



# **PRESCHOOL OF THE ARTS**

## **COVID-19 Handbook**

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The COVID-19 outbreak is a global challenge on an unprecedented scale, but Preschool of the Arts still strives to offer a vibrant, innovative and supportive learning community committed to child-focused exploration and creativity. We aim to meet the significant impacts this crisis has on our children with **love, compassion** and **understanding**. We believe children are capable. We value play as both means of developmentally appropriate learning and processing the world. We will continue to structure our curriculum around these constructs, while incorporating ongoing best health practices regarding COVID-19.

Please note, new best practices emerge every week from Public Health and the CDC. The leadership of PSA pays close attention to these developments and thus these policies are subject to change. When in doubt, please contact the Director.

### **Limited Contact**

Our main focus is the health and safety of our children, families, and staff. PSA requests that families and staff limit exposure to those who are not in their immediate isolation circle as much as possible. This includes seeing friends or family who are not in your "bubble" or engaging in activities that may increase the potential risk of exposure. We understand that sometimes expanding the circle of isolation is unavoidable, but we ask that you please take the necessary precautions - before, during, and after - for the sake of the whole PSA community. When interacting with people outside of your circle of isolation, the CDC offers the following recommendations:

- Wear face masks except when eating, drinking, and sleeping
- Stay 6 feet away from those outside your circle
- Avoid contact with anybody who is sick
- Avoid crowded spaces
- Avoid poorly ventilated spaces
- Spend as much time outside as possible
- If indoors, open windows for fresh air
- Have a plan in place in case someone exhibits symptoms of illness
- If spending extended time with people outside of your circle, quarantine for at least 10 days before the visit (up to 14 days for optimal precaution)

If you have any questions or concerns regarding a specific situation, please do not hesitate to contact the director. We are all risking a lot during this time and maintaining a certain level of transparency and trust is of utmost importance. This is very difficult, for everyone! But we are all in this together and we must rely on each other for the health and safety of our whole community.

### **Travel**

PSA requests that families and staff limit travel as much as possible; however, if you must travel we request that you follow these guidelines:

1. Please let the director know, preferably by email, that you are traveling and your plan to limit exposure during your travels.
2. If you are traveling by automobile and are able to provide the director with a plan to limit exposure, quarantine is not required. However, if your travel involves contact with people outside your bubble or you are unable to limit exposure while traveling, quarantine may be required.

3. If you are traveling by plane, train or **any form of public transportation**, please do one of the following things upon return:
  - a. Quarantine for 7 days, getting a COVID-19 test on day 5 or day 6. If the test is negative, the child may return on day 8. You **must** wait until you have a negative test result before returning to PSA.
  - b. Quarantine for 14 days and monitor for any symptoms. If your child has symptoms during the 14 days, call your pediatrician and follow their advice. If there are no symptoms, your child may return to PSA on day 15.

### **Asymptomatic Tests**

If your child does expand their isolation circle, **and you are not able to follow the CDC recommendations noted above**, PSA strongly encourages having a COVID-19 test done, even if there are no symptoms present. While it is impossible to determine the specific risk level of every situation, we do know that certain activities carry more potential risk than others. For example: indoor gatherings with different people and no masks, hanging out at crowded venues that are not well ventilated, etc. The decision to have an asymptomatic test done is a difficult one, and the safety guidelines in each area change frequently. If you have questions or concerns about a specific situation, please contact the director. PSA relies on the guidance of Public Health and the CDC to help make these determinations.

Please note: If your child does get tested but remains asymptomatic, they are still required to stay home until they receive a negative test result. **It is imperative that your child remains at home while waiting for test results.** They are not to return to school until a negative test result has occurred or until after they have followed the specific quarantine directions from your health care professional or the Department of Public Health.

### **Drop off / Pick Up**

Each classroom has been assigned a pick up and drop off time to limit the number of people in the hallways at once. Though the classroom hours may vary, each classroom has 7.5 hours of care, plus the option to add After School, which goes until 5:30pm for most classrooms.

