



CHILD AND FAMILY DEVELOPMENT CENTER

Hilltop Nursery School
COVID-19 Reopening Handbook

Updated 8/31/20

Dear Hilltop Community Member,

We are pleased to welcome everyone as we prepare to re-open our center. We want you to know that we are taking the utmost care and consideration for all the children, families, and staff, as well as the general community's health and safety.

This handbook will provide you with key information about updated policies and procedures in order to make the transition back to school as smooth as possible.

With the ever-evolving environment we are currently living in, and the unknowns of Covid-19, all policies, procedures, and schedules are subject to change so that we can ensure that we are meeting the guidelines and regulations from the Department of Recreations & Parks (DRP), Centers for Disease Control & Prevention (CDC), Community Care Licensing Division (CCLD), Occupational Safety & Health Administration (OSHA), and the Los Angeles County Department of Public Health (DPH) for standards and safe practices.

Please know that we will do our best to communicate with you regularly and appreciate your patience while we navigate reopening and operating our school during this time.

Thank you for your ongoing support and partnership. Our commitment to one another during this time to help keep everyone safe is of vital importance.

As always, if you have any questions, please do not hesitate to reach out.

Warmly,

Pearl Kurpjuweit

WHAT TO EXPECT WHEN WE REOPEN

Hilltop is dedicated to ensuring the wellbeing of all our community members. Therefore, all staff, families, and caretakers must agree to the Community Partnership Agreement and Health Risk Acknowledgement Waiver & Release form which can be found at the end of this handbook. We thank you for your understanding and cooperation as we do our absolute best to limit the exposure and transmission of COVID-19.

* The following procedures are based on the latest guidelines, recommendations and policies from the State and County.

** We will communicate with you any updates or real-time pertinent information via email, [Flock](#), and [ProCare](#).

*** All guidelines are subject to change.

NEW SAFETY PROTOCOLS

[The Los Angeles County Department of Public Health](#) (Public Health) has mandated [some regulations](#) which we will incorporate into our day to limit exposure to COVID-19.

Class Sizes, Spacing, and Staffing:

- Class sizes are limited to 12 children, with 2 teachers per class.
(Total Enrollment = 22 children)
- Children and teachers will remain in the same group throughout the day and there will be no co-mingling between groups.
- Spaces that will be used by more than one group, such as the backyard and front yard, will be cleaned and disinfected in between each use.
- Physical distancing of 6 feet for children and adults within the classroom and outdoors will be followed as best as possible.
- Furniture will be moved to enable children to sit and work with space between each other.
- Spacing instructions will occur both indoors and outdoors in ways that are developmentally appropriate and easy for children to understand.
- Circle time and story time will occur outdoors with space between the children.
- Teachers will plan activities that do not require close physical contact between multiple children.
- Hilltop has staggered indoor and outdoor play and has adjusted our schedule to reduce the number of children in the same area.
- Children will nap 6 feet apart while alternating head to feet. Barriers such as cubbies will also be used when possible.
- Clear dividers will be placed between the children's sinks and toilets. Teachers will clean the area with a bleach/water solution prior to another child using the restroom.
- Hilltop has installed air purifiers with HEPA filtration in all indoor rooms.
- Smaller rugs and carpets have been removed.

Toys and Other Classroom Materials:

- Toys and materials that cannot be cleaned and sanitized will be removed from the classroom.
- Each child will receive a labeled container of art supplies to use throughout the day and items will be kept in their cubbies.
- Teachers will place enough toys so that the toys can be rotated through disinfecting and/or each child has their own set.
- Toys and resources will not be shared with other groups of children.
- Staff will ensure all toys are washed and sanitized before reuse.
- Children's books will be wiped down with disinfectant before reuse.
- We will follow strict cleaning/sanitizing procedures throughout the day, at the end of each day, and take extra precautions with any materials that may have come into contact with children's saliva, mucus or any other bodily fluids.
- Sharing of toys will be avoided. A container will be placed in each class and outdoor area to facilitate separation of clean toys vs. played with toys. They will be cleaned and disinfected before re-use.

Face Coverings/Mask Policy:

- All staff must wear masks and face shields will be offered to wear at their discretion.
- Face coverings are not recommended for children 2 years old and younger.
- Face covers are recommended for children 3 years and older. We will do our best to encourage them to keep it on though it is not required. Please provide masks for your child daily as well as a container or zip lock bag to place in your child's cubby when not in use. If you would like to, face shields may also be used for your child(ren).
- Children with any breathing issues should not wear a face covering.
- Children will not nap with masks.

