



## **Parent Handbook**

De Colores Spanish Immersion does not discriminate on the basis of race, color, national and/or ethnic origin, disability, or sexual orientation in the admission of students, the employment of staff, or in the administration of its policies.

### **Enrollment:**

You must provide the signed Enrollment and Tuition Agreement form and provide the following information in order to enroll your child for care:

- Physical examination and vaccinations (including blood test for lead and oral health assessment for children ages 3 and older), all which will have to be updated annually
- Authorization to apply medical treatment in case of emergency
- Contact information in case of emergency
- Summary of any medical treatment your child has received and/or any medical condition
- Grant or no grant of authorization to take photographs and video

Children with special needs may be enrolled at De Colores Spanish Immersion Program if their developmental and social needs can be met with reasonable accommodations and without fundamentally altering the educational and developmental program offered by the De Colores Spanish Immersion Program.

### **Hours of operation:**

Normal Hours - Monday to Friday 8:00 AM to 6:00 PM

COVID-19 Operating Hours (Until Further Notice) - Monday to Friday 8:30 AM to 4:30 PM

### **Drop-off and Pick-up Policy:**

It is the responsibility of the parent to call and inform De Colores Spanish Immersion Program in arriving after 9:00 am. Staff may take children to the park after that time and therefore need to be advised when a child will arrive late. Parents are responsible for picking up their children promptly by 6:00 pm. Fees for late pick up after 6:00 p.m. are due upon pickup (paid to the teacher required to stay overtime) and are assessed as follows: \$5.00 for the first five minutes and \$2.00 for every additional minute.

De Colores staff are always happy to provide an individual overview of a child's day to the parent at pick-up time. Please note, however, that this will not be possible after 6:00 pm. If you would like to have a detailed conversation about your child's day, please arrive by 5:45 pm.

### **Meals and Nutrition:**

De Colores has partnered with the DC non-profit organization CentroNía to provide and promote healthy diets for young children receiving care at De Colores. CentroNía has a group of nutritionists and cooks that provide nutritious and balanced meals to DC licensed child care centers. As part of our partnership, through their NiaCentral project, CentroNía provides us with daily hot lunch and snack. This is included in the price of tuition. Their menus respect allergies and vegetarian diets. They can also make meals gluten-free meals are made from scratch at their facility, and they use local and organic ingredients from nearby farms whenever possible.

Each day you must bring the following for your child:

- Milk and/or Formula (Unless you participate in De Colores' Milk Program)
- Breakfast (Optional)

**\*\*IMPORTANT NOTE REGARDING PEANUT & NUT ALLERGIES\*\***

Due to the severe allergy that some children may have to peanuts and products with peanuts or peanut derivatives, under no circumstances may parents send any food product with peanuts or nuts to De Colores Spanish Immersion Program. This includes, but is not limited to: peanuts, peanut butter, granola or cereals with nuts, nut candy (ie. M&Ms), and granola bars with nuts.

**Illness:**

If your child has any of the following: "pink eye" or conjunctivitis, "chicken pox"(varicela), frequent diarrhea, vomits (three in a row or more) or a fever of 100°F or higher, we will separate him/her from the other children and monitor him/her constantly. This is done for his safety and for the safety of the other children. We will call the family or guardian immediately and expect that the child will be picked up within two hours. In case the family cannot pick-up the child, the family will have to provide us with the name of the responsible party that will pick-up the child. This person must be 18 years of age or older. Your child must remain at home until the illness has completely cleared-up. In the case of any of the above mentioned conditions, a child must remain at home for a minimum of 24 hours without any further symptoms prior to returning to De Colores Spanish Immersion Program.

**Emergencies:**

The family will have to provide telephone numbers and names of people authorized to receive their children. They will have to be 18 or older.

**Medicine:**

We will only be able to provide medication to children whose parents have filled out the medication authorization form, which needs to be signed by a physician. A child taking antibiotics will have to stay home for at least the first 24 hours of the cycle.

**Accidents:**

In the case a child is in any type of accident, the family will be informed immediately after the child receives the first aid. If something appears that requires greater care, we will call the child's doctor or/and 911.

**Allergies:**

It is the responsibility of the family to maintain us informed about any type of allergy that the child may have. We will assume the responsibility of not providing the child with anything that the family will not authorize; this includes food, liquids, medicine, and latex.

**Nut Allergy:**

Due to the severe allergy that some children may have to peanuts and products with peanuts or peanut derivatives, under no circumstances may parents send any food product with peanuts or nuts to De Colores Spanish Immersion Program. This includes, but is not limited to: peanuts, peanut butter, granola or cereals with nuts, nut candy (ie. M&Ms), and granola bars with nuts.

**Absence, Holidays and Closings:**

If for some reason, the child is going to be absent, the family should inform De Colores by 9:00 AM.

