

Merry Moppet Preschool - Fall 2021-2022

Health and Safety Policies during the time of COVID-19

To maintain a safe campus environment, there will be some changes to schedules and protocols as we navigate health and safety procedures and policies at Merry Moppet Preschool and Belmont Oaks Academy (MMBOA) to mitigate the spread of Covid-19. Please see below regarding policies that MMBOA Administration will be implementing and enforcing for all members of our school community for the 2021-2022 school year. **All policies are subject to modification and/or change based on new guidelines and information from the CDC, San Mateo County Health Department, San Mateo County Office of Education, Community Care Licensing and/or MMBOA Administration.**

Children will remain solely with their stable preschool class and dedicated teachers. Groups will not interact or combine during the school day including outdoor recess times. Only students and staff will enter buildings and classrooms. To ensure the safety of our entire school community, the School requests that parents/caregivers of Merry Moppet students adhere to the pick-up and drop-off designated times and protocols listed below.

Preschool hours - 8:00am-5:00pm, M-F:

- Drop-off 8:00am-9:00am (All students must arrive by 9:00am when the academic day begins.)
- Pick up between 4:30pm-5:00pm.
- Option to pick-up between 12:45-1:00pm; no adjustment to tuition for early pick-up.

Student Drop-off on Carlmont Drive only:

- All preschool students and parents/caregivers will enter campus through the main school entrance on Carlmont Drive.
- Students should arrive to school wearing a clean face mask each morning. (See below for additional information on masking requirements.)
- Parents/caregivers will be required to always wear a mask when on campus.
- Please note that entrance to our campus will not be permitted via the Merry Moppet Lane gate.

Student check-in:

- Upon entering campus, you will be directed to wait at the nearest distancing marker and continue to move to the next marker as it becomes available until you have arrived at the student check-in table.
- Parents/caregivers are to remain with their child while student temperature and wellness checks are conducted and recorded. Fever is defined as 100F and above.
- Children may not attend school if they have been given fever reducing medicine in the past 72 hours.
- Children with a temperature of 100F or above or who are displaying signs of illness, cough, cold or flu-like symptoms, headache, sore throat, etc., will not be allowed to attend preschool that day and will be subject to the sick policy rules listed below.
- Parents/caregivers will sign their child in. Please bring your own pen; additional pens will be available and sanitized between each use.
- Parents/caregivers will be permitted to leave once staff has confirmed that their student is healthy and able to attend preschool for the day. Please follow the exit path designated.
- Teachers or other staff members will escort your child to class.
- Please do your best to have your child arrive during this window as the drop off station will close promptly at 9:00am. You must call the office if your child will be arriving after 9:00am.

Student pick-up:

- For preschool pick-up parents/caregivers will enter campus through the main school entrance on Carlmont Drive.
- Upon entering campus, you will be directed to wait at the nearest distancing marker and continue to move to the next marker as it becomes available until you have arrived at the student pick-up table. (Same location as drop-off).
- Pick-up time will be limited to a 30-minute window between 4:30-5:00pm daily. Preschool students will wash their hands prior to leaving their classrooms and walking to their designated class waiting area.
- Option to pick-up prior to nap between 12:45-1:00pm. Please let check-in staff know if you would like an early pick-up for the day.
- In the event of an emergency that would require a student pick-up time outside of the scheduled pick-up windows, the office must be contacted prior to you arriving on campus.

Late Fees:**Pick-up after 5:00pm will incur the following late fees:**

- 5:01-5:15 \$50
- \$50 for every 15-minute increment thereafter

Proper hygiene

- Students will be instructed to wash their hands upon arrival to their classroom, multiple times throughout the day, including prior to snack and lunch, and prior to pick-up.
- Hand sanitizer will be readily available as an extra precaution but not as a replacement for frequent hand washing.
- Each preschool student will be provided their own individually assigned container for supplies needed throughout the day (crayons, scissors, glue sticks, pencils, etc.).
- Each preschool student will have their individual designated table space and chair.
- Each preschool student will have their own designated cot for rest time. Linens and blankets will continue to be laundered weekly.
- Teachers will thoughtfully utilize classroom space to maximize ability to spread students out during snack/lunch and nap time.

Masking Requirements:

- All preschool students, teachers and staff are required to always wear a properly fitting face mask while indoors except for snack, lunch, and naptime.
- Until further notice, preschool students and staff will wear face masks during drop-off and pick-up, outdoor recess, and all other outdoor activities.
- Mask breaks are permissible when needed at the discretion of the teachers, to ensure safe distancing (6 ft.) between others during a mask break.

Student backpacks:

- Students should continue to bring a backpack with a change of clothes and an extra pair of shoes in case of an accident, as well as a light jacket or sweater and several clean face masks.
- Backpacks should arrive with your child on Monday.

- At this time, no outside toys, books, or other items will be permitted on campus.
- Backpacks will remain at school for the duration of the week and will be sent home with your child on Friday.
- Any projects and work for the week will also be sent home on Fridays. Backpacks should return to school with your child on Monday.

Lunch and Snacks:

- Snacks and hot lunch will continue be prepared in our campus kitchens and served in classrooms.
- AM/ PM snack and lunch will be plated and served by teachers (not family style) adhering to all food safety and handling protocols currently required and in place.
- All kitchen staff and teachers will wear masks and gloves when handling, preparing and /or serving food.
- **NO outside food will be permitted unless your child has a severe allergy or food restrictions.**
- **NO individual water bottles will be permitted.** Water will be always accessible to your child when they are on campus. No outside water faucets or drinking fountains will be in use.

