



Washington Park Early Learning Center COVID-19 Addendum 2022-2023

As we prepare to open for the Fall 2022-2023 school year, we will continue to put our utmost efforts into placing the health and safety of our community first. This addendum will provide you with key information about updated policies and procedures, as well as COVID-19 acknowledgement and agreements. All policies listed in our Parent Handbook are still in effect unless otherwise updated below.

* With the everchanging information and unknowns of COVID-19, all policies, procedures, and addendums are subject to change. We will continue to monitor rules, regulations, and recommendations issued by the Colorado Department of Human Services, the Colorado Department of Public Health and Environment (CDPHE), and the State of Colorado.

SCHOOL POLICIES AND GUIDELINES

DROP OFF & PICK UP

In order to limit exposure and minimize the spread of COVID-19, at this time, families including guardians, siblings, parents, and caretakers will have limited access to the classrooms during drop-off and pick-up.

Each classroom teacher will decide where drop-off will be for their class, either at the door, or on the playground. You will **need to have taken your child's temperature prior to arrival** to be documented on our sign-in sheet. Our check-in station will be located outside, either near the playground or near the entrance to our foyer. Hand sanitizer will be available at check in, and a thermometer will also be available if you forget to take your child's temperature at home, but this option should only be used when necessary. As part of the check-in process, you will be asked several screening questions. Please make sure to do a thorough symptom check of your child prior to coming to school using our updated illness policy below for more detailed information on symptoms to look for. As discussed below, if your child displays or develops symptoms while at school, we will call you to come pick up your child.

Drop-off times for each class will be staggered to minimize the amount of people on site at one time.

Early Learners can be dropped off between **8:50 am-9 am**, and Preschoolers can be dropped off between **9 am-9:05 am**.

Pick-up times will be as usual (Early Learner - 11:30 am, Preschool - 1 pm) and are usually done outside on our playground weather permitting. If your child is participating in an after school enrichment class, your classroom teachers will let you know where pick-up will occur. In the case of inclement weather, pick-up will be at your child's classroom door.

VISITORS/PARENT HELPER ROLES

At this time, we are continuing to limit visitors to the school to minimize exposure for our classes and children. If your child needs additional services during the school day, we will work with each family to set up a time for visitors to come in. We do ask that all visitors do wear a mask in our classrooms. Essential support providers are allowed in the classroom and approved by the Director prior to service.

WPELC will be welcoming back Parent Helpers during each class outside time, and in the back

room to do dishes. At this time we will continue to keep parents out of the classrooms while children are present. Parent Representatives will be scheduling these days for those that are interested.

DRESS/PERSONAL BELONGINGS

Please send your child to school with appropriate clothing and attire for all of our Colorado weather. Please apply sunscreen to your child prior to coming to school. To ensure proper ventilation and airflow while inside, we will have windows open - which might get a bit chilly in the cooler months.

Please pack a backpack for your child with the essential items they will need at school. Extra clothes will continue to be stored in our bathroom area. Please do not send extra toys to school, as we will not be allowing shared toys from home. If your child needs to bring a lovey to school for comfort, it can stay in the backpack and be accessible when needed.

MEALS AND SNACKS

Parents are required to provide snacks for the class on their Helping Child day. Only Teachers can distribute snacks. Please only send prepackaged items for the teachers to easily distribute. Fruit and cheese can be cut in a commercial kitchen only and packaged by the store or prepackaged. No home baked goods are allowed. Children are asked to bring and use their own water bottles for snack time. We will not be passing around pitchers of water. As WPELC is a nut-free school, please continue to adhere to our nut policy and do not pack any nuts or products with nuts in shared snacks or lunches. Please note that children will be seated 6ft apart during snack and lunch time when indoors.

CLASSROOM POLICIES AND PROCEDURES

Mask Policy

Per updated guidance from the CDC, CDPHE and American Academy of Pediatrics, masks will be **optional** for all students indoors at WPELC when CDC Community Levels are in LOW and MEDIUM. Masks will be required indoors when Denver's community level is HIGH. Please note that if your child is not masked indoors during an exposure, they may be asked to quarantine for 5 days and test on day 6 in order to return, depending on factors such as vaccination status and community levels and will depend on recommendations from Public Health Agencies.

