



Active Learning Centers, LLC/ Lehigh Valley Martial Arts, Inc.

COVID-19 Handbook Appendix

5/18/20

Introduction

As a response to and due to the COVID-19 pandemic and the preventative social, medical and business practices put in place, state and country-wide, there are new approaches to everyday care, the arrangement of our services, and our policies and procedures that Active Learning Centers must follow. While some of these you can expect to be temporary and gradually lifted, some may become a new standard of care or policy which will be added and adjusted in the Parent Handbook as needed.

This appendix to our current Parent Handbook is provided to all existing and newly enrolling families during this time so that procedures that are put into place in response to COVID-19 or new and heightened responses to existing policies are clearly communicated and available to all parents. It is important to understand that with some of these changes, we can all expect strict enforcement of those policies for the safety and security of our staff and children and our community at large.

All clients will sign off that they understand and have received information as it relates to our policies and procedures at this time. These areas are subject to responsive changes to CDC and State Licensing guidance. Any changes, updates or additions will be clearly shared with you as they occur.

We would like to emphasize that though this is our plan and our initial approach, any items both here or in our normal Parent Handbook are subject to change at any time. CDC, Department of Health and our licensing body regulations are constantly changing as new developments are made. Your Center Directors will inform you in the most timely manner should anything require update or any changes be made moving forward.

Return to Care Roll Out Timeline

Upon the official public announcement that Lehigh (Emmaus, Trexlertown, Fogelsville) and/or Northampton County (Palmer) move to the Yellow Phase, Active Learning Center will prepare for reopening for Monday of the following business week. Our rollout will occur in two phases. These phases were both formulated after thoroughly reviewing the CDC recommendations for operating Child Care and the available information for best practices as well as taking into consideration the needs of our families and clients using our Return to Care polls. Based on the information we gathered, rollout will be comprised of:

- **Phase 1** – Week 1 and 2 of reopening will have limited capacity at each of our sites. Classrooms will be temporarily capped at manageable and safe ratios and limited. We believe that these caps, falling between approximately 50-65% of our normal capacity are responsive to the preferences provided by our parents and will not limit anyone from receiving care that had expressed the initial need for it. Any individuals responding to our Return to Care polls indicating a need for care immediately can opt to take advantage of one of the available spaces and programs may have availability on a per room/per program basis to accommodate more. These spaces and availabilities will be managed by each Center Director. More on pricing, how we will charge for these initial weeks and how long we will maintain spaces are found within this document.
- **Phase 2** – After the initial phase of reopening, the programs will be open to all families prepared to have their children return and/or all newly enrolling families. Parents will need to have communication with each Center Director and communicate their plan for return in a timely manner. More on pricing and how we will charge for these subsequent weeks are found within this document. Please note that information for families that may choose not to return within this 4-week window and how to go about saving space for the future is provided in this document as well.

Program Information

Class Assignments, Group Sizes and Classroom Environment

Each facility will prepare their childcare spaces so that children will remain with more controlled groups and in more controlled spaces. Classrooms and groups will be utilized for the same groups of children and the same assigned staff each day and groupings of children may be made based on sibling relationships, familial relationship, similar arrival and departure times, etc. Each grouping of children will be determined by your Center Director and made with age appropriate considerations with staff members applicable for the age group.

Staff members will be assigned to care for the same group of students each day based on each age group's required staff to child ratios. This staff member (or staff members in the case of part time staff) will be the sole individual supervising their group of children's routine care. These groupings and staff will be assigned to the same space in the facility and maintain their own set of supplies for routine care. These steps will limit exposure for both students and staff.

The classrooms and childcare space will be modified to support these practices and separate groups of students and will look different than the space previously did.

