



PARENT INFANT CENTER

COVID-19 FAMILY HANDBOOK



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1. Introduction

A. Purpose of this Handbook

The purpose of this handbook is to outline the Parent Infant Center's new policies and procedures during the ongoing COVID-19 pandemic, including during the "yellow phase" of Pennsylvania's reopening plan. The handbook relies on the guidance and requirements outlined by the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics, Office of Child Development and Early Learning (OCDEL), National Association for the Education of Young Children (NAEYC), as well as the Philadelphia and Pennsylvania Health Departments. The policies and procedures outlined in the handbook are intended to help reduce the risk of exposure to and spread of COVID-19 at PIC and to provide the safest possible environment for our children, families, staff members and community.

We recognize that the new policies and procedures represent a significant departure from PIC's standard operating procedure with which many families have grown accustomed and comfortable. The goal of these new practices is to prioritize the health and safety of our community while staying true to PIC's mission and values and maintaining a developmentally appropriate program for your child.

The information in this handbook outlines the procedures and protocols operational at the time of this writing. We expect this handbook to be a living document and as more is learned about COVID-19 and different guidance or recommendations are issued, we will continue to update and modify the information in this handbook. Please continue to check PIC's website for the most up-to-date version.

B. Important Notice

It is important to understand that when your child is present at PIC, they will necessarily be in contact with staff members and other children (and by extension, their families) who are at risk of exposure to COVID-19 in the community. No amount of restrictions, guidelines or policies will eliminate all risk of exposure to COVID-19, as the virus can be transmitted by persons who are not symptomatic and/or prior to showing signs of infection.

C. Family Responsibility

Each family plays a *critical* role in reducing the risk of COVID-19 exposure and spread at PIC by following the practices and procedures outlined in this handbook. ***The importance of open and honest communication between parents/guardians and PIC staff and teachers cannot be overstated during this time.*** We expect that all families will read and follow the directives in

this handbook in order to help ensure the health and safety of our children, staff and community.

2. COVID-19 General Information

PIC COVID-19 General Information Updated (7/27/20)

COVID-19 is the disease caused by the SARS-CoV-2 virus that was identified in December 2019. The virus causes primarily a respiratory illness, like a cold or flu. It is mostly spread from person-to-person through respiratory droplets (i.e., droplets produced by talking, sneezing, spitting, coughing, or blowing your nose). The virus may also spread to one's hands from a contaminated surface and then to the nose/mouth/eyes, causing infection. This makes personal and environmental cleaning of the utmost importance.

The typical symptoms of COVID-19 include fever, body aches, cough, and shortness of breath. Some people with COVID-19 have an upset stomach and diarrhea; loss of taste and/or smell; or discoloration of their toes. Some people with COVID-19 do not have any symptoms at all. A minority of people with COVID-19 develop breathing difficulties and pneumonia that requires hospitalization. Risk factors for severe COVID-19 (i.e., pneumonia that requires hospitalization) include: older age (65 and older), residence in a nursing home/long-term facility, lung disease/asthma, heart conditions, immunocompromising conditions, severe obesity, diabetes, chronic kidney disease requiring dialysis, and liver disease. Children often have very mild symptoms such as runny nose and mild cough.

There is an increased probability of children sharing various "bugs" after children have not been exposed to germs for so long. The symptoms of these infections (fever, cough, etc.) may look very similar to COVID symptoms. If a child has these symptoms, families must bring a note from the physician before the child may return to school.

The best way to prevent spread of COVID-19 is through (1) social distancing (staying at home as much as possible, and keeping yourself at least 6 feet away from others when outside the home); (2) frequent hand washing (with soap/water or a hand sanitizer with at least 60% alcohol); (3) using a cloth face covering when outside the home (or when inside the home if feeling unwell); and (4) cleaning and disinfecting frequently touched objects (such as door knobs, countertops, and shared electronics). PIC will post visible signs to promote protective measures like mask wearing, handwashing and sanitization, and social distancing. There is currently one authorized treatment for COVID-19, an anti-virus medication called remdesivir, though there are many ongoing studies evaluating other treatments and vaccines.

3. COVID-19 MONITORING, REPORTING, SYMPTOMS AND EXPOSURE

PIC COVID-19 MONITORING, REPORTING, SYMPTOMS AND EXPOSURE Updated (7/28/20)

A. Monitoring and Reporting

1. All children and staff members will have their temperatures checked upon entry to PIC, and will quickly be assessed for signs of COVID-19 (fever, body aches,

- cough, shortness of breath, vomiting, diarrhea, loss of sense of smell and/or taste, or discoloration of toes.) [See section 5 for the details about health screenings performed at drop-off.]
2. Parents/guardians are also requested to check and record temperatures of their child(ren) at least once a day while at home.
 3. PIC administrators will develop and maintain an active electronic log of all children and staff for the purpose of tracking illness trends and COVID-19 symptoms and infections. This data will be reviewed weekly to help guide operational decisions.
 4. **If you, your child, or a family member is diagnosed with COVID-19, contact Executive Director Deb Green via email at dgreen@parentinfantcenter.org and copy Assistant Director Jessica Carter at jcarter@parentinfantcenter.org so that we can perform proper contact tracing and mitigation within our facilities. This information will be kept confidential.**

B. Guidelines for Sick and Symptomatic Staff, Children and Families

NOTE: PIC will keep all symptoms and COVID-19 testing/diagnosis for staff, children and their families confidential at all times.

