

# Northpoint Co-op Parent Member Handbook 2021/2022



[www.northpointcoop.org](http://www.northpointcoop.org)

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Please visit our website [www.northpointcoop.org](http://www.northpointcoop.org) to see important announcements regarding the preschool and to access the handbook. We will ask all members to sign that you will read the handbook and abide by all the rules set forth by Northpoint Co-op Preschool. If you would like an additional hard copy, please note this with your class rep at Parent Orientation. One Handbook is available per member/family. Additional or replacement copies are available for \$5.00 each or may be printed off the website.

Thank you for helping us to conserve resources.



## **Mission Statement**

Northpoint Cooperative Preschool inspires children and families to reach their potential by creating a community that fosters learning and lifelong connections.

## **Vision Statement**

Northpoint Cooperative Preschool aspires to be the community choice for early education and family activities.

# Northpoint Membership Responsibilities

By enrolling your child in Northpoint Co-op, you have made a wonderful choice for your child. But you have also promised to fulfill a number of commitments. In order to remain a member in “good standing”, you must fulfill your duties and responsibilities as written in the Standing Rules and Bylaws. Since the Bylaws and Standing Rules can change throughout the year, the website is a great place to look for the most up-to-date version of those documents.) As long as everyone does their part, our Co-op will run smoothly and efficiently to the benefit of all our children.

## Parent Orientation vs. Parent Training

Parent Orientation is held at the beginning of the preschool year. It is primarily to introduce members to the Co-op preschool staff and Board members, hear important information on the philosophies and business responsibilities of the Co-op, and learn the requirements of each member to remain in good standing. It is an opportunity for members to ask teachers questions, and to formally meet class representatives and other Coop members.

Attending Parent Orientation earns each member one (1) parent education credit. If two or more adults from a family attend, a second parent education credit will be awarded to the family. Parent Training is always scheduled the week prior to the first day of class. It is held in the classrooms during the day. The Parent Training sessions are specifically directed to each of the 7 classes. The goal of Parent Training is to introduce a typical day in the child’s class and your role in it. Health and Safety procedures are also presented. Parent Training is **MANDATORY** for any parent, guardian, child care provider or grandparent who plans to be a working parent in the child’s classroom. Attending Parent Training will earn each member one (1) parent education credit. Having more than one family member train does NOT earn the family extra parent education credits. If you are unable to attend the scheduled Parent Training for your specific class, an evening make-up session is provided during the same week. If you miss these scheduled trainings, contact your class representative or Teacher to join another class or for alternative training arrangements.

## Your Northpoint Cooperative Home

The term “cooperative” means “a spirit of mutual helpfulness.” This appropriately describes the exciting place you and your child will enter at the door of Northpoint Cooperative Preschool. Inside you will find everyone is working . . . everyone is learning . . . everyone is teaching . . . and EVERYONE IS HAVING FUN! Northpoint welcomes the enrollment of all parents/guardians who have children between the ages of two and five. At Northpoint, preschoolers attend class 2 or 3 times a week at various times depending on the class session. To assist the teachers and help keep things running smoothly, Northpoint parents work in the classroom an average of 2 to 3 times a month (parents of 2-year olds may work more frequently). This arrangement promotes an optimal teaching ratio, lowers tuition and provides a rich opportunity for parents to observe their own children interacting with others. One unique fact about Northpoint is that the only paid personnel are the teachers. These salaries are drawn from the tuition we pay monthly. Teachers are responsible for planning the curriculum, and together with the able help of co-op parents who serve as assistant teachers, they carry out the curriculum. Northpoint parents are actually our administrators, as well as the staff of the school, and in this way each parent plays a part in the daily functions and operations of the school. The overall administration is guided by our Board of Directors, made up of member-parents serving in various roles. Each spring, Northpoint parents are given the opportunity for nomination to the following school year’s Board of Directors. Our Board is vital to the operation and effective functioning of our Co-op. Our children are learning every week in our classrooms. At the same time Northpoint parents are also given opportunities to learn outside the classroom. As part of our commitment to the Co-op, members are required to earn at least eight (8) parent education credits throughout the school year. These Parent Ed sessions provide valuable information regarding parenting techniques, positive guidance, strengthening the family, and health and safety issues. Topics are presented through speakers and discussions. Northpoint Cooperative Preschool is successful only because of the willingness of our members to participate, grow and learn right along with our children.



