

# Jefferson County Head Start

## 2020-2021 Family Handbook

### COVID-19 Addendum

Due to the COVID-19 Pandemic, we have implemented temporary changes to programming to ensure safety of all children, families and staff. These policies and processes will only be in place for the duration of the pandemic. Jefferson County Head Start will notify you when typical programming resumes, and this addendum is no longer in effect.

#### **Page 12: Volunteers and Interns**

To minimize exposure, we will be limiting the number of volunteers in the building. When volunteers are present, we will always require them to wear facial coverings and maintain the required 6 feet for social distancing.

#### **Page 14: Routines**

##### *Pick-up and Drop-off procedure*

- Curbside drop-off and pick-up will be in effect until further notice
- To protect everyone's health, staff and parents must wear masks during pick-up and drop-off
- Health checks will be conducted (including temperature checks for each child) while the child is still in the car
- Once the screening and sign-in is complete, a Head Start staff member will escort your child to their classroom
- During pick-up, parents/guardians will drive to the same place where they dropped off. Children will be escorted from the classroom to the vehicle.

##### *Daily Health Screenings:*

Children will be screened for fever and COVID-19 symptoms daily during curbside drop-off. While in the car, a staff member will take your child's temperature with a touch-free thermometer. Children with a temperature of 100.4 or higher cannot attend class. Staff will also ask about specific symptoms.

In-classroom toothbrushing is suspended until further notice. Please make sure to brush your child's teeth at least twice a day to maintain optimal oral health.

#### **Page 14: What to Bring to School**

Children should be sent to school with a face mask each day. If you do not have a mask for your child, one will be provided for you. Please do not send your child to school with any personal items. Outerwear for weather conditions is appropriate.

**Page 21: Family Visits**

Family visits will be conducted virtually the week of August 17<sup>th</sup> to allow teachers to get to know you and your children. A virtual family visit will give your child an opportunity to meet his/her teachers before the first day of school.

**Page 21: Meals and Snacks**

Family-style dining is suspended until further notice. Teachers will place each child's meal on a plate and serve each child milk to limit the use of shared serving utensils. Children will be seated six feet apart during mealtimes if possible. Water pitchers and cups will be sent to each classroom to discourage use of the water fountains.

**Page 22: Health Services**

Mental health services will continue to be offered in accordance with public health recommendations for safe distance and disinfecting. Whenever possible, sessions will take place in well ventilated areas, and that may include designated spots outside, on-campus. Parenting classes will be offered in virtual platforms, and may be live or recorded trainings. Mental Health Specialists are available for questions related to content or "how to" tidbits. Parents/caregivers are encouraged to discuss with the Mental Health Specialist or Family Support Specialist what workshops or training opportunities they would like to have access to during the school year. We have lots of flexibility to create material to meet specific needs.

**Page 22: Illness/Injuries/Accidents**

If a child becomes ill during school hours, parents/guardians will be called immediately to pick them up. If the child cannot be picked up right away, they will be placed in isolation in the clinic with a staff member until the child is picked up. Please ensure that your contact information and emergency contact information is up to date.

**Page 23: Common Illness**

The Head Start Exclusion Policy will be enhanced to include the following symptoms: fever (100.4 and above), cough and/or difficulty breathing. This applies to both children and staff. If any of these symptoms are present (either on their own or a combination), children must be kept home. If any members of the child's household experience COVID19 symptoms, parents/guardians must notify the school and keep their child home until it is considered safe for the child to return. This decision will be made by Head Start staff in collaboration with Jefferson County Public Health.

**Page 27: Family Meetings**

Family meetings will not be in person for the time being. The Family Services team will work collaboratively with parents to obtain feedback on programming and identify ways to engage in Head Start and their child's learning.

**Page 27: Parent Classes & Workshops**

For the time being, if any parent classes or workshops are offered they will happen virtually.

**Page 28: School-Wide Events**

All inter-group events and extracurricular activities are cancelled until further notice.

**Page 29: Field Trips**

Field trips are suspended until further notice. Teachers may still take children on short nature walks. If this happens parents will be notified ahead of time. Please check with your child's teacher if you have any questions or concerns.