

**JDE French Language Learning
Preschool Program
2020-2021**



Safe Return Guidelines for Families

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JDE Safe Return Guidelines for Families 2020-2021

Le Jardin des Enfants is planning to return to our onsite program this Fall 2020 (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.

The new academic year is scheduled to begin on Monday, August 17, 2020. We will be prepared to deliver a hybrid or fully online school year, if necessary, to protect the health of our students, families, and staff. For onsite instruction, our enrollment capacity is ten students per day. We will maintain our traditional onsite schedule options of 3 or 4 days per week. The curriculum, health, and safety protocols will meet those students at their developmental levels and needs.

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

Planning and Preparedness

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.
2. *Illness spread prevention* - with daily health checks upon arrival at School - children attending JDE will have their temperature taken and logged by JDE employee by touchless forehead thermometer. Children with a temperature higher than 100°F will not be admitted.
3. *Program prevention* - JDE will use a combination of social distancing and personal protective equipment (mask, gloves, and other PPE as needed) to protect against illness.
4. *Staff education and prevention* - Staff will receive training on the Safe Return guidelines. Staff will be required to wear masks and other protective gear, as needed.
5. *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. We will also practice safer distance play at School (inside and outdoor) and extra steps in handwashing. Please see the Tentative Daily Schedule near the end of this document.
6. *Class size reduced* - Following the Los Angeles County guidelines, the class size will be capped at ten students to reduce the number of people in the classroom. Since JDE is only one class, we do not need to share outdoor equipment with other groups of children.

Classroom prevention/Environmental Safety

1. *Classroom Air Purifier* - The School will provide an Air Purifier for use in the School. This device will help circulate and filter air.
2. *Handwashing upon entering the class* - After the temperature check, 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 3 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 trying 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. *Distancing built into the class environment* – The classroom furniture is arranged to encourage space between children when playing and interacting in the indoor space (more below in Social Distancing section).
7. *Classroom cleaning* - hourly and daily cleaning of high traffic surfaces using EPA and CDC recommended cleaners (more below in the chart).

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 to remind students.
2. *Sleep/Nap/Bedding* (pillows, blankets, clothing) - The Center for Disease Control recommends adequate sleep for children. See their [reference chart here](https://www.cdc.gov/sleep/about_sleep/how_much_sleep.html) (https://www.cdc.gov/sleep/about_sleep/how_much_sleep.html) for the recommendations on the target number of hours suggested each day. Proper sleep patterns and routines can help to keep your child healthy.
3. *Nap pads and cots* – Each student will be assigned one and it will be labeled with their name.
4. *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).
5. *Pillows, blankets, bedding, clothing, stuffed toy* - 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. No items will be stored in cubbies over the weekend. Our weekly deep cleaners will need to easily access the cubbies. Stuffed toys need to be treated like bedding, washed then dried, and stored until it goes to school. If your child wishes to bring an item to school, it must be kept in the cubby at all time (aside from moments of emotional need, in which case, the child can access it but cannot share it with friends. After use, it will be returned to cubby).

Parent Drop-off and Dismissal

Morning Drop-off

- a. *Drop-off* 9-9:10AM. Please allow for extra time, as this process will take a few more minutes.
- b. Each child's temperature will be checked before being signed in and admitted for the day. Children with a temperature higher than 100°F need to return home with a parent or guardian. We will not be able to bring the child into the classroom. Please check your child's temperature before coming to School. If your child's temperature is above 100°F due to physical activity prior to arriving at school, we will take their temperature a second time (20 minutes after the first check).
- c. Each student will be signed-in by a parent or guardian. Pens will be provided and sanitized for parents to use, or parents may bring their own pen.
- d. Parents will drop their students off at the door. This will ensure we are doing the most to reduce the number of people each student is in contact with during the day.
- e. The student will be escorted to the classroom by a teacher.
- f. The student will wash and dry their hands before entering the class.
- g. Each child's lunch and bags will be left at the cubbies outside the classroom.

Afternoon Dismissal

- 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 allow for extra time, as this process will take a few more minutes.
 - i. *All Bedding, pillows, and other nap time items including a stuffed toy* - will be sent home at the end of your student's week to be laundered. No items will be stored in cubbies over the weekend. Our weekly deep cleaners will need to easily access the cubbies.

Student Screening

1. *At drop-off* - Each child's temperature will be checked before being signed in and admitted for the day. Children with a temperature higher than 100°F need to return home with a parent or guardian.
2. *During the day* – Students' health 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. Due to the pandemic, we will not be able to 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. Children who do not nap will remain outside, weather permitting. If the weather does not permit, 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. *Lunch Time* - Tables will have visual markers to indicate where students will sit to eat so that they maintain a safe distance from other students.
- b. *Free Play* - The current understanding of the spread of COVID-19 is that the transmission rate of the virus outdoors is very low. 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.