# Tips for Working Cooperatively at Northpoint

1. Know what it means to be a member – read the policies, bylaws and handbooks – know what you've agreed to do when you signed your registration form.
2. Learn about your committee or Board position – know who to ask for help.
3. Stay informed – check the website, read the announcements, newsletters, bulletin boards, and class calendar. Most importantly, check your email.
4. Help each other succeed and take pride in each other's successes – say thanks!
5. Speak positively about each other and our organization at every chance – do things with enthusiasm, it's contagious!
6. Ask questions when in doubt – go to the source for the straight scoop.
7. Let people know they can trust you – show up when you say you will and take responsibility to find someone to sub for you if you can't work in the class.
8. Let your Class Representative or a Board Member know if you are unable to fulfill your Board or Committee role.
9. Remember that adult discussion in the classroom is limited to the projects at hand and to clarify your responsibilities.
10. Schedule teacher conferences before/after class – avoid discussing concerns during class or in front of children.
11. Know that if we all pitch in and do our share, no one person will be left with the burden.
12. Remember what it was like to be new and a little overwhelmed. Take the time to introduce yourself to new members and help explain procedures.
13. Remember teachers speak with and listen to many parents throughout the day, and direct all adult activity in the classroom. Teachers welcome any and all suggestions – but understand they have made plans for what happens in the classroom and need to be responsive first and foremost to the children.
14. Let your voice be heard: Answer all surveys, contribute to the newsletter, ask for conferences with any officer/teacher/Bates advisor, join the Board, and attend Board meetings to share suggestions and ideas or pass along to your Class Rep so he/she can pass along to the Board. Contribute to the success of the school.

15. Support parents when their child is acting out – it happens to everyone with a child and next time it might be your child.

16. It is important to maintain confidentiality.

17. Volunteer whenever possible. Members are expected to (but not limited to) volunteer for at least 4 hours/year outside of their regular committee duties.

18. Support our Auction or fundraising events – the money earned goes straight back to our school programs.

19. Believe in what you are doing: attend and read materials from the Parent Shares; attend as many Parent

Education Classes as possible – there will never be a better time to learn and to share!

# Purpose of the Northpoint Board of Directors

The Northpoint Cooperative Preschool Board consists of a group of parent volunteers who have been elected to conduct business for our preschool. The following is a partial list of the business it might handle in a given year:

- o Plan Orientation
- o Plan Parent Education opportunities
- o Plan fundraising events – including the annual Auction
- o Determine needed supplies and equipment for classrooms
- o Maintain the school house facility
- o Maintain the Non-Profit Status of the Preschool
- o Manage membership “member in good standing” status.

<b>POSITION</b>	<b>NAME</b>
President	Cecilia Bryan
President	Sarah Larson
Vice President	Jasmine Morton
Secretary	Kate Colito
Treasurer	Zach Bowman
Finance	Lisa Anderson
Membership	Kyle Richardson
Special Events	Danielle Gilbert
Auction Co-Chair	
Auction Co-Chair	
Facility Chair	Darrick Bartley
Class Rep: PreK	Ashley Leavitt
Class Rep: Mixed Age	Lindsay Schmidt
Class Rep: 3's	Carrie Reed
Class Rep: 2.5-3's	June Everson
Class Rep: M/W 2's	Tabitha Adkins
Class Rep: T/Th 2's	Amanda Ireton
Teacher	Melissa Bernovich
Teacher	Megan West
Teacher	Hilary Madsen
Bates Representative	Cindy Morris
Member at Large	Shauna Cortes
Dash Point Hist Society Rep	Jill Barkley
Health and Safety Chair	Jenn Amdal



# WHERE AND WHEN TO PAY TUITION

Tuition is due on the 1st of every month.

## 2021 - 2022 Northpoint Monthly Tuition Rates

Class	Tuition per Month	Bates Fees Per Year
Pre-K	130.00	124.50
Mixed Age	125.00	124.50
T/F 3's	95.00	83.40
2.5-3's	80.00	83.40
M/W 2's	75.00	83.40
T/Th 2's	75.00	83.40
Parent/Child	45.00	41.40

Your monthly tuition amount is simply the total for the year divided by 9 months of school. You are responsible for this amount whether or not your child misses class.