De Colores will follow DC Public School's holiday calendar except during winter and summer break. De Colores will be closed approximately 2 weeks in late December/early January. Parents/Guardians will receive the exact dates of closings approximately 3 months in advance. Please refer to official De Colores School Calendar provided.

We will also follow DCPS's weather related school closings. To find out if the schools are closed in the District, please check online at <http://dcps.dc.gov/portal/site/DCPS/> De Colores reserves the right to close even when DCPS remains open if the Director determines that the weather conditions are unsafe for travel for children and staff. Please note that De Colores is unable to provide refunds for unanticipated weather related or emergency closings.

De Colores will also have a yearly calendar so parents will be able to anticipate holidays.

**Transportation:**

It is the responsibility of the family to bring and pick-up the child to and from the De Colores facility.

**Class management:**

Our program recognizes the importance of helping children acquire and develop internal control and a positive attitude towards others. De Colores provides a nurturing and secure environment where your child will be able to develop and refine these social skills. De Colores is committed to offering guidance helping the children learn and understand the confines of acceptable behavior. De Colores considers the child's family as an essential part of this process and will count on its support to find the best solution to any problem that may occur during the hours the child is within the care of De Colores.

**Personal Materials: INFANTS AND TODDLERS**

Please bring the following items with your child on his/her first day:

- A blanket – (to be taken home at the end of each week for washing) A complete set of extra clothes for every day
- Disposable diapers – (no cloth diapers permitted) Baby Wipes
- Diaper Rash Ointment Bibs (if applicable)
- Toothpaste and Toothbrushes (if applicable) Hair Brush
- Sun Screen and Insect Repellent 2 Bottles (if applicable)
- Sippy Cup (if applicable)
- Fitted Sheets for a Child Size Cot or Crib

**PRE-KINDERGARTEN**

Please bring the following items with your child on his/her first day:

- A blanket – (to be taken home at the end of each week for washing) A complete set of extra clothes for every day
- Baby Wipes
- Toothpaste and Toothbrushes Hair Brush
- Sun Screen and Insect Repellent Fitted Sheets for a Child Size Cot

**Lost and Misplaced Items:**

De Colores will show the utmost care in looking after personal items. Please label all of your child's belongings.

**Photographs:**

De Colores may periodically take photos of children to produce informational materials and document events for parents. By signing this form, you give De Colores permission to photograph and use your child's image. If you do not want your child's image to be captured in any form, please make note on this form.

**Birthday Celebrations:**

De Colores would like to celebrate each child's birthday. If you would like to participate or provide something to share with the class please let us know in advance. If you would not like to celebrate your child's birthday please let us know in advance.

**Please do not send any treats, party favors, cakes, or candy that contain peanuts or peanut derivatives as part of the birthday celebration.**

**Telephone and address changes**

Any change of address or telephone must be immediately communicated to De Colores.

**Concerns about Care:**

We strive to maintain a high standard in the care of your children. If for some reason we are not meeting your expectations, we urge you to bring it to our attention. We value your opinions and suggestions.

**Teacher Parent Conferences:**

Teacher parent conferences will be scheduled on twice a year to discuss your child's development, his/her achievements and to share some of his/her artwork. We also encourage parents to approach us at anytime they would like talk about their child.

**Suggestions:**

If you have any suggestions for ways you feel we can improve our service, please communicate them to us, either by writing, by phone or personally.

**Nut Free Policy:**

As part of the ongoing safety awareness at De Colores Spanish Immersion Program, the Center adheres to a TOTAL NUT FREE policy throughout the entire school.

Parents and guardians need to be mindful of any products containing nuts when preparing lunches or snacks. No nut or seed butters are permitted at De Colores. If such products are sent with a child's lunches they will not be served.

Parents of children who, historically, have suffered any anaphylactic reaction to any foods or insect bites, need to provide the school with an up-to-date medical action plan.

If you are in agreement of all the above and the COVID-19 Addendum, please sign and date.

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Child's Parent/ Legal Guardian  
Signature

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Printed Name

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Date

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De Colores Director  
Signature

-----  
Printed Name

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Date



## **COVID-19 SPECIFIC HANDBOOK ADDENDUM FOR 2020-21 SCHOOL YEAR**

### **De Colores COVID-19 Guidelines and Protocols**

#### **1.) Entering and Exiting School**

Arrival and dismissal will be arranged in staggered times. Arrival times will happen between 8:30 and 9:30 am. If a family arrives after 9:30 am, parents will have to call the office phone number (202)291-2164 and wait until a staff member can meet you at the door to proceed with the daily health screening and guide the child to their classroom.

