

Updated February 10, 2021

# Parent & Staff Handbook COVID-19 Addendum 2020-2021 School Year

**TodayCare Children's Center at Regions Bank**

2191 Parkway Lake Dr., Hoover, AL 35226  
205-988-4017

Email: [todaycarereservations@gmail.com](mailto:todaycarereservations@gmail.com)

Website: <https://www.todaycare-regionsbankbirmingham.com>

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**TODAYCARE @ REGIONS  
Parent & Staff Handbook  
COVID-19 Addendum**

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## Introduction

Dear TodayCare Families & Staff,

As we continue working our way through the COVID-19 pandemic, we 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 TodayCare @ Regions 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 outline policies and procedures that have been adapted due to the 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 Centers for Disease Control and Prevention (CDC) guidelines as well as those put forth by the American Academy of Pediatrics (AAP), and the State of Alabama. Please be sure to read through this addendum thoroughly and ask any questions you may have. Please note that this addendum is subject to change as needed.

Please contact me if you have any questions about the policies and procedures that are outlined in this Handbook.

Christi Rubin  
Center Director  
TodayCare @ Regions

## A. Enrolling Your Child

Before enrolling any new child for the first time, parents or guardians must schedule an appointment with the center administration for a virtual tour, and the child(ren) can accompany the parents, so they have an opportunity to see the classroom as well. We believe this provides both the parent and the center administration the opportunity to clearly convey the policies of TodayCare @ Regions and answer questions. Upon the decision to enroll your child, parents or guardians will be emailed an application, tuition/enrollment agreement, all health and emergency forms, a copy of our handbook, and our COVID Policy Addendum. **All forms will be filled out electronically and sent through email or mailed in at least 3 days prior to your child's first day.**

TodayCare @ Regions will offer full-time and part-time care for children for all age groups. Part-time care is typically not an option for infants but will be allowed **during COVID.**

Infant part-time care will be on the condition that the infant's family would move to full-time care if another family requests a full-time space. If the family of an infant receiving part-time care does not wish to move to full-time care, the child would transition from part-time care to the wait list.

## B. Nondiscrimination Policy

Admissions to TodayCare @ Regions 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 or staff 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 cannot be used with children unless parents complete a medication form each week.
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 disinfected prior to leaving the room throughout the day. All soft toys, pillows, and dress-up clothes that cannot be easily disinfected will be put away during COVID. The infant classrooms will still have soft toys and pillows that will be washed in hot water daily.
3. **Mask wearing:** Each enrolled student who is 2-years-old or older will arrive at the Center wearing a mask and will bring at least **two clean cloth** masks with them daily. Two- and Three-year-olds may need 3-4 mask/day due to moisture issues.

**Children over the age of two and staff will wear masks at all times, except when eating, napping, or engaged in vigorous outdoor play.** When children are not wearing masks, masks will be stored in an accordion file with their teacher and returned to the child as soon as possible after eating or napping. When eating or napping, and not wearing masks, children will be spaced 6 feet apart, or as close to 6 feet apart as possible.

If a mask becomes soiled, it will be placed in a sealed bag with the child's name on it for laundering.

Masks will be sent home daily for laundering.

Children must wear masks when departing the Center.

There will be some masks available in the Center if a child does not have a clean mask available.

Staff will wear masks at all times, except for eating, while in the center.

4. Social distancing: Classes will be with the same teachers as much as possible. Every effort will be made to keep classroom groups separate. Staff will take their breaks outside of classrooms while keeping socially distant to the best of their abilities.
5. Staff/Operations:
  - a. Staff will not work in close proximity (less than 6 feet apart) to other staff without masks or social distancing.
  - b. Breaks/Floaters
    - i. Will be recorded by center administration on a daily staffing schedule, and any changes will be noted.

## 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

TodayCare @ Regions enforces the following policies and procedures for tuition payments:

1. Part-time and full-time tuition is paid weekly through Tuition Express. Payments will be withdrawn on Mondays, Tuesday at the latest during a regular week. If Monday is a holiday, payments will be withdrawn on Tuesday, Wednesday at the latest. Checks will not be accepted.