HYGIENE POLICY

Our hand washing policies follow the strict guidelines and rules proposed by the state and county Public Health and Community Care Licensing. We will continue to follow those guidelines with increased frequency of washing. We will pay special attention to situations and times that may need even more frequent handwashing.

Hand Hygiene:

Hand hygiene must take place at the following times for every person entering the school:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating, handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage
- Handwashing will include soap and water with vigorous scrubbing for 20 seconds during each wash. An alternate use of a 60% alcohol-based hand foam or gel is also acceptable when sinks are not readily available. Hilltop is installing sinks in the front yard, so all play spaces always have handwashing accessibility.
- Teachers will assist children with handwashing and wash their own hands after.
- Children will be encouraged to wash or sanitize more frequently, especially after blowing their nose, coughing, sneezing, and before or after eating. Children will be supervised when using hand sanitizer to prevent ingestion.
- Reminders in each class regarding procedures for changing diapers are already in place.

Food Hygiene:

- Hilltop will not be offering snacks at this time. Families must **pack 3 snacks and 1 lunch per day**, per child. Please refrain from using glass containers.

- Please ensure all food containers are easy for your child to open, close, and store independently. This will help decrease any possible contamination from others trying to assist with mealtime.
- Please also **include a water bottle for your child that has a proper lid that fully covers the mouthpiece.** Water bottles that do not have this will not be permitted for use. Teachers can help refill water bottles throughout the day.
- Please include appropriate eating utensils for your child.
- Please ensure all food sent to school is packed properly at safe temperatures whether including an ice pack for chilled items or a thermos for warm foods.

Surface Hygiene:

- All classrooms, bathrooms, outdoor play spaces, the office space, the resource room, teacher breakroom and the kitchen have been deep cleaned and sanitized. We will continue to deep clean and sanitize regularly.
- Classrooms will be cleaned and/or disinfected more frequently during the day. Doorknobs, light switches, gate handles, keypads, classroom sink handles, countertops, tables, toilets, desks chairs and cubbies will be disinfected between uses. This is in addition to our janitorial services.
- Cleaning products are EPA- approved for use against the virus that causes Covid-19.
- Cleaning materials are kept secure and out of reach of children.

Laundry Hygiene:

- Hilltop will launder all of children's extra clothing for reuse unless they are soiled with bodily fluids, in which case they will be bagged and sent home. Please send a new set of clothing for every item sent home by the following school day.
- In order to minimize the possibility of dispersing the virus through the air, we will ensure that we do not shake dirty laundry.
- Items will be laundered using the warmest appropriate water setting for the items and items will be dried completely.
- Dirty laundry that has been in contact with an ill person can be washed with other people's items according to the CDC.
- Hilltop will also ensure that we clean and disinfect hampers or other carts for transporting laundry.

NEW TUITION & FEES

All families will be enrolled in the Extended Day program regardless of drop off and pick up time. You may use any hours between 8:30 am – 5:00 pm and pre-arrange a drop off/pick up time that best suits your family.

The 2020-2021 tuition rate is as follows:

- **August 18, 2020 start date:** Tuition will be prorated for the month of August in the amount of \$750, due on the first day of school. Tuition will then be \$1,500 each month, for 11 months, starting September 1st, with the last payment due June 1st.
- **August 31, 2020 start date:** Tuition will be \$1500 each month, for 11 months, starting September 1st, with the last payment due on June 1st.
- **Paying to hold a spot:** If a family chooses to pay to hold a spot, tuition fees will be the same as starting on the first day of the academic school year. For the 2020-2021 school year, it is August 18, 2020.
- **Starting due to a vacancy:** If a family starts due to a vacancy becoming available, the tuition rate will begin on the child's first day of school.

Additionally, families are responsible for paying for the annual school fee. The annual school fee for the 2020-2021 school year has been reduced to \$225, for this school year only.

Families who are receiving scholarship must agree to the terms and conditions of the financial contract based on the independently arranged agreement between the family and Hilltop. Both parties agree to honor the contract, or the scholarship can become null and void.

Hilltop is requesting that families commit to a yearlong contract. If the school closes due to a presumed or confirmed COVID-19 exposure, we may need to shut down for 14 days to quarantine and families must continue to pay during short term closures. If the school necessitates a closure for more than one month due to a public health emergency, families will be expected to continue to pay 65% of the tuition.