Summer Camp Programming Adjustments

We will be weighing all options to make sure we're making the safest, best choices for the children in terms of maintaining our Summer Camp feel while also following applicable guidelines. Each facility will have appropriate Plan B scenarios for each component of our camp schedule (be it a park day, a pool day, a field trip, etc.). In the event it is not in the best interests for the group to attend the initially planned for activity or trip, we will opt for the alternate plan for that week.

Expect our previously released trip schedules to change as needed. Many of our alternate plans may include bringing a trip or vendor to our site, rather than visiting a public place.

While some of our locations have already been notified of season closures for their corresponding pool locations, others have not. Without being certain what the coming months even hold, we will address pool days, pool fees, pool passes etc. in the future with our families as we receive more information or make additional decisions on how that will look.

Meals and Snacks

Active Learning Centers will continue to provide good nutrition and adapt our meal and snack time policies found in our Parent Handbook to support the health and safety of our students simultaneously. There will continue to be two snacks served for all children here a full day. Each site will adjust their snack procedures and menus to limit preparation and opt for single serve options where appropriate and adapt from family style serving to other independent options that do not pose a risk for cross contamination.

In the classroom, meal and snack times will be staggered for each primary care group to allow for sanitary conditions, appropriate social distancing and thoroughly disinfected with the appropriate procedures between uses.

Camp and school age students should ensure that they continue to pack lunches that do not require refrigeration. Please opt for a brown bag lunch or order daily for delivery from Kremmers. Look for more information from your Center Director for ordering instructions.

Program Policies and Information

Payment Procedures

To reiterate, our payment policies in the Parent Handbook are still in effect including:

“Payments are to be made the Friday before the week of care, according to the terms of your payment agreement so that a balance will not be accumulated. A \$5 per day late payment fee will be assessed if payments are not received and will accrue as long as the balance remains open. The child will be dropped from the program if payment or arrangements have not been made two weeks after the due date. Payments are expected for all contracted days regardless of vacation, illness, and weather conditions or state closings. Any check that is returned for any reason will be subjected to bad check and resubmit charges”

At this time, our payment procedures and preferences must be adjusted to ensure contactless payment as much as possible. We respectfully ask that all tuition is processed through the site's Auto Pay account. If this is not a feasible option for you, we ask that you phone in credit card payments during the windows of time provided to you by your Center Director. If there is absolutely no other option and you must pay with cash or check, please ensure that the payment or check is in a sealed envelope labelled with your child's name and placed in the payment box at the front of the building and notify someone on the director staff.

Account Credit

To clarify what will occur with the tuition paid by existing customers for the week of March 15th, the tuition previously paid for services not provided for the dates March 16th-19th (4 days of care) will be allocated to future invoices. Your child(rens) credits will be equally spread between the first four weeks returning to care. These amounts will be located on your child's account and account statements as a Credit Memo.

Existing clients that made a camp deposit via PayPal while we were closed for Camp will have their \$60.00/\$30.00 fee(s) applied to their first week of Summer Camp.

Families of children not returning to care will receive a check for tuition for the dates of March 16th-19th (4 days of care). These will be written and mailed to you on July 1st. This date may be adjusted if the stay at home order extends.

Families of children not returning to care immediately but registering to reserve their space for future or fall care are permitted to use this credit towards your re-registration, which includes your annual registration fee and the first week of tuition.

Maintaining Enrollment

For those not returning to care immediately, expect the following:

- **During the first two weeks of reopening, billing will be done based on attendance.** Children who do not attend during this time period will not be billed and their space will continue to be maintained. Children receiving Title 20 funding who are not attending during this time will not be required to pay their copay.
- **After the first two weeks children enrolled the program will be billed normally.** Families who opt to keep their children home past the initial two weeks will be required to pay for their regular tuition regardless of attendance. Children receiving Title 20 funding who are not attending during this time will be required to pay their assigned copay, however, will not be required to pay the add on fee. Should vacation credits for your child be available, they are permitted to be used during this time period and must be arranged prior to the start of the week.