2. A \$10.00 per day late fee will be charged when a payment is declined.
3. There will be a \$1.00 per minute charge per child for every minute elapsed after the center closes.
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).
5. Tuition responsibilities during pandemic-related closures will be determined by Regions Bank HR Department.
6. If you need to terminate your child's enrollment, one month's notice must be given to center administration in writing via email or letter; otherwise, you will continue to be charged your weekly tuition. No reimbursement of tuition will be granted.

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

The guidance below is based on recommendations from the Centers for Disease Control (CDC), and Alabama Department of Public Health (ADPH). Due to the evolving nature of the pandemic, some helpful links can be found here:

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

ADPH: <https://www.alabamapublichealth.gov/covid19/child-care.html>

### When Should You Stay Home?

- If you, OR someone in your household, OR a close contact is experiencing COVID-19 symptoms (fever, cough, shortness of breath).
- If you, OR someone in your household, OR a close contact tests positive for COVID-19 and has symptoms, such as fever, cough, or shortness of breath.
- If you, OR someone in your household, OR a close contact tests positive for COVID-19 and does NOT have symptoms (asymptomatic).
- If you, OR someone in your household, OR a close contact is PENDING a COVID-19 test result.
- If you have tested negative for COVID-19, but are experiencing symptoms (such as fever, cough, shortness of breath), or have developed symptoms since receiving your test results.
- If you have tested negative for COVID-19, and have no symptoms, but it has been less than 7 days since your last known exposure to COVID-19.

Children or staff who are obviously ill with fever, diarrhea, vomiting, green-runny nose, pus/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 205-988-4017 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.**

**Metrics for Returning to the Center (regular illness):**

- Normal temperature for 24 hours without the aid of fever-reducing medication.
- Prescribed medications, such as antibiotics, have been introduced to his/her system for at least 24 hours before returning (*Some illnesses require at least 48 hours on the antibiotic before returning. Please check with the center.*)
- Children and staff will provide a doctor's note on letterhead to be permitted back to TodayCare @ Regions if barred due to illness. The doctor's note must confirm that the child or staff member can return to school because what they have is no longer contagious.

**Metrics for Returning to the Center (COVID-19/pandemic illness):**

For confirmed positive cases of COVID-19:

- Can return 10 days from symptom onset AND
- 24 hours with no fever, and without the use of fever-reducing medications AND
- Other COVID-19 symptoms are improving

For presumed exposure to cases of COVID-19:

- Stay home for 14 days after your last contact with a person who has COVID-19, or follow latest CDC guidelines on ending home quarantine.

**Some frequently asked questions:**

1. *I tested positive for COVID-19, but did not experience symptoms...*

- Can return after 10 days have passed since your positive test results were received and as long as the above pandemic metrics are met

2. *I tested positive for COVID-19, with no symptoms, but then started experiencing symptoms...*

- Follow pandemic metrics above for confirmed positive cases

3. *I tested negative for COVID-19, can I return to work/school?*

- Negative tests only indicate infection was not present at the time of the test, or you may have tested too early.
- Negative tests do not indicate you will not get sick or will not pass the virus to others. Follow CDC metrics for ending home isolation (14 days after exposure) AND consult with your medical provider or the local Health Department.

4. *I tested negative for COVID-19, and am not experiencing symptoms...\**

- Per CDC guidance, quarantine may be permitted to end for asymptomatic individuals OR persons who receive a negative COVID-19 test as long as:
  - the test was obtained no sooner than 5 days after exposure
  - if you remain symptom free for no less than 7 days after a negative test result
  - if you remain symptom free 10 days from the date of exposure

5. *I was in close contact with someone who just tested positive for COVID-19...*

- If you were in close contact with a member of your household, or a close contact, within 48 hours of them becoming symptomatic, or receiving a positive test result, you should quarantine at home for 14 days after the date of last exposure to the positive COVID-19 case.
- The CDC recommends waiting at least 5-7 days after the date of last exposure to a positive COVID-19 case to get tested for COVID-19.
- If you become symptomatic within those 14 days, or get a test and receive a positive result, follow the guidelines for positive COVID-19 cases.