At the beginning of the year, you will be required to pay for first (Sep) and last (May) month's tuition plus the Bates fees. Please **put all tuition checks (for the months of October -April) in the black metal locked box in Ms Megan and Ms Hilary's Room** near the door. **NO CASH PLEASE.** Please check your file folders and email regularly for tuition due date reminders. For those of you interested in using online auto pay from your bank to pay your tuition, please have tuition checks mailed to:

Northpoint Cooperative Preschool  
6716 Eastside DR NE, Suite 1 PMB 134, Tacoma, WA 98422

If you have not paid your tuition by the 10th of the month, you will be assessed a \$10 late fee. Returned checks as well as Credit Card chargebacks will be assessed a \$25 fee, in addition to the late fee.

If there are any special circumstances or if your family is in need of financial assistance, please contact the Finance Chair. We are here to support you and your child! Keep the lines of communication open and have a great year!

## BATES REGISTRATION & FEES

The Bates Registration Form and Fees registers you, the parent or guardian, in a continuing Parent Education Program through Bates Technical College.

**2021-2022 Bates Fees** (amounts are per quarter; fees for 3 quarters are collected at Paperwork Day)

If the class meets 2 days per week, the fee is approximately \$83.40/year.  
If the class meets 3 days per week, the fee is approximately \$124.50/year.

## RAISING FUNDS FOR NORTHPOINT

Through careful planning of our auction and other fundraisers and through expense management, Northpoint is able to keep its tuition reasonably low, offer a variety of Parent Education programs, and cover most operating expenses. Fundraising dollars can also provide for scholarships, purchasing special classroom equipment, and other special events. *To remain in good standing, members must contract in good faith to actively participate in fundraising activities by procuring three items as described: 1 fully assembled gift basket worth a minimum of \$50 and 2 additional items with individual minimum values of \$50.*

**Funds donated to United Way or other workplace campaigns can be designated for Northpoint Cooperative Preschool.** The designation should read:

Northpoint Cooperative Preschool, 6716 Eastside DR NE, Suite 1, PMB 134, Tacoma, WA 98422

**For anyone wishing to do Corporate Matching:** Please fill out the form and put the address from above. We are a 501©3 non-profit organization. Donations may be tax-deductible. Please contact your tax advisor.

## WHY PARENT EDUCATION?

Parent cooperatives are unique educational enterprises because they include as learners two diverse populations: Parents and Children. When a child enrolls in Northpoint Cooperative Preschool, each parent is automatically enrolled in a parent education class coordinated by the Child Studies Department of Bates Technical College. Parents learn through meetings and participation in the classroom. Intensive education takes place in watching your children learn and grow in groups guided by good teachers and, by serving as assistants to the teachers.

## Parent Education Requirements

Parent education meetings are considered classes and attendance is required for a total of eight (8) credits per school year. This is necessary to ensure continual Bates sponsorship for our program.

Here are some ways to get your credits:

\*Attending Parent Orientation, Parent Training and Parent Shares will earn each member one (1) credit per event. NOTE: It is possible to earn 2 credits per parent at Parent Orientation.

\*The annual auction, Harvest Festival and Welcome Back and many others. See Parent Orientation vs. Parent Training in the Handbook.

Additional opportunities other than those mentioned could include: with Program Chair approval:

\* Attend a seminar or class pertaining to parent education offered through Bates. (Electronic trainings, traditional trainings, and parent shares offered)

\* Attend a seminar or class pertaining to parent education offered elsewhere.

\* Write a book review relevant to a parenting topic to be published in our newsletter.

\* Locate articles of interest to share with parents (i.e.: sleep problems, too much TV, potty training).

\* Offer your expertise by providing or demonstrating a special project for the classroom, with teacher

approval.

- \* Attend a Board meeting.
- \* Make a teacher-approved table toy or game for classrooms.
- \* Complete a First Aid or CPR course.

Your Class Reps, teacher, parent education chair, and Bates instructor will inform you of upcoming events and opportunities to earn credits. Please be sure to check your email regularly as well as the bulletin board at school. If these do not fit your circumstances, please propose additional ways to meet the parent education requirements. If a member is NOT meeting the parent education requirements necessary to maintain "member in good standing" status, membership in the Co-op will be reviewed by the Board of Directors and it may affect one's ability to register for the upcoming school year.

