



TEXAS TECH UNIVERSITY
College of Human Sciences

Center *for* Early Head Start™

Policies and Procedures
Parent Handbook
Supplemental Covid-19 Policies

Attending Texas Tech University Center for Early Head Start

What is the current schedule due to Covid-19?

CEHS will be open Monday through Friday, from 7:30 am - 2:30 pm. CCS/Wrap-around care will not be offered at this time.

How will drop off change?

Adults will not be allowed to enter the building to drop off children. Drop off time is no later than 8:30 am. If you are running late, you must call the Center at 806-765-2737 and staff will decide whether your child can come for the day. NO children will be accepted after 9:30 am, regardless of the reason for tardiness. Chronic tardiness may result in a meeting to determine your child's continued needs for CEHS services.

Please be patient, as drop off procedures have changed. Children will be dropped off outside the building; infants at the WEST doors (by the circle drive on Broadway). Toddlers will be dropped off at the SOUTH doors (main entrance on Broadway). If you have children in both age groups, please go to the infant entrance. Your child's teacher will be called to come take your child to class after you and your child have been screened.

All children and adults will be screened and have their temperature taken before children can enter the building. At the screening station, you must wear a face mask and stay 6 feet away from other families. If another family is already at the screening station, please remain at the designated spaces to ensure social distancing. At that time, you must disclose if you or anyone in your home is experiencing symptoms, has been quarantined, or has been diagnosed with Covid-19. If you or your child are experiencing symptoms of Covid-19 or have fever more than 100 F, your child will not be allowed to stay at CEHS for the day.

You are strongly encouraged to plan your drop off so that only one adult (same person each day) and the CEHS child come to the screening station. Do not bring other adults, older siblings, or friends. At risk persons should stay at home as much as possible.

How will meal service and food policies change?

Your child will continue to receive breakfast, lunch, and an afternoon snack. We have suspended family-style meal service at this time; teachers will plate and serve all food to the children. Kitchen staff will follow all guidance for safe food service.

NO outside food will be allowed into the building. This includes food, drinks, bottles, and sippy cups. This also includes breakfast; your child will receive breakfast at school.

At this time, you may not bring in commercially-prepared food to share with other children, even for a birthday celebration. We appreciate your understanding.

Will pick up be different?

Adults will not be allowed to enter the building to pick up children. Pick up time will be staggered; 2:00-2:15 pm or 2:15-2:30 pm. You will tell us the best time for pick up for your family, and are expected to pick up at that time or earlier. If you are running late due to an emergency, you must call the Center at 806-765-2737 to let us know what time to expect you. NO children should be picked up after 2:30. Chronic tardiness may result in a meeting to determine your child's continued need for CEHS services.

Please be patient, as pick up procedures have changed. Children will be picked up outside the building; infants at the WEST doors (by the circle drive on Broadway). Toddlers will be picked up at the SOUTH doors (main entrance on Broadway). If you have children in both age groups, please go

to the infant entrance for pick up. Your child's teacher will be called to bring your child outside to you.

When picking up your child, you must wear a face mask and stay 6 feet away from other families. If another family is already at the screening station, please remain at the designated spaces to ensure social distancing.

You are strongly encouraged to plan for the same person to pick up your child each day. You must not bring other adults, older siblings, or friends. Any adult who arrives to pick up a child will need to provide photo ID to the staff at the screening station when asked.

During the pandemic, does my child need to come every day?

At this time, you may choose for your child to receive virtual services. Your child's teachers will work with you to determine what this looks like. In order to remain in the TTU CEHS Center-based option, you will be supported through weekly at-home lesson plans and materials, a weekly parent check-in, parenting support through ReadyRosie, and the additional option to participate in virtual opportunities. Changes from virtual services to in-person care should take place on the first Monday of the following month. Communication is critical to the success of your family and child.

Should you choose to attend TTU Center for Early Head Start for in person childcare, your child should come every day if possible. TTU CEHS strongly believes that children's feelings of security, trust, and safety are affected by regular attendance and that children thrive when they can control their environment by knowing what to expect each day. Regular routines are a very important parenting tool that will be most effective when started at this early age.

Due to Covid-19, we understand that your child may have unexpected absences from school. Again, communication will be critical if your child will miss school. If your child must be absent for the day due to illness, professional appointment, or other legitimate reason, you must call the center **BEFORE 8:30 am** in order to excuse your child.