1. PIC will not allow children, staff, or parents or guardians on site if they:
 - A. Are showing signs of “COVID-19 like illness” (based on the most up-to-date CDC guidance). COVID-19 like illness is defined by:
 - **At least one** of the following symptoms within the last 24 hours: fever (measured >100.0), new cough, or new shortness of breath/difficulty breathing (above the child’s baseline, if for example they intermittently have shortness of breath or coughing from asthma) **OR**
 - **At least two** of the following symptoms within the last 24 hours: chills, rigors, muscle or body aches, headache, sore throat, new olfactory and taste disorder(s) (i.e., loss of taste or smell)
 - B. Have been in close contact with someone who has a confirmed or suspected COVID-19 infection in the past 14 days; or with someone who is currently undergoing testing for possible COVID-19 infection and results are pending
 - C. If your child experiences the symptoms above when they are not at school, please contact **Executive Director Deb Green via email at dgreen@parentinfantcenter.org and copy Assistant Director Jessica Carter at jcarter@parentinfantcenter.org.**
2. If a staff member discovers that a child has a fever (temperature > 100.0 F) or “COVID-19 like illness” during the school day, the child will be taken immediately

to the Teacher Resource Room (the room on the south side of the Small Gym in the Spruce building), which is the designated sick room area. Children will wait there with a staff member until they can safely leave PIC campus. While in the sick room, children over age 2 will wear a mask (if they are not short of breath.) Then, they will be guided to a cot that is at least 6 feet from other cots in the room.

- Families will be contacted to pick-up their child and are asked to arrive within 60 minutes from the time they receive the call.
 - Families should call PIC when they arrive on the blacktop area outside of the Spruce building to pick up their child (215-222-5480). An administrator will guide the family member to the outside entrance to the sick room area to pick up their child.
3. PIC administrators will inform all families in the sick child's classroom via email or via Tadpoles (our electronic communication application) if a child or staff member is sent home for a fever or other COVID-19 symptoms.

If a child or staff member is diagnosed with confirmed COVID-19, a follow-up message will be sent to the classroom from PIC administrators. In this situation, all children and staff members in that classroom will need to self-quarantine at home for 14 days (with the first day being the last time that the child with COVID-19 was in contact with the other children/staff).

4. Areas of PIC that were used by a child or adult with a confirmed COVID-19 positive test will be closed off for at least 48 hours and not used until after cleaning and disinfection.
5. Children or staff members who have symptoms of "COVID-19 like illness" that include fever (measured >100.0), new cough, shortness of breath or difficulty breathing (above the child's baseline, if for example they intermittently have shortness of breath or coughing from asthma), chills, rigors, muscle or body aches, headache, sore throat, loss of taste and/or smell, **but have no documented positive test, can return to PIC if:**
- A. Initial COVID-19 testing is negative and the individual meets the center's normal criteria for return after an illness (i.e., no fever for at least 24hours); **OR**
 - B. A clinician has evaluated the child or staff member and documented an alternative diagnosis which does not require the child remain home and the individual meets the center's normal criteria for return after an illness (i.e., no fever for at least 24hours); **OR**
 - C. All of the following are true:
 - At least 10 days have passed since the onset of symptoms; **AND**

- The individual has been fever-free without use of any fever-reducing medications (e.g., acetaminophen (Tylenol) or ibuprofen (Motrin, Advil)) for 24 hours; **AND**
- Other symptoms (e.g., cough, runny nose) are improving.

Note that repeat COVID-19 testing is not required to return to PIC

6. If a child or staff member has a **confirmed diagnosis of COVID-19**:

PIC COVID-19 Confirmed Diagnosis Updated (8/28/20)

- A. PIC will report confirmed cases to OCDEL.
- B. All children and staff in the same classroom or who have come in close contact with the individual who tested positive (defined as greater than 10 minutes of interaction less than 6 feet away) will quarantine at home for 14 days from the day of last exposure. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- C. In accordance with PDPH guidance, the COVID-19 positive individual should remain home until all of the following are true:
 - At least 10 days have passed since the onset of symptoms **AND**
 - The individual has been fever-free without use of any fever-reducing medications (e.g., acetaminophen (Tylenol) or ibuprofen (Motrin, Advil)) for 24 hours; **AND**
 - Other symptoms (e.g., cough, runny nose) are improving.

Note: At this time, the COVID-19 positive individual does NOT need a repeat COVID-19 test or a doctor's note in order to return to the center.

7. If a family member believes that they or their child has had an exposure to COVID-19 outside of PIC (within 6 feet or less for more than 10 minutes with a person confirmed to have COVID-19), but are not themselves sick, the individual should notify Executive Director Deb Green (dgreen@parentinfantcenter.org) and:

- Self-quarantine and not go to work, child care, school, or public places for 14 days (after the last day they were in close contact with the COVID-19 infected person).
- Self-monitor for symptoms of COVID-19 (fever, cough, shortness of breath, nausea/vomiting, diarrhea, body aches, loss of sense of smell or taste, or discoloration of the toes) for 14 days (after the last day they were in close contact with the COVID-19 infected person).
- Upon receiving information about this potential exposure, PIC administration will notify any potential contacts of this possible exposure through a Tadpoles message to families and an email to staff members in the classroom. The impact of this information on PIC operations will be determined on a case-by-case basis.

C. Future PIC Closures Due to COVID-19

PIC will work with the Philadelphia Department of Health to decide if/when closing the Center is appropriate or required.

4. Before Coming to PIC

- **All children will need to have (1) an updated Health Appraisal Form (within 6 months for children under one year of age and within 1 year for children one and older) and (2) an updated Emergency Contact Form (within 6 months) before returning to PIC.** All vaccine information must be entered on the Health Appraisal Form, and the form needs to be signed and dated by your medical provider. No child may come to PIC without these updated forms. The forms are available on PIC's website.
- Each family will need to complete a short survey acknowledging that you have received and read our COVID-19 Family Handbook and agree to follow the policies and procedures outlined.
- **The importance of open and honest communication between parents/guardians and PIC cannot be overstated during this time.** For the health and safety of our full community, we ask that you notify PIC if your child, or family member is diagnosed with COVID-19 so that we can perform proper contact tracing and mitigation of our facilities if necessary. This information will also allow us to keep track of any potential trends in COVID-19 infection that impact PIC. Please contact Deb Green at dgreen@parentinfantcenter.org or Jessica Carter at jcarter@parentinfantcenter.org.

