

Le Jardin des Enfants 2022-2023

Safe at School Guidelines for Families

Le Jardin des Enfants will be onsite for the 2022-2023 program year (pending local and state governing agency updates). Our staff, families, and student's health and safety are the cornerstones in creating our safe return guidelines. At this moment, we have shaped our Safe Return to match the current local and state policies.

Our new academic year program reflects a thoughtful analysis of the current practices and improvements to meet health and safety standards. This document will be revised as we adjust to local and state policy updates and our internal practice revisions.

We want to assure families that our return is with thoughtful consideration of our students' social-emotional needs.

Preparedness and Planning

1. Parent prevention - parents will be asked to keep children at home if known exposure to COVID-19 has occurred outside of the school environment, or if they do not feel well. Check your child's temperature at home before coming to school. Children with a temperature higher than 100°F need to stay at home and self-isolate. Children with symptoms of COVID-19 such as runny nose, shortness of breath, cough, headache, sore throat should stay at home and return with a negative antigen or PCR test.
2. Illness spread prevention - please monitor your child for any signs of ill health before coming to school.. By signing your child into school, you are acknowledging that they are in good health to be attending school. Adults who are not feeling well should not drop off children and should have another adult drop off your child.
3. Staff education and prevention - Staff will receive training on the COVID guidelines. Staff will be required to wear masks and other protective gear, as noted in this document.
4. Student education and prevention - JDE has health and safety education built-in to the standard curriculum. In addition to these, we will provide daily reminders about when/how/why we need to wash hands, use a tissue, cover our sneeze/cough, and more.
5. Weekly COVID tests - students are asked to take a weekly rapid antigen test before their first day of school each week while LA County is in the medium or higher level.

Classroom prevention/Environmental Safety

1. *Classroom Air Purifier* - The School has an Air Purifier for use in the School. This device will help circulate and filter air.

2. *Hand-washing upon entering the class* - Upon arriving at school students will be brought in immediately to the hand washing area to wash hands with soap and water. Student's will dry their hands on their hand towel.
3. *Hourly handwashing* - Teachers and students will wash their hands at least once/hour. This can include the time students and teachers wash hands before snack and lunch.
4. *Face covering for adults* - Teachers must wear an appropriate cloth face covering while in the hallways, classroom, and outdoors and at all times while interacting with students.
5. *Face covering for children* - The CDC recommends that children ages 2 and up wear a mask when in public. Realizing this can be quite tricky, we must work together to encourage your child, without causing distress. Wearing a mask in school all day can be quite tiring for kids. Additionally, children often adjust their masks and this frequent touching can eliminate the reason for masking. If your child has a mask and would like to wear it, great! He/she can bring it to school and wear it as often as he/she would like. While we won't be able to expect every child to wear a mask, some are better than none. A child-friendly mask, maybe with the image of a favorite character or animal, may help. Further, we ask that you provide a small container with a lid where your child can safely store his/her mask when not in use and teach your child how to put the mask in this container when the mask is not in use.
6. *Classroom cleaning* - daily cleaning of high traffic surfaces using EPA and CDC recommended cleaners (more below).

Health and Hygiene

1. Hand washing - Educate and remind students about the 20-second hand washing techniques. We have several songs that we have used during the school year.
<https://www.youtube.com/watch?v=R2oPD-nRVNI>
2. Sleep/Nap/Bedding (pillows, blankets, clothing) - The Center for Disease Control recommends adequate sleep for children. See their [reference chart here](#) for the recommendations on the target number for suggested rest each day. Proper sleep patterns and routines can help to keep your child healthy.
3. Napping at School - Nap time at School is not a requirement. However, we highly encourage children to rest and relax their bodies each day during quiet time. Students who do not fall asleep during quiet time may read a book or rest quietly with a stuffed animal (please have them pick a favorite, small stuffed toy from home).
4. Pillows, blankets, bedding, clothing - All children's blankets, bedding, and pillows will be sent home at the end of the week to be laundered. Please return the bedding the following week. Our napping pads will be assigned to a student and labeled with their names.

Parent Drop-off and Dismissal

Morning Drop-off

- a. Drop-off 9-9:10AM. Please do health screening at home. Please send proof of a negative test or bring a negative test with you on your child's first day. If you are not feeling well, please have another adult drop off your child.
- b. Each student will be signed in by a parent or guardian. Please use your full legal name when signing in. Pens will be provided and sanitized for parents to use, or parents may

bring their own pen. By signing your child in, you are acknowledging that they are in good health to attend school.

- c. Parents can drop students off at the door to reduce indoor time. If parents wish to walk down the hallway to the classroom, parents must wear a mask.
- d. The student will be escorted to the classroom by a teacher unless a masked parent enters.
- e. The student will wash their hands before entering the class.
- f. Each child's lunch and bags will be left at the cubbies outside the classroom.

Afternoon Pick-Up

- a. Pick up at 2-2:10PM will be at the Grand Avenue door. We will release one student at-a-time to maximize social distancing measures and ensure the alcove is clear. Please arrive no later than 2:10PM for pick-up.

