

COVID-19 Protocols and Procedures Effective September 2021

Ensuring the health and well-being of our children, families, and staff is our highest priority. Following instructions from the CDC (Center for Disease Control) and EPA (Environmental Protection Agency), along with directives from the State and City of New York, we have enhanced our protocols and procedures to ensure the health and safety of all members of our Lolly's community. We must remain vigilant in mitigating the outbreak of COVID-19 to protect our community and truly appreciate your support. Our school policies will continue to be flexible as we respond to new information and developments.

We know that many families already recognize Lolly's as one of the safest places you can bring your child, and now more than ever, we will stay true to that sentiment.

Please note that the following policies and procedures are based on directives issued from NYS and NYC as of 8/25/2021 and are subject to change.

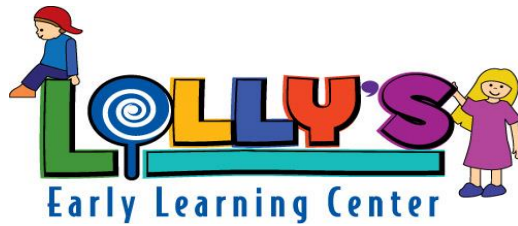
STAFF

All staff members are required to complete a daily screening that adheres to CDC guidelines. All staff are required to wear face masks throughout the school day and will minimize contact outside their assigned class and classroom. At Lolly's, all staff is required to be fully vaccinated against COVID-19. Exemptions are offered, in which case staff is required to undergo weekly PCR testing. Additionally, Lolly's has contracted with Rockaway Home Health Care who will administer mandatory weekly on-site COVID testing for all employees (regardless of vaccination status).

GROUP SIZES

2-year-old class/ Toddlers (Yellow Room): 6-8 children
3-year-old class/ Upper Preschool (Red Room): 8-10 children
DOE 3K class: 15 children
DOE 4K class: 15 children

All classrooms are staffed with 2-3 full time teachers.



CLASSROOM VISITS

Each family will be invited in prior to your child's start date for a one-on-one visit or small group visit in your child's class with your child's teacher. We ask that both the child and parent wear masks and that you limit participation to 1 adult and the enrolled child only. During the visit, Lolly's staff will guide you through our new sign-in procedures (detailed below) to make your child's first day of school as seamless as possible.

SIGN-IN PROCEDURE

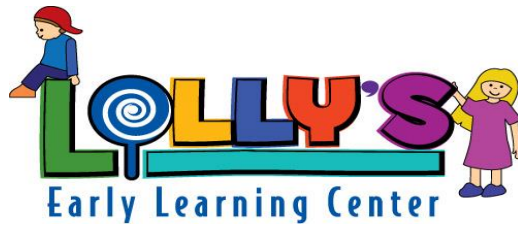
We've contracted with Brightwheel- an app that allows parents to sign-in via a QR code. Once you arrive at the center, you will scan the QR code from outside. Within the app, you will answer a series of screening questions- regarding possible exposure and the presence of symptoms. These screening questions will need to be answered each time a child is dropped off at the center. Knowingly providing false information may result in immediate termination from the program and refunds will not be offered. Once these sign-in procedures are complete, you will message Jessica from the app and let her know you are ready for drop-off.

DAILY HEALTH CHECKS

Front desk staff has been trained in how to undergo daily health checks. Once you have signed in and answered the screening questions, you will be promptly notified that you can enter the center vestibule. Families will enter the vestibule for drop-off one at a time. We will stagger drop off times slightly and ask that families arrive as close to their designated drop-off time as possible as to avoid families from waiting in line for too long.

A Lolly's trained staff member will welcome you at the center vestibule where we will conduct temperature checks with a touchless forehead thermometer. Anybody with a temperature of 100.0 or higher, or who shows visible signs of illness including coughing, runny nose and/or rash will be asked to return home.

Unfortunately, make up classes will not be offered at this time.



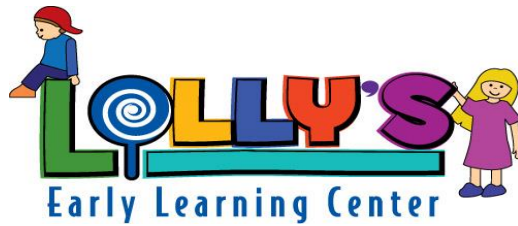
Please note that all staff will undergo a similar health screen, answering the same screening questions and having their temperatures taken before entering the center. Temperatures will be taken throughout the day, at a minimum of 2 times per student/staff member daily.

