

First School Restrictions, Protocols and Procedures

First school plans to reopen on June 15th, contingent on California's and the County's orders, but with significant restrictions in accord with those entities, CDC and Cal-Neva Conference guidelines. This letter explains those restrictions as they pertain to child care with the caveat that they are subject to change again at any time.

Current Restrictions on Reopening Childcare Facilities

When First School reopens, it is important to understand that we will be required to follow strict guidelines for how we provide our services:

- The class size will be limited to a maximum of 10 children, at least initially
- The class group of children must be stable, not changing from day to day
- There will be daily health checks that include taking each child's and staff member's temperature before they enter First School and having parent fill out a brief health questionnaire screening
- There will be strict health protocols to be followed including required and frequent hand washing, hand sanitizing and the use of disinfectants on surfaces and toys
- Children will be expected to follow physical distancing rules to the extent possible, and staff will set up spaces to encourage this. Children are not used to this, and may experience some distress about it initially.
- The snacks will be plated for each individual child by staff rather than served family-style
- Special center events and gatherings will not be offered at this time
- Personal Protective Equipment (PPE) will be used as required
- PPE, disinfectants and other supplies must be on hand in ample supply
- Parents and adults dropping off/picking up children will not be allowed beyond the First School entryway. First School will be required to follow these guidelines in place for the City, County, State, and Community Care Licensing.
- Any exposure to COVID-19 will need to be reported to Santa Clara County Public Health Department and may lead to First School's temporary closure. First School will follow the guidance of the Public Health Department if this should occur.

For the time being, these restrictions will change the experience of preschool significantly. How you and your child(ren) may feel when you drop them off will be different from what it used to be. The classroom will be set up to support social distancing. In addition, we will have more outdoor-centered activities because there are many fewer reported cases of outdoor transmissions of the virus.

This is shared with you to help you prepare your child for these changes. These restrictions will change over time and First School will adapt as necessary and accordingly. First School also needs to be prepared to adapt to tighten the restrictions if COVID-19 begins to spread again. First School will not have control over the restrictions to be followed and are required to follow them even if it impacts the families and children we serve, as in the case of a temporary closure.

Even though we are uncertain about what comes next, First School is eager in the meantime to serve and support our families and children. We are excited to develop a learning environment which is fun, engaging and meaningful for children.

First School's Protocols

Medical/Sickness Policy: If any adult (parents or guardians, families, or staff) or child has any flu-like symptoms, they would be prohibited access to our school. If your child shows any signs that would require them to be picked up, we require that an authorized family member or guardian to do so within 90 minutes or less. The child will be temporarily isolated from other children in the office, and we will accompany the child to the outside door to an authorized person.

Hand Sanitizing Policy: First School requires that all parents sanitize their hands upon entering the gate. Hand sanitizing is also provided after checking in and checking out your child.

Hand Washing Policy: All staff, parents/guardians and students shall wash their hands with water and soap prior to entering into First School after passing the temperature check. Students will wash their hands in all transitions.

Classroom Access Policy: Parents and other non-staff persons will not be allowed access into the classroom. Children should be dropped off at the classroom door to limit exposure with a completed health care questionnaire for the day.

Initial Hours of Care/Restricted Limited Care Policy: To allow for Social Distancing in the classrooms during this time, we will reduce the number of children we care for to 10. During this time of restricted limited care, please understand that we will be open from 9 am to 4 pm to allow our staff additional time to complete our enhanced cleaning and disinfecting protocols and to reflect and adapt to any issues we see impacting health or safety daily. Because we are able to provide care to stable groups of only 10 children, we will be able to offer only one enrollment option of 9 am to 4 pm Monday through Friday. We strongly encourage parents to comply with the drop off/pick up times to minimize the number of people entering the building in accordance with current social distancing measures. We also encourage parents to set up times to talk over the phone or via email with us instead of in person (depending on the matter) during this time.

Temperature Check Policy: We will be checking the temperatures of all parents, students and staff upon arrival, during the day and at the end of the day. Any temperature of 100.4 F. or higher will not have entry into the building and would be advised to see their health care provider immediately. This information will be logged with a Daily Health Check Questionnaire (DHCQ).

Mask Policy: Staff and parents/guardian must wear masks upon entering the First School gate. Access will be denied without wearing a mask. While we do not require children to wear a mask, we recommend it for their protection and that of others. We know for younger children, it would be very difficult for them to wear one.

Drop off/Pick Up Restricted Time Policy: Drop off times would be 9 am to 9:45 am and pick up can be any time. The gates will open at 9 am to 9:45 am and 3:00 to 4:00 pm. Any other time would require a phone call to open the gate.

Drop off/Pick Up Procedure Policy: Prior to dropping off your child, the parent/guardian and child will have a temperature check. Any temperature over 100.4 F will not have entry and be advised to seek immediate care. A very brief health check questionnaire will also need to be filled out by the parent/guardian before entry. Prior to picking up your child, the parent/guardian will follow the same

procedures as when dropping off. Only one parent/guardian may drop off or pick up. First School's entrance will be through the gate on Byron, not the church office.

Drop off & Pick Up Procedures, including sign in and sign out procedures

Upon entering First School, Parents/Guardians will be asked to...

1. Remain in their vehicle until staff is informed of your arrival. Please call First School and a staff member will let you know when to go to the gate.
2. Hand sanitizing will be available upon arrival.
3. Only 1 adult per child or children.
4. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children because they are more at risk for severe illness from COVID-19.
5. Walk the child to the gated area, wearing a face mask. ONLY one family at a time should enter the gated area. Restrict one adult/parent/guardian and younger siblings when dropping off and picking up. Siblings older than 7 should please wait in the car.
6. Staff will take the child's temperature using a no touch thermometer. If around 98.6 F, the child can proceed into the classroom escorted by the staff member. If at 100.4 F or higher, your child will be asked to stay home until cleared by his/her doctor.
 - *Additional temperature reading can be performed by staff if uncertain of first results.
 - *Additional temperature reading requested by parents should be performed is allowed. Parents must return to their vehicle with the child and wait at least 5 minutes before returning to the gate.
7. Sign the child in or sign out, using own pen or clean and sanitized pen, place the soiled pen in the soiled cup after use.
8. Please keep drop off transition to a maximum of 5 minutes; talk to your child about the new drop off process on the way to school so they are alert and aware.
9. Staff and children ONLY allowed inside the classroom. Parents and guardians are NOT permitted inside the classroom. Please help us limit the exposure to our staff and children.

3rd Party Suspension Policy: All third party extracurricular activities will be suspended for the remainder of the COVID crisis.

Non-Contact Infrared Forehead Thermometers Policy: First School will have Non-Contact (no touch) Infrared Forehead thermometers that can be used on staff, parents, and children on entrance and exit of the school as well as intermittently during the day as needed.