NEW SCHOOL HOURS & SCHEDULE

Due to limited class sizes, we are removing Part-Time and Full-Time program options at this time. The 2020-2021 school hours is 8:30 am - 5:00 pm.

BEAVER SCHEDULE

8:30 - 11:00	Arrival of Children to the Front Yard/Free Play *Morning Circle at 9:45 *Snack at 10:00 am
11:00 - 12:15	Classroom Activities * Lunch at 11:45 - 12:15
12:15 - 12:45	Transition into Rest/Nap
12:45 - 2:30	Rest/Nap Time Classroom Free Play for Awake Children
2:30 - 5:00	Back Yard Free Play with Planned Physical Activities *Afternoon Snack at 2:30 *Evening Snack at 4:30

CARROT SCHEDULE

8:30 - 11:00	Arrival of Children to the Back Yard/Free Play *Morning Circle at 9:45 *Snack at 10:00 am
11:00 – 12:15	Classroom Activities * Lunch at 11:45 - 12:15
12:15 – 12:45	Transition into Rest/Nap
12:45 –2:30	Rest/Nap Time Classroom Free Play for Awake Children
2:30 - 5:00	Front Yard Free Play with Planned Physical Activities *Afternoon Snack at 2:30 *Evening Snack at 4:30

FAMILY RESPONSIBILITIES

Hilltop Nursery School follows a cooperative model. This means parents are as vital to Hilltop as the staff and children. This also means your responsibility to the school does not end with payment of tuition and fees. A \$25.00 fee will be applied for each meeting/hour of volunteer time not met.

Hilltop's guiding principles for community:

- Adopt a community mindset
- Be accountable and responsive
- Demonstrate respect and compassion
- Communicate openly and honestly

Family Responsibilities are as follows:

- Attend monthly family meetings via zoom for the 2020-2021 program year.
- Volunteer 10 hours of maintenance per year
- Volunteer 2 hours of cleaning per year
- Volunteer at each of the major fundraising events.
- Raise \$1,200 annually through various fundraising events for scholarships.
- Participate on a committee and contribute to that committee's responsibilities throughout the duration of the school year.
- Daily co-op family volunteering will be postponed until further notice.

Maintenance Day and Cleaning Day Guidelines:

- Families must sign up for designated maintenance and cleaning days
- Families must adhere to the same classroom groupings as your child(ren)
- There may be no more than 10 adults present at any given time
- Everyone must wear masks
- Everyone must practice social distancing (remain 6 ft apart)
- Everyone must follow Hilltop's handwashing procedures

DROP-OFF/PICK-UP PROCEDURES

We are setting up the following procedures in order to limit the risk of exposure to and minimize the spread of Covid-19.

Families, including guardians, siblings, parents, and caretakers will not be allowed in the building during school hours to minimize contact and gathering. The building will only be open to teaching staff and essential building staff. We also recommend designating a consistent adult for drop off and pick up, when possible.

Upon arrival at the school, teachers will conduct a visual wellness check of all children and ask health questions. Please keep drop off and pick up as brief as possible. We also ask that parents and caregivers, please wash your own hands and assist in washing the hands of your children before drop-off, prior to coming for pick up, and as soon as you arrive at home. Additionally, teaching staff will have hand sanitizers readily available during drop off and pick up for your convenience.

Families will have the opportunity to sign up for a designated drop off/pick up time frame in order to stagger arrivals and departures. Please follow social distancing rules. Please note that drop off and pick up may take longer than usual. We appreciate your patience as we take every precaution to ensure everyone's safety.

If you arrive at school outside of your arranged drop off or pick up schedule, **please call (323) 663-3025 at extension 14 for Beaver Teachers or extension 15 for Carrot Teachers**, and a teacher will meet you at the appropriate gate.

Teachers will also be providing you with their cell phone numbers to assist with communication for drop off and pick up only. As Hilltop does not have telephones available in the front yard or back yard, this will be a temporary solution. We ask that families respect the following guidelines:

- Please text or call for drop off and pick up reasons only. (You do not need to text or call if you are within your arranged drop off/pick up time frame.)
- Texting or calling is permitted solely during school hours.
- Do not contact the teacher on the weekend.

- To set up a time to talk with your child's teacher, please send an email to the teacher or director. A dedicated time will be set up for a zoom meeting.