#### **2.) DAILY HEALTH SCREENING**

De Colores will conduct daily health screenings upon arrival for students and staff. These screening procedures will be conducted using appropriate physical distancing measures of six feet and using non-medical (cloth) face coverings. The steps will be as follows:

Step 1: Students/parents/guardians and staff will be asked about whether the student or staff member has experienced the following symptoms consistent with COVID-19:

- Fever
- Cough
- Nasal congestion
- Sore throat
- Shortness of breath
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Muscle Pain
- Poor feeding or poor appetite
- Loss of taste or smell
- Or any other symptom of not feeling well.

Step 2: Students/parents/guardians and staff will be asked if they or the student have been in close contact with a person who has COVID-19 or a person who is awaiting COVID-19 test results.

Step 3: School staff will visually inspect each student and staff member for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. De Colores may request temperature checks performed upon arrival.

- a. **Any student or staff member meeting “Yes” for any of the above “ASK, ASK, LOOK” criteria in the program’s daily health screen will not be admitted. Students, families or staff shall be instructed to call their health**

**care provider to determine next steps. They will need to present a doctor's note certifying good health to be able to come back to school.**

### **3.) NON-MEDICAL (CLOTH) FACE COVERINGS**

All adults must wear non-medical face coverings or face masks at all times while in the school building.

### **4.) HYGIENE**

#### **a. Hand Hygiene**

- i. De Colores Staff will ensure handwashing strategies. Washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing of nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, an alcohol based hand sanitizer that contains at least 60 percent alcohol will be used.
- ii. Hand cleaning supplies will be readily available in classrooms, bathrooms, and offices. Sanitizing stations will be set up outside and entrances/exits of offices and classrooms.
- iii. Students will wash or sanitize their hands when both entering and exiting a classroom or between activities.

#### **b. School wide Hygiene**

- i. De Colores will ensure we always have adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.
- ii. Meals will be served individually plated.
- iii. Shared supplies will be removed. All students will be supplied with their own materials in designated and labeled bags or bins.
- iv. De Colores will increase air circulation only where safe and possible.
- v. De Colores will have tissues readily available in classrooms; request that students sneeze into their elbow if tissues are not available.
- vi. Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- vii. Sharing of items that are difficult to clean or disinfect will be discouraged.
- viii. De Colores will keep each student's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- ix. Toys, including those used indoors and outdoors, must be frequently cleaned and sanitized throughout the day.
- x. Toys that have been in children's mouths or soiled by bodily secretions will be immediately set aside. These toys will be cleaned and sanitized by a staff member wearing gloves, before being used by another child.
- xi. De Colores will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies or equipment) or limit use of supplies and equipment

by one group of children at a time and clean and disinfect between use (e.g. the chains or bank game).

- xii. Drinking fountains will be cleaned and sanitized, but staff and students will be encouraged to bring their own water to minimize use and touching of water fountains.
- xiii. Cleaning and Disinfecting: De Colores will regularly clean surfaces, toys and materials per [District guidance on cleaning and disinfecting](#) and the [CDC's updated guidance for childcare providers](#).
- xiv. Emphasis will be placed on regular cleaning and disinfection of high-touch surfaces, including but not limited to door handles, chairs, light switches, elevator buttons, toilets, and faucets.

**5.) MEALS:** De Colores will serve catered meals following the physical (social) distancing and hygiene guidance.

- a. Students must wash hands before and after eating, and may not share utensils, cups, or plates.
- b. Staff must wash hands before and after preparing food, and after helping children to eat.
- c. Tables and chairs must be cleaned and sanitized before and after the meal.
- d. Food preparation materials which are part of the curriculum will not be shared between students. They will be placed in the dishwasher after first use and will not be available until it has been properly disinfected.

**6.) EXCLUSION AND DISMISSAL CRITERIA:** De Colores will adhere to the below exclusion and dismissal criteria.

- a. **Exclusion Criteria:** Students and staff must stay home, or not be admitted, if:
  - i. The student or staff member has had a temperature of 100.4 degrees or higher or any of the symptoms listed above in the “Daily Health Screening” section of this guidance.
  - ii. Any member of their household is confirmed to have COVID-19.
  - iii. Any member of their household is awaiting COVID-19 test results as a result of possible contact with an infected person. Families awaiting on test results done as a routine checkup can continue attending.
  - iv. Students/parents/guardians and staff should call their health care provider for further directions. If a student or staff member reports any of the above symptoms, or is confirmed to have COVID-19, the student or staff member **must not return to school until:**
    - 1. 72 hours after the fever has resolved **without the use of fever-reducing medication** (e.g., Motrin, Tylenol) and respiratory symptoms have improved; AND
    - 2. Per their health care provider or DC Health instructions. **A doctor’s note will be required to be admitted back to school.** If any student or staff member has been in close contact with a person who is positive for COVID-19, then the student or staff member must not enter the facility until cleared by their healthcare provider or have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.