5. Drop-off and Pick-Up at PIC

PIC COVID-19 Drop-off and Pick-up at PIC Updated (7/24/20)

For the health and safety of all children, families and staff members, PIC will have many new procedures and protocols in place, including at drop-off and pick-up, which will look significantly different than families are accustomed to. **Please note that as we are making changes for the fall, the arrival screening process may prolong the drop-off process, especially as we get used to this new routine. Please schedule at least 30 minutes for the morning drop-off process.**

Each day, families should assess their child(ren) for any symptoms of “COVID-19 like illness.” If any symptoms are present, the child(ren) should NOT come to PIC. If any family members are feeling unwell, they should not escort children to PIC. As explained below, we request that families notify PIC if their child has “COVID-19 like illness” or symptoms.

Please note that family members will not be allowed to enter the classrooms or buildings during drop-off and pick-up. In addition, families are not allowed on the Nature Playground, the TotLot, or the PAS fields to pick up children. A PIC staff member will bring each child to the pick-up person.

One of the most difficult changes in our post-COVID-19 PIC culture is the necessity to change the way teachers interact with families on a daily basis. Our goal is to limit parent-teacher conversations with families at drop-off and pick-up and rely on electronic communication as our means of ongoing interaction. We ask that you not engage in conversations with teachers at drop-off and pick-up.

A. **New Drop-off Procedures**

1. To the extent possible, only one family member should bring their child to PIC for drop-off and pick-up each day. This is to limit interactions to as few individuals as possible.
2. Families are encouraged to avoid having high-risk individuals perform drop-off and pick-up for their own safety. High-risk conditions should be determined by the individual’s health care provider. Examples include people aged 65 years and older; people who are pregnant; and people who have certain health conditions, such as a weakened immune system or a respiratory condition.
3. All individuals who drop off or pick up a child must wear a face covering or mask that covers their nose and mouth.
4. Upon entering PIC grounds, children must wear masks if they are over 2-years-old for the check-in process.

5. Adults will need to maintain physical distancing of at least 6 feet between families during drop-off, pick-up and whenever on PIC grounds.
6. Drop-off will take place between set hours each day and families will be notified of these times in advance. In order to successfully stagger drop-offs and to limit exposure, it is important to keep to your drop-off schedule. Be sure to plan for the newly extended drop-off process and expect that drop-off may take an additional 30 minutes from the time you are scheduled for drop-off.
7. There will be *no early drop-off* to minimize handoffs, to minimize the daily staff required, and to adequately separate children according to classrooms.
8. **All families dropping off children to the Early Learning Program will enter through the black gate at 42nd and Locust Streets.** The gate at the south side of the blacktop should not be used for entrance.
9. **Infants, Young Toddlers, and Twos**

Children and their family members will have their temperature checked upon drop off. You will also have to show your phone screen indicating you have successfully cleared our COVID-19 screening questions. We encourage all families to have the same family member bring their child at drop off and pick up time if possible, and to let us know if a different family member is picking up the child.

Bumblebees, Caterpillars, Wild Things, Rainbows, and Sunshines will enter through the rear entrance of the Spruce building (across from Penn Alexander School). Rainbows and Sunshines families will go up the first set of stairs to the second floor of the Spruce building, and continue to follow the arrows leading to the stairwell that leads to an exit out of the tot lot.

Moonbeams and Doodlebugs will enter through the main entrance of the Sweet building. We will allow one family per classroom to enter and exit at a time.

Teachers of the infants, young toddlers and twos will come to the classroom doors to welcome children. Some children will walk in themselves, and others will be handed into the arms of a teacher. Families of our youngest age groups will receive additional information soon with details about the drop-off and pick-up process.

Parents will NOT be allowed in any classroom.

10. Preschool

Preschool families will continue the check in process on the blacktop that we have been using this summer. There will be three lines for check in based on your child's classroom.

Butterflies, Hummingbirds, and Fireflies will follow the pink lines for check in. Bluejays, Chipmunks, and Leapfrogs will follow the yellow line for check in. Grasshoppers and Roadrunners will follow the orange line for check in at front of the Sweet building.

Children will have their temperature checked upon drop off. You will also have to show your phone screen indicating you have successfully cleared our COVID-19 screening questions.

All children will wait in a designated area after screening with their teacher. Once your child has made contact with their teacher, you are able to leave. If their teacher is not present, please wait in the designated wait areas.

11. For the drop-off of siblings, the drop-off designee should go to the drop-off station for the youngest child.
12. Family members should not congregate anywhere on the PIC campus at drop-off or any other time.

B. Screening Process at Drop-Off

1. When arriving at the drop-off location, we ask that families use the hand sanitizer that will be available on each check-in table.
2. A staff member will perform a temperature check on each child using a non-contact thermometer and will record the temperature of the child.
 - Any child with a temperature of 100.0 or greater at drop-off or at anytime during the day will need to return home.
 - Staff members performing the screening will wear a face mask, eye covering and gloves.

- Alcohol swabs will be used to clean the thermometer between each child.
3. A health screening questionnaire survey will be sent to each family via text each morning. Questions will include an assessment for “COVID-19 like illness” (such as fever, cough, shortness of breath, sore throat, muscle aches) and possible exposures to COVID-19. Questions will be updated based upon the most recent local and federal guidelines.

Families will need to show the “green screen” in order to move on to having their child's temperature taken. Without the green screen, the child will need to return home.

4. For children in the Early Learning Program, after going through the screening station, parents will wait with their child for their child's teacher in the large taped off WAIT areas on the blacktop. Once the teacher arrives, children will have the opportunity to say good-bye to their family member and a classroom teacher will escort the child to their classroom. **Families of children will not be allowed inside the PIC buildings.**
5. Children will be signed in electronically via teachers on Tadpoles (our electronic communications and classroom management tool). Family members will not fill out a sign-in sheet.

All children who have been admitted into PIC classrooms and Summer Camp will be fever free (<100.0) and will have screened negative for other COVID-19 symptoms or potential exposures.

