clothes, wiping face, etc.)
- *Children's bags must be sanitized before entering the gate/door.
- *Soles of shoes must be sanitized and disinfected.

Changes to caring for Infants and Toddlers

- *Changing stations must be sanitized and disinfected before and after use.
- *Teachers of the 2 and 3 years old must wear a face shield, mask, and disposable gloves, especially during changing diapers and using the toilet.
- * Children and staff must wash/sanitize hands before and after changing diapers.
- *Used diapers/trash must be kept away from children's reach and disposed of promptly.
- *Children should wear school uniform or pull up pants or shorts only. No Rompers/buttoned pants.

Food Preparation and Meal Services

- *Breakfast must be done at home or outside before coming in.
- *No meal will be prepared in school. Children must bring their own packed lunch, snacks, and drinks. Dry foods are recommended to bring to school for lunch/snacks.
- *No cooking or food preparation will be done in school.
- *4-5 Years old will be eating outside of the classroom. *Only the 2- and 3 years old will be eating in the school cafeteria on separate times for the two age groups.

Isolation and Caring For Sick Children

- *No child with a temperature of 98.6°F or 37°C will be allowed to come in.
- *In the event that a child's temperature went up higher than the set temperature, the child will be brought to the school's isolation ward and parents will be contacted for the child to be picked up.
- *Parents must not bring a child to school when sick the night before and had taken medication prior to coming to school.
- *Children who were sick must present doctor's clearance before coming back to school.

Social Distancing

- *A distance of 6 ft. must be observed. Parents are asked to remind and practice their children on social distancing.
- *No physical contact like hugging, shaking hands, holding hands, etc.
- *Number of students will be limited to the room capacity for social distancing.
- *Grounds/floors/chairs/tables will be marked for social distancing (6 ft. apart)

MHCNK Employees Guidelines

*Nursery/School Operation Time: 8:00 A.M. – 5:00 P.M.

*All Employees must be report to work all at the same time and must be at the workplace at least 15 minutes before to have enough time for preparation.

* Maintenance Personnel will be monitoring traffic ensuring that social distancing is followed.

*Faculty and Staff must pass through a temperature screening and sanitation area before entering the school campus.

*Employees assigned to do screening doing drop off must wearing gloves

*All employees must wear a mask and face shield (as necessary) when in school/work.

* Observe the guidelines for providing care and education to the children

* There will be 3 designated drop off and pick up areas.

a. In front of the gate: 2-3 Years old

b. Main door, SRC: 4 Years old

c. outside side door: K-Red and Blue

d. SRC outside last door: KC

* School staff will be taking children's temperature. One teacher per class will be at hand to escort children to their respective classroom and another teacher to receive and dispense sanitizer at the door before letting the children inside the classroom.

*Playground is off limit for the time being. Small groups of 10 or less may go for an outdoor activity. Use rope for children to hold on and to ensure 6 ft. social distancing.

* Classes will be divided into smaller groups to observe social distancing.

*Clean and sanitize personal/office/classroom spaces, furniture, equipment beginning and end of the day.

*Arrange classrooms according to social distancing guideline.

*Employees must through a screening when going in and out of campus.

* Classroom teachers will prepare and provide parents a placard with the child's name, room, and teacher's name. This must be given to the parents during orientation.

Note: In the event, an employee or anybody in the school is found positive of COVID-19, the school will notify DPHSS, close down the school for disinfecting, abide by DPHSS guidelines regarding this matter.