Drop Off:

- Beaver children will be dropped off at the front gate on the park side (west gate) each morning.
- Carrot children will be dropped off at the side gate near the sandbox (north gate) each morning.
- The Health Screening form must be completed prior to dropping your child off to school for the day.
- A teacher will greet your child and perform a hands-free temperature check and guide your child to wash their hands. The teacher will also help sign your child into ProCare to minimize the touching of devices.

Pick Up:

- Beaver children will be picked up at the side gate near the sandbox (north gate) each evening.
- Carrot children will be picked up at the front gate on the park side (west gate) each evening.
- Children's lunches and water bottles need to be taken home and properly cleaned daily.
- A teacher will help sign you out on ProCare to minimize the touching of devices.

HEALTH SCREENING & WELLNESS POLICY

- Please take a temperature check at home for yourselves and your child/ren prior to bringing your child/ren to the center.
- **Anyone with symptoms consistent with COVID-19 should remain at home in [isolation](#) for a minimum of 10 days since symptoms first appeared AND 24 hours without fever (without fever-reducing medications) AND symptoms have improved (for example, cough or shortness of breath).**
- Children and staff's temperatures will be taken again upon arrival and as needed.
- **If your child has a fever, runny nose, cough, fatigue, muscle aches, vomiting, or diarrhea we will assume it could be COVID-19 related.** You will be asked to pick up your child and keep them home for at least 10 days from when symptoms began. Parents may also elect to have your child tested for COVID-19, if test results are negative your child may return to school after symptoms have subsided for 48 hours.
- If your child shows symptoms while at school, even mild symptoms, they will be separated from the rest of the children and you will need to **pick him/her up within 45 minutes.**
- If you have multiple children, and one child has a fever or symptoms at drop off, your other child will not be able to attend.
- If you, your spouse, or other members of your family have a temperature or are sick, we respectfully request that you keep your child at home.
- **Children who have been exposed to someone who has a respiratory illness should remain home for 14 days to see if they also develop symptoms of illness.** [Home quarantine](#) of an exposed child reduces the chance of spread to others. If no symptoms appear within 14 days, the child may return to school.
- For a presumed positive (meaning symptoms consistent with COVID-19) or if your child has tested positive for COVID-19, your child may return to school after it has been 10 days since symptoms first appeared AND 24 hours without fever (without fever-reducing medications) AND symptoms have improved (for example, cough or shortness of breath).

HEALTH POLICY

Hilltop will utilize this health policy in conjunction with our new Covid-19 Health Screening & Wellness Policy to assist us in the event that your child becomes ill but has tested negative for Covid-19.

The aim of our health policy is:

- To keep your child(ren) safe and well cared for while they are sick.
- To prevent the spread of contagious illnesses as much as possible with special emphasis on illnesses that spread easily and cause harm.
- To give clear guidelines that parents and teachers can follow when children are sick regarding when to stay home, when a doctor's visit is needed, and when it is ok to return to school.
- To provide precise directives for administering prescription and nonprescription medications.
- To present a clear understanding of what occurs when injuries or accidents happen at school.
- To inform all families of the California school immunization law.

When to keep your sick child at home:

It is the parent's responsibility to keep a sick child home, seeking medical attention as appropriate. If any of the following conditions occur, please keep your child at home; if they occur at school, you will be contacted and will need to come and pick up your child within 45 minutes.

1. Fever of 100.4 or greater
2. Vomiting
3. Diarrhea
4. Earache
5. Abscess or draining sores
6. Skin rash other than diaper rash
7. Lice, scabies, pinworms, or any other parasitic infection
8. Runny nose, cough, or sore throat that is severe enough to affect your child's ability to participate in school activities.
9. Red eye(s) or discharge/mucus in eye(s)
10. Symptoms of lethargy accompanied with irritability and/or the inability to eat and/or drink.

When to return to school:

1. 72 hours after the last fever subsides without medication.
2. 72 hours after the last episode of vomiting subsides without medication.
3. 72 hours after the last episode of diarrhea subsides without medication.
4. Ear infections are not contagious. Your child may return to school once he/she is feeling well enough to participate in activities, has no other health issues, and is fever free.
5. Once abscess or draining sore is dry and healed and your child is no longer contagious. A doctor's clearance may be required to return.