For our full-day and mini day programs (in our older classrooms), we will be doing a group drop-off and pick-up at a designated time in front of the building. Details regarding your child's pick-up and drop-off schedule will be included in your child's official welcome emails and paperwork

UPDATED SICK POLICY FOR CHILDREN

We recommend that parents create a backup childcare plan as Lolly's will not allow the drop-off of any child who is symptomatic of any illness. Further, any child sent home will need to comply with our return to school policies

- Children displaying sign of any illness are not permitted in school.
- Any child with a fever of 100 or above, persistent coughing, conjunctivitis, diarrhea, vomiting, congestion, or runny nose must remain home until **fever and symptom free for 72 hours without the use of any medication**. This is a necessary adjustment to our previous policy and exceptions can not be made.
- Parents must disclose all symptoms of illness to the school as soon as possible, via email or telephone, in order to alert the school community if a child has an infectious disease including a positive COVID-19 test.
- If a child is diagnosed with an infectious condition, a doctor's note is required to return to school in conjunction with the agreement of school administration which must be obtained prior to the child's return.
- If a child becomes ill while at school, the child will, be isolated and supervised until they can be picked up. A timely pick up is required. Parents must have an authorized escort who is available to pick up the child within 1 hour.



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- If a child presents with COVID-19 like symptoms during the daily screenings, they will not be allowed to enter the school. If the child is exposed to COVID-19, they will not be allowed to enter the school.
 - If a proven or possible case of COVID-19 exists in our school community, the NYC Department of Health will be contacted and all required protocols will be followed, including a timely notification to all members of the community.

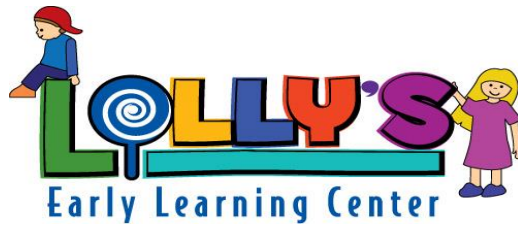
YES SOCKS/ NO SHOES

All children will remove their outside shoes upon arrival. Inside shoes or socks will be worn while in the center at all times. We ask that children and staff wear socks with skid-free grips or inside shoes/slippers. We recommend LA Active Grip Ankle Socks or Eulotong Kids Anti-Skid Socks Trampoline Children's Slide Gripper Socks (both available in bulk packs on Amazon) or something similar.

IN CLASS CHANGES

As we continue to receive guidance from the City and State, we are adapting our classroom practices accordingly to create the safest and most effective environment for the children. Some changes we have made include, but will not be limited to:

- Seating at tables will be designed to promote social distancing.
- We will create a socially distanced "line" for children who are waiting to use the potty or wash their hands.
- Nap time items will be sent home to be washed frequently or new nap time items can be sent in. Children will be spaced apart when napping. Children will be positioned head to toe in all directions and staff will utilize a new pair of gloves when dressing and undressing each child's mat.
- On a daily basis, children are to bring in a fresh (cleaned and sanitized) labeled water bottle for usage throughout the day.
- In each child's cubby, we will ask that you allow us to store 2 full sets of extra clothes (in a labeled Ziplock bag). In the event that a child sneezes or coughs on



their clothing, we will promptly change him/ her to ensure their safety and the safety of others.

HANDWASHING

We are now implementing even more diligent hand washing practices. All staff and children must wash their hands upon arrival and frequently throughout the day. Staff and children must wash their hands when transitioning from one classroom area to another, before and after snack and mealtimes and after using the restroom. Hand sanitizer should only be used when hand washing with soap and water is not possible.

Please encourage children to practice washing their hands at home with soap and water for at least 20 seconds. This will help us to enforce this imperative protocol most easily at school.

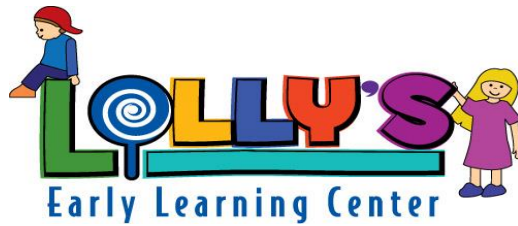
CLEANING AND DISINFECTING

Every evening, the center will be cleaned and fully disinfected daily using EPA approved cleaning agents.

We are now using Simple Green Pro 5, a CDC and EPA approved cleaning solution, to clean and disinfect our entire facility.

- We will be cleaning and disinfecting the classrooms and common surfaces before, during, and after each class.
- Bathrooms (both staff and child) will be wiped down with disinfectant after each use and will be fully cleaned and disinfected at the end of each day.
- The lobby area will be wiped down with disinfectant during classes and will be fully cleaned and disinfected at the end of each day.

