



# COVID-19

## Parent Handbook

## Introduction

Dear Parents, the following information is being provided to you for the health and safety of your children, your family and our staff.

Towne Creek is doing everything it possibly can to provide a safe and fun environment for our students. While we cannot guarantee that no one will become ill, we have tried to set up protocols that will minimize the risk to both staff and children. We trust that our parents will do their part in minimizing risk as well by following CDC Guidelines, Texas Health and Human Services Guidelines as well as staying up to date and following local government recommendations.

Remember, we are all in this together!

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1. Symptoms of COVID-19 (CDC)
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4. Texas Department of State Health Services Guidelines
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6. Testing for COVID-19 (CDC)
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8. Guidance on Masks: Covering Nose and Mouth (Fort Bend Health & Human Services)
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10. Minimum Standard Health Protocols Checklist for Child Care Families

## BUILDING ACCESS

Currently, any parent who enters the building must wear a mask in order to escort their child to the classroom. If you forget your mask, a Towne Creek staff member can take your child to class.

## DROP OFF PROTOCOL

1. Social Distancing is strongly encouraged. (Please adhere to the 6-foot spacing between your family and others even when not standing in line)
2. When you approach the front entrance, please use the hand sanitizer located next to the door keypad. The door code will be delivered to you monthly. Input the code and enter the building. If you forget the code, please ring the doorbell.  
*\*A parent or guardian 18 years or older must come to the front entrance to drop off or pick up their child.*
3. Check your child in on the tablet located in the multipurpose room on the table in front of Room 1.
4. Escort your child(ren) to their classroom. Please do not enter the room. The teacher will help your child with their things.
5. You may bring nap items (a small blanket and crib sheet that can fit in a gallon size Ziplock bag), extra changes of clothes to be left at school, swim wear and towel if it is your free swim, splash or swim lesson day) All other items should be left at home.

## PICK UP PROTOCOL

1. Wear your mask
2. Apply hand sanitizer and use the door code to gain access to the building.
3. Check your child(ren) out on the tablet
4. Go to your child's classroom and wait outside the room for the teacher to gather their items and bring them to you.

**\*Please, for the health and safety of all involved, if your child is sick, keep them home. We have told staff to follow this same advice.**

## Personal Protective Equipment

Towne Creek provides the following Personal Protective Equipment for staff. All staff are required to wear a mask while inside the building and near other people.

KN95 masks - worn when dealing directly with children

Disposable or Cloth masks -can be worn while in the building and when not dealing directly with children.

Vinyl gloves – to be worn when dealing with bodily fluids and cleaning

Food service gloves – to be worn while serving lunch and snack to children

Goggles - to be worn when cleaning restrooms

Hand sanitizer and hand washing sinks & soap -Sanitizer will only be used prior to entering the building. Students and staff will wash hands with soap and water once they enter the building.

We currently do not require any of the children to wear a mask, (unless COVID-19 procedures have been put in place).

## HEALTHY HAND HYGEINE

All children and staff engage in hand hygiene at the following times:

- Arrival at school and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after playing in Centers in the classroom
- Before and after administering medication or medical ointment
- Before and after diapering
- Before and after playing outdoors or in the sand
- After handling garbage.
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid.

Handwashing posters are posted in all classrooms.

Class sizes are currently not at their pre-COVID levels. As COVID-19 cases continue to decrease and more and more students are vaccinated, we will return to Pre-COVID class sizes.

1. Teachers will talk to the class about social distancing and give the class visual clues to help children understand how far they need to keep from one another.
2. We will keep the same children in the same cohorts as much as possible
3. During nap time, children will not wear masks. Their mats will be spaced as far apart as possible and their heads and feet will be on opposite ends of the person next to them.
4. Children will not wear masks while playing outside.

### ILLNESS and COVID 19 Policies

Towne Creek has created an isolation room for sick children or staff. When a child becomes ill, their parent will be called to pick them up immediately. If you have a long commute, please identify someone who will be able to pick your child up quickly.