Spaces will be maintained for a total of four weeks past our reopening date. Once Phase 1 and 2 of our reopening are completed, families unsure of their return date or who would like a return date later than this window allows should communicate with their Center Director regarding their plans. A return at a later date or a fall return date requires a payment of their annual registration fee and deposit of their first week's tuition as well as a return date in writing. These payments are non-refundable based on our typical registration policy.

Visitors and Entrance to the Facility

A change from our normal open-door policy, we will have restrictions on individuals entering the facility other than staff and children. Volunteer and family access to the facility will be otherwise limited or not permitted. If an adult, volunteer, provider, or parent is permitted to enter the facility they are required to comply with the following procedure:

- Receive a health check and temperature screening before entering the facility
- Confirm with the staff that they have their own mask and/or bring their own disposable gowns that cannot be reused
- Be required to sanitize before entering the childcare space
- Are responsible for the same sanitizing and disinfecting procedures as Active Learning Centers Staff

Any conferences or meetings (transition conferences, etc.) that would typically take place face to face will be offered via phone or virtually via Zoom where possible.

Personal Items

At this time, all students must bring their personal belongings to and from the center each day. If you do not already have a bag that has a zip or full closure, please ensure that you purchase one. Nylon or other easily disinfected materials are encouraged as we will disinfect these daily and encourage you to do so as well.

Additionally, this bag should not have multiple uses and should only be used to travel to and from home and Active Learning Centers to limit exposure. This means that multi-use bags, diaper bags etc. should not be used for this purpose.

These bags should contain ONLY the following:

- 2 changes of age appropriate, seasonally appropriate clothing
- Changes of clothing required for camp activities
- Any nap or rest items or small comfort item

At this time, the only personal items that are permitted into the facility are those arriving in the above-mentioned bag and their daily lunch and water bottle. Children who nap will need to ensure that their nap items are lightweight and can be stored in the full closure bag – therefore sleeping bags, large comforter style blankets and large pillows are not permitted at this time. Comfort items also are limited to items they can keep with them only for nap and must remain in their bag for the duration of the day.

As per the typical policy outlined in the Parent Handbook, all personal items continue to require labelling with your child's name, particularly so our staff assisting with pick up can easily located each child's belongings. The staff member assisting with drop off will assist in ensuring extraneous personal item will remain in the car during drop off.

Arrival and Pick-Up

Previously all arrival and pick up procedures were on the ownness of the parent. At this time, the adjustment of drop off and pick up procedures will be another significant policy shift.

At this time, all children will be signed in and out daily by a staff member. Parents will no longer accompany their child(ren) into the center and to the child's room, however are responsible to stay with their child and wait in the assigned area for a staff member to meet them and ensure that there is a complete hand off from adult to staff of every child regardless of age. Though we know it also is not always possible, the CDC recommends that each family has a designated person for drop off and pick up to reduce contact. Though not entering the facility, parents must be wearing a mask or facial covering for the drop off or pick up interaction with our staff members. Door codes will continue to be suspended and entry to the facility is only granted to applicable individuals after the proper health screening takes place and with the appropriate PPE.

Designated staff members will escort children to and from their classrooms daily. The procedures of these drop off and pick up times will vary site to site due to logistics, space, traffic patterns and staff and will be communicated to you directly by your Center Director. Any updates to these procedures due to troubleshooting, an increase of children attending, or any other considerations will be communicated directly on a per site basis.

Due to the nature of the new procedure, specific drop off and pick up windows will also be established by your Center Director in accordance to the needs of the site, its families, and our available staff. Reasonable accommodations for timing will be made, however buy in large, all drop offs and pick-ups must be executed within the appropriate window of time. Opening and closing times remain 6:30 AM through 6:00 PM at Emmaus and Trexlertown or 6:30 AM through 7:00 at Fogelsville and Palmer.