During winter/cold months or inclement weather, all classrooms will enter and exit through the front entrance. A screener will ask for a "thumbs up" from the adult responsible for the child, indicating that:

- The child is fever free.
- The child is not exhibiting any COVID-related symptoms.
- The child has not taken any medicine to reduce fever.
- The child has not been in direct contact with someone who has tested positive for COVID-19.
- The child has had limited contact with others.
- The child is not waiting for COVID-19 test results.

Parents are expected to take the child's temperature and check for any symptoms every morning before coming to school.

Your child will be met by a screener at the door who will verify your child is well enough to attend school. Then teachers and administrators will assist your child in getting to their classrooms. Upon entering the classroom, teachers and children will wash hands. We ask that families limit the number of people doing

pick up and drop off as much as possible. If you need to drop your child off or pick them up earlier or later than normal, please call the office and an Administrator (or teacher if available) will meet you in the parking lot to pick up or drop off your child.

### **Social Distancing & Face Masks**

Each classroom will have no more than 15 students, or fewer in younger classrooms. Children will not interact with children in other classrooms.

All staff are required to wear face masks when indoors and in their classrooms at **all** times. PSA will provide face masks but teachers and children are also welcome to bring in their own. In keeping with Dane County Public Health mandates, children age 5 and up are also required to wear masks when indoors. PSA highly recommends that children 2 and up wear masks as they are able. Children and teachers may remove their masks when eating and drinking and if necessary when communication cannot be achieved through other means. Children do not wear masks at rest time. Teachers are required to wear masks outside. Children old enough to wear masks outside are encouraged to wear masks outside if proper social distancing cannot be maintained.

Each classroom will have an outdoor space assigned to them, as well as an assigned time outside. Classrooms continue to be encouraged to spend as much time outside as possible.

### **Cleaning Procedures**

Classrooms will be set up to ensure that everything can be easily cleaned. Toys that cannot be easily cleaned will not be available in the classroom. Classrooms will clean and disinfect toys before sharing with another classroom. Children are asked to not bring stuffed animals to share with classmates. They may bring stuffed animals for naptime, but they will be required to keep them in their backpacks at all other times.

All staff will follow a two-step cleaning process: clean (either with soap and water or a hydrogen peroxide based cleaner) then disinfect. Each classroom will be responsible for cleaning toys that have been mouthed or played with. The teacher will either use soapy water to wipe the toy or the teacher will place it in the wash bin. Cleaning staff will come by to clean toys and return them to the classroom.

Heavy traffic items such as doorknobs will be cleaned multiple times throughout the day.

Children and staff will be required to wash hands more often including, but not limited to: upon arrival, before and after handling food, before and after handling medicine, before and after diapering, before and after using the bathroom or helping a child in the bathroom, after coming in contact with bodily fluid, after playing outside.

### **Food Service and Lunches**

Children are encouraged to bring their lunches in plastic, glass, metal or disposable lunch boxes or bags. Fabric lunch boxes or bags that are not easily cleaned are discouraged.

All snacks will be pre-packaged and prepared off site. Snacks will be healthy pre-made options such as fruit, vegetables, whole grains, and dairy. Our snack menu is mostly organic, locally-sourced when possible, and vegetarian. PSA will do our best to provide options for children with allergies.

### **Diapering and Bathrooms**

All adults in the building will be assigned an adult bathroom to minimize contact with others. Adults will be responsible for disinfecting bathrooms after use. Materials for cleaning and disinfecting will be placed in each bathroom.

Classrooms with bathrooms in their rooms will use their own bathrooms. Classrooms without a bathroom will have assigned bathrooms. After each child is done, the bathroom will be cleaned and disinfected following the two-step process. Gloves will be required when diapering children. Gloves will be changed between each child.

### **Naptime**

Every effort will be made to have children sleep as far apart as possible, with a goal of at least 6 feet apart. Children do not wear masks during naptime.

### **Sick Children and Staff**

Anyone with symptoms of COVID-19 (fever, shortness of breath, persistent dry cough, diarrhea, persistent runny nose, severely sore throat, etc.) will need to return home until they are symptom and fever free for 72 hours without the aid of medication. They should call their physician and ask if a COVID test is indicated. If the child is determined to have a fever or shows observable symptoms by the PSA health screener prior to the child entering school, the parent will be asked to take the child home, call the physician, and follow the physician's recommendations for testing and/or for care.

