

**PARENT HANDBOOK  
COVID-19 ADDITION  
2020-2021**

**SUNSHINE SCHOOL IN ORO VALLEY, Inc.**

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Dear Sunshine Families,

As we are getting ready to reopen after being closed for nearly 5 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, I want to assure you the administration and teachers at Sunshine School are committed to providing the highest quality program, that is safe, educational 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, learning and love. 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 addition to our 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 addition will remain the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following the recommendations of the CDC (Center for Disease Control) as well as those put forth by Pima County Health Department and Arizona Department of Education. **Please be sure to read through this and sign and return the last page prior to the 1<sup>st</sup> day of school.**

We will be reviewing this COVID-19 Addition at your Parent Orientation.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook COVID-19 Addition. These new policies and procedures are in place to ensure that Sunshine School is as safe as possible for each of us, while still maintaining the amazing heart of what Sunshine has been for the past 37 years.

Sincerely,  
Marla Ayers  
Director  
Sunshine School

## **COVID-19 POLICY FOR SUNSHINE SCHOOL 2020-2021**

The health and well-being of our children & families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our sunshine families and staff, we are taking the following precautionary measures. During this time, this COVID-19 policy will supersede our usual Parent Handbook policies:

### **We ask that all parents and staff let us know of any potential exposure immediately.**

Your household must remain out of the center if any household member\* has, or has been in close contact\* with anyone who has:

- a. A confirmed case of COVID-19 (for example- close contact at school, work, religious service, social gathering); OR
- b. Traveled:  
Internationally or domestically- from any area which is the subject of travel restrictions under applicable state and local guidance, following CDC travel guidance.

14 days after the last potential exposure, your household may return

### **provided these three things have happened:**

- a. At least 10 days have passed since any household member first experienced symptoms **and**
- b. Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved) **and**
- c. The household has been fever-free for at least 72 hours without the use of fever-reducing medicines.

Please note, depending on the circumstances, we may require you to obtain medical clearance before return to the center will be allowed.

**\*HOUSEHOLD MEMBERS:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at Sunshine.

**\*CLOSE CONTACT:** is defined by the CDC as (1) being within approximately 6 feet of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

**FOR MEDICAL PROFESSIONALS:** If contact occurs while wearing recommended personal protective equipment, that contact will NOT be considered close contact for purposes of this policy.

### **DAILY HEALTH SCREENING FOR SIGNS AND SYMPTOMS:**

- We will screen children and staff upon arrival, for fever and health status with a series of yes/no questions.
- We will sanitize hands and bottom of shoes upon entering building, with sanitizer containing at least 60% alcohol (children will be supervised to prevent swallowing alcohol).
- We will HIGHLY encourage staff and children to stay home if they are not feeling well.
- We will have heightened health checks if we suspect a child or staff member exhibits any signs of being sick. If we identify anyone who exhibits COVID-like symptoms during hours of operation, the child will be removed from group and will be supervised in an isolation area (office of director) and parents are expected to pick them up as quickly as possible (within one hour). Staff member would be sent home immediately.
- We would close any areas used by any sick person and not use them until they have been cleaned properly.
- We will advise sick staff members or children not to return until they have met CDC criteria to discontinue isolation:

**In the event of a confirmed COVID-19 case** in a child or an adult who has been present in the center, we will contact Pima County Health Department for further guidance and **all staff and families would immediately be informed of the confirmed case**, while maintaining confidentiality for the person who has tested positive.

We would immediately contact EMILY REBRO with PCHD 520-247-1415 and/or PCHD Epidemiology department 520-724-7797. We will need to provide specific information and they will guide us on specific protocols, which depend on different factors for different situations.

- In the event a person is diagnosed with COVID-19 and is determined to have been in the building and poses a risk to our community, school may need to close for 2-5 days for cleaning and disinfection with specific protocols. This short-term dismissal allows time for the local health officials to gain a better understanding of the specific COVID-19 situation impacting our school.
- We will implement flexible sick leave policies and practices so staff can stay home as needed.

### **PROMOTE HEALTHY HYGIENE PRACTICES:**

We will teach and reinforce healthy hygiene practices for all, and this is integrated into our curriculum:

- Washing hands very often, with soap and water for at least 20 seconds (upon entering, at 9am, before snack, after snack, after recess, before lunch, after lunch, after using bathroom, after blowing nose, coughing, sneezing and any other time deemed necessary).
- Hand sanitizer of 60% alcohol content can also be used.
- Covering coughs and sneezes.

-Use of cloth face coverings among staff when entering building, in common areas, during transitions when crossing paths of other outside family unit, and when social distancing is not possible.

-Use of cloth face coverings among children is optional. If a mask becomes more of a health concern (misuse of face coverings), we will bag the mask and place in child's bag with a note home to the parent.

### **INTENSIFY CLEANING, DISINFECTION AND VENTILATION WHEN POSSIBLE:**

As a licensed childcare program, we are always required to have systems in place to keep our program clean. In these times, we are going above and beyond with our cleaning practices. We will follow CDC recommended cleaning protocols and use EPA registered disinfectant that is active against human coronavirus.