6. *I was around a close contact of someone who tested positive for COVID-19...*

- Per CDC guidelines, closely monitor yourself for symptoms of COVID-19. You do not need to self-quarantine unless you develop symptoms or if the person identified as a “close contact” develops COVID-19.

\*These guidelines are based on simple COVID-19 exposure limited to one-on-one infections, not complex ongoing exposures (such as multiple household members who cannot self-isolate from each other). Additional quarantine measures may be necessary and TodayCare will work with the local Health Departments to treat these instances on a case-by-case basis.

**Reporting COVID-19 Exposure:**

**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 15 minutes.
- The *timeframe* for having contact with an individual includes the period of 48 hours before the individual became symptomatic or received a positive COVID-19 test result.
- 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 Alabama Department of Health, the Shelby County health departments, and parents with children enrolled at the center.
- If there is a positive case of COVID-19 in a household member OR close contact of a child or adult who has been present in the childcare center, we will inform the Alabama Department of Health and the AL Dept. of Human Services (DHR) Child Care Licensing and proceed according to their requirements as well as parents with children enrolled at the center.



**Daily Admission Screenings:**

As daily health checks are conducted (temperature and verbal questioning), if any staff and/or student exhibits a temperature and/or has any signs/symptoms of illness or has been around anyone with signs of illness, they will not be allowed to enter the Center.

Parents and staff will be encouraged to report illness within their household, children, and themselves during drop-off symptom screening to help inform decisions related to site closure. Absences among children and staff will be monitored according to CDC guidance.

**If a staff member and/or child becomes ill at home**, or any family member tests positive for COVID-19, or has been exposed to someone with COVID-19 symptoms or a confirmed or suspected case, they should not come to school and must notify school officials.

**If staff or child becomes ill at school** with symptoms such as fever, cough or shortness of breath at school, they will be isolated and informed to go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick. Families of children will be notified immediately to pick up their child. They must remain at home until the COVID-19 test results are received.

**Closing Procedures for the Center**

- The Center may be closed for a minimum of 10 business days if there is a person with a laboratory confirmed COVID-19 case or probable case who was present in the child care program building within 48 hours prior to developing COVID-19 symptoms, and had close, prolonged contact, as defined by the CDC, with program staff and/or children.
- In some circumstances, it is possible that individual classrooms or families will be able to quarantine, and the Center can avoid a full closure.
- 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 Alabama Department of Health, the Shelby County health departments, and parents with children enrolled at the center.
- If there is a positive case of COVID-19 in a household member OR close contact of a child or adult who has been present in the childcare center, we will inform the Alabama Department of Health and the AL Dept. of Human Services (DHR) Child Care Licensing and proceed according to their requirements as well as parents with children enrolled at the center.
- The Center will follow the advice and criterion of local Department of Health authorities - consulting as needed - on reopening the center, quarantined classrooms, or on individual returns to the center after a COVID exposure or experience.

- During the closure, the specific classroom/s or parts of the building will be detail cleaned and sanitized before staff and/or children return.
- Children and staff affected by a childcare program closure due to a COVID-19 case or probable case should quarantine at home for a minimum of 14 days per CDC guidelines and monitor their health.
- Center closures during the pandemic may or may not affect tuition responsibilities. See Section E.5 for TodayCare's tuition policies.

## 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

Our facility is operational from 7:30am – 5:30pm, Monday through Friday. Currently, drop off and pick up times are not scheduled. However, as center enrollment increases, the center will adopt this practice. Also, if families are not following the drop-off pick up procedures described below, the center will switch to scheduled drop off and pick up to minimize potential COVID exposure. If you see another family being checked in, please be patient during this time and maintain social distancing.