The school will have a designated isolation area for children to go, should they develop any symptoms or a fever while at school. The child will remain there with a staff member until their parent is able to pick them up. PSA requests that the pick up time be no more than 30 minutes from the initial phone call.

If a parent contacts PSA stating that their child has a fever of over 100 degrees or any other persistent symptom possibly related to COVID-19, PSA will ask the parent to contact their child's physician and follow the physician's recommendations. The child must be kept home until he/she/they are fever-free and have markedly reduced symptoms for 72 hours without the use of fever-reducing medication.

If the physician recommends bringing the child in for a visit, or if the child is recommended for COVID-19 testing, PSA will require the negative test result or a doctor's note releasing the child to come back to school. If a test is recommended, **the parent/caregiver must notify the administration that the child is being tested. If a child has a pending test, the child is not allowed to return to school until the results are received AND reported to the director. There are no exceptions.** All communication about testing, including test results, need to be communicated with the director.

If the test is positive, PSA will consult with the Dane County Department of Public Health, and the child will be required to be out of school for at least 10 days from the onset of the symptoms AND fever-free for at least 72 hours without medication. At the director's discretion, a physician's note stating that the child may return to school may also be required.

### **In Case of Positive COVID-19 Tests**

If a staff member or child attends school while positive for COVID-19, the classroom(s) affected will close for up to 14 calendar days. Since each classroom or classroom pod is contained to its assigned room and staff, the rest of the school will most likely not need to close. We will contact Dane County Public Health and follow their guidelines pertaining to each particular case for classroom and school closures.

### **Siblings of a Child that was Exposed to COVID-19**

If a child has been exposed to COVID-19 and they have siblings that attend PSA but were not directly exposed, the siblings **may** attend PSA, following the guidance by Dane County Public Health and the CDC. However, if the child that was exposed exhibits any symptoms or has a positive COVID-19 test result, all children in the household need to follow the 14 day quarantine. PSA reserves the right to ask siblings to quarantine if we feel it is in the best interest of overall health of the school.

### **Extended Closure**

In case of a closure of a classroom, classroom pod, or hallway, PSA will enact the following:

1. The director will notify the affected classrooms of the exact reasoning for the closure, a potential timeline (if possible), and send a plan of action including when the room(s) is expected to reopen;
2. The Executive Director will notify the entire school that the room, wing, or pod will be closed and the extent of the closure, including how siblings in other classrooms will be impacted;
3. PSA will follow Public Health, city, and county, guidelines for reopening, taking into account CDC and licensing guidelines;
4. The closed classroom(s) will undergo extensive cleaning and disinfecting;
5. Families will be informed if there are any new procedures or protocols that need to be enacted.

In recognition of the extraordinary circumstances we are in, PSA is permitting families in the instances described below to withdraw their child(ren) from PSA in more beneficial terms than the **60 day penalty** in the original enrollment agreement.

If a family asks for release from a contract as a result of a 15 consecutive calendar day or greater closure event, a release from a contract will be allowed subject to the following terms and conditions. Such a release **must** be requested within 10 business days of PSA announcing such closure. If a family makes such a request, then:

1. Tuition equal to the lesser than one month or then-remaining term of the contract must be paid;
2. The deposit will be forfeited;
3. If the request for disenrollment is not made within 10 business days of the announcement of closure, the withdrawal provisions in the original registration agreement will be in control.

PSA reserves the right to terminate the contract of a family who does not comply with the rules and regulations set forth by the family handbook, addendums or for any other reasons that may negatively impact PSA or its employees. If PSA terminates a family's contract, that family will forfeit their deposit.