Does my child need extra clothes?

You must provide at least 1 full set of clothes for your child, including socks and underwear (if worn) to be kept at school. Each piece of clothing must be clearly labeled with your child's name. You may label the items, or the teacher can mark your items for you with permanent marker.

Note: If your child's clothes become dirty, the teacher will clean them in the washing machine. These clothes will be kept as your child's extra set. Please **inform your teacher** if you do not want clothes washed at school.

What can I bring to school for my child?

No outside items can be brought into the center. This includes car seats and diaper bags. We understand that some families may find it challenging to have multiple car seats. Please speak with a member of the management staff or your child's teacher if this is a concern.

Can I celebrate my child's birthday in their classroom?

Due to licensing restrictions, parents and other family members cannot be in the center. As well, no outside food may be brought into the center. At this time, we will be unable to help you celebrate your child's birthday here at school.

How can I stay in touch with my child's teacher?

You may call the center at any time and ask to speak to your child's teacher. Your child's teacher will also provide you with their contact information. You may also request to meet with your child's teacher in person, after 2:30 pm, when absolutely necessary. Proper safety measures will be put in place for these meetings, therefore they must be scheduled in advance.

What if I have a concern about any procedures related to Covid-19?

Your input is very important to us. You are able to voice your concern at any time with your child's teacher, or a member of the management team.

How will TTU CEHS communicate with me?

At drop-off each morning, a screener will ask questions about your child and you will be able to speak briefly with your child's teacher. Every afternoon, you will receive electronic communication about your child's day. **Each day you will need to provide the center with a working phone number or the number of an alternate contact.** This will allow CEHS to call you in case of an emergency or to reach you if we have questions.

Can I visit my child at the center?

No, you are not able to visit your child at the center at this time.

Will my child's ECI therapist be able to come and visit my child at the center?

Specialized staff from therapy providers (such as ECI), CPS, or other agencies will be allowed to come in to TTU CEHS on official business. These staff will be required to wear a face mask and smock if they will be interacting with children, and follow all of the center's health and safety policies. These staff will be screened and have their temperature taken before they enter the center and will also be required to notify TTU CEHS if they become ill with Covid-19 within two days of being in the center.

Besides the new drop off procedures, what are some other things CEHS is doing to protect my child from Covid-19?

- TTU CEHS will follow all guidance from the City of Lubbock Health Department if a staff person or child is diagnosed with, exposed to, or has symptoms of Covid-19. This includes closing classrooms, closing the building, or excluding staff or children from entering the building upon the direction of the COL Health Dept.
- TTU CEHS has been certified as a *Lubbock Safe!* Business.
- All staff will wear masks and, unless they are working alone in their private office. Teachers working with children will wear protective smocks changed throughout the day.
- The only visitors allowed inside CEHS will be those from authorized agencies and they will be expected to follow all safety regulations, including health screening upon arrival, wearing a face mask, and staying physically distant from others.
- Texas Tech University lab class has been cancelled for Fall 2020, so no lab students, or other college students will be allowed to enter the building, except those that are hired as Classroom Assistants.
- CEHS has also developed enhanced cleaning and disinfecting procedures for the center, and will be conducting a daily cleaning of the classrooms and the building by a professional.
- Children will only be exposed to their teachers and the other children in their classroom; they will not be allowed to play with children or adults from outside their own classroom, including outdoors. The cafeteria (indoor large motor area) will not be open and the playground will be divided into multiple sections so that children will not be exposed to other groups, even outdoors.
- Classroom spaces will be updated to reduce the spread of germs. For example, art supplies will not be shared among children; soft materials have been updated to easily-cleanable vinyl materials; we will use single-use, disposable plates, cups, and eating utensils whenever possible.
- Children and staff temperatures will be monitored throughout each day.
- Group events such as Fall Festival and Winter Wonderland will not be held until it is safe to do so. Meetings that must occur such as Policy Council and Socialization will take place virtually.

Health and Safety during Covid-19

Does my child need to continue to have regular shots and well checks?

Your child should continue to have their regular well checks and shots. Children who are not current on their immunizations will not be allowed to come to school, unless they are late in receiving shots due to a medical condition.

Does my child need to wear a mask at school?