6. Any rash (including sores in mouth) needs to be evaluated and cleared by a doctor before your child can return to school.
7. When your child is completely free and clear of any parasitic infection including dead nits. Hilltop adheres to a no nit policy.
8. For runny nose and cough, your child should not return until 72 hours after a negative covid-19 result and they can normally participate in all school activities without medication (other than antibiotics).
9. If eye(s) have mucus or discharge in the absence of other viral symptoms, your child needs to be evaluated and cleared by doctor before returning to school. Otherwise, your child should stay at home until 24 hours after mucus/discharge has resolved.
10. Your child may return to school if they are no longer displaying symptoms of lethargy accompanied with irritability and/or the inability to eat and/or drink.

If your child appears lethargic, is having difficulty eating, and seems irritable or out of character, it is likely that he/she may be developing an illness even if there is no fever. If your child is not feeling well, we recommend keeping your child at home, as he/she will experience discomfort at school. Hilltop reserves the right not to accept your child back at school if he/she displays symptoms of lethargy accompanied by irritability, inability to eat and/or drink, illness, or discomfort.

If your child is diagnosed as having a contagious illness, please notify us so we can pass the information on to other parents. Upon returning to school you are required to bring a note from your child's doctor that they are no longer contagious and can return to school. We cannot accept the child back into the program without this note.

Colds, viruses, and childhood diseases are most contagious in the early stages before the most obvious symptoms appear; therefore, a child should be kept at home for at least 72 hours after all symptoms have completely disappeared. Remember that whooping cough often begins with cold symptoms, and a typical whoop may not appear for up to two weeks. If there is severe coughing, or coughing followed by vomiting, seek medical attention.

If your child becomes ill while at school, the teacher has the authority to isolate your child from the group, and you will be called to pick up your child immediately. You have a maximum of 45 minutes to arrange pick up for your sick child. *If we are unable to contact the parent(s), we will phone the person(s) you have designated on the Identification/Emergency form.*

Prescribed medication:

Medication prescribed by a doctor can be administered by staff during school hours. All medication must be submitted in the original packaging.

A medication consent form must be filled out by the parent or authorized representative for all medications of any kind and given to a staff member.

Directions on the consent form must match the medication's label with the child's name and directions. The directions from the parent or authorized representative shall not conflict with the product label directions on prescription medication. When the medication is no longer needed by

the child, or when the child withdraws from the center, all medications shall be returned to the child's parent or authorized representative or disposed of after an attempt to reach the parent.

Non prescribed medication:

Non prescribed medication will **not** be administered. **We also do not administer fever reducing medications or cough suppressants.**

Injuries/Accidents:

If your child sustains an injury at school requiring medical attention, you will be notified immediately. If you or other(s) designated on the Emergency Release form cannot be reached, staff will take your child to the nearest medical facility, Children's Hospital or Kaiser if you are a member. If a more serious injury occurs, paramedics will be called. If your child sustains a head injury, you will be notified of the occurrence and the severity. All injuries are recorded in the INCIDENT BOOK, which is kept in the office. An OUCH Report then goes in your box with a brief description of the injury; how it occurred and what was done. For confidentiality reasons, names of other children are not included on your note, but are recorded in the INCIDENT BOOK for staff only.

Immunizations:

No Shots? No Records? **No School.**

To protect children against serious infections, the California school immunization law requires them to receive immunizations before entry to childcare and school. In addition, the law requires child-care facilities to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to public health agencies. Under the new law known as SB 277 (effective January 1, 2016) exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required for entry into child care or school in California.

MEDICATION POLICY

The following information is based on The Guide and Process for Medication Administration in a Child Care Setting and the California Childcare Health Program on Medication Administration in Child Care Programs.

California Community Care Licensing (CCL) regulations permit childcare providers to administer medications only under the following conditions:

- All prescription and nonprescription medications must bear the child's name and date.
- All medications must be administered according to the label direction. Permission and instructions must be provided by the parent for each medication. The instructions should not conflict with the label directions and should be filed in the child's record.
- Nonprescription medications require parental approval and instructions provided in writing from the parent. The instructions from the parent cannot conflict with the product label and must be filed with the child's records.
- The childcare provider has a plan to record administration of medication and to inform the parent of daily medication administration.
- When the medication is no longer needed or has expired, all medications are returned to the parent. Medicine is defined as a remedial agent that has the property of curing, preventing, treating, or mitigating ailments or which is used for this purpose.