3. For students, De Colores will immediately isolate the student from other students, notify the student's parent/guardian of the symptoms and that the student needs to be picked up as soon as possible, and immediately follow cleaning and disinfecting procedures for any area and materials with which the student was in contact.
4. For staff, De Colores will send the staff member home immediately and follow cleaning and disinfecting procedures for any area, materials and equipment with which the staff member was in contact. If a Staff Member Must Take a Student's Temperature: they will do so safely, including with the use of barrier protection or Personal Protective follow [CDC guidelines Equipment \(PPE\) EXPOSURE](#).

## 7.) REPORTING, NOTIFICATIONS, & DISINFECTION

To ensure a clear and efficient process for communication the Director Florencia del Villar will be the COVID-19 point of contact (POC). Ms. del Villar will be responsible for ensuring the below steps are followed in the event of a confirmed case of COVID-19.

- a. **Step 1:** In the event that a child or staff member has tested COVID-19 positive they should contact Florencia del Villar at (202) 297-8846, their health care providers and DC Health. De Colores will then notify DC Health by emailing [coronavirus@dc.gov](mailto:coronavirus@dc.gov)
- b. **Step 2:** Communication to Families and Staff: De Colores will have protocols in place that protect the privacy of individuals and alert their families and staff to a COVID-19 case. Communication is to be completed, per DC Health directive and will include:
  - i. Notification to those staff and families of students in close contact with the individual and will state the requirement to quarantine for 14 days; and
  - ii. Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and all areas that the individual was in contact with will be cleaned, sanitized, and disinfected.
- c. **Step 3:** Cleaning, Sanitization, and Disinfection of Affected Spaces. In the event of a confirmed COVID-19 case in a student or staff member, De Colores will immediately close the room(s) the COVID-19 positive individual was in once all students in that group have exited the school and follow [cleaning, disinfection and sanitization guidance from the CDC](#)
  - i. If seven days or fewer have passed since the person who is sick used the facility, follow these steps:
    1. Close off areas used by the person who is sick.
    2. Open outside doors and windows to increase air circulation in the areas.
    3. Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.

4. Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.
5. If more than seven days have passed since the person who is sick used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

#### **8.) Potential Exposures and Positive COVID-19 Cases**

- a.** If any child or staff member has been in close contact with a person who is positive for COVID-19, then the child or staff member should not enter the childcare facility until evaluated by their healthcare provider, or until they have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.
- b.** If any student or staff member has been in close contact with a person who is awaiting a COVID-19 test result, then the student or staff member should not enter the childcare facility until the close contact tests negative. If the close contact tests positive, then they should seek guidance from their healthcare provider or DC Health.
- c.** In the event that a childcare provider identifies a child or staff member who has tested COVID-19 positive, it is important for the childcare provider to establish a plan for COVID-19 exposures.
- d.** In the event that a child or staff member has tested COVID-19 positive they should contact the director Florencia del Villar at (202) 297-8846, their health care providers and DC Health.
- e.** Staff or students diagnosed with COVID-19 should not enter the childcare facility until they have been cleared from isolation.
- f.** De Colores will notify DC Health by emailing [coronavirus@dc.gov](mailto:coronavirus@dc.gov) with the following information:
  - i.** “COVID-19 Consult” in the email subject line
  - ii.** Name and direct phone number of the best point of contact for DC Health to return the call or Short summary of incident/situation
  - iii.** An investigator from DC Health will follow-up within 24 hours to all appropriately submitted email notifications.
- g.** In consultation with DC Health, De Colores will have a notification process in place to share the following with staff and parents:
  - i.** Education about COVID-19, including the signs and symptoms of COVID-19
  - ii.** Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at <https://coronavirus.dc.gov>
  - iii.** Information on options for COVID-19 testing in the District of Columbia, available at <https://coronavirus.dc.gov/testing>
  - iv.** DC Health will instruct De Colores on dismissals and other safety precautions in the event a known COVID-19 individual came in close contact with others at the facility.

## **Frequently Asked Questions**

**Tuition has increased due to the restricting number of children allowed per classroom. When children are added, will the tuition be reduced accordingly?**

*Yes, tuition rates will be revised and adjusted once De Colores is allowed by the Office of the State of Superintendent of Education (OSSE) to have a larger number of children enrolled.*

**If DC has worse outbreaks in fall/winter/next spring and steps back to previous "phases," would the school close again? If so, would we still be paying?**

*In the event of a second wave that forces schools to close once again, our steps will be determined by whether the District of Columbia has deemed child care centers essential, which means that it would be our decision to close or not. We will already have transitioned to smaller class sizes with safety protocols in place. This, coupled with reports that there reportedly have been minimal instances of transmission in child care settings during the first wave, make us optimistic that in the event that there is a second wave our center will continue to operate as usual. If we do close, we will offer a virtual package which will include planned activities and recordings and all materials needed for those activities. Payment will be encouraged to maintain staff in place to safely reopen but ultimately will be optional just like it was during the first phase closing.*