Families will sign their child(ren) in and out outside of the building. *If you do not see a staff member, please ring the bell so we know you are here.* **Only one family can be outside of their car in the sign in/out area. Once the family leaves the sign in/out area and begins getting into their car, the next family can exit their car and begin the sign in/out procedure.** We realize this may take a little longer and the purpose is to protect the health and safety of everyone involved. We will do our best to get you and your children in and out as quickly as possible.

To get everyone in and out as quickly as possible and maintain confidentiality, we will not be able to accommodate conversations with teachers during this time. If you would like to speak with your child teacher about any issue, please contact the center via phone, email, or ProCare messaging and we will schedule a time for a phone or Zoom conference.

### **Drop-Off Procedures – Families\***

- Drop Off/Pick Up Person - It is HIGHLY recommended that one consistent parent/adult be the drop off/pick up person.

- Arrival Temperature Screening - When you bring your child to the center, you will need to take your child's temperature with a personal thermometer brought from home.
- Sign-In via Procare – When you sign your child in via Procare, make sure to answer the questions **to indicate that no one in your household is exhibiting any symptoms of the COVID-19 virus.**

The procedure is as follows:

- The adult dropping off the child(ren) will take their temperature upon arrival. This can be done prior to exiting the car upon arrival or in the sign in area. You will be asked a question about your child's temperature during the sign-in process.
- The adult dropping off the child should use a personal thermometer brought from home; this thermometer should only be used by this child/family and should not be handled by childcare program staff.
- Temperature checks should be conducted while maintaining social distancing to the greatest extent possible. **All adults involved in temperature checks MUST wear a cloth facial covering/mask as recommended by the CDC.**
- When signing in, the adult dropping off the child must verify that no one in the child's household is exhibiting COVID-19 symptoms and no has been exposed to anyone with confirmed COVID-19. ***\*If anyone in the household has had close, prolonged exposure to COVID-19 your child(ren) cannot attend. Please see Section F of this document for details.***
- If a child has a temperature of 100.4 or higher, they will not be admitted. If a child's temperature becomes 100.4 or higher while in care, they will be sent home.

\* As center capacity/enrollment increases, it is likely that we will **have scheduled drop-off and pick-up times** to maintain appropriate social distancing, reduce parking lot congestion, and reduce wait times for families.

### **Pick-Up Procedures**

**Only one family can be outside of their car in the sign in/out area.** Once the family leaves the sign in/out area and begins getting into their car, the next family can exit their car and begin the sign in/out procedure. We realize this may take a little longer and the purpose is to protect the health and safety of everyone involved. We will do our best to get you and your children in and out as quickly as possible.

## **I. Visitors**

Outside programming will be suspended during the COVID-19 pandemic (such as field trips, vision screening, school photos, etc.). Children who receive therapies or outside services may continue if the special teacher/therapist/outside resource passes screening procedures and follows established protocols consistent with the full-time caregivers/staff.

## J. Field Trips/Special Events

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

## K. Food

- A. Meals and snacks: The center is not offering food service at this time. Lunch and snacks must be provided by the parents daily.
- B. Food Allergy: **We are an entirely nut-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.
- C. Nursing mothers: You are permitted to come to the Center to breastfeed. Please notify center administration of your planned time(s) of arrival so that you can be admitted. Nursing mothers must wash hands upon arrival and wear a mask during the entirety of their time in the Center.

# TodayCare @ Regions

## Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook COVID-19 Addendum for the 2020-2021 school year, which contains the policies and procedures for TodayCare @ Regions operations during the COVID-19 pandemic. After reading this addendum to 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,

Christi Rubin  
Center Director  
TodayCare @ Regions

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I, \_\_\_\_\_ (print your name),  
the parent/guardian of

\_\_\_\_\_ (print child's  
name), hereby acknowledge receipt of the TodayCare @ Regions Parent &  
Staff Handbook COVID-19 addendum. I have read and agree to adhere to  
all the policies and regulations set forth in this handbook.

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

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