Children displaying COVID-19 like symptoms will not be able to return to Towne Creek until meeting the criteria for Ending Home Isolation that can be found below. Towne Creek will contact the Fort Bend Health Department for guidance as to what next steps would be, based on the symptoms of the child sent home. We will then share that information with our parents. Symptoms include sniffles, sneezing, coughing, sore throat, earache fever, body aches, etc.

If the child does not have any of the COVID-19 symptoms, they will be allowed to return to school once they have been symptom free, without the aid of medication, for at least 24 hours.

### **TOWNE CREEK COVID QUARANTINE POLICY**

When we have a positive case in any classroom, we will need to quarantine that classroom. However, the quarantine period will now be 5 to 10 days, depending on the child's vaccination status and whether they can wear a tight-fitting mask throughout the day upon their return.

1. Those who will not have to quarantine (if they are not exhibiting COVID symptoms) are:
  - A) Fully vaccinated individuals (2 shots plus a booster or Johnson and

Johnson plus a booster)

B) Individuals who have had their vaccination series within the last 6 months but no booster

C) Individuals who have had COVID in the last 90 days (about 3 months)

\* It is recommended that these individuals get tested on day 5 after exposure.

COVID-19 exposure is defined as being less than six feet from someone who has tested positive for COVID-19 for a cumulative 15 minutes in a 24-hour period, whether wearing a mask or not.

ALL OTHERS WILL NEED TO QUARANTINE.

### **FOR THOSE WHO TEST POSITIVE**

The individual who tested positive will be able to return to school 6 days after the start of symptoms (if there were symptoms) as long as symptoms are resolved, there has been no fever in the last 24 hours, and that individual is able to wear a mask for the next 5 days. Day 1 is the day after symptoms appear or the day after a positive test with no symptoms.

Children who are unable to wear a mask will be able to return to school 10 days from the start of symptoms if symptoms are resolved and there has been no fever in the last 24 hours. (Day 1 is the day after the symptoms occur)

### **FOR THOSE WHO ARE EXPOSED TO COVID**

Those who must quarantine but can return on day 6 with a negative COVID test (any type taken on day 5 or after).

A) Unvaccinated individuals who have not had any COVID-like symptoms in the first 5 days of Quarantine

B) Individuals who can wear a tightfitting mask while inside for the next 5 days.

Those who must quarantine for 10 days and can return with or without a test, (if they have displayed no symptoms during the 10-day quarantine period) are:

A) Students in our Threes and under classes who are not able to wear a tight-fitting mask reliably throughout the day.

## TOWNE CREEK TRAVEL POLICY

While the guideline restrictions may be reduced, we still ask that everyone keep the health and safety of the other families, children, and staff in mind, when making their decisions to return to school after travel or illness.

**Please note:** Those who travel on cruises will still be asked to quarantine for 5 days after their return AND have a negative COVID test result on day 5 or after, prior to being able to return to Towne Creek, no matter what their vaccination status might be.

Definitions:

Fully Vaccinated: (2 shots plus booster or 2 shot series within the last 5 months)  
OR those who have had COVID in the last 90 days

Unvaccinated: Everyone else

### Domestic Travel (any mode but cruise ship)

- Upon return from travel, Fully Vaccinated staff/students may return to school without quarantining, if they are not exhibiting **ANY** COVID-19 symptoms. Should COVID-like symptoms arise while the traveler is at school, Towne Creek will send them home to quarantine for 5 days and request a negative COVID test to return to school.
- Unvaccinated staff/students will need to have a negative test result prior to returning to Towne Creek. The test should be taken the day after you arrive home from travel.

### International Travel

No matter your vaccination status, you must follow CDC recommendations which can be found by clicking on the link below:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

## Snacks and Lunches

Towne Creek provides the AM and PM snacks for all students (except infants). Families can choose to bring a home lunch or purchase school lunch on a monthly basis.