**What will the attendance policy be for kids that display symptoms like fever or even more generic symptoms like runny nose?**

*The current DC Health department guidelines, which we are asked to follow, ask families to keep children home for 72 hours after the fever has **resolved without the use of fever-reducing medication** (e.g., Motrin, Tylenol) and respiratory symptoms have improved. They also ask for a doctor's note clearing the child to go back to school. We realize that ailments with symptoms such as a runny nose, cough, congestion etc are common in school settings. We ask that, for the benefit of the school as a whole, parents obtain a doctor's note clearing the child for return to school.*

**What will be the policy be for if a child/family member/staff member is confirmed with COVID-19. ie, will the daycare close and for how long?**

*If any child or staff member has been in close contact with a person who is positive for COVID-19, then the child or staff member should not enter the childcare facility until evaluated by their healthcare provider, or until they have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.*

*DC Health will instruct De Colores on dismissals and other safety precautions in the event a known COVID-19 individual came in close contact with others at the facility. We imagine this will involve contact testing and thorough cleaning of the facilities to isolate and stop the spread of the virus.*

**What are the expectations of families who have an adult household member test positive for covid - are they supposed to keep kids out of school, and if so, for how long?**

*If any student or staff member has been in close contact with a person who is awaiting a COVID-19 test result, then the student or staff member should not enter the childcare facility until the close contact tests negative. If the close contact tests positive, then they should seek guidance from their healthcare provider or DC Health.*



## **Pre K Community's Schedule and Protocols**

### **Daily Schedule**

<b>Time</b>	<b>Activity</b>
<b>8:30 - 9:30 AM</b>	Arrival through front door
<b>8:30 - 10:30 AM</b>	Morning Work Cycle / Free Play
<b>10:45 AM</b>	Morning Snack
<b>11:00 - 11:45 AM</b>	Outdoor Play
<b>11:45 AM - 12:00 PM</b>	Transition to Lunch
<b>12:00 - 12:30 PM</b>	Lunch
<b>1:00 - 3:00 PM</b>	Naptime
<b>3:00 - 3:15 PM</b>	Afternoon Snack
<b>3:15 PM - 4:30 PM</b>	Afternoon Work Cycle / Free Play
<b>4:30 PM</b>	Dismissal through the front door

#### **Item to leave at De Colores for daily use**

1. A pair of indoor shoes & a pair of sturdy outside shoes
2. Change of clothes (2 pairs of underwear, 2 shirts, 2 shorts/pants, 2 pairs of socks)
3. A wet bag to transport clothing home
4. Toothbrush & toothpaste
5. Sun hat & sunscreen
6. Insect repellent
7. Sleep mat. We recommend [this one](#) that fits well and does not touch the floor.

#### **Items to take home every day to wash**

1. Wet bag with wet contents.
2. Water bottle. We recommend a carrier [like this one](#) so that your child can bring it outside.
3. Face mask. The CDC recommends that children older than two years old wear a cloth mask. We leave the decision to bring one to each family to decide if it is developmentally appropriate for their child.

#### **Items to leave at home (please don't bring these items)**

1. Backpacks
2. Outside toys
3. Outside food / breakfast

## **Pre K Community's Daily Schedule Protocol**

### **Arrival (8:30 - 9:30 AM)**

- 1.) Teachers will receive one child at a time outside their classroom. All teachers will be wearing their PPE (cloth mask and face shield) throughout the whole day.
- 2.) Please use the front entrance. Pre K 1 (Mr. Claudio / Ms. Guiseld) will use the double wooden gate. Pre K 2 (Ms. Amanda / Ms. Gloria) will use the single wooden gate.
- 3.) Wait outside your classroom's assigned gate if a family is already at the door to the classroom. If there is already a family waiting at the gate, then please wait in your car until a spot has opened up.
- 4.) Intake Form with a teacher. See attached form to preview questions.
  - a.) Run down of COVID-19 symptoms
  - b.) Visual inspection to determine if the teacher will use a thermometer to check for fever.
  - c.) Teacher will ask the parent to sign and note the time of arrival. Pen and board will be disinfected between arrivals.
  - d.) If you arrive after 9:30, call the office to be received by the administrator on duty.

### **Food Preparation**

- 1.) All food (cucumbers, crackers with jelly, strawberries, etc) must be eaten by the child who prepared it. There will be no sharing.
- 2.) All the dishes used for food preparation will then be placed in the dishwasher. The materials cannot be used again until it has been washed by the dishwasher.

