

Pandemic Handbook for Village Infant/Toddler Center and Preschool
3306 & 3216 W. Victory Blvd.
Burbank, CA 91505

Bridget Cantrell- Executive Director
bcantrell@villagechurchburbank.org
villageitcps@gmail.com

The following policies and procedures will be implemented at Village Infant/Toddler Center and Preschool when a pandemic or seasonal influenza outbreak is declared.

Communication

During a pandemic, a strong connection between child care and public health leaders is critical because recommendations and communication strategies evolve rapidly. Village Infant/Toddler Center and Preschool reserves the right to modify hours and operation policies and procedures at the program's discretion as it relates to California Licensing Division and Health Department regulations. This is to ensure the health and safety of all families, children, and staff.

Dropping Off and Picking Up of Students

Parents will drop off and pick students up at the entryway of the center and will not be permitted in the classrooms for pick up or drop off. If parents need to speak with the Director, they may enter the office but must wash their hands and remove their shoes. If a parent must enter a classroom, they must wash their hands and remove their shoes. We ask that no parent touch anything or any other student during this time. We ask that, when in the building, that parents respect the personal space of students and staff by standing at least 6 feet away.

When a student is brought to school, their temperature will be taken upon arrival and dismissal and they will be brought into the restroom to wash their hands.

Communication with staff should be done via Brightwheel, email or phone to allow social distancing. We will make teachers available to keep all families updated and to answer/address all the needs of the students in our care.

Hours of operation may change to allow proper staffing and sanitization procedures. Staffing during these times may be limited.

Student Supplies

Students should arrive in clean clothing. Students should bring any items needed in a disposable shopping bag only, other than their lunch. Lunches should still be brought in a lunch box to keep items cold/hot as needed. Water cups will need to be taken home each day and brought back the following; they may not be left at the Center. All other items will be sent home at the end of the week for proper washing. This includes nap time items, change of clothing and all other student items that need cleaning. Children may not bring stuffed animals and/or other toys into the centers. Students' cubbies will be sanitized each Friday.

Illness Policy and Monitoring

Students will have their temperature checked daily upon arrival and departure and randomly throughout the day. Any student with a fever of more than 100°F must remain out of school for 48 hours after the fever has broken without fever reducing medications. We will not allow a doctor's note for returning before the 48 hours.

Any student showing any signs of a respiratory issue such as: excessive coughing, wheezing, shortness of breath, etc., will be sent home and will need to be seen by a medical professional and present a doctor's note for re-entry. No exceptions will be made.

Students with a cough and fever will be required to be seen by a medical professional within 24 hours. Students must remain out of school for 7 days. Parents will be required to notify the Director via email or phone within 24 hours to inform the school what the illness may be.

If your child or anyone in the home or who was in direct contact with the parent of the child has a positive COVID-19 test result, families must inform Village Infant/Toddler Center and Preschool via email only ASAP. The child will be required to stay home for 14 days.

Keeping Healthy

VITCPS will take every precaution to keep your child safe and healthy! Consistent handwashing and sanitization of the center will be performed many times throughout the day. This may cause a child's hands to become more irritated and rawer than normal. We ask that you use lotion on your child's hands nightly to help keep your child's hands from becoming overly raw.

We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with the director about any illnesses your child or may be experiencing.

We ask that all families attending VITCPS practice social distancing and local recommendations regarding the pandemic. Students should not be going out in public with parents; playgrounds should be avoided, as well as group gatherings. These restrictions will be lifted as the local regulations are lifted by a local or state professional. Any violation in this matter will require the child to be placed on a leave of absence from school until the pandemic is over.

During a time of pandemic, VITCPS will only care for the allowed students in accordance with the federal, state, and local government regulations.

Closing the Center

If a child has a cough and a fever, we may close the center for 24 hours for proper cleaning and sanitizing of the center in accordance with the Los Angeles Public Health and Licensing mandates.

If any child or parent is being tested for COVID-19 or any other pandemic illness, the center will remain closed until all tests are complete. If the test is negative, the centers will reopen after cleaning and sanitizing of the center. If the test is positive, the center will be closed for 14 days.

Tuition Payments during a Pandemic

Payment of care is taken on a circumstantial basis depending on the situation and pandemic. The Village Church Elder Board and VITCPS Executive Director will keep all families updated on tuition payments.

VILLAGE INFANT/TODDLER CENTER AND PRESCHOOL

PANDEMIC HANDBOOK RECEIPT

I/We have received a copy of the Village Infant/Toddler Center and Preschool Pandemic Handbook.

I/We have read the handbook and understand that it is my/our responsibility to abide by all the rules, regulations, and policies established therein.

I/We understand that this handbook may be revised at a future date while my child still attends Village Infant/Toddler Center and Preschool, but that we will be notified of these revisions.

I/We understand that although VITCPS undertakes all necessary steps to ensure the health, safety and welfare of my/our child when in care that it does not constitute a guarantee of health, safety and welfare of the child at all times.

I/We indemnify all members of Village Infant/Toddler Center and Preschool against all claims or responsibility that may result from illness or death pertaining to any pandemic, including COVID-19.

Print Child's Name _____

1. Parents Name

2. Parents Name

Parents Signature

Parents Signature

Date

Date