

Parent Handbook COVID-19 2020 School Year



HAPPY DAYS KINDERGARDEN

Established 1963

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HAPPY DAYS KINDERGARDEN
Parent Handbook
COVID-19 Edition

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Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly 3 months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Happy Days are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by DSD AND WCED. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Happy Days is a safe and enjoyable place for your family.

ANNETTE VAN BILJON
PRINCIPAL

A. Enrolling of a Child - New

Before enrolling any child, parents or guardians must schedule an appointment with the Office for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Office Staff the opportunity to clearly convey their expectations of Happy Days and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

B. Nondiscrimination Policy

Admissions to Happy Days shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as children arrive they will have Hands Sanitized. Sanitizing stations are located in all classrooms as well.
2. Sanitizing/Disinfecting: All hard surfaces will be sanitized/washed down before opening and during use throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to entering/leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask wearing: Each enrolled child will need to arrive with a mask which will be sanitized/sprayed before Entering the classroom. Our disinfectant product that we will use is made with FOOD HYDROGEN PEROXIDE proven to kill all flu viruses. It kills and disinfects in 30 seconds after that it dilutes into oxygen and water safe to touch. This products is a must during covid-19 as it is safe to use on fabrics, carpet surfaces, toys, desks, school bags etc., and instead of washing off everything we just spray it off with the disinfectant keeping us safe.
4. Social distancing: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Children will not need to wear a mask when they are in their "home" (classroom), only on the playground during their designated time, and in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. All staff will wear masks, have temperature checked 3 x daily before arrival midday and on departure.

5. Sanitized Shoe soles: All children will have their shoe soles sanitized before entering the classroom. Since children spend time on the floor, we want it to be as clean and safe as possible.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

E. Fee and Payment Policy

Happy Days enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition must be paid on the 1st of the month.
2. A 10% of fee levy will be charged on late fee
3. There will be a R20 charge per child for every five minutes elapsed after you scheduled pick-up time.
4. All fees are due regardless of sickness, absenteeism, vacations, or public holidays (including Christmas Break, and the odd days that falls between a public holiday and the weekend), **emergency-related closings mandated by the government/local government/DHS, like a pandemic.**
5. Free vacation week:
 - a. A vacation week will be granted after a full-time or part-time student has been enrolled in the school for a full year.
 - b. A vacation week **MUST** be taken in five consecutive days.
 - c. A vacation week will not be granted if fees are not current and paid on time every Month over a period of 12 months.
 - d. The school bursar requires a 2-week written notice prior to month requested from parents who want to use their vacation week.
6. If you need to terminate your child's enrollment, one month written notice is to be given to the school bursar; otherwise you will continue to be charged your monthly fee. (No reimbursement of fees will be granted).
7. It is understood that there will be an annual increase each October at the start of the fiscal year. This will exclude parents who supported during lockdown for 1 year.

Fundraisers – as per previous enrolment policy – waived for 1 year for existing parents.

F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

Your child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Happy Days without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the notebook to advise. Medications for maintenance will be administered midday. The medication must be in its original bottle, which contains the pharmacist's directions. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform DOH, DSD and our parents.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. All fabric masks will be sprayed to sanitize before entering classroom.

H. Arrival and Departure Procedures

Our facility is operational from 7:00am – 6:00pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. You will be given a time between 7- 8.30 am to drop off and between 5-6 to pick up. All children must be dropped off by 8.30am to keep everyone safe. If you see another family being checked in, please be patient during this time.

Drop-Off Procedures

Infants and Toddlers

If your child is an infant or young toddler, you will bring your child to the side entrance of baby Section.

Enter main gate: Enter left side play area: Enter side walk on boundary wall after last classroom below double story building; follow path to sliding door entrance of Baby Section.

No parents allowed into a classroom area. All parents MUST wear face mask. Your infant/toddler will get their temperature taken and logged. If it is below 100.4F or 37.C our runner will take your child to his/her classroom.

Two and Three – Main entrance

Your twos and threes will get their temperature taken at entrance. If it is below 37.C your children will be allowed entry into the building. Children 2 or older will arrive wearing fabric masks that he/she should wear (to the best of their ability) during the day. Once in the school we will sanitize shoe soles, bags and masks and thereafter hand wash/sanitized before entering arrival classroom or classrooms.

Fours, Five and Six – Enter main Gate : Enter left side play area; Enter end classroom
Below Double story building.

We ask that the designated drop-off and pick up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. Anyone entering the entrance to pick up their infant/toddler must wear a face covering/mask. A runner will bring any infants and toddlers to the lobby for pickup. If your child is 2 or older, he/she will be brought out to your pickup entrance.

I. Visitors

Visitors will not be permitted at this time. This includes extra mural teachers until further notice.

J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

K. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at Happy Days, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons.

L. Food

- A. Lunch & Breakfasts **We will serve cooked Breakfast, lunch and cooked deserts (custard, sago) only, as an extra safety measure.**
- B. Snack: For now - Please provide a morning and afternoon snack for 930am and 330pm. For extra safety sake we do not want to handle open foods that are open to infection by store and manufacturing packers and shoppers who handle and touch items on store shelves i.e. breads, spreads, fruits, juices. We trust parents will ensure that these items have been washed off and are safe.
- C. Food Allergy: If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND office. All allergies will be posted in the classroom and dining room.

M. BOOKS/CRAYONS/ART PROJECTS

For safety sake – no worksheets/art will be sent home – we will send a picture of your Childs work.

No toys, books, crayons to be sent in bags to school.



HAPPY DAYS KINDERGARDEN

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2019- 2020 school year, which contains the policies and procedures for Happy Days while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.
God bless

Annette van Biljon
Principal

COMORBIDITIES: I hereby disclose that my child has the following comorbidities:(if none- N/A)

UPDATED EMERGENCY PHONE NUMBERS: DATE: _____

1.Name of Contact _____ Phone No: _____

2.Name of Contact _____ Phone No: _____

I, _____ (print your name), the parent/guardian

of _____ (print child's name), hereby acknowledge receipt of Happy Days Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____

YES - will attend opening 14.7.20.	NAME OF CHILD		
NO - will not attend opening 14. 7.20.	NAME OF CHILD		

