



## Dear Learning Pathways Families,

On July 13, 2020, a Mandatory Directive for Programs Serving Children or Youth was issued by the County of Santa Clara Health Department. The following is a summary of the directives that apply to Learning Pathways Preschool and Kindergarten, along with a detailed protocol regarding our new drop-off and pick-up routines. These rules, regulations, and strategies will remain in effect until we are informed otherwise by the authorities. Learning Pathways parents will be notified if and when rules and regulations are modified.

These rules, regulations, and strategies are only effective if we all work together as partners against this pandemic. We know our staff is being extremely careful when they are away from the school, and we trust that our Learning Pathways families are exercising the same caution.

### Checking your child in/out

- Please download the “Smile Me In” app or type in “School Co” in the app store. The phone app can also be found at <http://SmileMe.In/app>  
You will check your child in and out of our school each day using this app. It is functional up to 150’ away from our school.
- You will be required to put on a facemask before walking onto our school campus and maintain a proper social distance from all people while visiting.
- Thermal temperature kiosks have been installed inside the entrance of our Willow Glen school and at our Cambrian Park school. The kiosks are located inside the Main Office of Cambrian Park’s building 3, inside the Sun room, inside the Star room, and inside the Kindergarten room.
- Upon arriving, children will have their temperature taken and recorded by a teacher using either a temperature kiosk or a touchless infrared thermometer.
- If anyone has a temperature of 100.4°F/38°C or higher they will be excluded from our school and be required to leave our campus.
- Parents may not enter a classroom or any school building unless it is necessary.
- If you must enter a classroom, you will be required to wear a facemask and submit to having your temperature taken with one of our infra-red touchless thermometers.
- If you must enter a classroom, please keep your visit as brief as possible.
- At our Cambrian Park school, the Butterfly room and Dragonfly room children will be greeted outside their classroom’s specific door and taken into the classroom by a teacher.
- The Hummingbird room children will enter through our Main Office and be escorted into the room by a teacher.
- The Sun room, the Star room, and the Kindergarten children will be met outside their classrooms and be escorted into each classroom by a teacher.

- At our Cambrian Park school, if an activity is ongoing away from your child's classroom and there is no teacher present when you arrive, you must bring your child to the Main Office and have their temperature taken. Your child will then be escorted to where their class is located on campus.
- Willow Glen school students will line up outside the entrance door. A teacher will escort them to their classroom.
- Departure will be conducted in a similar way. You will be asked to remain outside the classroom and your child will be brought to you.
- At the end of a day, **if there are no children in your child's classroom**, you may enter to gather his/her personal items and projects if you wish.
- At our Cambrian Park school, if you arrive during the afternoon hours and your child is on our playground, you may walk onto our playground to retrieve your child, or we can bring your child to you.

## Kindergarten

- Due to the high demand of our kindergarten, we are dividing our kindergarten into two classrooms, with no more than 24 children enrolled per class.
- Our Kindergarten starts at 8:30AM. PLEASE be prompt.
- Kindergarten children will be met outside their classrooms and be escorted into each classroom by a teacher.
- If you arrive later than 8:30AM, you may be directed to bring your child to our Main Office to have his/her temperature taken. A staff member will escort your child to his/her classroom.
- Kindergarten students will be encouraged, but not required, to wear facemasks in their classroom.
- Lightweight clear "Desk-shields" will be available for Kindergarten use.