Common over the counter medications used in day care facilities include:

- Diaper Rash Cream Ointments
- Insect Repellent
- Sunscreen
- Cortisone/Anti-Itch Creams/Ointments
- Medicated Lip Treatments
- OTC Antibiotic Creams/Ointments
- Teething Tablets/Ointments
- Burn Creams/Sprays

All medications must be brought to the facility by the parent in the original container with a legible label, expiration date of the medication and the child's name on the container. All Medication will be stored in a locked box or cabinet inaccessible to children.

STAFF PROTOCOLS

- All staff will wear a mask while on duty.
- No staff shall work if showing any symptoms of illness. Staff must remain at home in isolation and not return to the school for a minimum of 10 days after onset of symptoms AND they are free of fever for at least 24 hours without fever-reducing medication AND symptoms have improved (for example, cough or shortness of breath).
- All staff will take a Covid-19 test prior to the first day of returning to the facility. They can only return when tested negative. Continuous testing will be advised.
- All staff will follow the same protocols as families for Hilltop's Health Policy, Health Screening, and Wellness Policy.
- If a teacher is absent, an assigned substitute teacher will fill in for the classroom teacher to avoid intermingling of groups.

WHAT TO BRING TO SCHOOL

Hilltop is requiring that all forms in your child's file be properly completed prior to the first day of school. Digitized forms will be emailed to you. Please fill them out as soon as possible.

Families must also drop off earthquake kits, diapers and wipes, and extra clothes before the first day of school. Please sign up for an arranged drop off time on August 10, 2020 - August 14, 2020. Furthermore, we will be limiting what students can bring from home on a daily basis.

- Snacks will not be provided by Hilltop at this time. Please send your child with lunch and 3 snacks to last for the day.
- Please send a water bottle with an appropriate lid that fully covers the mouthpiece - we will refill it as needed.
- Please bring a blanket with your child's name on it. This will be kept and laundered at school. Optional items: pillow and/or lovey. Hilltop will provide crib sheets.
- No other bags, backpacks, or toys will be allowed at this time. Personal toys from home will not be permitted into the school.

Prior to the first day of school, please ensure your child has the following:

- Necessary prescription medications along with a signed medication consent form
- Complete earthquake kit
- Diapers, wipes, and diaper cream/ointment along with signed medication consent form
- Sunscreen along with signed medication consent form
- 3 extra sets of clothing including, shirts, shorts/pants, underwear, socks, one extra pair of shoes, and a sweater for colder months
- Please ensure all items are properly labeled

Please note: Children's extra clothing and nap items will be laundered at school for your child's reuse. This is to limit the number of new items entering the facility. However, **any items soiled with bodily fluids will be bagged and sent home to be washed.** Please send new items to replace soiled items by the next school day.

EARTHQUAKE KIT

In the event of a catastrophe such as an earthquake, we need to be prepared to provide protection for your child. We must have a complete earthquake kit for each child before they begin the school year. Please gather the following items and bring them to school in a bag that is fully enclosed and labeled with your child's name:

1. Water (3 day supply = approximately 1 liter - 1 gallon per day)
2. Food (3 day supply)
3. One pair of warm pants
4. One warm shirt
5. One warm sweater or jacket
6. Closed toe shoes/sneakers
7. Underwear/diapers and wipes (3 day supply)
8. Socks
9. Family picture
10. Special toy/blanket/pacifier/bottle (optional)
11. Flashlight
12. Prescription medication with instructions (3 day supply)
13. List of person(s) and contact information your child can be released to including at least one person living outside of the L.A. area

Earthquake kits may need to be updated every 6 months to a year. This emergency kit is especially important for the safety and wellbeing of your child. Thank you for your cooperation.

PREVENTION, CONTAINMENT, AND MITIGATION MEASURES

The following protocols are recommendations taken from [The California Department of Social Services](#) (CDSS) and the [Los Angeles County Department of Public Health](#) for childcare centers.