### **Morning snack (10:45 AM)**

- 1.) All children will wash their hands.
- 2.) They will sit at separate tables and eat their morning snack.
- 3.) All dishes used for snack time will be placed in the dishwasher.

### **Transition to play (10:45 - 11:00 AM)**

- 1.) Children will use the bathroom.
- 2.) Children will wash hands.
- 3.) Everyone will change into their outdoor shoes.

### **Outdoor play (11:00 - 11:45 AM)**

- 1.) Pre K 1 and Pre K 2 will alternate between using the green space across the street and the block area in front of the classroom.
- 2.) Blocks will be disinfected every day.

### **Transition from play (11:45 AM - 12:00 PM)**

- 1.) Take off shoes
- 2.) Use the bathroom
- 3.) Wash hands

### **Lunchtime (12:00 PM)**

- 1.) Children will sit at individual tables spaced throughout the classroom.
- 2.) Children will have a plastic, easy to clean placemat.

- 3.) Teacher will plate catered food and hand it to the child at their table.
- 4.) Children will place their plates and cutlery in the dishwasher when they are finished eating.

**Naptime (1:00 - 3:00 PM)**

- 1.) Cots will be spaced out throughout the entire classroom.
- 2.) All cots will be disinfected at the end of the school day.

**Afternoon snack (3:00 PM)**

- 1.) Children will wash their hands.
- 2.) Children will sit at individual tables to eat their afternoon snack.
- 3.) All dishes used for snack time will be placed in the dishwasher.

**Afternoon work cycle (3:15 - 4:30 PM)**

- 1.) Depending on the weather, the two classrooms will alternate use of the block area and the field across the street.

**Dismissal (4:30 PM)**

- 1.) Teacher will dismiss one child at a time.
- 2.) They will provide you with a verbal report of the day.
- 3.) If you arrive and a family is already at the classroom door, please wait at the gate. If there is already a family at the gate, please wait in your car.
- 4.) Teacher will ask for a sign out signature on our intake form. Pen and board will be disinfected between dismissals.



## **Toddler Community's Daily Schedule and Protocols**

### **Daily Schedule**

<b>Time</b>	<b>Activity</b>
<b>8:30 - 9:30 AM</b>	Arrival through front door
<b>9:30 AM</b>	Morning Snack
<b>9:45 - 11:45 AM</b>	Morning Work Cycle / Free Play
<b>11:45 AM - 12:00 PM</b>	Transition to Lunch
<b>12:00 - 12:30 PM</b>	Lunch
<b>12:30 - 1:00 PM</b>	Transition from Lunch
<b>1:00 - 3:00 PM</b>	Naptime
<b>3:00 - 3:15 PM</b>	Afternoon Snack
<b>3:15 PM - 4:30 PM</b>	Outdoor Play at Marcelo's Park
<b>4:30 PM</b>	Dismissal from Marcelo's Park

#### **Items to leave at De Colores for daily use**

1. A pair of classroom shoes (we recommend Crocs)
2. A pair of sturdy outside shoes with a velcro closure
3. Change of clothes (6 pairs of underwear/diapers, 2 shirts, 2 shorts/pants, 2 pairs of socks)
4. Toothbrush & toothpaste
5. Sun hat & sunscreen
6. Insect repellent
7. Sleep mat. We recommend [this one](#) that fits well and does not touch the floor.

#### **Items to take home every day to wash**

1. A reusable wet bag and wet contents.
2. Water bottle. We recommend a carrier [like this one](#) so that your child can bring it outside.
3. Face mask. The CDC recommends that children older than two years old wear a cloth mask. We leave the decision to bring one to each family to decide if it is developmentally appropriate for their child.

#### **Items to leave at home (please don't bring these items)**

1. Backpacks
2. Outside toys
3. Outside food / breakfast



## **Toddler Community's Daily Schedule Protocol**

### **Arrival (8:30 - 9:30 AM)**

- 1.) Teachers will receive one child at a time outside their classroom.  
Teacher will be wearing their PPE (cloth mask and face shield) throughout the whole day.
- 2.) Please use the front entrance. If there is already a family at the door, please wait your turn in your car.
- 3.) **Intake Form** with a teacher. See attached form to preview questions.
  - a.) Run down of COVID-19 symptoms
  - b.) Visual inspection to determine if the teacher will use a thermometer to check for fever.
  - c.) Teacher will ask the parent to sign and note the time of arrival. Pen and board will be disinfected between arrivals.
  - d.) If you arrive after 9:30, call the office to be received by the administrator on duty.

### **Morning snack (9:30 AM - 9:45 AM)**

- 1.) All children will wash their hands.
- 2.) They will sit at separate tables and eat their morning snack.
- 3.) All dishes used for snack time will be placed in the dishwasher.