When arriving for drop off, please expect the following:

- **Parents must be outfitted with a mask.**
- During the appropriate drop off window, a staff member will meet you at the designated drop off location for your site, which will be shared by your Center Director
- The staff member will conduct temperature checks with no touch thermometers and appropriate PPE
- The staff member will conduct a brief health check
- Once the health check is passed, the staff member will sign the child in, document the individual dropping off and their temperature reading and the time they are receiving the child on our sign in forms
- The staff member will escort the child and their belongings to their classroom
- We are not able to store additional personal belongings at this time, including car seats

When arriving for pick up, please expect the following:

- During the appropriate pick up window, a staff member will meet you at the designated location for your site, which will be shared by your Center Director
- The pickup person will need to provide the staff member the name of the student being picked up, their relationship to the child and Photo ID for verification.
- A staff member will escort the child and their belongings from their classroom directly to the vehicle

Please ensure that you build in additional drop off time or pick up time and understand that we will serve each family in the order they arrive based on each site's procedure. This process, though likely not as quick and convenient as running your child in previously, is a necessary step in maintaining a safe environment.

Late pick up fees remain the same as outlined in the Parent Handbook:

“Parents arriving for pick-up after closing will be charged a late fee of \$20/child for every fifteen (15) minutes until the child is picked up. Payment is expected for late pick up charges by the next business day.”

Discipline and Behavior Management

Though we have many policies and procedures in place and outlined in our Parent Handbook that are responsive and allow us to care for a wide variety of abilities, during this time we are limited in the intervention we are able to put into place for students requiring significant assistance for challenging behaviors.

At this time, we will be requesting pick up within a one hour (60 minute) window for students requiring removal from their space or the removal of the rest of the group from their assigned space, exhibiting behaviors that are detrimental to maintaining the safe and sanitary conditions of the space or otherwise requiring one on one supervision from a staff member or Director.

Please note that the one hour begins from when the child is removed and the staff attempt to first contact the child's parent. After 60 minutes from that contact or contact attempt, parents are responsible for a \$100.00 surcharge. This surcharge will accrue for each additional clock hour and will be broken into 15 minute (\$25) increments.

Health and Safety Policies and Procedures

Current Illness Guidelines 5.14.20

If at any time a child is too sick to remain at the center, a parent or emergency contact will be notified of the symptoms and advised to arrange pick up. Though we know this is challenging any time, in this current climate it is more important than ever to arrange for timely pick up of your child when requested due to a health concern.

Currently, our required pickup window is one hour (60 minutes) from initial contact or contact attempt. Please note that the one hour begins from when the child is isolated, and the staff attempt to first contact the child's parent. After 60 minutes from that contact or contact attempt, parents are responsible for a \$100.00 surcharge. This surcharge will accrue for each additional clock hour and will be broken into 15-minute (\$25) increments. We recommend that you establish a backup person(s) to be available to pick up if your child becomes ill while at the center and you are unavailable for pick-up.

We do not diagnose an illness, but if the child appears to be ill or displays any number of specific symptoms, we will expect the parent or designated person to pick up the child. We follow the guidelines defined by DHS regulations and the Early Childhood Education Linkage System (ECELS), specifically the publication *Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care, third edition*, which defines guidelines for exclusion. In this current climate we are also following CDC recommendations and consulting trained medical professionals for other notable symptoms.

Children in attendance are expected to be without symptoms listed below and able to participate in the regular day of the program. Your Center Director can be in contact at any time to update you on the status of your child or request a pickup for any symptom listed below OR with symptoms outside of these guidelines due to an abundance of caution. Please contact your child's doctor to discuss the symptoms and to possibly set up an appointment to confirm the illness your child is suspected of having. If your child is diagnosed as having a communicable disease, parents are responsible for contacting the center as soon as possible so that we may post the exposure notice for other parents to be made aware of the symptoms and signs to look for and to allow for proper sanitizing and disinfecting to take place.