## Parent Shares

Parent Shares are group discussions held quarterly for each of our classes. Our Bates advisor, a guest, or a Co-op member facilitates each Parent Share. The purpose of Shares is to share information, support, and the understanding of those who have been there. Members earn one (1) Parent Education Credit each time they attend a Parent Share. Shares are most often held in the basement of the school during class time beginning 10 minutes after the start of class. Sessions last anywhere from 30 minutes to the full length of your child's class time. Participants can come and go as available depending on the needs of their child in class. During the first 15 minutes, handouts and topic highlights are usually presented with group participation in the remaining time. A wide range of topics will be presented and time during each Share is planned for discussion of additional issues. Occasionally an evening Parent Share will be scheduled to benefit the working parent. The school calendar will have the Shares scheduled but additions or time/date changes may occur and will be posted on the bulletin board or on class calendars. The Shares are not only a great place to get information and support for the challenging job of parenting, but it is the best way to meet the voices of experience - the wise, warm and wonderful members of the Co-op!

## CLASSROOM SAFETY GUIDELINES

As members of Northpoint Cooperative Preschool, it is important to be clear about our responsibilities and how our actions will help ensure the safety of all children attending the Co-op - whether in the classroom, on field trips, or on the playground.

The following outline of safety procedures will be covered in depth during Parent Training. If any item is unclear, please discuss with your child's teacher or the Class Rep.

### **Participating adults must be familiar with:**

- \* Health and safety guidelines;
- \* School routines;
- \* Location of supplies and equipment;
- \* Individual responsibilities for the day;
- \* Large muscle equipment set up and use.

Participating adults must know:

- \* Location of first aid supplies;
- \* Reasons for and use of latex gloves;
- \* Location of children's emergency numbers;
- \* Location of allergy information;
- \* Location of children's medical information;
- \* Medication policies;

- \* Special safety issues relevant to facility;
- \* Fire and earthquake procedures.

## **General Procedures**

### **Arrival and Departure**

\* Parking for Preschool is located in the lower parking lot in front of the school, adjacent to the north door (water side). Children are to be escorted up the concrete stairs on the west side of the building, and everyone will enter the preschool through the main door. If you have a handicapped placard or license plate, you may park in the top level parking lot next to the playground, but as far away as possible from the entrance to the playground and the door to the preschool. Extreme care and caution must be used when driving into this area of the school, as parents and children will be present in that area throughout the day. As a courtesy, please notify teachers and the President of your reason for parking on the upper level.

\* When arriving, the teacher or substitute, and all three working parents must be present before leaving a Child in the classroom.

\* When picking up your child, wait in the hallway until your child's class is over, and your child is escorted to the door by a working parent. Children are the responsibility of the parent after dismissal. At least two adults must remain in the classroom until all children have left. Waiting in the hallway will also help the teacher wrap-up from the class activities and prepare for the next class

\* Children will be released only to individuals listed on release forms.

\* The Co-op assumes no responsibility for unescorted children on the grounds.

\* Children should not be left unattended in or out of the classroom or in a car.

\* Keep all traffic lanes clear. Respect traffic cones. Do NOT park or drive on graveled play area.

## **RISK MANAGEMENT**

All parents working in Northpoint Cooperative Preschool classrooms are required to receive and understand the Risk Management policies and procedures of the Co-op. You will be expected to sign off on an expanded list during your Parent Training session. Please read the Standing Rules, Section VII, for further information. In the event of a conflict between the Member Handbook and the Standing Rules, the Standing Rules prevail.

### **Emergency Information**

\* Location of phone - calling 911

\* Location of emergency contact phone/address numbers for each child and community emergency resources

\* Location of emergency consent forms for each child, which gives permission to treat;

\* Location of allergy list

\* Location of first aid supplies

\* Medication Policies

- \* Emergency procedure plan – know who does what
- \* Fire & earthquake procedures
- \* Location of emergency kits
- \* Use of latex gloves when handling bodily fluids (universal precaution)
- \* Special safety issues relevant to our Preschool facility

### **Safety Regulations**

- \* Ratios of adult-to-child must be followed when conducting a regular preschool class
- \* No one adult will be left alone with a child/children that is not their own
- \* Evaluate classrooms and outdoor area for hazards daily
- \* Hot beverages and smoking are not permitted
- \* Poisons must be clearly marked and stored in a locked cabinet at all time
- \* Supervise and encourage safety guidelines with children in the play area

### **Indoor Safety Guidelines**

- \* Children should use walking feet (adults too)
- \* Blocks should be stacked no higher than shoulder height of the shortest child
- \* Impact absorption mats are required under climbing equipment and slides