## Important information

- Classrooms will remain in stable groups of no more than 24 children per classroom. Classroom enrollment will be adjusted and classrooms will be modified or expanded to ensure this.
- The same children and their teachers will remain only with their group whenever possible. The exception to this rule will be when the children are outdoors. The County allows several "stable" groups outside simultaneously as long as each group remains at least 25 feet from the others. We will schedule outdoor play and cordon off areas of the playground to ensure this.
- We will extend the indoor environment to the outdoors and bring the class outside as often as possible. For the Cambrian Park school, safe outdoor classrooms are being established at the front and back of building 3 and the back of building 5. At the Willow Glen school, the teachers will teach the children outside on the tables with umbrellas or on the grass area as weather allows. Shade tents will be available as needed.
- Lunches and snacks may be brought to school in re-usable containers, but we ask that you please take them home every night and thoroughly wash/disinfect them.
- Please have your child bring in their own personal water bottle. Remember to take it home every night for a thorough cleaning/disinfecting.
- All drinking fountains have been covered or shut off. If your child does not have a water bottle, drinking water will be available and dispensed from large thermos containers using disposable paper cups.
- Windows and doors will be open as much as possible to ventilate classrooms before and after children arrive.
- At our Willow Glen school, forced fresh air fans have been installed and will be switched on while the children are indoors.

- Activities for smaller groups, classroom furniture, and play spaces are being reorganized to maintain adequate social separation whenever possible.
- Parent participation in the classrooms is not allowed at this time to minimize the number of adults in close contact with children and staff.
- Due to the Mandatory Directive issued by the County, we will be unable to offer our extra-curricular classes until further notice.
- We will be obtaining a waiver from Santa Clara County Community Care Licensing Division to allow us to enroll staff children and children of essential workers, ages 6-12.
- Children and their teachers may engage in physical contact as deemed necessary to satisfy the needs of children. i.e.: assisting with bathroom issues, consoling if upset, etc.

## What can parents do to help?

- Any child, parent, caregiver, or staff showing any symptoms of COVID-19 should not enter our campus or any of our school buildings.
- Wear a facemask whenever in public or with friends
- Maintain proper social distancing of 6' or more between yourself and others whenever possible
- Wash your hands and/or apply hand sanitizer often
- Wash your hands and assist in washing the hands of your child prior to coming to school and after arriving home.
- Conduct visual wellness checks of yourself and your child before coming to school.
- All parents, caregivers, and staff are asked to perform a health screening on themselves and their children daily, prior to coming to school. Are you experiencing any of the following COVID-19 symptoms?  
***Fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.***
- DO NOT leave your home and come to our school if you are showing any of these symptoms.
- All parents **MUST** notify us if their children were given any fever reducing medications in the prior 24 hours.
- Parents must have their child's physician reports and immunization records on file before their child can attend and these records must be kept up to date for the duration of enrollment.
- Model social distancing when interacting with your child, your family, and our staff.
- Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
- Practice frequent prolonged (20 seconds) handwashing with your child
- Explain to your child why it is not healthy to share drinks or food, particularly when sick.
- Teach your child to use a tissue to wipe their nose and to cough inside their elbow.
- Label all your child's personal items and keep them in a separate bag to ensure personal items are separate from others.
- **If you are aware of COVID-19 exposure to you or your child, you MUST inform an administrator at Learning Pathways immediately.**

PLEASE use common sense and follow these safety guidelines. If you do, the staff, the parents, and the children of Learning Pathways will most likely remain unaffected by the COVID-19 pandemic. **We are all counting on you.**

## Hygiene, Cleaning, and Other Measures

- Areas that are touched by hands during the day (toilets, sinks, counters, table tops, etc.) are disinfected at least twice daily.
- Hand sanitizer dispensers, facemasks, and Lysol wipes will be available at the entrance of both schools. Hand sanitizer dispensers are also available outside every classroom door.
- All classrooms will implement and enforce strict handwashing guidelines for all staff and children.
- Signs are posted in restrooms and near sinks that convey proper handwashing techniques.
- While children are napping, their cots will be kept at a minimum of 3' feet apart from each other and be arranged so the head and foot of each bed alternate in opposite directions. Cardboard dividers will be placed between the children to lessen the possible spread of illness due to coughing or sneezing. After naptime, plastic sheeting will be placed between each cot as they are put away.
- As toys are played with throughout the day, they will be placed in a specially labeled container. These toys are disinfected every night by our custodian and returned to our shelves.
- Staff and children will be monitored throughout the day for any signs of possible illness.