Your child will be sent home if he/she attends the center with any of the conditions listed below: (this is not a complete list of illnesses)

Conjunctivitis: An eye infection commonly referred to as "pink eye". The eye will be red, itchy, and watery. The eye lid may be swollen and discolored. The eye will secrete thick, white or yellowish mucus. Your child may return to school 24 hours after medication has begun and discharge from eye has subsided.

Diarrhea: Defined as excess of liquid stools. When a child has 2 watery stools within a one hour time period or 4 times in a day. Your child may return to school once stools have improved and diarrhea free for 24 hours.

Vomiting: Projectile vomiting, 2 times in a day. Your child may return to the center once vomiting has stopped for 24 hours.

Heavy/Persistent Cough: Severe cold with or without yellow/green discharge from the nose. Your child may return to the center when discharge from nose is no longer present and cough has lessened.

Skin Rash: Refers to any rash that cannot be identified and has not been diagnosed by a doctor. Your child may return to the center with a doctor's note.

Contagious Disease: Includes measles, chicken pox, mumps, scarlet fever along with other diseases not listed. Your child may return to the center with a doctor's note.

Fever: A child with a temperature over 100.4°f will be sent home and encouraged to see a doctor. Your child may return to the center when fever free for 24 hours without the use of fever suppressant medication.

Head Lice: If head lice are diagnosed, the child will be sent home immediately for treatment and allowed to return to the center with: proof of treatment and a negative test by a director. Parents have the primary responsibility for detection and treatment of head lice. We currently have a no-nit policy.

COVID-19

If you suspect yourself, your child or someone else in your household is exhibiting symptoms of COVID-19 or had contact with someone likewise diagnosed or exposed, it is your responsibility to notify us during daily health check or notify us immediately by phone. If yourself, your child or someone else in your household begins to display the symptoms of COVID-19 such as fever, shortness of breath or cough please refrain from bringing your child to the center or be prepared for immediate pick up. Please be alert for these symptoms. Active Learning Center will be responsive and enact appropriate plans for maintaining a safe environment in response, as necessary. Please refer to our COVID-19 Preparedness and Response Plan for further details.

Staff Health

All staff members will abide by the same screening guidelines that are required for visitors, parents and children. Additionally, the same expectations for reporting symptoms of illness or potential symptoms of COVID-19 as outlined above are applicable to all staff and any staff member exhibiting or reporting any symptoms will be excluded in the same manner. All policies and procedures aim to ensure and maintain the appropriate health of not only our students but our staff. Please refer to our COVID-19 Preparedness and Response Plan for further details.

Staff Personal Protective Equipment

Staff will be required to wear protective equipment while working. Each staff member will always be required to wear masks. Additionally, staff providing direct routine care (such as feeding infants, changing diapers, consoling children) are required to wear either disposable gowns or cloth gowns that will be laundered after each use. Staff will also utilize gloves in situations where appropriate.

Staff members will be trained in proper use and removal of both masks and gloves to maintain sanitary conditions. They will also be provided the recommended brown bag to safely store used and soiled non-disposable masks before laundering.

Sunscreen

Sunscreen will be applied to children in 2-hour intervals per policies outlined in our Parent Handbook. Staff members will continue to apply sunscreen to students using gloves for each individual application. Our current procedure, with accompanying masked staff, supports all recommendations for routine care of the students.

Children's Masks

Children's masks will not be required to return to care. If parents would like their child to opt in to wearing a mask, masks must be sent in their bag or backpack daily. The staff at Active Learning Centers will do our best to encourage these students to maintain the appropriate use of these masks. We cannot guarantee 100% compliance from the children on this item but can do our utmost to encourage it based on your wishes.

When sending masks, please be sure to send multiple masks and a brown paper bag to store used masks in after they have been removed. It is the responsibility and expectation of the parent to launder cloth masks and ensure that only clean and unused masks are sent in daily.