### **Morning Work Cycle / Free Play (9:45 AM to 11:45 AM)**

- 1.) Work time with the materials
- 2.) Freedom to choose between all the areas of the classroom

### **Food Preparation During Free Play**

- 1.) All food (cucumbers, crackers with jelly, strawberries, etc) must be eaten by the child who prepared it.  
There will be no sharing.
- 2.) All the dishes used for food preparation will then be placed in the dishwasher. The materials cannot be used again until it has been washed by the dishwasher.

### **Transition to lunchtime (11:45 AM - 12:00 PM)**

- 1.) Take off shoes
- 2.) Use the bathroom
- 3.) Wash hands

### **Lunchtime (12:00 PM - 12:30 PM)**

- 1.) Children will sit at individual tables spaced throughout the classroom.
- 2.) Children will have a plastic, easy to clean placemat.
- 3.) Teacher will plate catered food and hand it to the child at their table.
- 4.) Teachers will serve all milk and water.
- 5.) Teachers will place all plates and cutlery in the dishwasher when they are finished eating.

### **Transition to nap (12:30 PM - 1:00 PM)**

- 1.) Change of diapers
- 2.) Wash hands

### **Naptime (1:00 - 3:00 PM)**

- 1.) Cots will be spaced out throughout the entire classroom.
- 2.) All cots will be disinfected at the end of the school day.

**Afternoon snack (3:00 - 3:15 PM)**

- 1.) Children will wash their hands.
- 2.) Children will sit at individual tables to eat their afternoon snack.
- 3.) All dishes used for snack time will be placed in the dishwasher.

**Outdoor play (3:15 - 4:30 PM)**

- 1.) Children will use the bathroom
- 2.) Wash their hands
- 3.) Put on their outside shoes
- 4.) Play outside for the rest of the afternoon

**Dismissal (4:30 PM)**

- 1.) Teacher will dismiss children from the park (Marcelo's Park in the alley)
- 2.) Please approach the alley gate. A teacher will provide you with a verbal report of the day.
- 3.) If you arrive and a family is already at the gate, please wait in your car.
- 4.) Teacher will ask for your signature for dismissal on the intake form. Pen and board will be disinfected between dismissals.



## **Infant Community's Daily Schedule and Protocols**

### **Daily Schedule**

<b>Time</b>	<b>Activity</b>
<b>8:30 - 9:30 AM</b>	Arrival through Marcelo's Park
<b>9:30 AM</b>	Morning Snack
<b>9:45 - 11:45 AM</b>	Outdoor play at Marcelo's Park
<b>11:45 AM - 12:00 PM</b>	Transition to Lunch
<b>12:00 - 12:30 PM</b>	Lunch
<b>12:30 - 1:00 PM</b>	Transition from Lunch
<b>1:00 - 3:00 PM</b>	Naptime
<b>3:00 - 3:15 PM</b>	Afternoon Snack
<b>3:15 PM - 4:30 PM</b>	Free Play in the classroom
<b>4:30 PM</b>	Dismissal from classroom through front door

#### **Items to leave at De Colores for daily use**

1. A pair of classroom shoes & a pair of outside shoes
2. 6 diapers / [training underwear](#)
3. 2 packs of wet wipes
4. Change of clothes (2 shirts, 2 shorts/pants, 2 pairs of socks)
5. Toothbrush & toothpaste
6. Sun hat & sunscreen
7. Insect repellent
8. Sleep mat. We recommend [this one](#) that fits well and does not touch the floor.

#### **Items to take home every day to wash**

1. Wet bags for clothes and diapers.
2. Water bottle. We recommend adding a carrier [like this one](#) so that your child can bring it with them to play outside.

#### **Items to leave at home (please don't bring these items)**

1. Backpacks
2. Outside toys
3. Outside food / breakfast

## **Infant Community's Daily Schedule Protocol**

### **Arrival (8:30 - 9:30 AM)**

- 1.) Teachers will receive one child at a time outside their classroom. Teacher will be wearing their PPE (cloth mask and face shield) throughout the whole day.
- 2.) Please use the front entrance. If there is already a family at the door, please wait your turn in your car.
- 3.) Intake Form with a teacher. See attached form to preview questions.
  - a.) Run down of COVID-19 symptoms
  - b.) Visual inspection to determine if the teacher will use a thermometer to check for fever.
  - c.) Teacher will ask the parent to sign and note the time of arrival. Pen and board will be disinfected between arrivals.
  - d.) If you arrive after 9:30, call the office to be received by the administrator on duty.

### **Morning snack (9:30 AM)**

- 1.) Everyone will wash their hands.
- 2.) Children will sit at separate tables and eat their morning snack.
- 3.) All food (clementines and bananas) must be eaten by the child who peeled it. There will be no sharing.
- 4.) All the dishes used for food preparation will then be placed in the dishwasher. The materials cannot be used again until it has been washed by the dishwasher.
- 5.) All dishes used for snack time will be placed in the dishwasher.