## Facemasks

- Custom Learning Pathways facemasks will be provided to you and your child. Children will not be required to wear these facemasks unless you request that they do. If you want your child to wear a facemask, we will do our best to encourage them to do so during the day.
- All adults picking up or dropping off children must wear face coverings.
- Children ages 2 through 5 do not need to wear face coverings when interacting with children within their group.
- Children ages 6 through 11 will be encouraged, but are not required, to wear face coverings within their classroom
- Teachers are required to wear a facemask during the school day, except when they are attempting to convey an important lesson or concept to the children. See-through face shields will be available to teachers if they anticipate close-up interactions with their students.

## Important message from Miss Diane regarding facemasks:

*“After 49 years as a preschool teacher, I have come to understand that a friendly smile or facial expression is priceless when communicating with preschool-age children. I have set high standards for the teachers at my school and I expect them to continue to safely deliver a quality education to the students along with a first-rate preschool experience, even during this pandemic. I fully understand the value and necessity of wearing face masks during a pandemic, but as an educator of young children, I also have some concerns about their social/emotional development. At this young age, children are just beginning to learn how to navigate their social skills and recognize the emotions in themselves and others. Having worked in the early childhood development field for nearly half a century, I have come to recognize that it is very important to have young children see facial expression and body language from their peers, their teachers, and their parents. Covering our faces with a mask and encouraging excessive screen time is unfortunately contributing to social emotional issues and is contributing to the loss of valuable learning experiences. Because of these concerns, my staff and I are trying to find a good balance with the time we are wearing our masks and the time where it is necessary to add a personal touch while working with children, with safety always in mind.”*

## Health Screenings

- As recommended by the County of Santa Clara, we are encouraging all staff to be tested for COVID-19 at least once every four weeks. To provide the proper example to our staff, Miss Diane and Mr. Todd are being tested monthly.
- Learning Pathways requires daily COVID-19 symptom screening for all staff and enrolled children, and their parents prior to arrival, when arriving, and during the school day.
- Any children or staff member exhibiting symptoms will immediately be required to wear a face covering (if not wearing one already) and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, we will call 9-1-1.
- If a staff member is experiencing acute respiratory illness, they will not return to work for at least 7 days from the initial onset of symptoms. A COVID-19 test will be highly recommended, and a medical note from their physician that provides an alternative explanation for the symptoms and reason for not ordering COVID-19 testing will be required.

## **COVID-19 Testing and Reporting**

- Learning Pathways shall require children and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms **OR** if one of their household members or non-household close contacts tested positive for COVID- 19.
- In lieu of a negative test result, Learning Pathways may allow symptomatic children and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Learning Pathways requires that all parents/guardians and staff to immediately report to Learning Pathways administrators if they test positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19.

## **Confirmed COVID-19 Case(s)**

- Any child or staff member who learns they have tested positive for COVID-19 while at Learning Pathways will be required to immediately leave their classroom and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- The County of Santa Clara Public Health Department will be immediately notified of any positive COVID-19 case.
- All Learning Pathways families and staff of the affected campus will be notified of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- Areas that were used by any COVID-19 positive person will be immediately closed off. These areas will not be re-opened until they have been safely cleaned and disinfected. This may cause a school to be closed for up to 48 hours.

## **Close contacts to confirmed COVID-19 case(s)**

- All children or staff who had close contact with a COVID-19 positive person (including all members of a stable group with the COVID- 19 positive person) must be sent home and instructed to get COVID-19 testing and remain quarantined at home for 14 days. A **close contact** is defined as someone who was within six feet from the person who tested positive for at least 15 minutes. They should stay home even if they test negative, remain in quarantine for a full 14 days after (1) date of last exposure to the COVID-19 positive person or (2) if the COVID-19 positive person resides in their household, the date that the COVID-19 positive household member completes their isolation.
- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

## Returning to school

- Symptomatic individuals may return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
- Asymptomatic individuals who test positive for COVID-19 may return 14 days after their positive test result.

Please stay safe and healthy.

Diane and Todd Becker

Owners

Learning Pathways Preschool and Kindergarten