### **Outdoor Safety Guidelines**

- \* Area is secured and free of hazards when children are playing
- \* No child should be outside the classroom without adult supervision
- \* Digging areas will be checked to ensure they are free from animal contamination
- \* Children must wear helmets in order to ride the trikes, wagon, or roller board - no exceptions

### **Disease Control**

- \* If you suspect you or your child is ill, or getting ill, keep your child at home
- \* All enrolled children must meet the Co-op's immunization requirements and have an immunization form on file before a child can start class
- \* Use bleach solution, made daily (**1 Tbsp. bleach per quart of water; 1/4 Cup per gallon**) to clean and sanitize tables and equipment
- \* Toys that have been mouthed are to be removed and disinfected with bleach solution
- \* Tables and place mats must be cleaned before and after eating
- \* Children and adults must wash hands prior to eating; after toileting, coughing, nose blowing and diapering
- \* Use running water and liquid soap to wash hands
- \* Garbage is to be disposed of daily to prevent insect/rodent problems

### **Food Preparation Guidelines**

- \* Select age-appropriate and healthy foods for children
- \* Foods must be stored properly to prevent spoiling or contamination
- \* Wash hands before and after preparing/handling food
- \* Food preparation areas must be sanitized before and after preparation
- \* Dishes are to be washed with hot soapy water, sanitized with disinfecting rinse and air dried
- \* **No food shall be prepared or served to any adult or child containing peanuts or peanut oil.**

## **HEALTH GUIDELINES**

Northpoint Cooperative Preschool would like to provide a safe environment for all children, working parents, and teachers. We would like to minimize the negative effects of illness with a more aggressive approach to preventing the spread of germs and viruses. Our goal is well children and parents. Not only so families do not have to cope with the worry and disruption; but also, so children can attend class and working parents don't have to scramble to find replacements.

We are asking parents to do a brief health check before sending a child to school and to follow the school policy of keeping a child home if he or she:

- \* Has had a fever in the past 24 hours
- \* Has had a cold for less than four (4) days
- \* Has experienced vomiting and/or diarrhea in the past 24 hours
- \* Is fussy, cranky, and overall acting like they do not feel well, even though no fever
- \* Is overtired
- \* Has a productive cough
- \* Has any skin or mouth eruptions, such as chicken pox, cold sores, etc...

Our teachers will send a child home if any of the symptoms listed above are observed during school, so please keep all emergency information updated. Keeping a child who is ill out of school is not only a good way to prevent the spread of disease; but, it also reduces the risks to the child who is already ill and vulnerable to other germs and viruses.

While adults may have more immunity, we too are at risk. This is why all parents scheduled to work in the classroom are asked to find a substitute when they are ill. It will be helpful to find out now who might be willing to work in the classroom on short notice before the flu bug hits.

One of the easiest ways to prevent germs from traveling is to have children wash their hands at school before they enter the classroom and once again, upon leaving school.

Please put toys and other objects which have been in a child's mouth into the classroom container marked for that purpose. After class, those items will be washed, bleached, and set out to air dry.

## **Special Health Issues**

Northpoint Cooperative Preschool will do its best to ensure the safety and health of all its members. Sometimes special health needs exist, and the preschool cannot ensure that these needs can be met. The following guidelines address some of the special health issues:

1. Northpoint Cooperative Preschool will not administer prescription medications prescribed by a doctor or any other treatments required for special health needs. However, the preschool will assist parents in implementing a plan to either give food/drink or withhold food/drink as stated in a written medical plan signed by a doctor.
2. Northpoint Cooperative Preschool will call 911 first and parents second if an emergency health issue arises.
3. Northpoint Cooperative Preschool will assist parents to ensure children with food allergies are not given those foods the parents have indicated the child is allergic to.
4. Northpoint Cooperative Preschool is not liable if a child does not receive specific food or drink due to working parent oversight, school programming, lack of time, or other circumstances.
5. Northpoint Cooperative Preschool does not employ medically trained personnel and does not require that the teachers assume that responsibility. To the extent preschool teachers are made aware of special health issues, they will try to ensure these special needs are met by the teachers and working parents.