C. **New Pick-Up Procedures**

- Pick-up will take place between set hours each day and families will be notified of these times in advance. Plan for early pick-up should be communicated to the child's teacher at least 24 hours in advance whenever possible.
- The pick-up family member will meet the child in the designated pick-up location where sign-out will occur. Children will be signed out electronically on Tadpoles by teachers. A sign-out sheet will not be filled out by the family member.
- Families are not allowed on the Nature Playground, on the TotLot, or on the PAS fields to pick up children. A PIC staff member will bring each child to the pick-up person (or their child will walk/ run to the pick-up person while being supervised by the teacher).
- In order to reduce as much intermingling contact as possible, we ask that families who pick up children on the blacktop wait along the perimeter (close to

- the Nature Playground fence) for their child to be brought to them (or to run to them!)
- Staff members will need to limit direct contact with families as much as possible. Teachers will coordinate methods for giving families electronic or phone updates about their children with PIC administrators.

7. Items from Home

- Strollers and car seats will not be able to be stored indoors or outdoors on the PIC campus.
- Bikes and scooters may not come past the gate that is next to the blacktop area.
- Bikes may be stored on the bike rack outside of the blacktop gate along the main entrance walkway.
- Children should not bring toys from home. If a child needs to bring a transition item from home to PIC, we encourage a family photo or a labeled book placed in the child's backpack. A child may carry a soft transition object during drop off, but it must go in their backpack as they enter PIC and can only be taken out during naptime.
- Please send in a backpack or drawstring bag (preferably washable) with your child. The bag should hold the following items (see School-age Addendum for separate list of items that campers should bring):
 - a sheet for crib or cot
 - light blanket for rest time
 - A towel for sitting on when having a snack outside
 - several changes of clothes that will be kept at PIC
 - toddler cup or preschool/school age water bottle
 - bottle bags for children using bottles
 - If >2 years old: Two face masks
- Certain items will be sent home daily including:
 - bottle bags
 - soiled clothing
 - toddler cups
 - water bottles will be sent home daily for washing and should return each day
- Nap items will be sent home weekly (on Fridays) for laundering.

8. Classroom Life at PIC

A. Group size

We will have up to 9 children in our Infant/Young Toddler rooms, 12 children in our 2-year-old rooms, 16 children in our preschool classrooms and 20 children in our

school-age groups. Classrooms will be paired together in a buddy system for shared outdoor spaces. No more than 25 people may be together at one time when outside.

B. Mask Wearing

PIC COVID-19 Mask Wearing Updated (7/24/20)

There continues to be more and more medical literature showing that mask wearing can substantially reduce the risk of exposure to the COVID-19 virus. The Governor released an order that all children over the age of two wear a mask when in public spaces.

Wearing a mask has become a new cultural norm. With this in mind, PIC will treat mask wearing like a developmental skill in our preschool age classrooms (3-5 year olds), much in the same way that we approach toilet learning. We will practice putting masks on and taking them off while at PIC. With any new skill, the more we practice, the easier it will become. We have already found that children are doing better with mask wearing than we ever expected.

- All adults must wear masks that cover their nose and mouth when on PIC grounds.
- Children two years and older should bring two masks with them each day to school. One mask should be worn when arriving for check-in and the other can be placed in their backpack.
- Masks are required to be worn by school-age children when inside and are encouraged when outside.
- Please wash cloth masks daily or dispose of single-use masks daily. *This is a very important step in mask wearing.*
- Mask wearing is a learning process that will take some time. We encourage families to help their child learn to independently put on and remove masks. *It may be helpful to watch [Elmo and Dr. Gupta talk about wearing a mask](#) with your child.*

B. Handwashing and Personal Sanitization

- Staff will wash hands often with soap and water for at least 20 seconds.
- At a minimum, children and staff should wash hands prior to arrival at PIC, upon entering the classroom, before and after meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing/coughing, and before leaving to go home.
- If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol will be used. Alcohol-based hand sanitizers will not be used with children ages 2 and under.
- Teachers will change a child's clothes if secretions (e.g., drool/mucous) are on the child's clothes.
- Contaminated clothes will be placed in a plastic bag to be sent home to wash.

- Infants and toddlers should have multiple changes of clothes on hand.
- Bottles, bottle caps, nipples, and other equipment used for bottle-feeding will be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

C. Physical Distancing Guidelines

We know that it will not be possible to prevent young children from coming in close contact with one another and their teachers. Instead, the goal is to limit the number of people in close contact in order to lower the risk of transmission. Each classroom will be viewed as a family unit and the following guidelines will be followed:

- Most of our classroom group sizes will be reduced to allow more physical distancing between children. Our infant/young toddlers classrooms will have up to 9 children per room, our two-year-old rooms will have up to 12 children, and our preschool rooms will have between 14 and 16 children. Our school-age children will have between 15 and 20 children per group.
- Teachers will consistently be with the same group of children each day.
- Groups will remain separate from other groups during the day except when outdoors, at which point a maximum of two classrooms will be joined ("buddy classrooms").
- Classroom spaces will be arranged as much as possible to encourage children to spread out throughout the room.
- Physical distancing during snack and lunch time will be met by reducing the number of children seated at each table.
- Classrooms will become like a family unit. The 6 foot distancing limit will not be applicable within individual classrooms, except during rest time. Cots will be placed head to toe and spaced out as much as possible.
- Nonessential visitors and volunteers will be restricted.

D. Emotional Needs + Communication with Children and Families

1. We understand that children are returning to PIC after a significant amount of time away and the readjustment time will vary with each child. Emotional security is as important as physical safety and we want to assure families that your child's emotional needs will be foremost in our thinking about the care we will provide.
2. We fully expect that the first few days (perhaps weeks) of returning to PIC after such a long time away will be difficult for many children, and their families too. As families will not be taking their children to our classrooms, they may be leaving their child in tears at the drop-off location. Often a family photo tucked

into the pocket of a child's backpack can make a big difference. As always, it is best to give your child a warning that you will be leaving and then quickly leave when that time comes. Please be assured that our teachers are prepared to help children with all the new routines they will encounter when returning to PIC.

3. Teachers WILL be able to hold, touch and comfort children and be in close proximity to them. Most children will NEED hugs and our teachers will be there for them.
4. We fully expect that the younger children will be in close contact with other children in their class and "buddy classroom" and will touch one another. They are young children and we will not stop what is completely developmentally appropriate behavior.
5. Teachers will engage in conversations with our older children (4 years of age and up) about physical distancing and why it is important. We have resources available that are developmentally appropriate stories and explanations about physical distancing. We will offer guidance on ways to show affection and kindness without touching one another. However, we fully expect touching to happen, as it is the nature of being a child.
6. Teachers will develop and coordinate methods for giving families electronic communication and/or phone updates about their children.

