



Parent Handbook COVID-19 Edition 2020 School Year

EARLY CHILDHOOD EDUCATION
PRESCHOOL AND EXTENDED PROGRAMS

Pasadena Unified School District

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EARLY CHILDHOOD EDUCATION

Parent Handbook COVID-19 Edition

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Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly five months. We want to make sure we are all on the same page. While we know this can be a challenging time since none of us have ever experienced this before, the teachers and administration at Pasadena Unified School District 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 temporary 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 California’s Department of Education. 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 all programs within our department are safe and an enjoyable place for your family.

Sincerely,

Ree Hudson, Director

A. Enrolling Your Child

Before enrolling any child, parents, or guardians an appointment needs to be scheduled. We believe this provides both the parent and our staff the opportunity to clearly convey their expectations of the program 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, mailed, or provided in person during your scheduled appointment. During any appointments, parents will need to wear a face mask.

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 our enrollment staff when an opening becomes available.

B. Nondiscrimination Policy

Admissions to our agency 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 students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down 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 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 student should come to school with a cloth mask that can be used while at school. Masks will be kept here in the facility and laundered each day. If you or a family member needs a mask, please email the director, and one will be provided for you. Once in the classroom, will be encouraged to wear a mask. If parent selects for child not wear their mask during classroom and outdoor time, then child's mask will be placed in the cubby.
4. Social distancing: Each class is considered a "family." Each "family" will socially distance from other "families" to assure safety. Children will be encouraged to wear a mask when they are in their classroom and can be placed in their own cubbies when taken off. Classes will not intermix and will be with the same teachers as much as possible

throughout the day. When staff and children leave the classroom, if they will wear a mask until they get to their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag. All staff will wear masks.

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. 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 over 100 degrees, etc.) 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 at (626) 396-5762 x 10070 or your teachers site number 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.

The child will be permitted to return when his/her temperature is normal for 72 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 72 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 their school site 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 Pasadena Unified School District Medication of Administration form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only if approved by PUSD nurse.

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 our local health department, school district and our parents.

F. 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 stay here on the premises and be laundered. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

G. Arrival and Departure Procedures

Full Day Preschool and Washington Before and After School Age Programs

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- 9am to drop off and between 4-6pm to pick up. All children must be dropped off by 9am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time. *You will arrive to a “Greeting Station” where all children will have their temperature taken and parents will answer a few questions and sign the child in. Parents are not allowed to enter the classroom or center.*

Half Day Preschool Programs

Half Day preschool programs will temporarily operate Tuesday through Friday from 7:45am to 10:45am and 11:45am to 2:45. Children enrolled in the half day preschool program **will not** attend school on Mondays but will instead receive online learning via CANVAS. Teachers will provide parents with additional information. When arriving to the center, please wear a face covering during drop-off AND pick-up times.

Field Mandarin

The Mandarin Preschool program will operate Tuesday through Friday from 8:40am to 3:10. On Mondays, children **will not** attend school but will instead receive online learning via CANVAS. Teachers will provide parents with additional information. When arriving to the center, please wear a face covering during drop-off AND pick-up times.

After school care will continue to be provided Tuesday-Friday from 3:10pm to 5:45pm for an additional cost. Services will temporarily not be offered on Monday's.

Introduction to French Inclusion

The French inclusion preschool program will operate Tuesday through Friday from 7:45am to 2:15pm. On Mondays, children will not attend school but will instead receive online learning via CANVAS. Teachers will provide parents with additional information. When arriving to the center, please wear a face covering during drop-off AND pick-up times.

Drop-Off Procedures for ALL Programs

When arriving to the center, please wear a face covering during drop-off AND pick-up times. *You will arrive to a “Greeting Station” where all children will have their temperature taken and parents will answer a few questions and sign the child in. Parents are not allowed to enter the classroom or center.* A designated check-in staff or greeter will meet families at entry gate wearing proper PPE. This check-in staff will complete a visual assessment. The check-in staff/ greeter will then ask a series of yes/no questions regarding symptoms and travel. Your Child(ren) will get their temperature taken. If it is below 100F, your child will be permitted to enter the center and will be escorted to his/her classroom. Once in the classroom, will be encouraged to wear a mask. If parent selects for child not wear their mask during classroom and outdoor time, then child’s mask will be placed in the cubby.

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 lobby to pick up their child must wear a face covering/mask. A runner will bring your child to the lobby for pickup.

H. Visitors

Visitors will not be permitted at this time. This includes special ed teachers until further notice. IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

I. Food

All students enrolled in the program will be provided with a boxed meal and/or snack. Food from home will not be allowed at the school site. Staff will continue to practice good hygiene before/after handling food and will continue to wear gloves.

J. Fees

Subsidized Fees

Fees are assessed at the time of eligibility and are based on:

1. The adjusted monthly family income
2. Family size
3. The total number of hours per month.

Certification is based on the California Department of Education, Early Childhood Education Division Parent Fee Schedule. Fees are due in advance of services, the first day of the month or week. The fee or the Verification of Child Care Costs form is due on the first day of attendance. It may be paid by check or by money order payable to the Pasadena Unified School District, Early

Childhood Education. Fees may not be pro-rated, refunded nor cancelled unless directed by the California Department of Education.

Full Fee/Self-Supporting Families

Parents who are not income eligible to participate in the subsidized preschool or school age program may be enrolled and must pay an annual registration fee of \$50 per family and a monthly tuition per child. A \$25 field trip fee will also be collected at registration for each child enrolled. All Fees are neither reimbursable nor pro-rated.

In the event that distance learning is to take place once more, families will continue to be charged for online teaching that will be provided by their site teacher. Those who wish not to participate in online learning will need to request services to be terminated. Therefore, relinquishing their spot in the program.

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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 our agency 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.

Sincerely,
Ree Hudson
Director

I, _____ (print your name), the parent/guardian of _____ (print child’s name), hereby acknowledge receipt of the Parent Handbook COVID-19 edition for the Pasadena Unified School District, Early Childhood Education Programs. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____