Handwashing and Hand Sanitizer

Facilities will be equipped with hand sanitizer dispensers in conspicuous locations and entryways at each site and will be required for staff, visitors and in other opportunities where needed for quick sanitization. Children toddlers though school age, the hand sanitizer will be used upon entry with assistance from the teacher escorting them into the facility.

Handwashing will occur in increased intervals in the center and teachers will train and enforce appropriate handwashing with heightened attention to personal care and compliance. The standard procedure for Child Care and Keystone STARS facilities is still effective in this scenario. Please practice with your child at home and encourage the following of the appropriate steps:

Children and staff members should wash their hands using the following method:

- a. Check to be sure a clean, disposable paper towel is available.
- b. Turn on warm water, between 60°F and 110°F, to a comfortable temperature.
- c. Moisten hands with water and apply soap to hands.
- d. Rub hands together vigorously until a soapy lather appears, hands are out of the water stream, and continue for at least twenty seconds (sing "Happy Birthday" silently twice) Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
- e. Rinse hands under running water, between 60°F and 110°F, until they are free of soap and dirt. Leave the water running while drying hands.
- f. Dry hands with the clean, disposable paper towel.
- g. If taps do not shut off automatically, turn taps off with a disposable paper towel.
- h. Throw the disposable paper towel into a lined trash container.

Excerpt taken from *Caring for Our Children, 3rd Edition*.

Air Filtration Systems

Active Learning Centers is currently in the process of outfitting each location with state-of-the-art air filtration systems. While we can't guarantee these will be installed by our initial reopening, please note that they are a part of our reopening plan and are an additional step our programs are pursuing to ensure your child is in the safest, cleanest environment possible. More information on these systems and their installation will be provided as we know more.

Sanitizing and Disinfecting Procedures

Active Learning Centers have developed a plan to ensure safe, sanitary conditions in all areas of our program including hourly use of disinfectant on all touch points, disinfecting of classroom materials between uses, cleaning of tables, chairs, restrooms other surfaces between use and more. Please consult the below chart outlining the cleaning products we will be using and under what conditions each will be used.

What	MSDS Product Information	When	How
Thieves Cleaner	https://msdsdigital.com/thieves-essential-oil-blend-household-cleaner-msds	On all toys, classroom materials and items for heavy use by the children	Staff will spray down and disinfect these items between individual uses. The product is all natural and does not have a wait time between use.
Clorox Wipes	https://msdsdigital.com/clorox-disinfecting-wipes-msds-2	In hourly intervals throughout the day on all touch points (light switches, doorknobs, refrigerators, etc) For restrooms and sinks after each use.	Touch Points will be wiped down. Limited or no wait time is necessary. Staff will wipe down toilets, handles, sinks, etc after each individual use. Limited or no wait time is necessary between uses.
Soapy Water (Normal operating procedure)	*programs use available dish soap and is not brand dependent.	Prior to sanitizing or disinfecting surfaces	Staff will spray down surfaces with soap and water solution and clean to remove residue and debris.
H2Orange Sanitizer (Normal Operating Procedure)	https://www.enviroxclean.com/Portals/0/SiteContent/PDF/SafetyDataSheets/112%20SDS%20-%20EnvirOx%20H2Orange%20Hyper-Concentrate%20112.pdf	After the use of soapy water on surfaces like chairs, tables, shelves before and after use.	Staff will spray down surfaces with the Sanitizer solution and allow to sit for 2 minutes before wiping from the surface.
Chlorinated Disinfecting Tablets (Normal Operating Procedure)	https://static1.squarespace.com/static/5474dad2e4b02f1c_c6d5941c/t/5ab3e6e570a6ad3f06b4f6cd/1521739493976/GK+SDS.pdf	After the use of soapy water on surfaces prior to use for meal and snack time or exposure to bodily	Staff will spray down surfaces with the Disinfectant solution and allow to sit for 5 minutes before wiping from

		fluids.	the surface.
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