A parent sanitation station will be available in the center vestibule with sanitizer, tissues, and wipes for parents to use as needed. There are 2 additional sanitizing stations within Lolly's for staff use. All classrooms and bathrooms will be stocked with hand sanitizer,



anti-bacterial hand soap, gloves, masks, booties, diluted Clorox cleaning solution, disinfectant spray, Clorox wipes, tissues and wipes.

POLICY REGARDING POSSIBLE CLOSURES

In the event that the center needs to close short-term, children will be offered remote learning opportunities and an online/ virtual educational experience.

Possible reasons for closure may include (but are not limited to)

- A member of a class tests positive for COVID-19 (in this instance, only the particular classroom with the COVID patient will need to temporarily close- not the entire center).
- The Department of Health puts a mandatory close into effect.
- Lolly's reserves the right to close the school for any reason which is believed to ensure the safety of the children, staff and families.

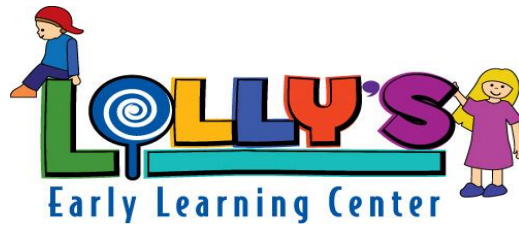
For short-term closures: Tuition is due the 1st of the month. In the event that the center needs to close during that month, tuition will not be refunded. Children will receive an online/ virtual educational experience.

For long-term closures: If the center is closed for a longer period of a time (and a new month begins) security deposits will be applied to the month accordingly and children will continue to receive an online/ virtual educational experience. If the center can reopen during that month, tuitions will be prorated accordingly, and the unused portion of the applied Security Deposit will be credited back to your account.

For closures beyond 1 month: Lolly's will not collect tuition but will hold your child's spot until the center can reopen safely. Upon reopening, a new security deposit will be due.

SPECIFIC STAFF PROTOCOL

All staff will wear masks and/or face coverings at all times.



Staff must wear gloves throughout the day that are continuously changed between activities, when working with individual children and when handling a child's belongings/classroom materials.

Staff will practice social distancing within the center. Common areas will have a limitation of the number of people permitted at a time and distance markers will be prominently displayed throughout the center to encourage distancing during break times. Certain staff will use certain restrooms and all supply closets and other tight spaces will not be utilized. Lunch breaks will be taken at staggered times as to avoid overcrowding of any common spaces within the center.

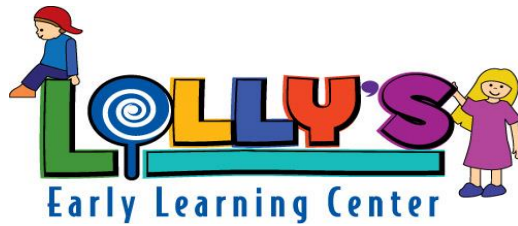
SPECIFIC CHILD PROTOCOL

We recommend children have at least 5 masks (1 for each day of the school week). If you prefer your child wear the same mask to school every day, please ensure it is laundered after each use. New policy requires that clean masks must be worn daily.

Within the classrooms, children are mandated to wear masks. While we will encourage mask wearing, we will always ensure that children are offered leniency as they adjust to their own comfortability, offered frequent mask breaks in socially distanced environments and change masks as often as needed to ensure cleanliness.

POLICY REGARDING SAFELY ISOLATING WHILE AT SCHOOL

If a child or teacher becomes ill while at school (i.e., fever, rash or any symptoms associated with COVID-19) he/she will be immediately removed from the class. Staff will be sent home and children will be escorted to the gym area where we have designated a quiet and comfortable isolation area. A Lolly's staff member will remain with the child for the entire duration of the isolation. Please note that under this new procedure, children who are isolated at Lolly's for sick symptoms MUST be picked up within one hour. Please ensure that we have emergency contact information on file including a designated escort who can arrive at the center within one hour. That child's chair and materials will be removed from the classroom immediately and thoroughly cleaned and disinfected as well as an immediate sanitation of any surfaces that the child may have touched in the classroom.



Please note that the policies and procedures listed are based on directives issued from NYS and NYC as of 8/25/2021 and are subject to change.

I have received, read and understand the policies and procedures outlined in the September 2021: COVID-19 Protocols and Procedures. I will adhere by these policies to the best of my ability and understand they are subject to change based on state and/or city directives or as the center deems necessary to ensure the safety and best interest of children and staff.

Print Name _____

Child's Name (if applicable) _____

Signature _____

Date _____