

LONDON TOWNE ACADEMY

BROADWATER CREEK ACADEMY

Parent/Student Handbook

COVID-19 ADDENDUM

(Preschool / Day Care Programs / AM & PM Care Programs)

211 Mayo Road
Edgewater, MD 21037
Phone/Fax: 410-798-5128
www.londontowneacademy.org
londontowneacademy@verizon.net

5610 Battee Drive
Churchton, MD 20733
Phone/Fax: 301-261-9254
www.broadwatercreekacademy.org
broadwatercreekacademy@verizon.net

COVID-19 POLICIES AND PROCEDURES:

As we navigate through operating a childcare center during COVID-19, we receive guidance from the CDC (Centers for Disease Control) along with MDH (Maryland Department of Health) and MSDE (Maryland State Department of Education). We will be in direct contact with our OCC (Office of Childcare) specialist **and** the local health department for guidance on all things COVID-19; including symptoms, possible exposure, testing of any student, staff member or parent. They will guide us through any possible closures, partial closures and/or re-openings. **DECISIONS ARE MADE ON A CASE-BY-CASE BASIS.** NO student will be admitted to our program, without an up-to-date MDH approved immunization record. Age-appropriate vaccine requirements for children enrolled in child care programs can be found here: https://phpa.health.maryland.gov/OIDEOR/IMMUN/Shared%20Documents/2020%20CCA_Vacc_Req_Final.pdf

Ms. Holly (Administrator) will be our only COVID-19 contact for parents. Please e-mail or phone (MAIN OFFICE AT LTA; cell phone: 410-212-2889) and ask for her **directly** if you have any questions or concerns related strictly to COVID-19. Communicate to her directly regarding any possible exposure, probable or confirmed cases. You must also contact your child's healthcare provider **and** the local health department. They will determine the need for testing, exclusion from childcare and return date. A doctor's note will be required when returning to care.

If your child(ren) is going to be absent for any reason, please notify Ms. Holly directly by 9:00 AM.

All other normal operational concerns can be addressed to directors (BCA – Ms. Jen Naylor; LTA – Ms. Jennifer Fegan) and/or Ms. Laura or Mr. Wayne (Administrators).

HOURS OF OPERATION / DROP OFF TIMES

During this State of Emergency, our hours will be **7:00 AM – 4:45 PM (LTA)** and **7:00 AM – 5:00 PM (BCA)**. Due to the sign-in/health screening process (see below), **ALL STUDENTS must be dropped off by 9:00 AM.**

We are currently taking the following actions to help prevent the spread of COVID-19:

SIGN-IN / HEALTH SCREENING

Sign in stations are placed outside the main entrance. Come prepared with an umbrella or jacket during inclement weather. **Hand sanitizer with 60% alcohol and disinfecting wipes are available for PARENT / STAFF use only.** Parents are responsible for bringing a thermometer from home and taking the child's temperature in the presence of a teacher. Teachers will then do a health screening, which includes the following:

- 1 – Witnessing the temperature check.
- 2 – Symptom check (no fever, no cough, no shortness of breath, etc..)
As normal, students will continue to be monitored throughout the day for any symptoms of illness.
- 3 – Visual check (appears well rested, normal coloring)
- 4 – COVID-19 exposure questions (no recent exposure, close contact or suspected exposure). ***Please remember that honesty is necessary to prevent the spread of COVID-19!***
- 5 – **ALL STUDENTS / STAFF MEMBERS MUST WASH HANDS WHEN ENTERING THE BUILDING.**

Parents must answer the screening questions, note child's temperature, and sign (daily) on the sign-in sheet.

All teachers complete the same sign-in/screening process upon arrival.

Children or staff members with a fever (100.4 or greater) or any other symptoms of COVID-19, those who are waiting for a COVID-19 test result, those who have been diagnosed with COVID-19, those who have been instructed to isolate or quarantine by a health care provider or the health department, or those who have had close contact with any person with COVID-19 or suspected COVID-19 in the last 14 days should be excluded from care/work.

HAND WASHING

We promote frequent hand washing! Students/staff members will wash hands as recommended by CDC guidelines, beginning upon entry into the building. **Soap and water are used for a minimum of 20 seconds.** Hand sanitizer is not to be used by students (per FDA).

SOCIAL DISTANCING PRACTICES

- Maintaining 6 ft. distance apart when possible
- Limiting item sharing
- Limiting the mixing of groups, to the greatest extent possible
- Separating playground areas: Separate group on mulch / blacktop area (LTA) / grass fields (BCA)
- Nap Time – cots are spaced 6 ft. apart (head to toe)

FACE COVERINGS

PARENTS – MUST WEAR during drop off and pick up routines and when/if allowed entry into the building. Please put on and/or take off in vehicle.