## **IMPORTANT REMINDERS**

1. All parents and children must leave building and playground when teacher/staff locks up for the day.
2. Playground is for children 2-5 years of age, and all children must be supervised by parent at all times.
3. The downstairs of our building is for supervised play directed by teachers and trained members only.
4. In Ms. Melissa's classes, a working parent can have a baby (up to six months old) in a front pack only. Please understand that additional children create a safety risk and change the supervision ratio of the class.
5. In Ms. Megan's and Ms Hilary's room, any child not enrolled in that specific class must leave the classroom once class begins. Again, any additional child creates a safety risk and changes the supervision ratio.
6. The minimum adult to child ratio is as follows:  
Children aged 1 1/2 - 35 months: 1 adult to 3 children  
Children aged 3-5yrs: 1 adult to 5 children

**Thank you for your co-operation in making our school a safe and fun place for our children!**

#### **NORTHPOINT COOPERATIVE PRESCHOOL COVID-19 HEALTH GUIDE, 2021/2022**

##### **DAILY HEALTH SCREENING**

Ask the parents, guardians, or caregivers the following questions (Working parents must also answer the questions).

- Does your child have any of the following symptoms that are not attributable to another condition now or in the past 3 days (72 hours)?
  - A cough
  - Shortness of breath or difficulty breathing
  - A fever of 100.4°F or higher or a sense of having a fever
  - A sore throat
  - Chills
  - New loss of taste or smell
  - Muscle or body aches
  - Nausea/vomiting/diarrhea
  - Congestion/running nose – not related to seasonal allergies
  - Unusual fatigue
  - Has your child or anyone in your household had any of the above symptoms?
- Has your child or anyone in your household tested positive for COVID-19 in the past 10 days or are awaiting results of a COVID-19 test due to possible exposure or symptoms?
- Has your child or anyone in your household been told by a public health or medical professional to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection in the last 14 days.
- Has your child been in close contact with anyone with suspected or confirmed COVID-19

- Has your child had any medication to reduce a fever before coming to care?

Do not allow entrance to class for the child or adult if the answer to any of the above questions is “yes.”

If the answer to all of the above questions is “no”, check the child for signs of being sick, such as flushed cheeks, tiredness.

## **MASKS**

**Our school will be following CDC guidelines on masks. Due to the circulating and highly contagious delta variant, CDC recommends universal indoor masking by all students (age 2-older), staff, teachers, and visitors regardless of vaccination status.**

Wear fabric face coverings. To protect yourself, wear face coverings properly. Covering the nose and the mouth.

- Younger children must be supervised when wearing a cloth face covering. These children will need help with their masks and getting used to wearing them.
- Children may remove cloth face coverings to eat and drink, but must maintain a social distance of 6 feet while indoors.
- If children need a “mask break,” take them outside or to a large, well ventilated room where there is sufficient space to ensure more than 6 feet of physical distance between people.
- Encourage children and families to bring two clean masks each day.

### **MASKS INDOORS:**

All children age 2 years and older, staff, volunteers, and guests must wear cloth face coverings or acceptable alternatives when indoors. Please provide your child with a mask lanyard so they do not lose their mask.

### **MASKS OUTDOORS:**

All children age 2 years and older, staff, volunteers, and guests must wear cloth face coverings or acceptable alternatives when outdoors. Please provide your child with a mask lanyard so they do not lose their mask.

### **MASKS AND SNACK:**

When snacks are offered during class time, children who are indoors will take turns, 4 at a time at a table. They will take down their mask and eat. Once they are finished they will put their mask back on. If children are outdoors, they will take down their mask to eat then put their mask back on to play. Pre-k, Mix age and our 3’s classes will NOT be having snack during class time instead they will be set home with a prepackaged snack.

### **DROP OFF/PICK UP**

To start the school day: parents/caregivers should park in the lower parking lot. Walk your child to the upper double doors of the school. They will be walked inside to the bathroom, where they will wash their hands. (We are asking for a maximum of 3 students with a parent, in the bathroom at one time.) The parent/caregiver will then take the child to the classroom door. A working parent will take the students' temperature and then guide them inside the classroom. We will be using Jovial to sign the



children into the class room for attendance.

To end the school day: parents/caregivers should park in the lower parking lot. Walk to the upper double doors to pick up children. We will use Jovial to sign the children out to their parents.

Hand Hygiene on entry to school every day: wash with soap and water for 20 sec. The child's parent/caregiver will assist each child with hand washing. Hand washing signs will be posted by each sink and we will work on proper handwashing as part of our curriculum at the beginning of the year.

