CYC 2020-2021: Family Handbook Addendum regarding COVID-19 protocols

Updated 11/16/2020

CYC Hours

CYC hours are 9:00 a.m. to 4:00 p.m. Families should drop off students between 9:00 – 9:30 a.m. and pick them up between 3:30 – 4:00 p.m. Part-time families should pick up their children between 12:15 – 12:30 p.m. While drop off and pick up outside of these times are possible, those should be exceptions. For drop off and pick up outside of those times, please ring the front doorknob of the school and an administrator will help you.

Drop Off and Pick Up Procedures

Children will enter and exit through the outside doors of their classrooms. Upon arrival, parents should park in the YC parking lot. Children and parents should line up either along the sidewalk in the parking lot (Yellow, Green, Blue and Purple Rooms) or across in the front lawn by the fence for the playground (Red and Orange Rooms). There are indicators for where to stand in order to maintain proper social distancing. An administrator will be standing by the gate at each location. The administrator will direct you when you can walk back to your classroom. There is a spot for you to wait until the teacher indicates that it is your turn to check in.

At check in, your child’s teacher will ask you a few simple COVID screening questions. You will need to take your child’s temperature with your thermometer and show the result to the teacher. If you are taking the temperature orally, please start this process while you are waiting in order to expedite the process. If you are taking the temperature with an instant read thermometer, you can wait until you step up to the teacher.

At pick up time, an administrator will again be waiting at the gate to greet you. The administrator will help with traffic flow again to the classroom doors to pick up your children. Again, please maintain proper social distancing.

Illness of a child

In light of COVID-19, CYC must maintain strict protocols in order to maintain safety for children. Please understand that we are counting on CYC families to keep children who are ill at home. We must follow a strict process if a child indicates symptoms of COVID. Attached is the flow chart that we must follow in case a child exhibits COVID symptoms. In these cases, we are required to contact our Office of Child Care licensing specialist and our local health department. They will indicate to us what our process must be. A more detailed explanation of this process can be found in the “COVID-19 Guidance for Child Care Facilities” document published by Maryland Departments of Health and Education at https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/covid_guidance_full_080420.pdf.

If a child is in a classroom that is closed due to the COVID protocol, any siblings of that child who attend CYC must also quarantine for the duration of the closure, even if the sibling attends another classroom.

In the case that your child gets sick while at CYC, it is more important than ever that someone is available to pick them up in a timely manner. While we have enhanced safety protocols in place for a
child who gets sick while at CYC, all families should have someone who can get to CYC **within 30 minutes** to pick up a sick child. This is for the protection not only of that child, but the other teachers and children at CYC.

**Classroom “Pods”**

A large part of CYC’s COVID-19 protocol is based on the idea of classroom “pods.” Children will only be interacting with teachers and children in their “pod.” Please be mindful of this. The children in a pod will be spending all day together, so it is important to consider protecting your “pod.” We are asking that everyone observe safe COVID-19 protocols outside of school to protect your pod.

**Masks**

Staff members at CYC will be wearing masks. Children should also wear masks. We do understand that wearing masks can be difficult for young children, so we ask that you practice this at home with your children. There are times when children will not need to wear masks (lunchtime, naptime, and outside when they are able to maintain social distancing). All of our mask policies are taken from “COVID-19 Guidance for Child Care Facilities” document published by Maryland Departments of Health and Education at [https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/covid_guidance_full_080420.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/covid_guidance_full_080420.pdf). Please see this document for further details.

**Items from home**

Please minimize items that are being brought from home. There should not be backpacks. The only items that should be sent from home on a daily basis are nap bedding and lunch.

**Snacks and lunches**

Given the shortened day, CYC will provide only a morning snack (no afternoon snack). All snacks will be individually packaged and with disposable wrappers to keep contact with food by others at a minimum. For lunch, we ask that you pack lunch in disposable containers such as paper bags or zip-top bags (classrooms may have specific requests regarding this), and include any disposable utensils that your child might need. CYC can refrigerate items that need to be kept cold, and we will provide milk for lunch. We are not able to heat up lunches. There will be no hot lunch program this year.

**Music Class:** Music class will still occur. Each class will have music one time per week. Music will be outside of CYC, in the area in front of the building. In the event of inclement weather, and when the weather gets colder, music class will be held via Zoom into the classroom.

**Nap bedding:** As per Office of Child Care guidance, nap bedding will be sent home each day with each child. A new, clean set of bedding should be sent in each day with each child.

**Family Service Points:** CYC is suspending the requirements for families to earn service points during our COVID-19 operations.

**Birthday Celebrations:** While teachers and classrooms will continue to celebrate birthdays of children in the classroom through activities like special songs and books, at this families are asked not to send in special treats to distribute to the class on birthdays.
COVID-19 case management:
- Person with COVID-19 should be tested/evaluated for care provider to determine if they have no symptoms or exposure when sick, take 2 at-risk home for 2 days.
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- If symptoms persist, contact local health department.
- Close contacts of COVID-19 should be tested/evaluated for care provider to determine if they have no symptoms or exposure when sick, take 2 at-risk home for 2 days.
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COVID-19 specifics:
- COVID-19 test:
  - PCR test:
    - Confirmed case:
      - Person has a positive PCR test.
  - Antigen test:
    - Confirmed case:
      - Person has a positive antigen test.
- Other symptoms:
  - Cough
  - Shortness of breath
  - Fever
  - Runny nose
  - Headache
  - Muscle aches

COVID-19-19-like illness:
- Person with COVID-19-19-like illness should be tested/evaluated for care provider to determine if they have no symptoms or exposure when sick, take 2 at-risk home for 2 days.
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COVID-19-19-like illness case:
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COVID-19-19-like illness definition:
- Person with COVID-19-19-like illness:
  - Person has confirmed COVID-19.
  - Person has symptoms consistent with COVID-19.

COVID-19-19-like illness in schools:
- Close contacts of COVID-19-19-like illness should be tested/evaluated for care provider to determine if they have no symptoms or exposure when sick, take 2 at-risk home for 2 days.
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COVID-19-19-like illness exclusion:
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