



# Parent Handbook COVID-19 Edition 2020 School Year

**Ogden IRS Early Learning Center**

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[Todaycare-ogdenIRS.com](http://Todaycare-ogdenIRS.com)

**OGDEN IRS EARLY LEARNING CENTER  
Parent Handbook  
COVID-19 Edition**

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## Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly 10 months. I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Ogden IRS Early Learning Center are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the "new normal" until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by AAP (American Academy of Pediatrics). Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Ogden IRS Early Learning Center is a safe and enjoyable place for your family.

Judy Simpson, Pres/COO  
Rachel Seaman, Director  
Ogden IRS Early Learning Center

## A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Ogden IRS Early Learning Center and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

## B. Nondiscrimination Policy

Admissions to Ogden IRS Early Learning Center shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

## C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.

Mask wearing: Each enrolled student will need two masks that they will use while here plus the mask they wear into the building. Masks will be kept here in the facility and laundered each day. We will have masks available in the Center if something happens to one of their masks.

[American Academy of Pediatrics \(AAP\) released an update to their guidance](#) strongly recommending children age two and older should wear face coverings **at all times** to help mitigate the spread of the COVID-19 virus if social distancing could be maintained. Given this recent change from the AAP, and consistent with the [Secretary of Health's Face Covering Order issued on July 1, 2020](#), DOH is requiring **students wear face coverings at all times while in school**, even when six feet of social distancing can be achieved. There are limited exceptions.

3. Social distancing: Each class is considered a “family.” Each “family” will social distance from other “families” to assure safety. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, if over 2 years old, they will wear a mask. All staff will wear masks when not in their personal office/cubicle alone. Teachers will not eat with children and will always wear their masks if they are inside the childcare center.

## D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

## E. Fee and Payment Policy

Ogden IRS Early Learning Center enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition is automatically deducted on the 25th of the preceding month via ACH. If payroll deduct is available, you may use that also.
2. A \$10.00 per day late fee will be charged when a payment is declined.
3. There will be a \$5.00 charge per child for every five minutes elapsed after your scheduled pick-up time.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), and **emergency-related closings because of COVID19 exposure/quarantine.**
5. If you need to terminate your child's enrollment, a month's notice is to be given to the school director(s) in writing via email or letter; otherwise, you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
6. If you decide to take an extended leave of absence, we can only hold your child's spot by paying a 50% per month fee for up to 30 days. **The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related closure.**
7. Some part-time options will be available for most ages (2 and 3 day for children 2 and older. To ensure your child's enrollment, parents must re-register their child(ren) for the following year. The Registration/Supply fee of \$100 is due annually.
8. It is understood that there will usually be an annual increase.

## F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 801-915-0853 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Ogden IRS Early Learning Center without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

We suggest that medications be given at home but if necessary, they may be administered at the center. All medications must be approved by the Physician and parent utilizing the Medication Administration form. Medications for maintenance will not be administered at the center. All medication must be given to the Director/Front Desk in its original bottle which contains the physician's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 10 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 9, the person can return on day 10 and/or 24 hours after they have no fever.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the local health department and our families.

## G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

## H. Arrival and Departure Procedures

During the COVID19 reopening our facility is operational from 7:30am – 5:30pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. You will be given a time between 7:30 and 8:45 am to drop off and between 3:30 – 5:30pm to pick up. All children must be dropped off by 9 am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time.

### **Drop-Off Procedures**

#### Infants and Toddlers

If your child is an infant or young toddler, you will bring your child to the entrance door. All parents **MUST** wear face covers. Our check-in staff will take your child's temperature, log it on the form, and ask you to fill out and sign the form indicating that neither you nor your child and/or any member of your family has been exposed to the virus. If the temperature is below 100.4F, our runner will take your child to his/her classroom.

#### Twos and Older

All parents must wear a face covering during drop-off and pick-up. Please bring your child to the front door. A designated check-in staff will take your child's temperature, record it on the form and ask you to sign the form indicating that neither you, your child and/or any member of your family has been exposed to the virus. If the temperature is below 100F, the runner will take your child to their classroom. Children 2 and older must wear their mask into their classroom and continue to wear it at all times.

**If you have both an infant and older child, follow instructions for infant/toddler drop off.**

We ask that the designated drop-off and pick up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

Pick-up schedules will be staggered to allow for safe social distancing. Please abide by your pick-up time. If you see another family being helped, please be patient until it is your turn. Anyone arriving to pick up their child must wear a face mask.

## I. Visitors

Visitors will not be permitted at this time. This includes special teachers until further notice. No ancillary activities will be offered - instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol. Building cleaning crews must wear masks when they are inside the building.

## J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

## K. Parties and Celebrations.

If you wish to celebrate your child's birthday, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged, store bought treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats. All treats must be prepackaged individually for each child.

## L. Food

During the COVID 19 Phase, families will need to supply their child/children's food in individual containers. Food will need to be packed so that it stays hot and/or cold. Foods cannot/will not be heated or kept in refrigeration. Parents will also need to bring two water bottles with their child's name on the bottles. Teachers will refill the bottles as needed.

Food Allergy: **We are a peanut-free facility.** If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."



**OGDEN IRS EARLY LEARNING CENTER**  
**Parent or Guardian COVID-19 Handbook Receipt Form**

Parents or Guardians,

Please thoroughly review the Parent Handbook" COVID-19" edition for the current year which contains the policies and procedures for Ogden IRS Early Learning Center while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Judy Simpson, Pres/COO  
Rachel Seaman, Director

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I, \_\_\_\_\_ (print your name), the  
parent/guardian of \_\_\_\_\_ (print  
child's name), hereby acknowledge receipt of Ogden IRS Early Learning Center Parent  
Handbook COVID-19 edition. I have read and agree to adhere to all the policies and  
regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_