



Children's Creative Playday
A Ministry of First United Methodist church of Allen
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Enhanced Health Policies and Procedures

Introduction

The primary concern of Playday at FUMC Allen is the health and wellbeing of our children, families and staff. Therefore, Playday adopts this policy to comply with the Collin County Health Department, Texas Health and Human Services (THHS) and Childcare Regulatory.

This policy provides Playday families with Playday's preparedness and response plan, infection prevention measures, and health screening measures. Our goal is to be transparent with our families in the operational pattern in response to COVID-19 and other health concerns.

Playday will continue to monitor developments and provide guidance to our families as needed.

Playday will revise this Policy as necessary to comply with any guidance and directives from the state and federal governments and agencies, including but not limited to OSHA, CDC, DSHS, THHS Childcare Regulatory, and other organizations (including FUMC Allen).

Children's Creative Playday places special emphasis on our families and employees as individuals and recognizes that no manual/policy can cover all situations.

Communication is key during this time. Playday will make every effort to insure you receive any communications from Playday. These communications may be through emails, texts, phone calls and voice messages. It is extremely important to have your charged cell phone with you at all times. Thank you.

Arrival Procedures

Upon arrival at Playday:

- Temperature of both the enrolled child and the parent will be taken by a Playday staff member at the classroom hallway doors.
- Parents may walk their child to the classroom door, but will not enter the classroom.
- Sign in sheets will be at the classroom door, where the teacher will greet each family.
- Children will wash their hands immediately when entering the classroom and often during the day (including after outside play, before eating, and when toileting or diapering).
- While remaining optional in the common areas of the church building, parents are required to wear a face covering while in the classroom wings.

- If arriving after 9:15, parents are to check their child in at the Playday office window.

Dismissal

- Children will be dismissed through the curbside dismissal system at the north and south entrance of the building.
- Parents will drive through the lot following the diagram on the dismissal map.
- **Children will be brought to their car for the parents to load them.**

Entering & Exiting of School

- Hand sanitizer stations are available in the atrium for use by all adults and children over the age of 2. Staff will wash their hands upon entering the Playday areas.
- Children younger than 2 will have their hands washed as they enter and exit.
- Temperatures will be taken before entry into the school.

Illness Exclusion

Children will not be admitted into care if they have the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100° degrees

When children are ill, they must not return to the facility **until they are symptom free without medication for 24 hours.**

If a Child Develops COVID-19 Symptoms at Playday

If a child begins developing COVID-19 symptoms while at Playday, a member of the Playday office staff will contact the child's parent/guardian immediately. The child will be removed from his/her classroom and relocated to the sick isolation room. Here, a member of the Playday office staff will remain with the child until he/she is picked up from Playday. Depending on the circumstances, Playday will take other steps as necessary for the safety of other children and staff, including notifying families and staff of possible exposure, contact-tracing procedures, and taking the necessary infection control measures. Please make sure all contact information on the Enrollment Form is current and up to date at all times throughout the school year.

In cases where a child has a confirmed case of COVID-19, Playday will report the case immediately after learning about the diagnosis, to the following groups:

- Collin County Health Department
- THHS Child Care Licensing
- Playday families & employees
- FUMC Allen Clergy and Staff

(Concerning the child diagnosed with COVID-19, Playday will keep his/her identity confidential to the extent possible unless as required by law.)

Infection Prevention Measures

In cases where a child has a confirmed case of COVID-19, Playday will:

- Follow any required directives, recommendations and guidelines from the Collin County Health Department.
- Follow any required directives, recommendations and guidelines from THHS Child Care Regulatory, CDC, OSHA, and other relevant state and federal agencies and organizations
- Implement necessary infection control measures.
- Contact all classes or staff members the child may have been in community with while at Playday.

Return to Playday

For any child with confirmed COVID-19, the child may return to class when the following three (3) criteria are met:

1. 10 days since symptoms first appeared **AND**
2. 24 hours with no fever without the use of fever-reducing medications **AND**
3. Other symptoms of COVID-19 are improving

Pandemic Tuition Policy (Closure of the School Due to Illness)

This tuition policy will be put into effect should Playday (as a school) need to close due to a pandemic. This refers to the tuition for the month in which the school closes only.

- If Playday closes during the first 2 weeks of the month, ½ tuition will be refunded to all families who have paid that month's tuition.
- If Playday closes after the 2nd week of the month, no refund will be given.
- The Playday Board will meet to determine if other measures need to be taken such as, but not limited to, virtual learning and the possibility of a fee for the virtual classes.