STAFF MEMBERS – MUST WEAR throughout the workday while in the school and during drop-off and pick-up.

STUDENTS –

*under 5 – encouraged to use if developmentally appropriate and able to wear safely

*5 and up – must wear within the facility, when feasible and if able to wear safely

****MASKS (2 min.), along with a small paper bag for storage purposes, should be provided from home daily***

CLEANING / SANITIZING / DISINFECTING

We have increased these practices daily to help minimize our exposure to COVID-19. Toys, frequently touched items and bathrooms are disinfected as used or as needed. We use a bleach/water solution (per CDC), Lysol disinfecting wipes and Lysol sanitizing spray. All other routine cleaning is done as scheduled.

TRAVEL / VACATION PLANS

Please give Ms. Holly advanced notice of vacation plans. When our families are traveling back to Maryland from vacation (specifically from out of state), it is recommended that they receive a COVID-19 test and quarantine for 14 days or until testing results are received. All testing results must be shared with Ms. Holly.

TUITION POLICY

As normal, tuition will continue to be due weekly, regardless of absences, quarantining or closure. If our school(s) has (have) to close due to a confirmed COVID-19 case or the possibility of a COVID-19 case, tuition will be due for the first two weeks of any such case. If for some reason, we have to remain closed beyond a two week time period for any such case, tuition will not be charged.

LUNCHBOXES / NAP LINENS / WATER BOTTLES

To limit staff handling, please use “child friendly” packaging for lunch items. We also are requesting no “heatables” and that utensils be provided from home, if needed.

Nap linen (3/4 year olds) should be packed in an appropriate size nap bag that the child can zip/unzip independently. Nap bags will be placed in private cubbies and will continue to be sent home on Fridays for washing.

Filled water bottles should be sent in daily to limit trips to the community water coolers.

SHOW & SHARE / PERSONAL BELONGINGS

There will be NO weekly Show and Share, and NO personal belongs (other than those included in your child’s nap bag) will be allowed in our building(s) while we are operating under these adjusted COVID-19 policies.

BIRTHDAY / SPECIAL SNACKS

Any snack items sent in for birthdays or special snack donations, must be STORE BOUGHT and sent in to the school in original packaging.

BACKPACKS / VIRTUAL LEARNING ASSISTANCE (elementary school-aged students)

Students must place backpacks directly into assigned cubby to limit contact exposure. All e-learning materials need to stay in backpacks until directed by lead teacher to unpack. BCA/LTA staff members will be present during e-learning time to provide assistance to students as they navigate their way through lessons taught directly by their elementary school teachers. Our intention is to provide a structured and organized environment in which each student will be able to follow a set schedule while receiving guidance, direction and assistance from our staff. We encourage all parents to review each student’s daily assignments and projects for accuracy and completeness and seek advice and counsel from the student’s teacher regarding grades, progress, etc. BCA/LTA will not be held accountable for student grades and/or any damage to e-learning devices. *More specific information will be sent out to this group as it becomes available.*

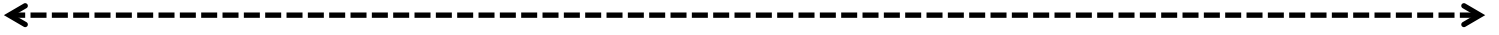
STAFFING

We are currently licensed to operate with a ratio of 1:14 in an approved area (1 qualified teacher with a max. of 14 students). Daily attendance, enrollment and licensing regulation changes could ultimately lower these ratios on a daily basis. Parents will be notified of ratio and classroom changes as they occur.

Our staff has received training on CDC/MDH COVID-19 guidelines for health and safety.

For more detailed information regarding COVID-19 Guidance for Child Care Centers, please view the following:
https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/covid_guidance_full_080420.pdf

Please sign below and return to BCA/LTA as soon as possible.



I verify that I have read, and will comply with, all rules, policies, and procedures set forth in the COVID-19 Addendum to the BCA/LTA Parent/Student Handbook.

I also recognize that, while BCA/LTA, are following recommended COVID-19 guidelines, there is no guarantee that my child will not become infected with and/or be exposed to COVID-19. I agree to not hold BCA/LTA responsible for any such diagnosis and/or exposure.

Child(ren)'s Name(s) _____

Parent Signature _____ **Date** _____