



# Pacific Grove Community Center Preschool

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## COVID-19 Impacts and Program Modifications

### Overview

This document has been developed to provide general information and guidelines for families and participants of the Pacific Grove Recreation Community Center Preschool Program. The components of this document provide an overview of the modified structure and practices that will be administered during the 2020-2021 program, in order to safely and responsibly operate the preschool program under the State of California's COVID-19 guidelines for school based programs and child care facilities. For information and guidelines provided by the State of California please refer to the following:

- Schools and School Based Programs: <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
- Child Care Programs: <https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>

### Program, Schedule, and Fees:

- **Butterfly Class: (3-5 years old)**
  - The program will begin with a maximum of 12 Participants  
*Eligible participants must be 3 years old by the first day of the program, February 2<sup>nd</sup>.*
  - **Days:** Tuesday, Wednesday, Thursday (9:00am – 12:00pm)
  - **Dates:** February 2, 2020 – May 27, 2021
  - **Fees:** \$309.00 per month | \$278.00 per month (PG Residents)
- **Registration / Orientation:**
  - **Registration will open on Tuesday, December 1st** with priority given to families who complete and have submitted either an "Intent to Return" form or registration application. No deposit is required.
  - Enrollment materials and the Preschool Handbook will be provided to families by December 15<sup>th</sup>.
  - Individual family orientations will be held between January 6<sup>th</sup> – January 23<sup>rd</sup> by appointment only.

### Class Sizes & Physical Distancing

- **Class Size:** Program registration for the Butterfly Class will be reduced to a maximum of 12 participants. A second program may be created if there is enough enrollment.

- **Small Groups:** As a way of limiting exposure, participants will be divided into small groups daily. Those groups will rotate between indoor/outdoor learning spaces throughout the day.
- **Program Supervision:** 2-3 Staff will maintain a clean, safe learning space and supervise children while engaged in activities or using the restroom.
- **Learning Spaces:** Learning spaces will be arranged in a way that accommodates county recommendations **for social and physical distancing requirements** while maintaining engagement opportunities and interactive instruction.
- **Drop-off & Pick-up:** Masks are required during drop off and pick up for all adults and children over 2 years. All drop-off and pick-up will be conducted outside (in main hall if raining) with proper physical distancing.
- **Classroom Access:** Parents/guardians will only be allowed to enter the classroom under special circumstances and with proper notification and approval of Preschool Staff.
- **Volunteers/Visitors:** Parent volunteers and special guests will not be allowed in the classroom this year.

## Health & Safety Practices

- **Health Screenings:** A health check will be conducted for each staff and participant each day prior to participation. Participants will not be allowed to attend if they are showing signs of being sick.

Health Checks will consist of:

- **Temperature Check:** Using a no touch thermometer, temperatures will be taken for each participant and staff. Temperature should not exceed 100.4 degrees.
- **Visual Inspection:** Staff will watch participants for signs of illness such as, coughing, sneezing, sore throat, feelings of lethargy, loss of appetite, etc.
- **Questions:**
  - a) Does anyone in your household have a fever of 100.4 or greater?
  - b) Have medications been administered to your child in the past 24 hours to reduce fever?
  - c) Have you or any of your family members recently had a respiratory infection, cough, shortness of breath or fever greater than 100.4?
  - d) Are there any members of your household who have recently tested positive for COVID-19?
  - e) Has any member of your household had recent close contact to a positive COVID-19 patient?

Parents or guardians will be required to sign in and out each day with a complete and legible signature acknowledging a negative response to the above questions.

- **Cleaning / Disinfecting:** All areas and supplies used for program activities will be cleaned, sanitized, and disinfected after each use. Staff will be trained on proper cleaning and disinfecting practices prior to program beginning.

- **Face Coverings:** Requirements for face coverings will align with the State of California and Monterey County Face Mask Orders as it relates to school-based activities and childcare facilities.
  - a) Staff will be required to wear face coverings during pick up and drop off interactions and also during the program when physical distancing isn't possible.
  - b) Students will also be required to wear a face covering with the exception of snack and water breaks each day.
- **Personal Belongings:** Participants will not be allowed to bring non-essential personal items from home. This includes but not limited to; backpacks, phones, electronics, toys, blankets, etc. Lunch boxes, jacket/sweatshirts, hats, etc. will be allowed.
- **Supplies:** Each participant will have a separate, personal "craft kit" labeled with their name and stored in their cubby consisting of markers, scissors, glue sticks, pencils, etc. Participants will not be allowed to share or use one another's supplies & materials.

### Staff Requirements

- **Staff Training:** Prior to the program beginning, all staff will be provided related information and training to ensure that proper physical distancing occurs, sanitation and disinfecting is conducted regularly and proper procedures are followed should a staff or participant fall suddenly ill.
- **Health Screens:** A health check will be conducted for daily for each staff member prior to any interaction with participants or the public. Staff will not be allowed to work if they are showing signs of being sick.
- **PPE:** Staff will be provided and required to use all necessary and appropriate Personal Protective Equipment including masks, gloves, hand sanitizer, etc. during programs and activities that require such equipment, when physical distancing cannot be maintained and during all interactions with the public.
- **Relocation Space:** Should a staff or participant fall suddenly ill, the program supervisor will initiate a plan for relocating the individual to a safe and monitored resting space. Additional internal guidelines and communication to participants will be followed.

Thank you for your support and understanding of these modifications during this time. If you have any questions regarding this information or the Pacific Grove Recreation Community Center Preschool, please call **831.648.3135** or email **acanales@cityofpacificgrove.org**.

We look forward to your participation in the program.

Sincerely,  
Pacific Grove Preschool Staff