Just a reminder: The two-week notice of withdraw is still required along with 2 weeks of tuition. The withdraw notice does not change during a pandemic situation.

Closure of a Class Due to a COVID Diagnosis:

If a child enrolled in Playday has a lab-confirmed COVID positive diagnosis, Playday will close the class in which there was an exposure, if the child was at the facility 2 days or less prior to the diagnosis and symptoms. The CDC recommends a 14-day quarantine as the "gold standard", but recognizes that a 14-day quarantine can be difficult to maintain. Therefore, they have provided two other alternatives as long as the parents and facility understand the risks of a shorter quarantine period. These alternatives are:

- 10 day quarantine **OR**

- 7-day quarantine with a negative test collected only as early as day 5.

Close contacts may return to Playday after their quarantine period as long as they do not have any symptoms.

Per the CDC, vaccinated persons are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e. greater than or equal to 2 weeks following receipt of the second dose in a 2-dose series, or greater than or equal to 2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure

Employee Illness Exclusion

Employees will not be allowed to work if they have the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100°degrees

When employees are ill, **they must not return to the facility until they are symptom free without medication for 24 hours.** Employees will follow the same procedures for returning to Playday as stated for the ill child.

Sanitizing and Cleaning

- Throughout the day, children will wash their hands frequently with warm, soapy water for at least 20 seconds. There will also be hand sanitizer available in classrooms serving children 24 months and up. Children will wash hands and/or use hand sanitizer before and after playing on the playground. Children will wash their hands before and after eating, using the bathroom, or when a staff member deems it is necessary.
- Playday staff will regularly sanitize high touch areas in the classroom. This includes high touch areas such as door/cabinet handles, light switches, classroom sink handles, countertops, rest mats, tabletops, chairs, cubbies, etc... FUMC Allen's custodial staff will be providing cleaning, sanitizing and disinfecting procedures each day after school.
- Playday staff will minimize contact between staff and children while in hallways.

Material Sharing

When possible and practical, students will be limited in the sharing of supplies.

Food

Children will bring:

- A small healthy snack, which is low in sugar and fat
- A lunch containing a protein, vegetable, fruit, and whole grain/grain food items. No candy or carbonated beverages permitted.
- Water (bottle with sippy/straw style top)
- Additional drink for lunch if desired

Parents may send one or two birthday snacks for their child's celebration. Please contact your child's teacher regarding individual class procedures for birthday celebrations.

Playday is not responsible for insuring the nutritional value or meeting a child's daily food needs.

Naptime

Rest mats will be kept at school.

- Children in the toddlers, twos and threes will need a vinyl rest mat. The mats will be disinfected before and after each use. No cloth mats will be accepted.
- Nappers may bring a cuddly and small blanket(s) for naps. Small pillows may also be brought if needed. Those items will come and go with your child.
- Napping children will be spaced as far from one another as possible within the classroom space.

Parents are responsible for supplying freshly laundered blankets, cuddlies and small pillows (if needed), to minimize exposure to other students and staff.

Masking Policy

All staff will wear face coverings for drop off, pick up, while walking in common areas of the church building, and when social distancing is not feasible. Face coverings will not be required at circle time, outdoor play, and other times where social distancing is in practice and where children will most benefit from facial expressions of their caregivers.



Creative Playday Preschool

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This page is for reference only. Another copy will be required to be signed and kept in your child's folder.

Enhanced Health Policies and Procedures Agreement

As a parent, you are responsible for all the information contained in the Enhanced Health Policies and Procedures Handbook. Please take the time to read through the policies and procedures. Review this information; it is important for your child's health and safety. The Enhanced Policies and Procedures will remain in effect until they are no longer needed. This document is subject to change as directives from the state and local levels evolves. Playday will notify you in writing when any changes occur. You will be responsible for following these policies and procedures while your child is enrolled at Playday. If you are unable to find your answer, unclear of what is being said, or want further clarification, please contact the office. After reading the Enhanced Policies and Procedures, it is necessary that each of you sign below to signify that you have read and understand stated policies and procedures contained within. Please sign and return this document to your teacher or the Playday office no later than Thursday, September 16th.

I have read, and understand the Enhanced Health Policies and Procedures Handbook. I will contact the office if I have any questions or concerns. I agree to follow these guidelines to the best of my ability.

Child's Name(s)_____

Parent/Guardian's **Printed** Name_____

Parent/Guardian Signature_____

Date_____