

# Parent Handbook Addendum

## SCHOOL GUIDELINES, in response to

### COVID-19



Below are the processes and protocols in place at BWK in order to keep our community as safe as possible. We are following public health guidelines and doing our absolute best to provide a safe setting in a warm and nurturing environment that honors physical health along with social-emotional health. As public health guidance changes, this Addendum will be updated and distributed.

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## Afternoon Program

In order to maintain stable cohorts, children who stay for the afternoon program will remain in their morning classroom for the afternoon. Classrooms will not blend together in the afternoon.

Children who stay for the afternoon program will be asked to bring clean bedding once/week. Bedding will be sent home at the end of every week in a pillow case for cleaning.

Sleeping mats will be set up head to toe to discourage the spread of germs face-to-face.

## Air Filtration and Purification

For several years, we have used [Merv 15](#) air filters in our HVAC system. We will continue to do so as this technology is one of the strongest filters available.

We also have several air purifiers that are located throughout the building and in each classroom.

## Building Access

Parents and guests are not allowed inside the building or on the play yard.

## Contact

Parents or an emergency contact must always be available to pick up their child immediately if the child begins to exhibit signs of illness during the day. Parents will be asked to indicate every morning at drop-off who to contact if their child exhibits signs of illness.

## Disinfecting and Cleaning

Each classroom will be thoroughly disinfected at the end of every day.

Children and Staff will be expected to wash hands for 20 seconds frequently, and definitely after eating, touching face, using restroom, sneezing, coughing, and arrival. A hand washing station is available on all of our play yards.

Touch-free soap dispensers are located throughout the building.

We have added an additional mid-week professional cleaning to our schedule.

## Drop Off

Each classroom will have their own drop-off location. These locations have been designed to avoid overlap between the classes and will be clearly marked and communicated prior to the start of school.

The school entrance will be clearly marked with sidewalk markers and signs to keep social distancing standards and one-way routes.

Class Teachers will sign in children upon arrival. If there is anything to communicate about pick-up, parents are asked to verbally explain to the morning teacher at drop-off.

Families who arrive after 8:45 when the teachers are no longer available to do the health screenings will need to call the front office. Our School Director will meet you and your child(ren) at the front door for your health screening. For more information about the health screenings, see the 'Health Screenings' section of this document.

## Entrance and Exit from Classrooms

Children and teachers will enter and exit from their own classroom to the play yard as much as possible to avoid overlap in the entry ways. The Cherry Blossoms and the Violets Classes will use their side/back door to go from their classroom to the play yard.

## Face Covers

Per Boulder County Public Health guidelines, all children over the age of three are required to wear a face cover, covering the nose and mouth. If the face cover becomes a distraction for a child or creates lots of reasons to touch one's face, etc., the cover will be removed for the day. Face covers can be removed when eating and drinking.

Parents will be asked to provide a clean face cover for their child each day.

Teachers are expected to wear face covers as much as possible outside and inside the building except when eating.

Children who are medically intolerant of face covers will be accommodated as best we are able. A signed note from a medical professional (someone with prescribing authority) is required for all children who are medically intolerant. We do not require specific medical diagnoses are disclosed on the note, only confirmation of the intolerance.

## Food

Family-style meals are not allowed. Morning snack, provided by the school, will be served directly from the kitchen onto a bowl which will be placed at the child's place at the table.

Children who stay for the afternoon will bring a lunch and will eat with their classmates and teacher outside, weather permitting, or in their classroom.

## Group Size

Each PreK/KG classroom will have up to fourteen children per day. Most classes will have a Lead Teacher and an Assistant Teacher. In the case where there are less than 10 children in a class, there may be only one Lead Teacher for the class. Each cohort (classroom) will be stable and will not overlap with other cohorts.

## Health Screenings

Every child and staff member are required to have a daily health screening, which includes a brief questionnaire about any potential symptoms (cough, shortness of breath, and other COVID-19 symptoms) and a temperature check. Parents are encouraged to submit the health screening prior to arriving at school. Temperature checks will be taken by the teacher at drop-off as an extra precaution.

The **online** questionnaire must be submitted daily **by the parent** between 7:00am and 8:45am.

The questionnaire can be found by scanning the QR code shown here:

At 8:45 each morning, the teachers will deliver the thermometers to the office for disinfecting. The teachers will not be available for temperature checks after that time. Parents are encouraged to arrive prior to 8:45 to streamline this process. Families who arrive after 8:45 will need to call the



front office at 303-541-0671. Our School Director will meet you and your child(ren) at the front door for your health screening.

If a health screening is not submitted by 8:45am, the child will be taken out of class until the parents can be reached to verbally answer the questions. Parents are expected to help us avoid this scenario by submitting their health screenings promptly at drop-off.

Any child with a temperature over 100.0° F will not be allowed to attend.

## Illnesses

Any child or Staff member who exhibits the slightest signs of illness will be removed from the group. The temperature threshold is 100.0° Fahrenheit. Sick children will remain in a designated area of the building, with supervision, until a parent arrives.

Colorado Department of Public Health and Environment (CDPHE) issued guidance about [outbreak and symptom management](#) in child care centers. We will be following that guidance when there is a child or staff member with symptoms or if there is a confirmed or suspected case for a child, staff member, or close contact.

## Items at School

Children will not be allowed to bring items to school other than their snack, lunch (for afternoon children), change of clothes, and bedding. Stuffed animals or other plush toys are allowed for children who stay for the afternoon. These items are only allowed during nap/rest time and may not be shared with other children.

## Meetings

Faculty Meetings of 5 or fewer Faculty can be held inside the school building, with face covers required. Parent Teacher Conferences and meetings of more than 5 people (such as Class Parent Nights) will be held via video call.

## Outdoor Time

Outdoor time, always an important part of our day, will be maximized. Cohorts (i.e., classrooms) will not overlap on the play yard.

## Play Items and Toys

Items that are not easily washed will not be in the classrooms. This includes sheepskins, knitted toys, and heavy baby dolls.

## School Closures

In the case of closures due to governmental restrictions (i.e. "Stay at Home" orders), BWK will make a decision based on the overall needs of the community at large.

We have implemented a Flex Calendar to maximize in-person classroom days. For more information, please visit [www.boulderwaldorf.com/calendar](http://www.boulderwaldorf.com/calendar) .

## Social Distancing

During the school day, we will do our best to keep children at healthy distances while acknowledging that 6' between every child all day is nearly impossible. We will set up both indoor and outdoor spaces to encourage distancing as can reasonably be expected.

## Travel

Children who travel via mass transportation are asked to stay home from school for ten days following return.

Families are asked to indicate any travel out of the state on the daily Health Screening Form for contact tracing and in the event that public health guidance recommends further travel quarantines.

## Waiver

We are all learning how to relate and feel safe in this pandemic situation. Our school's approach to similar situations is usually to lean into the truth and beauty of the moment. We try not to live in fear and to bring along a positive attitude. All that being said, these are extraordinary times. At the strong recommendation of our school attorney, every family is required to sign a COVID Liability Waiver. The waiver is found [HERE](#). If you need a hard-copy, please ask the office staff.