

New Berlin
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Brookfield
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July 10, 2020

Dear Apple Ridge Academy Families,

We have hit the ground running this summer and been incredibly impressed with the resilience and joy our children and staff continue to bring to Apple Ridge each day! THANK YOU for giving us the opportunity to partner with you to continue your child's early learning experience, while you navigate the world outside our doors. While we know that there continues to be a lot of uncertainty surrounding the COVID-19 pandemic, we want to assure you that we are remaining diligent and committed to being here for your family and doing everything that we can to keep your children safe, loved and moving forward with wonderous discovery as you head to work each day.

We have been back to more consistent operations for several weeks, and paying careful attention to often changing guidelines and recommendations being released by the CDC, DHS and the Department of Children and Families (DCF). In recent weeks there has been an increase in the spread of COVID-19 in our country, and after consulting representative from the Waukesha DHS, we will be adding a few more precautions to our previously outlined "Covid-19 Policies and Procedures (5/26/20)" to ensure the continued health and safety of our Apple Ridge community.

Attached you will find a Revised copy of the measures that are being put into place beginning Monday, July 13, 2020.

All of the previous measures are still applicable, with a few additions outlined in **RED** on the attached pages. In Early Childhood Education, there is a unique set of challenges when it comes to managing COVID-19, as children learn, grow and thrive through hands-on exploration, sensory experiences, physical touch / connection and affection, etc. We recognize that we cannot realistically eliminate all of these things from a child's care and education, but we can and will do our best to mitigate risks.

As the COVID-19 situation continues to evolve and more information becomes available, we will continue to update and revise our policies and procedures when appropriate. We thank you for your understanding and cooperation as we navigate these changes together.

While we will be doing everything that we can to prevent exposure and the spread of COVID-19, we will need your help to make that possible. Please be mindful of the guidelines we've put in place and commit to following them consistently.

We are grateful that you continue to put your trust in our program and our staff and we thank you for your support of Apple Ridge Academy.

Please do not hesitate to reach out to Tammy or your Director with any questions that you have.

Warm Regards,

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COVID-19 Policies and Procedures

Effective May 26th, 2020 (rev. 7-13-20)

These policies and procedures will be in effect until further notice. Please read through all of the below information carefully. Thank you for partnering with us to keep children, families, staff and our Apple Ridge community safe and healthy!

Sick Child Policy

- See attached "Sick Child Policy Amendment: Covid-19 Pandemic"
- Please update your child's emergency contacts if needed and be sure to plan ahead / make back-up arrangements should your child need to be picked up and you are unable to meet the one hour requirement yourself.
- Tuition will be due as contracted. "Days Off Credit Request" form may be submitted to the office if a family has remaining credits available and wishes to use them.

Drop-Off and Pick-Up Procedures

- Parents are required to wear a fabric face covering or mask at drop off and pick up time, at all locations throughout Apple Ridge.
- Please use the hand sanitizer provided immediately upon entering the building.
- After entering the building for drop-off, all parents must first bring their child to the main office for a "Daily Health Screening" as noted BELOW.
- Drop-offs may take significantly more time in the mornings. Please plan ahead, allowing yourself plenty of time.
- Please practice physical distancing of at least 6 feet from other adults in our common spaces.
- We ask that parents drop their child off at the door to their child's classroom whenever possible, allowing the teacher to lead the child into the classroom.
- We ask that parents wait near the door to the classroom at pick-up for their child to come to them, rather than walking through the classroom.
- We ask that no more than one parent be present in the classroom at any given time, and all adults practice social distancing while waiting in the hallways.
- Children will wash their hands immediately upon entering the classroom.
- We ask that drop-offs and pick-ups are conducted by only one parent/adult in a family.
- Please avoid having grandmas / grandpas / family members over 60 years of age or those with vulnerable health conditions dropping off and picking up whenever possible.

Daily Health Screening

- Each morning, families will be required to stop in the office with their child for a daily health screening BEFORE going to any other areas of the center.
 - The daily health screening will consist of the following:
 - Temperature check: children with a temperature of 100.4 or above will not be permitted to stay at Apple Ridge. Children will not be able to return until they are fever-free, without fever-reducing, medication for 72 hours.
 - Confirmation that your child has not had a fever of 100.4 or above in the last 72 hours.
 - Confirmation that your child has not been given any fever reducing medications.
 - Confirmation that you and your child have not been exposed to anyone showing symptoms or has a confirmed case of COVID-19 within the last 14 days.
 - Temperatures will be recorded on a master list in the main office/reception area.
 - Confirmation that your child has not traveled out of the country or to a high-risk state within the US, as currently identified by the CDC, in the past 14 days.
- (<https://www.cdc.gov/covid-data-tracker/index.html#cases>)