Cleaning and Janitorial:

- Teachers and on-site maintenance staff will be cleaning and sanitizing all common use and high touch areas multiple times daily including classroom toys, manipulatives, books, etc.
- All playgrounds will be divided into separate areas. Each class will be assigned to their own specific area for the duration of a full week and move to a new area the following week. Play structures and equipment will receive a thorough disinfecting and cleaning over the weekend, prior to a new stable group utilizing and will be disinfected and cleaned in-between recess times throughout the day.
- All bathrooms will be cleaned mid-day as usual (floors, sinks, toilets, dispensers, handles, etc.).
- Cleaning of the entire campus will be conducted by our janitorial service at the end of each school day when students and staff have gone home.

Daily Campus Cleaning/Sanitizing Schedule (on-site maintenance staff):

- Prior to 6:00 am - Clean and sanitize outdoor equipment
- 11:00 am - Sanitization of all high touch areas (doorknobs, light switches, handrails, gates, etc.)
- 1:00 pm – Clean and sanitize all restrooms (toilets, countertops, sinks, fixtures, dispensers, doorknobs, light switches, and floors)

Nightly Janitorial Service:

- Vacuum/mop all floor areas³
- Empty and sanitize trash, recycle, and compost bins
- Sanitization of all high touch areas (doorknobs, light switches, handrails, gates, etc.)
- Classroom sanitization of chairs, desks, table and counter tops, sinks, fixtures, and dispensers; clean and sanitize all restrooms (toilets, countertops, sinks, fixtures, dispensers, doorknobs, light switches, and floors)
- A deep clean/sanitization will be conducted by our janitorial service at the end of each school week (students' desks, chairs, countertops, all high touch areas, bathrooms and play structures)

Required Monthly Student Covid Testing:

- ALL preschool and elementary students will be required to have a Covid-19 test that is performed no earlier than Wednesday, September 1st and provide a copy of the negative test result to the school prior to returning to campus on Wednesday, September 8th.
- Test results should be emailed to covid@mmboa.org prior to the start of school, 9/8.
- **Monthly Covid testing will begin in October and continue until further notice.** To proactively keep a pulse on potential asymptomatic Covid-19 exposure within our school community and across our MMBOA campus, monthly testing will be required for student attendance per the following monthly schedule:
Week 1: All students whose last name begins A-F
Week 2: All students whose last name begins G-L
Week 3: All students whose last name begins M-S
Week 4: All students whose last name begins T-Z
- The testing window begins Saturday prior to your child's assigned week and individual student test results MUST be emailed no later than Thursday of your child's assigned week.
- An adjusted schedule will be provided prior to winter and spring break.

Sick Policy:

- If your child is sent home with symptoms of sickness (fever, coughing, shortness of breath, rash, sore throat), they will not be permitted to return to school unless directed by a doctor with a doctor's note.
- A parent or caregiver authorized to pick-up your child must be available to do so within 30 minutes of receiving a phone call that your child has any of the above symptoms.
- A 72-hour symptom free policy will remain in place for fever, vomiting and diarrhea or other flu or covid-like symptoms.
- Children with fever can only return to campus after they are fever free without fever reducing medicine for 72-hours.

Additionally, MMBOA continues to follow the recommendations checklist from San Mateo County Health (Public Health, Policy and Planning) as outlined below. Any suspected illness that meets the criteria from either section below will require the following action(s) prior to returning to school:

- Covid-19 test and proof of a negative test result (PCR or rapid antigen test) and be 72 hours symptom free without the use of fever reducing medications **or,**
- Remain at home (self-isolate) for 10 days from on-set of symptoms and be 72 hours symptom free without the use of fever reducing medications.

Suspected Case of Covid-19 Infection would include:

One of the following criteria:

- Fever (temperature 100F or above) AND cough
- Fever (temperature 100F or above) AND shortness of breath or difficulty breathing
- New loss of taste or smell

OR Two or more of the following criteria:

- Fever (temperature 100F or above)
- Chills

- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Hoarseness
- Muscle Pain
- Fatigue
- Abdominal Pain
- Loss of appetite
- Nausea and/or Vomiting
- Diarrhea
- Headache
- Conjunctivitis (pink-eye)
- Unexplained rash

If you, your child, or family member living in your household is exposed to Covid-19, you must alert the school immediately by calling 650-593-6175 or email at covid@mmboa.org if after hours.

Travel and Quarantine Policy:

Due to the increase in concerns over the Delta variant and new strains of coronavirus, the following travel policy and quarantine requirements will remain effect for our entire school community (parents, students, staff, and members of households including visitors).

Domestic Travel for Fully Vaccinated Individuals:

- No quarantine or Covid-19 test required to return to campus for fully vaccinated individuals or for students who have a parent or member of their household who has travelled by plane in the U.S.

International Travel for Fully Vaccinated Individuals:

- Get tested 3-5 days after travel prior to returning to campus.
- MMBOA students whose parents or members of their household travel internationally must remain away from campus until the individual that has travelled internationally has been tested 3-5 days after returning home.
- Please notify the school of all international travel plans (covid@mmboa.org).

Travel/Quarantine Requirements for Students or Unvaccinated Individuals:

- All travel plans must be communicated to the school if your MMBOA student is travelling by plane. Domestic or international travel by plane will require the following prior to returning to campus:
- Get tested 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel. Please note that the full 7-day quarantine must be completed even with a negative test result to monitor for symptoms of Covid-19.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- **Day 1 of quarantine begins the first day after you return home for travel.**
- Email test results to covid@mmboa.org prior to returning to campus.

Please act responsibly and notify the school's administration immediately with any concerns or information related to Covid-19. The school **must** be able to follow-up on any information to ensure the overall safety of our students, staff, and campus. Thank you for your family's cooperation in helping our fight against the spread of Covid-19 and in keeping our MMBOA campus a safe and healthy place for our entire school community.