**Changes to These Policies**

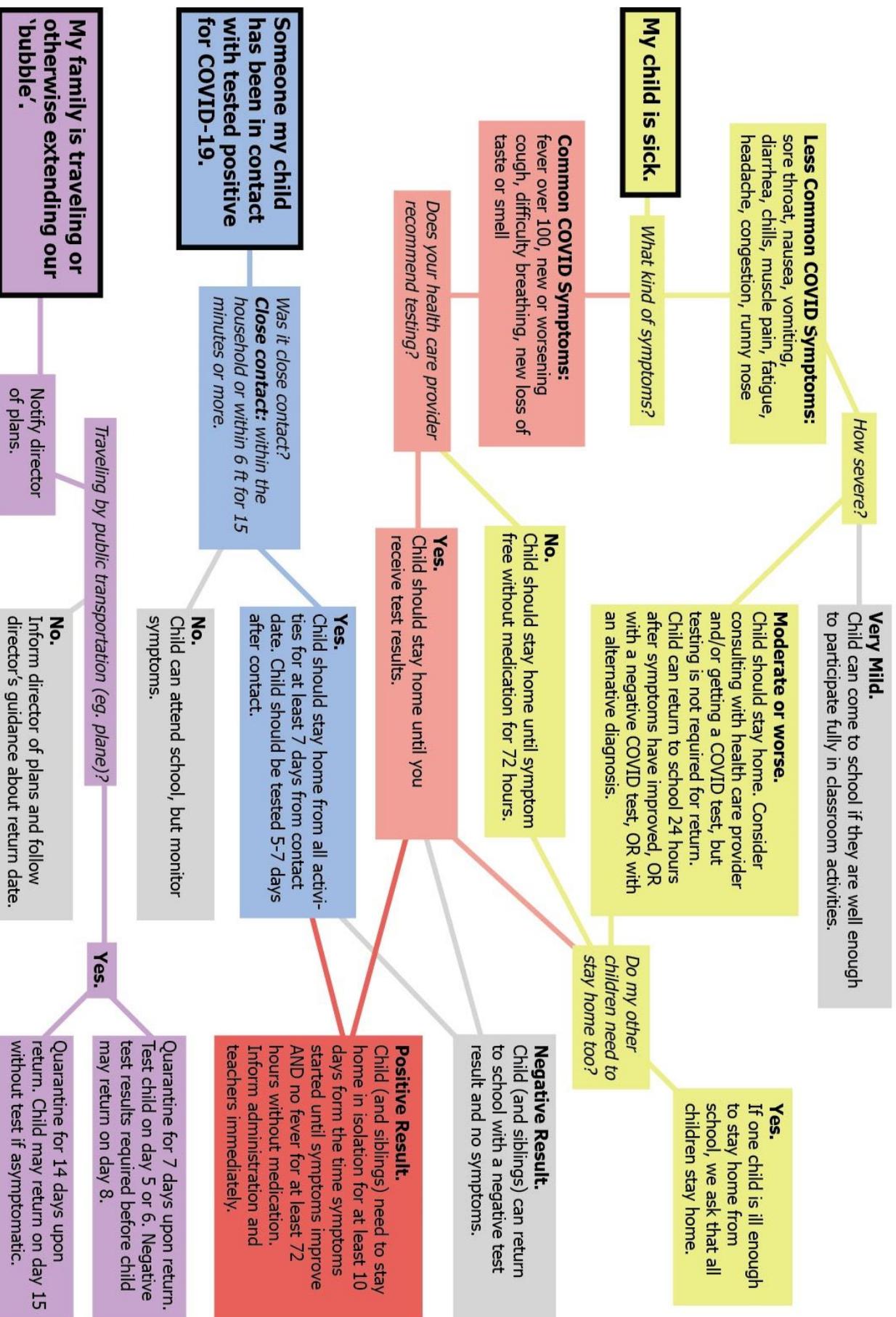
As a reminder, new best practices emerge every week from Public Health and the CDC. The leadership of PSA pays close attention to these developments and thus these policies are subject to change. When in doubt, please contact the director. If she gives you a certain directive regarding your specific circumstance, that is what should be followed.

More information, and the guidelines that shape these policies, can be found at:

[Dane County Public Health](#)

[CDC](#)

## When should my child stay home from school?



By signing below, I certify that I have read PSA's COVID-19 policies. I agree to follow the policies as they apply to me. I further acknowledge that these policies are subject to change, and I agree to continue to follow the policies as outlined by the school.

Name: \_\_\_\_\_

Child(ren)'s Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_