Out-of-State Travel Considerations

- We ask parents to notify us of any out-of-state travel plans.
- Children who have traveled out of the country or to a US state identified as high-risk for current spread of COVID-19 are subject to self-quarantine and may not attend our program for 14 days after returning home.
- Regular tuition payments are due during quarantine absence or Days Off Credit allotment maybe utilized if available.
- During self-quarantine, parents should monitor children for symptoms and take consult a medical professional if symptoms develop.
(<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

Cleaning / Sanitizing / Personal Hygiene

- Children's water bottles must be brought home each night and washed, or disposable paper cup will be used while at the center.
- Hand sanitizer is available for parent and staff use in main entry areas.
- Classroom doors will remain closed at all times, with the exception of entering/exiting.
- Teachers have additional cleaning and sanitizing requirements that have been put into place in the classrooms in addition to the universal cleaning practices we've always had.
- Apple Ridge Academy contracts with outside cleaning service professionals that provide additional services in our buildings in the evenings several times per week.
- We will keep our windows open as often as possible to allow for fresh air circulation.
- Teachers, children and families are encouraged to wash their hands often, avoid touching their face, and cover coughs/sneezes.
- Kitchen staff will wear mask and gloves during food preparation.
- Masks must be worn by parents and adult visitors in all areas of ARA. Staff are required to wear masks in all common areas of the building, with the exception of the classrooms when they are working with the children and outside, while maintaining appropriate physical distancing.
- Parents may provide masks for their child over 2 years old if they prefer, and an attempt will be made to encourage the child to wear the mask as much as possible, though we cannot guarantee success. Children under 2 years old are not permitted to wear masks for safety concerns.

Programming

- We have cancelled all of our off-site field trips this summer.
- Smaller group activities will be encouraged in the classroom.
- We will spend A LOT of time outdoors, exploring and "LEARNING NATURALLY!"
- Teachers will be mindful of physically distancing children during meal, nap and planned group activities as much as possible.
- We will suspend "family style" meals in the classrooms.

Confirmed Case of COVID-19 at Apple Ridge Academy

- If you, your child or a family member that has entered our building tests positive for COVID-19, please notify the Director immediately. Apple Ridge Academy will notify the Waukesha County Health Department and follow the requirements given to us.
- See attached "Sick Child Policy Amendment: Covid-19 Pandemic"

Resources for Parents related to Covid-19

- Talking to kids about COVID-19
 - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>
- "How to Protect Yourself & Others"
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>



Effective March 25th, 2020 (rev. 7-13-20)

The safety and wellbeing of all staff, children, and the families at Apple Ridge Academy continues to be of utmost importance to us. Children will be monitored for signs or symptoms of COVID-19 daily. **Children will be asked to stay home or return home if any of the following applies:**

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours
- Have come in contact with others who have COVID-19

To prevent the spread of COVID-19:

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home
- Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up
- We encourage families to practice frequent handwashing at home
- Apple Ridge Academy will practice handwashing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing
- Cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, counter tops, handles, desks, phones, keyboards, toilets, faucets, and sinks

If a child has been a 1st relation contact with someone who has tested positive for COVID-19:

- The child must be quarantined and may not attend child care for a minimum of 14 days from the last contact with the infected individual, even if no symptoms develop. The typical "incubation" period may be from 2-14 days. If COVID-19 testing is sought, please notify the Director of the results.
- Any further guidance determined appropriate by the health department will be followed.
- Tuition will be due as contracted during the quarantine period, unless Days Off Credit allowance is used/submitted.

Returning to a child care facility after suspected COVID-19:

- If a child has symptoms of COVID-19 they can return to care if the following conditions are met:
 - If an individual has a fever, cough or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they can return to the center no sooner than 72 hours after the fever is gone and symptoms get better.
 - If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.

If an enrolled child or employee tests positive for COVID-19:

- The health department and DCF will be contacted. ARA will follow their guidance for next steps.
- The program will post and notify families of any confirmed staff or child cases of COVID-19, and the procedures that will follow.
- If an individual is diagnosed with COVID-19, they must remain out of the program for a minimum of 14 days after the onset of first symptoms. They may return with a negative test result and under the following conditions:
 - If they had a fever: 3 days after the fever ends without the use of fever-reducing medication AND there is improvement in their initial symptoms
 - If they did not have a fever: 3 days after they see an improvement in their initial symptoms