



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. Governor Abbott has continued to re-open Texas, but that does not mean that COVID-19 has gone away or that it is safe to abandon the practice of social distancing, frequent handwashing, the wearing of cloth masks when social distancing is not possible, avoiding crowds, avoiding non-essential travel or staying home if you can.

We are open now and want to stay that way in order to provide care for your children, allow them to regain some sense of normalcy in this not so normal world and allow you to go back to work!

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 and we will get through this!

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Building Access

Only operation staff and children can enter the building. Parents are not allowed in unless it is deemed necessary by Towne Creek Staff. (Child Care Licensing, Law Enforcement officers, DFPS staff members, and professionals providing services to children will be allowed in the building after going through the screening process).

Drop Off and Pick Up of Children (these practices will be strictly adhered to)

*Please, for the health and safety of all involved, if your child is sick, keep them home.

1. Social Distancing is reflected by the taped X's in the parking lot. You must stay 6 feet apart while waiting to be screened. (Please adhere to the 6-foot spacing between your family and others even when not standing in line).
2. While we would like to stagger arrival and pick up for our families, we realize that our shortened hours may prevent you from adhering to an assigned a pick-up/drop off time. Please know that there may be a wait for check-in or pick-up if you drop off between 7:30 AM and 8:00 AM or pick up between 5:00 PM and 5:30 PM.
3. You will be asked to approach the screening area one family at a time. Your child will have their temperature taken with a touchless infrared thermometer then screened for signs of illness. Any child with a temperature of 100.4 or more will not be allowed in the school.
4. Parents will be asked the following:
 - a. In the last 14 days, have you or any family member been diagnosed with COVID-19; have you been in contact with anyone with a confirmed diagnosis of COVID-19, or who is under investigation for COVID-19, or have you been in contact with anyone who is ill with a respiratory illness?

If the answer is yes, your child will not be allowed in the school.

You will also be asked

- b. Have you traveled internationally or in the US within the last 14 days to countries or states with ongoing community transmission? A list of countries can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html> If the answer is yes, your child will be unable to come into the school.
 - c. Has your child had fever or diarrhea in the last 24 hours and/or have they taken medicine? If the answer is yes, your child will not be allowed in the building
 - d. Have you been practicing social distancing or been in large crowds?
5. Once you have passed the screening questions, your child's hands will be sprayed with hand sanitizer and they will be asked to step into a foot bath to clean the bottom of their shoes. The solution in the bath will not cover the shoe, it will be deep enough to cover the sole of the shoe.
 6. A staff member will walk your child to their classroom, where your child will then wash their hands with soap and water.
 7. The entry door is locked, and the door codes have been disabled to limit access to the building. If you arrive at the school and there is no one at the screening table, please ring the remote doorbell on the table and someone will be with you shortly.
 8. Please bring lunches in a lunch box or place them in a large Ziplock bag. If any item needs to stay cool, you can place a smaller Ziplock bag of ice, or a freezer pack, inside. We will be unable to microwave or refrigerate lunches. Towne Creek will provide an AM and a PM snack. (Infants are the exception). Any water bottles your child brings should be disposable.
 9. Items brought from home should be transported in a bag or backpack that is not oversized. 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. All other items should be left at home.

Pick Up Protocol

When you are near or at Towne Creek, you can call the school and let us know you are here. We will get your child, their things and bring them out to the front entrance. Please park your car, put on your mask, and come up to the entrance to pick up your child. If others are waiting, please social distance. If possible, please have the same person drop off and pick up the children if possible.

Staff Screening -All Staff go through the same daily screening process as our parents and children.

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 in close quarters
- Disposable 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

It is suggested that children older than 2 wear a cloth mask if they are comfortable doing so. If your child has a chronic cough (not COVID-19 related), we ask that they wear a mask while in school. If you do not have a mask, Towne Creek will provide a disposable mask for your child.

All Kindergarten and Learning Center students will be required to wear a mask throughout the day while they are in the building. They will not need to wear a mask while outside.

Healthy Hand Hygiene Behavior

All child 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 administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning animal waste
- After playing outdoors or in the sand
- After handling garbage.

Handwashing posters are posted in all classrooms.

Social Distancing -Everyone needs their space (at least 6 feet)

1. Class sizes have been reduced to no more than 10 students in a group for the threes and up, 8 in the twos, 7 in Toddler 2 and 3, five in Toddler 1 and 4 in each of the two infant classes.
2. 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.
3. Classes will avoid sharing the same hallway with each other to avoid cross contamination.
4. We will keep try to keep the same children grouped together and not mix them with other age groups if it is possible.
5. Children will be spaced apart at separate tables during lunch and snack.
6. Teachers will ensure that students remain distanced when walking down the hallways.
7. Games played outside will be monitored and limited to those that allow for social distancing.
8. Nap Mats will be placed as far apart as possible. Should they need to be closer than 6 feet, they will be placed end to end and the students will lay their heads on opposite ends.

Illness Policy

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.

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.

COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

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 in the Parent Resource Section of this handbook. 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.

COVID-19 EXPOSURE

The Fort Bend County Health Department defines COVID-19 exposure as being less than six feet from someone who has tested positive for COVID-19 for more than 15 minutes, whether they have been wearing a mask or not.

The Towne Creek Exposure Policy is:

Someone who has been directly exposed to a positive case of COVID-19 will be self-quarantined for 14 days and will need to be tested should they show any symptoms. If there is not a direct exposure, the quarantine period is not mandated.

Should we have a positive case in the school, we will close for a day, have a professional cleaning crew come into the building to disinfect the entire area and then reopen for students and staff who have not been directly exposed to the positive case. Extended school closure will be made if recommended by the Fort Bend County Health Department.

Snacks and Lunches

For now, all students are asked to bring their own sack lunch. Keep in mind we will not be able to refrigerate or microwave lunches (except for infants). Lunches should be brought in a large Ziplock bag, brown paper sack or lunch container. If it needs to remain cool, you can add smaller Ziplock of ice cubes or a freezer pack. Please no Uber Eats Deliveries. We are trying to limit exposure in the school. Absolutely no sharing of lunches!

Towne Creek will provide an AM and PM snack for all students.

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

Manipulatives will not be shared. Once they have been used by one child, the manipulative will be removed, washed and sanitized before any other child uses it.

Cleaning and Disinfecting

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

1. Handwashing will be ongoing
2. Toys, manipulatives and games will be cleaned and sanitized between use – Items that cannot be easily cleaned will not be used. (cloth items, puppets, playdough, slime, sensory table).
3. Toilets will be sanitized between each student
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 and their temperature will be taken midday.

Playground

Children will have scheduled outside time with their own class. Playground equipment is cleaned daily, and high touch surface areas wiped down in between groups. Games will be played, bubbles and sidewalk chalk, painting with water, and other activities that allow for social distancing will be available.

In the COVID-19 Resource Section you will find COVID-19 Information and resources. Please read through all this information and then sign the Acknowledgement Page Below. All children attending Towne Creek will need a signed Acknowledgement Page on their first day of attendance.

COVID-19 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. Alert Towne Creek of any travel to areas with high community transmission
6. Keep my child home if he/she is ill

Parent Signature

Date