Persons who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility or outdoor classroom. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival.

### **HAND WASHING**

- Northpoint Cooperative Preschool has an outdoor sink in the play area which will be used for outdoor hand washing when necessary.
- The school has two bathrooms with 3 sinks in each bathroom.
- When soap and water are not readily available, use an alcohol-based hand gel with at least 60% alcohol and preferably fragrance-free.
- Alcohol-based hand gel is not a substitute for handwashing when hands are dirty, after diapering or toileting, or before eating. Wash hands with soap and water as soon as possible.
- All children, staff, and volunteers should engage in hand hygiene at the following times:
  - Arrival to the facility
  - Before and after preparing food or drinks
  - Before and after eating or 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
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Per child care rules, alcohol-based hand gels are not allowed for children under age 2.
- Assist children with handwashing, who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.
- Place posters describing handwashing steps near sinks.

### **PHYSICAL DISTANCING**

Both DOH and CDC recommend that children and youth be physically distanced by at least three feet or more within groups when indoors as much as possible. Your ability to do this will depend on children's

ages and on their developmental and physical abilities. In certain circumstances, children and youth must still maintain six feet of distance:

- When masks can't be worn, such as when eating.
- During activities when increased exhalation occurs, such as singing, shouting, playing instruments or when performing physical activity.
- These activities should be moved outdoors or to large, well-ventilated spaces whenever possible.

Practical tips to maintain physical distancing:

- Limit the number of children in each program space.
- Increase the distance between children during table work to at least three feet while masked and at least six feet during meals while unmasked, unless they are outside.
- Plan activities that minimize close physical contact.
- Children should have their own set of items to limit the sharing of supplies or equipment.
- Remove any items that cannot easily be cleaned and disinfected such as stuffed animals and play dough.
- If using sensory materials, use items that can be disinfected or discarded and replaced between sessions.
- Maintain at least six feet of distance and reduce time standing in lines.
- Increase fresh air as much as possible. Use the ventilation system and/or open windows where safe.
- Go outside more.
- Do not bring separate groups together for activities or other interactions.

## **SNACKS and FOOD**

- The school will plan to use only prepackaged food. Foods that are individually packaged from bulk are not allowed currently per guidance from Bates. Example: it is ok to bring pre packaged Fish crackers for snack, but do not individually package grapes yourself to bring for the children.
- Space children at least six feet apart while eating indoors.
- Consider having children take their meals outside.
- Clean and sanitize tables before and after each group eats. Use a washable plastic tablecloth for wooden tables.
- Ensure children wash hands prior to and immediately after eating.
- Adults should wash their hands before preparing food and after helping children to eat.
- Ms Melissa's classes are the only ones that will eat snack at school and the plan is for snack to be eaten outside unless weather forbids it.

## **CLEANING AND DISINFECTING**

### **CLEAN**

- Wear disposable gloves for routine cleaning and disinfection.
- Clean surfaces using soap and water, then use disinfectant (Bleach solution).
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

## BLEACH

- Thoroughly clean surfaces with soap and water and remove the soap with water before applying the bleach solution.
- Diluted household bleach solutions may be used if appropriate for the surface.
  - o Check the label to see if your bleach has a sodium hypochlorite concentration of 5%–6%.
  - o Ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - o **Mix disinfectant solution at a concentration of 4 teaspoons of 6% bleach per quart of cool water or 5 tablespoons 6% bleach (1/3 cup) per gallon of cool water.**
  - o Never mix household bleach with ammonia or any other cleanser.
  - o Leave solution on the surface to air dry for at least 1 minute.

## HANDS ON MATERIAL AND EQUIPMENT

- Limit shared materials to those you can easily clean, sanitize and disinfect.
- Clean and sanitize hands-on toys, materials and equipment often and after each use.
- Individual labeled containers or bins can be used for each child or youth. Examples include sensory bins, art supplies, etc.
- Use separate bins of toys for each infant or toddler as they tend to put toys in their mouths.
- Some items cannot be cleaned and sanitized. This includes things like playdough and sensory or water tables, stuffed animals, and dress up clothes. These items should be removed from the program unless they are individually assigned and labeled.
- Rotate toys that are out at any one time, so they can be cleaned and sanitized.
- Books and other paper-based materials are not high risk for spreading the virus.