E. Sharing of Toys and Cleaning of Toys

- Sharing toys and other classroom items is another developmentally appropriate action of all young children. We have reduced the amount of toys and activities in each classroom and rotate toys frequently. Toys have been removed from the classroom that cannot be sanitized and easily washed.
- Toys will be cleaned, sanitized and disinfected on a regular basis throughout the day. Toys that cannot be easily cleaned and sanitized will not be used.
- Toys that have been put in a child's mouth will immediately be put into bins near the sink for cleaning and disinfecting. Toys that have been used by a small group of children will be rotated out of circulation and cleaned after use.

F. Cleaning, Sanitizing and Disinfecting

- Our cleaning company has received instruction to increase the levels of daily cleaning and pay extra attention to cleaning frequently touched surfaces such as doorknobs, light switches, sink handles and bathrooms.

- The cleaning and sanitizing solutions are all on the approved list distributed by the CDC.
- A cleaning and sanitizing chart has been posted in each classroom to guide staff members in the additional needed daily cleaning protocols.

G. Meal Times

- We will continue to contract with Smart Lunches to prepare and deliver lunch Monday through Thursday and will continue to have Pizza Day through Pasqually's on Fridays. Children will not be eating "family style" until further notice. To reduce the spread of germs, teachers will put food on each child's plate.
- Classes may choose to have a snack or lunch outdoors. When doing so, hand sanitizer will be used by teachers and children over the age of two prior to eating.

H. Cribs and Cots/Naptime

- Cribs and cots will be moved as far away from another as possible, and children will nap on cots head to toe to avoid prolonged exposure to germs through deep breathing.
- Naptime cots will be cleaned, sanitized, and disinfected daily.

I. Outdoor Play

- As weather permits, children will go outside daily. For the Early Learning classrooms, we have created schedules for use of the sandbox, the Nature Playground, the blacktop, and the TotLot so that children use these spaces in groups of no more than 20.
- The outdoor climbing equipment will be wiped down with disinfectant after each group leaves the playground.
- The children will be able to use the outdoor trikes and bikes on the TotLot and the bikes will be wiped with disinfectant after each use. Helmets will continue to be used when riding bikes and will be disinfected after each use.
- We will not be using our wading pools this summer, but will be using sprinklers to run through and cool off. During past summers, sprinklers have provided great fun for children. Please send your child with a swimsuit and water shoes in their backpack that we will keep stored at PIC for days that we will use the sprinklers outside.
- Children will wash hands before going outside and after they return to their classroom.

J. Outdoor Walks

- Children will be able to continue to go on outdoor excursions with the classrooms.
- Our youngest children will travel in our PIC strollers that will be disinfected after each use.
- Older children will walk with their classroom and will be able to hold hands (again, only with the children they are with all day). They will wash their hands before and after going on walks.

9. Helping Your Child Prepare to Return to PIC

- Families are encouraged to minimize exposure to television and online programming about COVID-19 in order to reduce anxiety.
- Together with your child, look at any photos or videos you may have of your child's teachers and friends.
- Talk about the things you know your child loved about PIC and remind your child that they will again be able to do those things.
- Remind your child that the teachers will be wearing masks and why.
- Talk well in advance with your child about what the morning routine will look like. Practice getting back to a morning routine with your child.
- Ensure that your child has a backpack or bag to carry items to and from PIC each day.

10. Travel Restrictions Policy

PIC COVID-19 Travel Policy Addition (7/19/20)

Families and Staff who travel to [a state with increasing cases of COVID-19](#) should self-quarantine for a 14-day period. The quarantine period begins the date of return to Philadelphia or surrounding areas. For the health and safety of our full community, we ask that you notify Deb Green of your travel plans at dgreen@parentinfantcenter.org or Jessica Carter at jcarter@parentinfantcenter.org so that we can plan staffing based on enrollment numbers.

11. Payment During Self-quarantine

PIC COVID-19 Payment During Self-Quarantine Addition (7/24/20)

We know that some families have already been ordered to self-quarantine by their physicians. We also know that we may face situations where a positive COVID-19 test result from a child or teacher is reported. In the event of a positive test result in a classroom, the teachers and families in that room will be asked to self-quarantine.

From the onset of this pandemic, we have worked hard to support our teachers. Through the support of the federal PPP loan and the generous donations of PIC families

and friends, we have been able to continue the salaries and benefits of our teachers through our closure. We now have 60 staff members who have returned to PIC. We are extremely grateful for the individual support that made that happen.

We must continue to support the teachers in our classrooms by assuring them that if they are required to self-quarantine because of exposure to COVID-19 at PIC, they will be paid during the period of quarantine.

In order to pay our teachers, we need to continue to charge families during any short-term closures and/or if the family is required to self-quarantine for reasons outside of PIC.

Our Finance Committee and Board have updated our Tuition Policy to address a potential longer term closure. This policy is now outlined in our 2020-21 Family Agreement.

11. Resources For Families

We have a wealth of excellent resources for families PIC's website. The link to the resources page of our website is:

<https://parentinfantcenter.org/covid-19-supports-for-families>

We continue to all be in this together!

Addendum 1

COVID-19 Related FAQ's for Early Learning Program

What will the hours of operation be in September?

PIC will be open from **8:30 am-5:30 pm** daily starting on Wednesday, September 2. Each family will be assigned set drop-off and pick-up times. We are working hard to return to our normal 8 am - 6 am hours of operation.

How many children will be in a classroom?

We will enroll up to 9 children in each of our infant/young toddler classrooms, with 3 teachers in each room. We will enroll up to 12 children in each of our two-year-old rooms, with 3 teachers in each room. We will enroll between 14 and 16 preschool-age children in each of our preschool rooms, with 2 teachers in each room.

Where will I drop-off my child in September?

Preschool age children will be dropped off and pick-up on the blacktop. Each classroom will have a separate location.