Please go [here](#) to find Denver's most current Community Level status.

If your child is 2 or older and will be masking, please send your child to school with a mask labeled with their name. Packing extra masks is encouraged in the event they get wet, lost or dirty. Masks must be cleaned at home at the end of each school day. Please also practice with your children at home to reinforce the importance of wearing a mask.

Classroom Environment

The Colorado Office of Early Childhood has provided guidance to limit possible exposures. Here are some changes we are making in the classrooms:

- Children and teachers must remain in the same group throughout the day. Each individual class will make up a group.
- Children who are masking indoors can remove masks when they are eating or drinking. Children will be spaced 3ft-6ft apart to the best of our ability as space allows during snack time and lunch time.
- We will have limited materials in the room that cannot be easily sprayed and sanitized, such as dress up clothes, pillows, etc.
- We will have playdough available for each individual class. Playdough will not be shared between classes.
- At the end of each day we will follow CDPHE's recommendations for cleaning and sanitizing the classrooms.
 - Teachers will clean all high touch surfaces in the classroom at the end of each day; Parent Helpers will be asked to help with additional items, such as dishes or painting supplies that need to be cleaned.
- We will be increasing our hand-washing frequency, including every time we enter the classroom from the playground, between activities, and before snack and lunch. When hand washing is not available, we are able to use hand sanitizer with strict teacher supervision.

ILLNESS POLICY

As we return to school, we all have a responsibility to one another to adhere to the health and safety recommendations of experts in the field of public health, medicine, and education. Since one member of our community's health will depend so much on another's (students, families, and staff), we must adhere to and practice what is required of us. The experience of one depends on the compliance of each member of our community, and this includes extended family.

If we want children to return to WPELC--and to be able to continue to attend WPELC--we must make sacrifices for one another when community transmission is high. The most important sacrifice we can make right now is to take seriously the measures that we know are effective at

preventing transmission, specifically mask wearing, handwashing, and social distancing. We are working hard to create a healthy culture of compliance at WPELC, and we need your support. Below you will find our current illness policy which follows direct guidance from CDPHE. Please note that this is subject to change as guidance changes, and we will communicate those changes with you directly.

Each child must be observed daily upon arrival at WPELC for signs of illness. Please refer to this [document](#) when assessing your child for symptoms. All families must do a thorough symptom check prior to drop off. Symptoms of COVID-19 to look for include, but are not limited to:

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

You can refer to this [document](#) for at home screening. If your child has any of these symptoms please keep your child at home and inform the school of the symptoms. You will then need to reach out to your health provider about next steps. If your child exhibits any of these symptoms at school we will be sending them home.

See this [document](#) to assess your child's symptoms and next steps on when they can return to school.

*Please note that if your child has minor symptoms and they last for **more than 48 hours**, you will need to present the school proof of a negative COVID-19 test for your child. Please go [here](#) to get more information on testing options in Denver. A rapid antigen test may be used to return to school after symptoms. It is highly recommended that the antigen test is taken at least 3-5 days after symptoms have appeared. A screenshot of your results can be sent to either Kristi or Kara C. Please note that if your child has any major symptoms they will need a negative COVID test to return to school. Children can return to school when minor symptoms have mostly resolved and are improving. All major symptoms must be resolved prior to returning to school. If you choose not to get a test, your child will not be able to return to school for **10 days** following the symptom onset. In all cases children need to be fever free for 24 hours prior to returning without fever reducing medication.

Exposure to COVID-19

Families are also required to report primary contact (as defined in [Appendix A](#)) with a confirmed or suspected COVID-19 case in the past 14 days and should keep your child home from school until the suggested quarantine time of 10 days (less with a negative test) has elapsed. WPELC only will accept a negative test result from a test taken at least 5 days after the exposure. The WPELC student's identity and medical records will be kept confidential in accordance with HIPPA. Please also refer to [Appendix A](#) for additional information around secondary contacts, which do not require a quarantine.

The Denver Health Department will determine school closures based on specific details of positive cases in our community. Please note that due to the nature of childcare settings where children are not always able to wear a mask properly, where isolation during meals is not possible, and where interactions between children and staff include diapering, toileting and holding, it remains considered a high risk environment and therefore isolation time will remain at 10 days, and Quarantine will remain at 5 days with possibility to return on day 6 after a negative PCR test.