-We will be cleaning, sanitizing and disinfecting frequently touched surfaces multiple times per day (doorknobs, tables and chairs, bathrooms, light switches).

-We have installed no-touch sinks and soap dispensers and trash cans.

-Any shared objects or toys will be disinfected and cleaned between use with use of DIRTY BINS. Dirty toys will be cleaned daily with specific protocols, per CDC guidelines.

-We will avoid using items that are not easily cleaned (sensory bins, soft toys, pillows, dress-up, etc.)

-We will try to keep doors open during the day for ventilation when possible.

\*All cleaning materials need to be kept out of the reach of children at all times\*

### **PROMOTE SOCIAL DISTANCING:**

Social distancing will be practiced as much as possible. Realistically, childcare for children under the age of 5 does require contact and close interaction with staff.

-Each class is considered a "family unit". Each "family" will socially distance from other "families" to assure safety.

-We will keep classes the same each day, with limited staff interaction.

-Each "family unit" (group of 8 or less) will stay together and they will have a class teacher and a center teacher.

-Each group will eat snack and lunch in their classroom or center room, with their own group only.

-We will limit mixing between groups.

-Teachers/Staff should maintain 6 feet distance from one another.

-Each teacher will keep their group of 8 or less with them on designated area of playground at recess time, using new lanyard system.

-We will also create new areas for lining up for handwashing and for coming into school. Handwashing will be done by group with their teacher, one group at a time.

- We will limit all non-essential visitors, including volunteers and cancel school-wide events at this time.
- We will be transparent with families who have **children coming for before-care (arriving before 8am) or after-care (staying after 12:45pm): these children will mix with other children who are otherwise not in their family unit.**

### **PARENT DROP-OFF AND PICK-UP:**

- Non-Essential visitors are not allowed into the building at this time. This includes parents, thank you for your understanding.
- We ask that parents wear a face-covering during drop-off and pick-up.
- We will conduct "Daily Screenings" for signs and symptoms and temperature checks every day at drop-off. If the child "passes" they will sanitize hands and bottom of shoes (using shoe sanitizing footbath mat) upon entering, and then they will be escorted to their family unit.
- We are requesting that parents bring their own pencil for signing in and out.** We will have sanitizer available by our sign-in and sign-out station and have "clean pencil/dirty pencil" container for signing child in or out, in the event the parent does not bring their own.
- Staff can sign a child in/out, on behalf of parent.
- We will also have designated markers on ground, 6 feet apart, to distance families at drop-off and pick-up. Please be patient during this time & please wait in your car if there are more than 3 families in line for signing in or out.
- We ask that the designated drop-off and pick-up person not be a "vulnerable" person (older person such as a grandparent or person with a serious underlying medical condition).
- We may need to stagger arrival and dismissal times to support social distancing.

### **LIMIT SHARING:**

- Children will keep their belongings in individual cubbies/areas and take home each day and cleaned by parents if possible.
- Children may not bring in any personal belongings aside from what is approved (green tote, lunch bag, folder and correspondence). No toys or personal items from home will be permitted at this time.
- Children will have their own personal supply caddies that will follow them to class and centers.
- We will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible and limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- We will do a lot of tray-based activities to avoid sharing.
- We will incorporate teaching about avoiding immediate contact (e.g. hugging, shaking hands), and other health-related concepts.

**TEMPORARY EMERGENCY SHUT-DOWN PLANS:**

In the event we have another temporary shutdown, we will work in teams to create content (green & blue and red & yellow class teams): create home packets, zoom schedule, you tube story time, science, my gym, etc.

Our commitment is to stay informed about the COVID-19 outbreak and to stay in close contact with the recommendations from the CDC, Pima County Health Department, Arizona Department of Health, our licensing specialist and our Governor. At this time, if and when parents choose to keep their children home, we understand and agree with that choice. In order to keep up with our operating expenses and to make sure we can continue to keep our amazing teachers employed, we must continue to charge tuition based on your enrollment. We do expect that parents continue to make their tuition payments even if their child is not attending at the moment. In order to avoid monthly tuition, parents can also choose to withdraw their child from our program and attempt to re-register them when they are ready, however this may put the child's slot at risk.

## SUNSHINE SCHOOL COVID-19 PARENT HANDBOOK ADDITION: RECEIPT FORM

Sunshine families,

Please thoroughly review the Parent Handbook COVID-19 Addition for the 2020-2021 school year, which contains the new policies and procedures for Sunshine School as we reopen. After reading the handbook, please complete this form and return it to as soon as possible (no later than the 1<sup>st</sup> day of school). This form will be kept in your child's file for the duration of the school year. By signing this, you are agreeing to abide by our new policies and procedures for the safety and wellbeing of our staff and you & your families.

Thank you in advance for your cooperation.

Sincerely,

Marla Ayers

Director

Sunshine School

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I, \_\_\_\_\_ (print your name), the parent/guardian of  
\_\_\_\_\_ (print your child's name), hereby acknowledge  
receipt of Sunshine's Parent Handbook COVID-19 Addition. I have read and  
agree to adhere to all of the policies and regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_