Parents of Infants, toddlers and two-year olds will come into the building and go to the door of their child's classroom. The hallways will be well marked for one way access. Teachers will greet parents at the classroom door and children will walk into the classroom or be handed to the arms of a teacher.

Explain the staggered drop-off and pick-up schedule.

Each family is given a specific drop-off and pick-up time. These times allow us to have the appropriate child:staff ratio in each classroom until all the teachers arrive for the day and all the teachers depart at the end of the day. We are working hard to allow for each family to have 8 hours of care each day. Thus, if you are scheduled for an early drop-off time (ie. 8:30 am) you will also be scheduled for an early pick-up time (ie 4:30 pm) and vice-versa. It is very important to stick to your drop-off and pick-up schedule to the best of your ability. **If you arrive earlier than your drop-off time, we do not have enough teachers to add your child to the group the teacher is assigned to.**

If you arrive at PIC and our morning screening staff are no longer outside, please call us at our main number (215-222-5480) and an administrator will come out to take your child's temperature and bring them to the classroom as soon as possible.

Some families have a child in the Early Learning division of PIC that will begin at 8:30 am and another child in the school day program that will begin at 8 a.m. We ask that children arrive in the school day program by 8:30 am, so it will make sense to drop-off your school-ager first and

then drop-off your younger child. We can try to schedule your Early Learning drop-off as close to 8:30 am as possible.

Teachers are not able to pick up children on the blacktop before 8:30 am and parents dropping off younger children to the Early Learning classrooms will not be able to enter the buildings before 8:30 am.

What if I want to pick up my child earlier than my assigned pick-up time?

If you know in advance, please communicate with a teacher at drop-off. If it is unplanned, please call PIC to let us know so someone can bring your child down.

Can my child ride a bike or scooter to PIC in the morning?

Of course, but children must get off the bike or scooter before entering the black top area. No bikes or scooters are allowed on the blacktop area.

Where can I keep my child's bike or scooter during the day?

If you would like to keep your child's bikes / scooters, they can be left outside of the fence that is located down the driveway (42nd & Locust Streets) before you enter the PIC blacktop. We encourage you to lock anything you leave to the bike rack provided.

Where can I keep my child's stroller or car seat?

Right now strollers and/or carseast are not permitted to be stored inside the building. They need to be taken home each day.

What are PIC's current guidelines on children wearing masks?

The importance of children wearing a mask, especially while inside, has been emphasized as one of the best ways we can mitigate the rate of transmission. The Governor has released an order that all children over the age of two wear a mask when in public spaces.

- All adults must wear masks that cover their nose and mouth when on PIC grounds.
- Children two years and older should bring two masks with them each day to school. One mask should be worn when arriving for check-in and the other can be placed in their backpack.
- Children over the age of two will wear masks as they are able in the classrooms, with the exception of when eating or napping/resting on their cots. Mask wearing is a learning process that will take some time. We encourage families to help their child learn to independently put on and remove masks.
- Please wash cloth masks daily or dispose of single-use masks daily. This is a very important step in mask wearing.

What kind of mask should my child wear?

Children may wear disposable masks or reusable cloth masks. The most important thing is that the mask fits comfortably over the child's nose and mouth. Based on current safety recommendations, we do not allow reusable masks with the vent sewn into the front. Children will be given a disposable mask if they come to school with a vented mask.

Can my child come to PIC with cold-like, such as a runny nose, congestion or sneezing?

Yes. All children will likely "catch a cold" or exhibit cold-like symptoms. Runny nose or sneezing are not among the COVID-19 symptoms that we screen for in the morning. See next question.

What will prevent my child from being allowed to come to PIC?

Children are not allowed to come to school if:

- They have had a fever of 100.0 or greater in the last 24 hours or at check-in.
- They have a new cough or shortness of breath in the last 24 hours.
- They have been given fever reduction medication in the last 24 hours to treat a fever.
- You or your child has had close contact with someone who has been tested for COVID-19 symptoms or has tested positive for the virus in the last 14 days.
- Your family is awaiting any COVID-19 test results.
- Your child has any of TWO following: headache, sore throat, chills, body aches, or loss of taste of smell.

Should I notify PIC of travel plans?

Families and Staff who travel to a state with increasing cases of COVID-19 should self-quarantine for a 14-day period. The quarantine period begins the date of return to Philadelphia or surrounding areas. For the health and safety of our full community, we ask that you notify Deb Green at dgreen@parentinfantcenter.org or Jessica Carter at jcarter@parentinfantcenter.org of your travel plans so that we can plan staffing based on enrollment numbers.

If a parent travels to a state that requires quarantine when returning home (but the child did not travel) does the child need to stay home for the quarantined time?

Yes, if the child and the family members who traveled are in the same household.

What measures are teachers taking in the classroom to keep kids safe?

Teachers wear masks at all times and frequently disinfect the room, toys and other materials throughout the day. Children are closely supervised during handwashing and are kept distanced from one another to the extent possible. Only four children are at a shared table for activities, lunch, and snacks.

What's the best way to communicate with my child's teachers?

Email is the best way for you to keep in touch with your teachers daily. You can also use the Parent Tadpoles app to send notes to teachers before your child comes to school or after 7 pm each day. We understand that face-to-face time with teachers has become limited due to safety protocols we have put in place to keep everyone healthy. Thank you for understanding.

What about food?

Monday through Thursday we will continue offering a warm lunch that is delivered daily by our food vendor Smart Lunches. We have verified that Smart Lunches is following all health and safety protocols in the preparation and the delivery of the lunches.

On Fridays we will continue with the hands-down PIC favorite Pizza Day.

Can I bring in cupcakes for my child's birthday?

Families should only bring in birthday "treats" that are prepackaged and unopened. Home baked items should not be brought in during this time.

Can my child bring toys from home to PIC?

We do not encourage children to bring toys from home. If a child needs to bring a transition item from home to PIC, we encourage a family photo or a labeled book placed in the child's backpack. Books may be shared in the classroom. A child may carry a soft transition object during drop off, but it must go in their backpack as they enter PIC and can only be taken out during naptime.