Food Preparation and Mealtimes

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* - In the past, we have hosted celebrations inside the classroom (birthdays, family culture share activities, potlucks, and more). Due to the current health and safety changes, we will pause to host these events in the classroom. If you wish to send a snack home to other students in the class, please distribute them to parents at the door during pick-up.

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). We will keep the floor swept

Areas	Before Use	After Use	Daily (EoD)	Weekly	Monthly	Notes
Meal time						
Tables, chairs	Clean, Sanitize	Clean, Sanitize				
Prep surfaces		Clean	Clean, Sanitize			A safe sanitizer for food contact
Dishes, utensils		Clean, Sanitize				
Classroom Space						
Dirty toys		Clean	Clean, Sanitize			
Doors, knobs			Clean, Disinfect			
Chairs Tables		Clean, Disinfect				
Cabinet Handles			Clean, Disinfect			
Floors			Clean			Sweep and/or vacuum then mop.
Washable Toys and Dress up clothing				Clean		Launder
Play Centers				Clean		

Toileting and Diapering Area						
Changing Table		Clean, disinfect				Clean with detergent then rise and disinfect
Potty Seats		Clean, disinfect				
Sink and faucet			Clean, disinfect			
Counter tops			Clean, disinfect			

Toilets			Clean, disinfect			
Floor Area			Clean, disinfect			Damp mop with a floor cleaner or disinfectant

Sleep Cots, Bedding, Pillowcase, Stuffed Toy						
Bed Sheet, pillowcase, blanket, stuffed toy				Clean		Items from home will be sent home weekly to be washed
Cots and mats				Clean		Cots will be labeled with the student's name. Clean before use by another child
Classroom blankets					Clean	

Definitions

- a. *Clean* - With the use of a mild detergent, like soap and water.
- b. *Sanitizer* – EPA approved sanitizer.
- c. *Disinfectant* – EPA approved disinfectant.

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. This will ensure that the solution can properly clean the surface.
 - iii. Cleaners, sanitizers, and disinfectants will be placed out of reach.

Policy review and updates

1. *Monthly Safety Meetings* – Staff will have a monthly review of practices. Each month, we will meet to discuss procedures and protocols.
2. *Communication to parents* - 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). In the case of an emergency update, parents will be notified as soon as possible by a phone call or email.

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.

If a child, family member, or staff member tests positive for Covid-19, the administration must be notified immediately, and the individual must be quarantined at home for 14 days. All individuals who have been in contact with this individual will be asked to be tested and quarantined for 14 days. If your child was in contact with someone who tested positive, you will be notified.

If a child, family member, or staff member is exposed to an individual who tested positive or suspects having Covid-19, the administration must be notified immediately to take appropriate measures. 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.

Health and Wellness Fee

Due to an increase in costs to keep our school community protected from Covid-19, we must implement a Health and Wellness Fee. The fee will be \$100 for one child or \$150 for families with more than one child enrolled. This fee will be due at the end of August, upon the start of the 2020/2021 school year. This fee will help cover costs the School has already incurred, including the purchase of an air purifier for the classroom, no-touch thermometers, protective equipment for teachers, and additional cleaning supplies and products. We appreciate your support as we work to ensure a safe and welcoming learning environment for your child.

JDE Event and Holiday Calendar 2020-2021

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 4
Fourth of July

16 Last day of Camp

24 Enrollment forms due

January 4
Return from Break

18 Martin Luther King Day

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 17
First Day of School*

February 11
Valentine's Exchange*

15 Presidents' Day

FEBRUARY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 7
Labor Day

March 17
Saint Patrick's Day

20 Spring Begins

22-25 Spring Break*

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 5-8
Fall Break*

29 Halloween Party*

31 Halloween

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 16-19
Gratitude Week

19 Celebration*

25-26 Break

May 9
Mother's Day

31 Memorial Day

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 17
Winter Party*

21-31 Winter Break

*Before any on-site events will take place, we will base the decision on local health and safety guidelines.

June 10
Last Day of School

20 Father's Day

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

References and Resources

Centers for Disease Control: Reducing the Risk of Exposure

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

State and LA County: The [State of California's Resilience Roadmap](#) provides a visual guide and explanation for where we are in the reopening of business in California. We are in Stage 2 of the Resilience Roadmap.

LA County Public Health:

<http://publichealth.lacounty.gov/media/coronavirus/docs/education/GuidanceEarlyChildhoodEducation.pdf>

American Academy of Pediatrics: Guidance for School Re-entry

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

COVID-19 Testing Information: <https://lacovidprod.service-now.com/rrs>