Our menu can be found on our website: [www.thetownecreekschool.com/menu](http://www.thetownecreekschool.com/menu)

Please note: Your teacher will let you know if there are any known food allergies in the classroom that prevent you from bringing certain lunches to school.

## Nap Time

(Threes Classes and below in Summer; PreK and below during the school year)

All nap items should fit in a gallon size Ziplock bag marked with your child's name. No bedrolls or sleeping bags. All nap items will be removed from the mats daily and stored in your child's cubby so their sheets and blankets do not touch other children's items.

Nap blankets and sheets will be sent home on Fridays to be laundered at home and returned on Monday. (Should they be soiled during the week, they will be sent at that time.) Nap mats will be disinfected on Fridays as well as any time there has been contact with a bodily fluid.

## Classroom Materials

Each child will have their own pack of writing utensils, scissors, glue, etc. No one will share these types of items and they will all be disinfected at the end of the day.

Children will wash their hands before and after Center time. All manipulatives used that day will be removed and sanitized prior to the next day. In the infant and Toddler classes, manipulatives will be removed once a child is done playing with it.

## Cleaning and Disinfecting

Towne Creek Staff and teachers will be cleaning throughout the school day to help reduce transmission of germs.

1. Handwashing will be ongoing
2. Toys, manipulatives and games will be cleaned and sanitized daily– Items that cannot be easily cleaned will not be used. (cloth items, puppets, play dough, slime, sensory table).
3. Toilets will be sanitized between each use
4. High touch surface areas will be cleaned on the hour or as needed
5. Tables and chairs will be assigned and cleaned after use
6. Staff will be assigned to clean the main building (floors, walls, windows, doors, public restrooms, do laundry, take out trash, etc.) throughout the day.
7. All students' health will be monitored for changes throughout the day.

## Playground

Children will have scheduled outside time. The playground equipment rails will be cleaned between classes. All items used on the playground by a group will be cleaned after they are done.

## Summer Camp (Kinder through 5<sup>th</sup> Grade)

Although the COVID-19 situation poses some limitations on our program, that does not stop us from providing a program planned with exciting, fun and engaging activities from which they will learn and grow.

1. Field trips will be reintroduced this summer
2. There will be three to four camp activities planned per day in the areas of Art, Cooking, Sports, Science, Computer, Drama and Virtual Experiences.

## SWIM LESSONS AND FREE SWIM

### Swim lessons

We will have limited students per swim lesson class. The teacher and a lifeguard will be present during the lesson. Students will social distance during class. Each student will have their own swim equipment. All equipment will be sanitized between lessons. You will be notified of your child's swim time the week before

lessons begin. It is helpful, but not mandatory, if your child comes dressed in their bathing suit under their clothing. However, we do ask that children with the 8:00 lesson, come dressed for class. If your child has free swim that day, you may want to send a separate towel and swimsuit in a plastic bag or grocery bag.

### Free Swim

Afterschool students and PreK will have Free Swim this summer. The maximum number of swimmers in the pool will be limited to 10 with two lifeguards or a lifeguard and a teacher, supervising. Afterschoolers will be able to swim up to 4 times per week and PreK will be swimming two times per week (weather permitting).

On our website you will find other helpful resources regarding COVID-19. You can click on or enter

<https://www.thetowncreekschool.com/covid-19-policy-information/>

## COVID-19 and Parent Handbook Acknowledgement Page

I have read and understand the Towne Creek COVID-19 Policies as well as the Resource Information provided in this handbook.

I agree to:

1. Abide by the policies of the Towne Creek School.
2. Follow safe social distancing practices
3. Keep up to date with CDC guidelines
4. Alert Towne Creek of any health issues that may arise which might affect the health of other students at Towne Creek
5. Keep my child home if he/she is ill

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Parent Signature

Date