Student Screening

1. During the day - Student's will be evaluated throughout the day. If there are signs of illness i.e. discharge from eyes or nose, coughing/sneezing, or lethargy, we will isolate the child and contact an available parent or guardian for pick-up. We cannot make exceptions. Please do not send your child into school if they experience any cough, cold, or flu-like symptoms.

Social Distancing

Classroom

- a. Daily activities - Teachers will use visual guides to help teach the children spatial awareness and distancing during play. This may include pillows, spot circles, dividers during snack and lunchtime, and more.
- a. Naptime - Napping children will be spaced 6 feet apart. We will have table activities with appropriate distancing and limits on the number of students. Children will be placed head to toe as per CDC recommendations.
- a. Isolation area: If a child begins to exhibit signs of illness while in our care, parents will be notified, and the child will need to be picked up. The child will rest on their napping pad, in the isolation area. This area is where teachers will have a clear view of the child while the day continues. One teacher will attend to this child.

Outdoors

- a. Maximize Time Spent Outdoors - Teachers will spend as much time as possible during the instructional day outside, weather permitting.
- b. Lunch Time - Tables will have markers to indicate as visual cues to indicate where students will sit to eat so that they maintain a safe distance from other students.
- c. Free Play - Teachers will encourage games and activities that allow for distance between children and monitor children's independent games to ensure safe distances in a positive and proactive manner. The outdoor time will allow for students to take a mask break, if needed.

Food Preparation and Meal Times

1. Snack time - Teachers will wear a pair of clean food handling gloves to serve students who wish to have snacks. During snack time, students will be properly distanced. We will utilize two tables to ensure adequate spacing.
2. Lunchtime - Teachers will wear clean food handling gloves to assist students who need help with opening containers. We encourage parents to send students with containers that they can open themselves to promote independence. Students will be properly distanced. We will utilize two tables to ensure adequate spacing. Children will eat only from the food sent from home during lunch.
3. Classroom events - We will continue to host these events outside and limit attendance to limit spread of disease. More details will come when these events are planned.

Cleaning Procedures

Daily, Weekly, and Monthly schedule

Before and After School - High touch surfaces will be cleaned, disinfected, or sanitized (sinks, faucets, toilets, tabletops, knobs, books, toys, and more). See the table above for more details. During the Day - High touch surfaces will be sanitized (sinks, faucets, toilets, tabletops, knobs, books, toys, and more).

Cleaning solutions

- a. All cleaning solutions are EPA approved.
- b. The following steps are taken when disinfecting a surface or object
 - i. Staff will wear disposable gloves to use disinfectant. Those gloves will be discarded in the trash. Staff will wash hands after using a disinfectant.
 - ii. We will follow the recommended time for the solution to be left on the surface before being used. So the solution can properly clean the surface.
 - iii. Cleaners, sanitizers, and disinfectants will be placed out of reach.

Policy review and updates

1. Staff will have a monthly review of practices. Each month, we will meet to discuss procedures and protocols.
2. Communication to parents for updates: Monthly communication will be sent to parents regarding local and classroom policy updates, as it changes. If any child or staff member becomes ill, an email notification will be sent to parents before the next day of School or within 24 hours (whichever comes first).
3. In the case of an emergency update, parents will be notified as soon as possible by a phone call or email.

Tentative Daily Schedule

Le Jardin des Enfants on site*:

9AM	Drop-off**
	Wash hands upon entering room
9:30AM	Circle Time (upstairs)
10AM	Bathroom and wash hands
10:10AM	Snack Time

10:20AM	Clean-up
10:30AM	Outdoor time
11:05AM	Bathroom and wash hands
11:10AM	Lunch
11:35AM	Clean-up
11:40AM	Bathroom and wash hands
11:45AM	Story Time
Noon	Quiet Time/Reading (in classroom)
12:15PM	Rest/Soft Music
1PM	Clean-up for Quiet Activities
	Bathroom and wash hands
1:30PM	Clean-up nap equipment
	Bathroom, wash hands
1:40-1:50PM	Table Activities
1:55PM	Circle
2PM	Dismissal

*Pending weather, on days with temperature above 88, we will adjust our schedule to have outdoor time earlier by 45 minutes

**Daily parent check-in

*** Handwashing is a part of our daily procedures. In addition, children will need to wash hands after sneezing, picking their nose, and/or putting their fingers in their mouth. Or if they placed their fingers in another student's mouth and/or eyes, on a dirty surface, after using the restroom.

COVID-19 In the School Community

If a child or staff member tests positive for Covid-19, the administration will notify the health department immediately for guidance, and parents will be informed as well.

The School's actions, following notice of a positive case in our school community, will be guided by the Department of Public Health, as well as the CDC and Department of Social Services. Parents will be notified that there is a positive case, and how we will proceed as a school. Since JDE is a one-classroom facility, this may result in temporary, school-wide closure, and more information will be forthcoming and will be guided by the Department of Public Health's most recent requirements and procedures.