No, your child will not be required to wear a mask at school. Children under the age of 2 years should never wear a mask because they may not be able to remove it on their own. Children over the age of 2 will practice wearing a face mask while at school, but will not be required to wear one at all times.

Will my child have their teeth brushed at school?

No, brushing teeth at school has been suspended at this time in order to reduce the spread of germs.

Will I be notified about a Covid-19 illness in my child's classroom?

If a child or CEHS Staff member working in your child's room become ill with Covid-19 and the classroom must close for a period of time, base on guidance from the COL Health Dept, you will be notified at the contact phone number you have listed with us.

Will I be notified about a Covid-19 illness in the center that my child is not exposed to?

If a child or CEHS Staff member become ill with Covid-19 who are not in daily contact with your child and there has been a low chance of your child being exposed, then you will be notified by an automated text message from "schoolmessage@childplus.net".

How will I be notified about other types of illness in my child's classroom?

You will receive an automated text message from "schoolmessage@childplus.net" if there is a diagnosed illness in your child's class such as strep throat, flu, pink eye, etc.

Should I let CEHS know if anyone in my home has symptoms of Covid-19?

YES, you should call CEHS if anyone in your home has symptoms and keep your child at home. Your child will not be able to come to school and should stay home until the sick person has been free of all symptoms, without medication, for 24 hours.

What are important symptoms to watch for?

- Fever 100 degrees or higher
- New cough
- New shortness of breath, or breathing difficulties
- Generalized muscle pain
- Sudden onset of illness or discomfort
- Fatigue
- New loss of smell or taste
- Diarrhea, nausea, or vomiting
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Should I let CEHS know if anyone in my home has been quarantined due to Covid-19?

YES, you should immediately call CEHS if someone in your home has been exposed to Covid-19 and been instructed to quarantine for 14 days. Your child will not be able to return to school until the 14-day quarantine is over and they have been released by the COL Health Department.

Should I let CEHS know if anyone in my home has been diagnosed with Covid-19?

YES, you should immediately call CEHS if someone in your home has been diagnosed with Covid-19 and will be isolated for 14 days. Your child will not be able to return to school until they have been released by the Health Department.

How do I contact the City of Lubbock Health Department?

Call the COL Health Dept at 775-2933, option 1 for guidance or visit ci.lubbock.tx.us/covid19 for additional resources.

What if my child gets sick while at the center?

If your child becomes ill, CEHS staff will notify you immediately, and then will keep your child safe, secure, and separate from the other children until you arrive. Your child and their teacher will go to one of our isolation rooms to wait for you. You **MUST** pick up your child within **30 minutes** of being notified that they are ill. If picking up your child within this time frame is going to be challenging, you should have a back-up person to call for help.

When you or your back-up person arrive to pick up your sick child, please call CEHS at 765-2737. We will let your child's teacher know that you have arrived and you should pick up your child at the EAST doors (located near the cafeteria on Holly Avenue).

When can my child come back to the classroom?

Your child must be free of all symptoms for 24 hours, without medication, to return to school. A doctor's note that states a child can return to school before this 24-hour time span will not be accepted if your child has any symptoms of Covid-19. If anyone living in your home is quarantined or diagnosed with Covid-19, your child must be released by the City of Lubbock Health Department to return to school.

What happens if child or a staff person is diagnosed with Covid-19?

CEHS will immediately notify the City of Lubbock Health Department and follow their guidance. You will be notified if your child has had a known exposure to Covid-19 while at school and will be provided with the appropriate guidance about when they may return to school. Depending on the level of exposure, your child's classroom could be closed for up to 14 days.

Extra Information for Home-Based Program

What will home visits be like?

Home visits will be virtual. Your home visitor will schedule a time to meet with you and your child on a weekly basis. You will be asked to help determine the content of the home visits based on your child's interests and development.

What if I really need to meet in person with my Home Visitor?

You should contact your home visitor and discuss with them the reason that you need to meet. The home visitor will determine the necessity for an in-person visit. Proper safety precautions will be taken to protect both your family and the home visitor. Meetings must be less than 15 minutes, and will happen outside. Both parties will undergo the health screener before meeting, and wear a face mask for the duration of the meeting.

What will socializations be like?

Socializations will be virtual, and held every other week. Home visitors will plan activities for socialization time that involve both you and your child. Materials needed to fully participate in the socialization will be delivered to you.