How often will my child go outside during the day?

As weather permits, children will go outside daily. For all of the classrooms, we have created schedules for use of the sandbox, the Nature Playground, the blacktop, and the TotLot so that children use these spaces in groups of no more than 20.

Will classrooms go on neighborhood walks ?

Children will be able to continue to go on outdoor excursions with the classrooms. All children over the age of two will wear masks anytime that they leave PIC's property.

- Our youngest children will travel in our PIC strollers that will be disinfected after each use.
- Older children will walk with their classroom and will be able to hold hands (again, only with the children they are with all day). They will wash their hands before and after going on walks.

Will the children be able to use the new playground at Penn Alexander School?

Not at this time. We still limit our children to only use the play equipment that we have at PIC. We are assured that each morning and after each class use throughout the day the entire

climber is thoroughly disinfected. We do not have that kind of oversight of any equipment beyond our property.



School-day Support Program Information

The School-day Support Program was created for the 2020-21 school year in response to requests by families for school-time assistance while their children are enrolled in school districts that are opening with remote-only learning. PIC offers a safe and supportive learning environment, and teachers who will offer “live” attention to each child as they navigate the on-line experience. Each day, children will have as much time as possible to engage in developmentally appropriate, hands-on play and learning, both inside and out of doors.

THE BASICS:

- **What are the dates of the program?**

The Program will begin on Tuesday, September 8th, 2020.

The Program will end when the children return to in-person classes at their schools. If the schools move to a hybrid model, PIC will consider extending the program.

- **What are the hours of the program?**

Our hours are 8 am - 6 pm, Monday through Friday. We are currently told that the schools will expect the children to be online by 8:30 am, so we expect children to arrive in time to get settled in their rooms and be ready to learn by 8:30 am.

- **What ages will the program take?**

At this time we are enrolling Kindergarten, first and second grade children. We are very aware that all elementary-age children would benefit from such a program, but we believe we need to focus at this time on the youngest school-age children.

- **How many children will be enrolled. Where will they be?**

We will have a maximum of 30 kindergarten children per day working in two groups in the Stucco Building on PIC's campus, and 20 first and second graders per day in the Aviary building located on the corner of 43rd and Spruce Streets.

- **Tuition and fees**

These are the rates for the *School-day Support Program*

5 day: \$1350 per month

3-day: \$850 per month

2-day: \$540 per month

- **Are there additional fees charged?**

While there is an additional Health and Safety fee and an additional Facilities fee charged for the Early Learning Program, these fees have been included in the monthly tuition for the School-day Support Program.

- **What if we cannot afford the full tuition cost?**

In keeping with PIC's mission to expand social-economic diversity, we will make sure that families of all income levels have the opportunity to enroll. We are doing the following to assure this:

- PIC accepts the Child Care Works (CCW) state subsidy. See more information and check your family's eligibility at this link.
<https://www.dhs.pa.gov/Services/Children/Pages/Child-Care-Works-Program.aspx>
- Families who do not qualify for CCW subsidy, can apply for financial support through PIC's Tuition Assistance Fund. Families have the option of 2-day, 3-day, and 5-day enrollment. Enrolling for less days is a significantly lower cost.

- **Will there be space for everyone who wants to enroll?**

Unfortunately, we already know that we will not have the capacity for everyone who wants to enroll. We are bound by our space capacity and staffing. Priority will be given to families already enrolled at PIC and to families who are required to work outside the home.

- **I want to enroll for three days, but my schedule may change each week. Am I able to switch my child's days on a weekly basis?**

Unfortunately no. While we have always had significant flexibility in our enrollment scheduling, part of our safety plan is to keep the same children in the spaces each day. Thus, 2-day children will only be scheduled for Tuesday & Thursday and 3-day children will only be scheduled for Monday, Wednesday & Friday.

- **Is space currently available?**

We currently have a few spaces still available at the kindergarten level. We are full at the first and second grade levels but are happy to put your child's name on our wait list. Please contact our Enrollment Manager Grace Piana at gpiana@parentinfantcenter.org or 215-222-5480 for additional information.

HEALTH AND SAFETY PROTOCOLS:

Our foremost goal is to keep everyone healthy and safe. In order to limit any possibility that PIC must close partially or completely because of an outbreak, we must work together and strictly adhere to all protocols. Families must truthfully answer the screening questions each day and keep kids home, even with what might seem to be minor symptoms. The community will stay healthy and open ONLY if everyone works together.

- **What will the health & safety screening consist of?**

The most important part of the morning screening is everyone's commitment to take it seriously. In September, we will introduce an electronic health screening tool for families to use before

arriving at PIC. Each morning, families will be sent a text with questions about the same symptoms and situation that we have been asking all summer. You will immediately know if you have passed the screening by seeing a “green screen” & and if you failed the screening you will see a “red screen” and no allowed entry to PIC.

- **What will prevent my child from being allowed to come to PIC?**

Children are not allowed to come to school if:

- They have had a fever of 100.0 or greater in the last 24 hours or at check-in.
- They have a new cough or shortness of breath in the last 24 hours.
- They have been given fever reduction medication in the last 24 hours to treat a fever.
- You or your child has had close contact with someone who has been tested for COVID-19 symptoms or has tested positive for the virus in the last 14 days.
- Your family is awaiting any COVID-19 test results.
- Your child has any of TWO following: headache, sore throat, chills, body aches, or loss of taste of smell.

- **Can my child come to PIC with cold-like symptoms, such as a runny nose, congestion or sneezing?**

Yes. All children will likely "catch a cold" or exhibit cold-like symptoms. Runny nose or sneezing are not among the COVID-19 symptoms that we screen for in the morning.

- **Explain the staggered drop-off and pick-up schedule.**

In order to reduce the number of children and parents who arrive at the same time for drop-off and pick-up, each family will be given a staggered time slot. We expect that all children will need to be ready for the school day to begin at 8:30 am and thus, our morning drop-off time slots are in 10 minute increments between 8 and 8:30 am.