Children with previously diagnosed chronic medical conditions (i.e. allergies, asthma, etc.) can provide WPELC with a doctor's note to help us identify individual typical vs atypical symptoms.

Travel

WPELC strongly recommends testing for COVID-19 for children and families after travel or potential exposure through certain activities or visitors. Please refer to [this](#) document for more information about testing options in the Denver area.

WPELC AT HOME

In the event that in-person classes are suspended, we will shift to virtual learning ("WPELC At Home") in lieu of in-person classes. We anticipate this may happen in two ways:

- A school or classroom closure dictated by guidance issued by Denver Public Health due to a positive COVID-19 case in our community; or
- A closure due to a Denver Stay-at-Home order or other scenario outside of our immediate control.

Closure due to a positive COVID-19 case in our community

The Director has sole discretion to make this decision following the guidelines of the Denver Health Department who determine school or classroom closures based on specific details of positive cases in our community. Staff and parents will be notified immediately. Please see

[Appendix A](#) for more information.

Closure due to a Stay-at-Home order or circumstance outside of WPELC's control

In the interest of our community's safety and health, the WPELC Board and Director may determine that the school is required to suspend in-person classes (i.e. during a Denver Stay-at-Home order). In this event, the community will be notified as soon as possible and we will shift to WPELC At Home.

PLEASE NOTE: Details of what WPELC At Home will look like will be detailed by your classroom teacher. Our teachers and parent volunteers are prepared to offer fun, age-appropriate curriculum, leveraging both online tools and take-home kits.

HOLD-A-SPOT

Hold-A-Spot is a solution for families who aren't ready or do not want to send their child to school right now, but also do not want to withdraw from WPELC. These families want to maintain a guaranteed spot in the class, with the intention of sending their child to school in-person at a later date. This benefits the entire community as we are able to accommodate varying risk levels and family circumstances, maintain school income, and sustain consistent student cohorts at school on any given day.

What This Means:

- Students can opt into/out of hold-at-spot at any point during the year. **Please provide at least 1 week advance notice to admissions@wpec.org and kristi@wpec.org.**
- Held spots will remain open for your child unless we receive a notice of withdrawal; please see our withdrawal policy in the handbook.
- Students can participate in WPELC at Home and any other community offerings.
- Teachers and staff are willing to provide additional support to maintain connection for the student with the class/school. Ideas are still being solidified, but examples include:
 - Biweekly email providing resources that encourage learning at home
 - Materials/Play-Doh for families to pick up every 2 weeks for at-home activities
 - Continued access to teachers for questions about development, etc.
- Families will continue to be included in all class/school communications.
- We appreciate continued participation in fundraising initiatives, but these would all be optional. Once a student begins attending class, fundraising obligations commence.

- Committee participation will be addressed on an individual basis. As a co-op, our committees essentially run our school, so we would greatly appreciate your continued support and participation in Committee responsibilities.

Tuition/COVID Fee:

- Due to the financial standing of the school at this time, we will not be able to offer any kind of reduced tuition for hold-a-spot. Families will need to pay monthly tuition in full.
- When required, the COVID Fee is still applicable because it covers incremental costs across both in-person and WPELC-at-Home initiatives, including Hold-A-Spot.

Opt-in for HAS:

If you are interested in this offering, please fill out [this form](#).

REFUND POLICY

Refunds will not be offered for any closures that are less than eight consecutive weeks. During such closures, we will pivot to WPELC At Home. If in-person classes are not offered for a period greater than eight consecutive weeks, the Board will determine what financial options, if any, are available to families based on the financial standing of the school. Although we endeavor to do what we can to support our community, we cannot guarantee that the school will be able to issue refunds.

WITHDRAWAL POLICY

WPELC has a four week notification requirement for withdrawals. You will be responsible for paying for tuition and any other fundraising obligations through that four-week period. If a student withdraws during a period of at-home classes, they will be unable to participate in virtual classes, and will be unenrolled from the roster. A spot will not be held for that child when we return to in-person classes.