## CLEAN and DISINFECT TOYS

- All toys and equipment must be cleaned and disinfected after each use or before using again.
- Toys cannot be shared between class groups until they have been cleaned and disinfected.
- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with bleach or an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

## OUTDOOR AREAS

Outdoor areas, like playgrounds in child care, preschool, schools and parks, generally require normal routine cleaning, but do not require disinfection.

We have a gazebo in our play area that was installed last year. We will be utilizing it rain or shine for outdoor play.

- Do not spray disinfectant on outdoor playgrounds—it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High-touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- If you can, have equipment such as balls and jump ropes for each group.
- Always wash hands right after outdoor play time.

#### **FIELD TRIPS:**

Field trips or any off-site trip should follow all safety and mitigation protocols of the preschool along with requirements of the destination, whichever is more protective

#### **SUSPECTED or CONFIRMED CASE of COVID-19**

- Ask staff and caregivers to inform the program right away if the ill person is diagnosed with COVID-19.
- Please report to your college coordinator and local health department, identifying yourself as a preschool program, if:
  - You have a single, mild case
  - You are considering a brief 2-5-day closure or a longer 14-day closure
  - You see a group of children or staff (i.e. a cluster) with suspected or confirmed COVID-19 infections in your preschool, OR
  - Staff, children, or volunteers become severely sick with suspected or confirmed COVID-19 infections or undiagnosed respiratory illness (requiring hospitalization or causing death).
- To prepare for the potential of children or staff attending or working at the preschool facility while infectious with COVID-19, programs should have a response and communication plan in place that includes communication with staff, families, and their local health jurisdiction.
- Staff and parents or guardians of children who test positive for COVID-19 should notify the preschool program immediately upon receipt of test results.
- Preschool programs should report any cases of COVID-19 in the child care to their local health jurisdiction and work with public health authorities on next steps
- If a child or staff member develops symptoms or signs of COVID-19 separate the person and supervise them from a safe distance until the ill person can leave the preschool.
- Staff or children with COVID-19 symptoms should be isolated and tested for COVID-19 regardless of COVID-19 vaccination status.

While waiting to leave preschool, the individual with symptoms should wear a cloth face covering or mask if tolerated. Air out, clean, and disinfect the area after the ill person leaves.

### **People Who are ill and had known exposure to COVID-19:**

- Should be encouraged to be tested for COVID-19 and follow DOH guidance for what to do if you have confirmed or suspected COVID-19. This guidance applies regardless of COVID-19 vaccination status. They should isolate or quarantine according to the following recommendations:
- If the person tests positive or is not tested, they should isolate until at least:
  - 10 days since symptoms started or positive test specimen collection date if no symptoms are present
  - 24 hours after fever resolves without use of fever reducing medications, AND Symptoms have improved.
- If the person tests negative, they should:
  - Quarantine at home away from others until 14 days after last exposure,OR Isolate until at least:
  - 10 days since symptoms started or positive test specimen collection date if no symptoms are present
  - 24 hours after fever resolves without use of fever reducing medications
  - Symptoms have improved
  - Whichever is longer

A staff member, parent or child, who had confirmed COVID-19 can return to the program when they have recovered and they meet the following criteria.

- 10 days since symptom onset or positive test specimen collection date if no symptoms are present
- 24 hours after fever resolves without use of fever-reducing medications
- Symptoms have improved

### **If someone is Fully Vaccinated**

The Centers for Disease Control and Prevention (CDC) recently changed the recommendation for fully vaccinated people. As of 8/14/2021, fully vaccinated people with an exposure to someone with suspected or confirmed COVID-19 should be tested 3-5 days after exposure, and need to wear a mask in public indoor settings for 14 days or until they receive a negative test result.

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines
- 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine.

### **Returning to School after Travel**

Travelers should follow CDC travel guidance.

- Travelers who are not fully vaccinated should get tested with a molecular or antigen test 3-5 days after travel, and stay home and self-quarantine for a full seven days after travel, even if their test is negative. If the traveler is positive, they should isolate and follow DOH guidance on what to do if you have confirmed or suspected COVID-19. If the traveler doesn't get tested, they should stay home and self-quarantine for 10 days after travel.
- Travelers who are fully vaccinated against COVID-19 can travel within the United States and do not need COVID-19 testing or post-travel self-quarantine as long as they continue to take precautions while traveling: wear a mask when using public transportation, avoid crowds, and wash hands frequently.