The Implementation of Prevention & Containment Measures:

- Hilltop will continually review and update our emergency disaster plans to ensure the staff and children are well versed to act in the event of an emergency.
- Hilltop will communicate to families and staff through emails, Flock, and ProCare to keep everyone informed.
- Families, teachers, or staff who have traveled to an area identified by the Center for Disease Control and Prevention (CDC) as [Level 3 Travel Health Notice](#) may not enter the facility for 14 days. Additionally, those who have been in close contact with someone diagnosed with COVID-19 may not enter the facility for 14 days from the day of their last exposure to the infected person.
- Staff who have a fever and/or respiratory infection symptoms will be required to go home immediately.
- If a child appears to have respiratory infection symptoms, parents or authorized guardians will be notified to take the child home immediately. The child will be separated from others in a “sick area” until they go home.
- Non-essential visitors are not allowed to enter the school at this time.
- Hilltop is temporarily cancelling or postponing all large gatherings within the facility.
- **If more than one teacher is out sick per classroom, Hilltop will notify families immediately that care will not be available until we have proper teacher placement.**
- If a staff member has any symptoms of COVID-19, Hilltop will follow reporting requirements and care may not be available until we are told it is safe to resume.
- The public health department will be contacted immediately if we notice any concerning clusters of three or more children or staff have respiratory disease, or spikes in absenteeism.
- We encourage all children, families, and staff to take everyday prevention actions:

- ❖ Stay home when sick, even with mild symptoms.
- ❖ Remain at home until fever has been gone for at least 24 hours without the use of fever-reducing medicines and for 10 days from the onset of symptoms.
- ❖ Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
- ❖ Use “respiratory etiquette” such as covering your cough with a tissue or sleeve.
- ❖ Wash hands frequently.
- ❖ Use alcohol-based hand sanitizers to supplement routine hand washing.
- ❖ We encourage the flu vaccine for those persons over 6 months of age who have not had it this season to reduce illnesses.

Implementation of Mitigation Measures: School Closures

Due to new regulations, if we experience an exposure or presumed exposure, we must close our center for a minimum of 24 hours. If this happens, staff will do our best to notify you of any school closures as soon as possible to allow for you to make alternate arrangements for your family.

Hilltop will proceed with the following measures if a child or staff member tests positive for COVID-19 and exposes others at the facility.

- In consultation with the public health department, Hilltop may close for an appropriate length of time, if warranted, based on the risk level within the community, as determined by the local public health officer.
- Hilltop will immediately notify our Child Care Licensing Local Regional Office.
- Hilltop will communicate plans for facility closure through email, flock, and ProCare.
- Hilltop will maintain regular communications with the public health department.
- Hilltop will consult CDC guidelines including the [Environmental Cleaning and Disinfection Recommendations and Reminders for Using Disinfectants at Schools and Child Care](#) to determine what additional cleaning protocols, if any, should be used at the facility, prior to reopening.
- Hilltop will determine the timing of return for children, staff, and if any additional steps are needed to reopen, in consultation with the public health department.
- During the closure, Hilltop encourages all staff and families to continue to social distance.

If a family member tests positive, they must notify the school and the child in that family must stay home for a minimum of 14 days and we advise he/she also get tested. If the positive family member cannot fully isolate and exposure to household members cannot be avoided then the child will need to stay home for the entire time the family member is ill or required to isolate if asymptomatic (10 days from test date), plus 14 days from when the person has completed their [isolation period](#) as mandated by Public Health. For information on quarantine, review the [Public Health fact sheet](#)

Please Note: It is not legal to share the name of the infected individual.

The following infographic is an outline of the steps and considerations Hilltop will take in the event of possible COVID-19 exposure.

SYMPTOMS OF COVID-19 TO LOOK OUT FOR

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Hilltop will continue to update this list as we learn more about COVID-19 and we encourage you to visit [Covid19info.lacounty.gov](https://www.lacounty.gov/covid19info) for more information.

When to Seek Emergency Medical Attention:

If someone is showing any of these signs, seek emergency medical care immediately.

- Trouble breathing
- Persistent pain or pressure in the chest
- Confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

COMMUNITY PARTNERSHIP AGREEMENT

The purpose of this agreement is to limit the exposure and spread of COVID-19 and demonstrate to our Hilltop community members that we care for and respect one another.

COMMITMENT TO HEALTH AND SAFETY

Hilltop pledges to take the utmost care in ensuring your child and family's health and safety through our daily practices, policies, procedures and cleaning and sanitation methods. We believe COVID-19 is real, is not a hoax, and that infection is potentially fatal.