We ask that you let us know when you plan to pick-up your child at the end of each day and we will try to arrange our pick-up schedule accordingly. Some families may be asked to move their time slot to an earlier or later time to avoid too many parents arriving at the same time for pick-up. **It is very important to stick to your time slot as much as possible as we arrange our staffing accordingly.**

- **Where will I drop-off my child in September?**

Kindergarten children will come to the ramp on the south side of the Stucco building (next to the chapel). Each parent and child will come up the ramp to show the “green screen” on their phone that indicates the health and safety screening has been passed. The child’s temperature will be taken at the top of the ramp before entering the building. *As a way to reduce the risk of exposure, parents are not allowed in any PIC building.*

1st and 2nd grade children will enter via the east facing porch entrance of the Aviary building at 43rd and Spruce Streets. Parents will be asked to show their “green screen” at that entrance and each child will have their temperature taken before entering the building. Again parents are NOT allowed in any PIC building.

- **What about masks?**

Adults will wear masks at all times and children will wear masks inside the buildings and will be encouraged to wear masks outside. Children must wear a mask when they arrive each day and bring another mask in their bag/backpack as an extra. Masks are not worn when children are eating. Masks should be taken home each day to be washed. We will have disposable masks available if anyone forgets them.

- **What kind of mask should my child wear?**

Children may wear disposable masks or reusable cloth masks. The most important thing is that the mask fits comfortably over the child's nose and mouth. Based on current safety recommendations, **we do not allow reusable masks with the vent sewn into the front.** Children will be given a disposable mask if they come to school with a vented mask.

- **How will safety be assured during the COVID-19 pandemic?**

- We will follow all the policies and protocols outlined in our [COVID-19 Family Handbook](#). The COVID-19 Family Handbook is being updated. The latest version will be available soon.
- Families will complete an electronic screening survey each morning and all children will have their temperatures taken before entering.
- Teachers will wear masks at all times and frequently disinfect the room, frequently-touched surfaces, and other materials throughout the day.
- Children are closely supervised during handwashing and are kept distanced from one another to the extent possible. Only four children are at a shared table for school work, activities, lunch, and snacks.
- We will have significantly smaller group sizes than our typical school-age program.

THE SCHOOL DAY:

- **How many teachers will there be?**

There will be four teachers in the kindergarten program and three teachers in the 1st and 2nd grade program. We are delighted that most of our wonderful teachers in our school-age program will be with the children for the school day program. All have significant experience working with school-age children.

- **What will my child need to bring to PIC?**

Children are expected to bring their laptop from home each day, either one that they own or one that is distributed by the School District. They should also bring anything that their School District teacher says that they will need.

Children should also come with a water bottle each day (and take it home each night to be washed). A change of clothing is also helpful as playing outside on rainy days is part of what we do! Some kids are more comfortable coming inside to a dry change of clothing.

- **What about the laptops? What if it breaks or gets lost?**

PIC cannot assume responsibility for laptops or other devices that are not ours. Thus, we are not responsible for property that is damaged or lost during the hours that children are at PIC.

- **Please explain the curriculum?**

PIC's school-age teachers will not create the curriculum, but will do all they can to support the curriculum that the children need to follow.

During the school-day, we will be supporting the schedules and the virtual curriculum of the children enrolled in the School District of Philadelphia (SDP) schools. As we currently understand it, attendance will be taken each morning by the SDP classroom teachers.

Every PIC school-age teacher is committed to providing developmentally-appropriate off-line activities and energizing outdoor time for children in each age group throughout the day. PIC teachers will be available to support children with technology as needed, and provide the care and nurturing we know they will need. At the heart of everything we do, regardless if technology is driving our work more than we might hope, is the social-emotional support that we know children will need more than ever before.

Once the school day ends, the program will look very much like our typical after school program. There will be LOTS of opportunities for fun clubs and outdoor time.

- **Can my child ride a bike or scooter to PIC in the morning? Is there a place to keep the bike or scooter during the day?**

Your child may certainly bike or scooter to PIC, but we do not have a storage place at this time to leave the vehicles during the day.

- **Can my child bring toys from home to PIC?**

We do not encourage children to bring toys from home. If a child needs to bring a transition item from home to PIC, we encourage a family photo or a labeled book placed in the child's backpack. Books may be shared in the classroom. A child may carry a soft transition object during drop off, but it must go in their backpack as they enter PIC and can only be taken out during naptime.

- **What about snacks and lunch?**

We will provide a morning and afternoon snack each day, as well as lunch. Friday at PIC is Pizza Day! For the children coming from the Early Learning Program, this will be a nice continuation of a beloved tradition.

- **Can I bring in cupcakes for my child's birthday?**

Families should only bring in birthday "treats" that are prepackaged and unopened. Home baked items should not be brought in during this time.

- **Will the children be able to use the new playground at Penn Alexander School?**

Not at this time. We still limit our children to only use the play equipment that we have at PIC.

We are assured that each morning and after each class use throughout the day the entire climber is thoroughly disinfected. We do not have that kind of oversight of any equipment beyond our property.

- **What's the best way to communicate with my child's teachers?**

Email is the best way for you to keep in touch with your teachers daily. We understand that face-to-face time with teachers has become limited due to safety protocols we have put in place to keep everyone healthy. *Thank you for understanding.*

- **Should I notify PIC of travel plans?**

Families and Staff who travel to a state with increasing cases of COVID-19 should self-quarantine for a 14-day period. The quarantine period begins the date of return to Philadelphia or surrounding areas. For the health and safety of our full community, we ask that you notify Deb Green at dgreen@parentinfantcenter.org or Jessica Carter at jcarter@parentinfantcenter.org of your travel plans so that we can plan staffing based on enrollment numbers.

- **If a parent travels to a state that requires quarantine when returning home (but the child did not travel) does the child need to stay home for the quarantined time?**

Yes, if the child and the family members who traveled are in the same household.

- **Is there anything else that we should know?**

After the School District decision to go fully virtual this fall was announced, we have worked hard to quickly respond to the needs of families and children. While we are currently not able to serve 3rd and 4th graders, we hope that we may be able to offer some level of social opportunities at a later point.

PIC has always been about community and we hope this program goes a step further in serving our community. We know we will all be learning together!