### **Transition to play (9:45 AM)**

- 1.) Diaper check.
- 2.) Everyone will wash their hands.
- 3.) Everyone will change into their outdoor shoes.

### **Outdoor play (9:45 AM - 11:45 AM)**

- 1.) Infant and Toddler classrooms will alternate using Marcelo's park in the alley.
- 2.) Tricycles and other materials will be disinfected daily and frequently.

### **Transition from play (11:45 AM - 12:00 PM)**

- 1.) Take off shoes
- 2.) Diaper check
- 3.) Everyone will wash their hands.

### **Lunchtime (12:00 PM - 12:30 PM)**

- 1.) Children will sit at individual tables spaced throughout the classroom.
- 2.) Children will have a plastic, easy to clean placemat.
- 3.) Teacher will plate catered food and hand it to the child at their table.
- 4.) Teachers will serve all milk and water.
- 5.) Teachers will place all plates and cutlery in the dishwasher when they are finished eating.

**Transition to nap (12:30 PM - 1:00 PM)**

- 1.) Diaper check.
- 2.) Everyone will wash their hands.

**Naptime (1:00 - 3:00 PM)**

- 1.) Cots will be spaced out throughout the entire classroom.
- 2.) All cots will be disinfected at the end of the school day.

**Afternoon snack (3:00 PM)**

- 1.) Everyone will wash their hands.
- 2.) Children will sit at individual tables to eat their afternoon snack.
- 3.) All dishes used for snack time will be placed in the dishwasher.

**Dismissal (4:30 PM)**

- 1.) Teacher will dismiss one child at a time.
- 2.) They will provide you with a report for the day.
- 3.) If you arrive and a family is already at the classroom door, please wait your turn in your car.
- 4.) Teacher will ask for your signature on the sign out sheet. Pen and board will be disinfected between dismissals.

Child's Name / Nombre: \_\_\_\_\_

Date / Fecha: \_\_\_\_\_

**De Colores' Daily Intake Form**

Please place an X next to the symptoms your child does not have and circle the symptoms they do have.

- Fever or chills / Fiebre o escalofrío
- Coughing / Tos
- Shortness of breath / Falta de aliento
- Fatigue / Fatiga
- Muscle or body aches / Dolor muscular
- Headache / Dolor de cabeza
- New loss of smell or taste / Perdida de olfato y gusto
- Sore throat / Dolor de garganta
- Congestion or runny nose / Congestion o nariz que moquea
- Nausea or vomiting / Nausea o vomito
- Diarrhea / Diarrea
  
- Did your child sleep well last night?** *¿Durmio bien?*
- Did your child eat breakfast?** *¿Su hijo/a ha desayunado?*
- Has your child taken a fever reducer?** *¿Su hijo/a ha tomado alguna medicina para reducir la fiebre?*
- Is anyone in the family experiencing any of the above symptoms or awaiting a test result for COVID-19?**  
*¿Alguien en su familia tiene estos síntomas o está esperando el resultado del examen de COVID-19?*

Temperature / Temperatura: \_\_\_\_\_

**Arrival Time / Hora de Llegada:** \_\_\_\_\_

**Departure Time / Hora de Salida:** \_\_\_\_\_

**Caregiver's Signature / Firma:** \_\_\_\_\_

Child's Name / Nombre: \_\_\_\_\_

Date / Fecha: \_\_\_\_\_

**De Colores' Daily Intake Form**

Please place an X next to the symptoms your child does not have and circle the symptoms they do have.

- Fever or chills / Fiebre o escalofrío
- Coughing / Tos
- Shortness of breath / Falta de aliento
- Fatigue / Fatiga
- Muscle or body aches / Dolor muscular
- Headache / Dolor de cabeza
- New loss of smell or taste / Perdida de olfato y gusto
- Sore throat / Dolor de garganta
- Congestion or runny nose / Congestion o nariz que moquea
- Nausea or vomiting / Nausea o vomito
- Diarrhea / Diarrea
  
- Did your child sleep well last night?** *¿Durmio bien?*
- Did your child eat breakfast?** *¿Su hijo/a ha desayunado?*
- Has your child taken a fever reducer?** *¿Su hijo/a ha tomado alguna medicina para reducir la fiebre?*
- Is anyone in the family experiencing any of the above symptoms or awaiting a test result for COVID-19?**  
*¿Alguien en su familia tiene estos síntomas o está esperando el resultado del examen de COVID-19?*

Temperature / Temperatura: \_\_\_\_\_

**Arrival Time / Hora de Llegada:** \_\_\_\_\_

**Departure Time / Hora de Salida:** \_\_\_\_\_

**Caregiver's Signature / Firma:** \_\_\_\_\_