As part of your co-op family responsibilities, we ask all families to form a partnership with us, committing to do your very best to uphold the highest standards of health and safety during this pandemic. This commitment requires a working partnership between the school and every family member. As partners, we agree to the following:

- We endeavor, at home and outside the home, to avoid contracting COVID-19.
- We commit to daily temperature checks for the whole family before leaving the house for school every morning.
- We commit to taking all COVID-19 symptoms seriously, staying away from school when they are present in any family member, and getting tested as soon as possible.
- All adults and children ages 3 years and up commit to wearing masks when in the presence of those outside our household.
- We will do our best in our work environments to avoid potential transmission from anyone who may be infected and/or an asymptomatic carrier.
- We will do our best to maintain small and infrequent social activity during this time, seeing no more than family members, dear friends, and playdates within our unique Hilltop group of ten – and even then taking best precautions to avoid potential viral transmission.
- Knowing that an outbreak is always possible, we agree to not lay blame on any one person or family if and when it happens; conversely, we commit to collectively support any family who has contracted the virus, to the level of our comfort.

***A digitized copy will be sent to you for your signature.**

WAIVER

We are asking families and staff to sign the waiver enclosed stating that they are at the school of their own free will and understand the potential risk involved with being at the preschool. Please sign and return to the school on the first day.

HEALTH RISK ACKNOWLEDGEMENT WAIVER & RELEASE

On March 4, 2020, California Governor Gavin Newsom declared a disaster emergency for California relating to the COVID-19 outbreak. On March 11, 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic. On March 13, 2020, President Donald Trump declared the COVID-19 outbreak a national health emergency.

Given the severity of the COVID-19 pandemic, and in anticipation of my child's enrollment at Hilltop Nursery School, a child care provider ("Facility"), I hereby make the following waiver, release and other representations and covenants set forth herein, on behalf of my child, and in favor of this Facility.

Acceptance of Risk; Release; Indemnification.

The safety and security of the children in its care remains a top priority of the Facility. I understand that there is a risk associated with my child's return to care at the Facility, including but not limited to, increased social contact and interaction with the Facility employees and other children. To help reduce the spread of COVID-19 and to protect the Facility employees and other children, the Facility encourages all children and parents to adhere to all safety and health guidelines for the prevention of COVID-19, including those issued by the California Department of Public Health and the Centers for Disease Control and Prevention. All persons should engage in frequent hand washing using soap and water for at least twenty seconds (or, if soap is not available, use an alcohol-based hand sanitizer), sanitize surfaces and objects frequently used. Staff will wear personal protective equipment such as face masks and gloves and follow any and all other preventive measures recommended by applicable authorities.

Notwithstanding the foregoing, I understand that the above guidelines do not completely eliminate my child's risk of exposure to COVID-19 and, should my child experience any COVID-19 related symptoms (such as fever, cough, body aches, or shortness of breath), I am advised to keep my child home, not to bring my child to the Facility, and follow the advice of my

healthcare provider, clinic, or hospital. In such cases, I will immediately alert the Facility of such symptoms.

Regardless of any steps taken by the Facility to reduce the risks associated with the COVID-19 pandemic, I am fully aware that there are a number of risks associated with my child's care at the Facility during the COVID-19 pandemic, including without limitation, being exposed to and contracting COVID-19 from other individuals, surfaces and/or airborne particles. I understand that my child's contracting of COVID-19 could result in serious medical symptoms requiring medical treatment in a hospital or even death.

On behalf of myself and my child, I knowingly and freely, assume all such risks, both known and unknown, relating to my child's care at the Facility arising from or relating to COVID-19, including all illnesses, injuries, damages or death arising therefrom, and I hereby forever release, waive, relinquish, and discharge the Facility, along with the Facility's officers, directors, members, managers, officials, partners, agents, contractors, employees, affiliates, or other representatives, and their successors and assigns (collectively, the "Facility Representatives"), from any and all claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, "Damages") arising from or relating to COVID-19 as a result of my child's care at the Facility, and including but not limited to claims based on the alleged negligence of any Facility Representative or any other person. I further promise not to sue the Facility or any Facility Representative for any illness, injury, death or other Damages arising out of or related to COVID-19 and agree to indemnify and hold them harmless from any and all Damages resulting therefrom as a result of my child's care at the Facility.

If any provision of this Waiver and Release of Liability is declared invalid, the remaining provisions remain enforceable. I may seek advice from legal counsel before signing this Waiver and Release of Liability. By signing this Waiver and Release of Liability, I acknowledge that either I have sought the advice of legal counsel or wish to waive the opportunity to seek the advice of counsel before signing.

***A digitized copy will be sent to you for your signature.**