



COVID-19 Parent Handbook  
2021/2022 School Year

Magic Years Nursery School  
196 Elm Street  
Braintree MA 02184  
781-843-8435

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Dear Parent(s),

As we prepare for the opening of Magic Years Nursery School, I want to share the changes we have implemented to keep your children safe and happy. Please be assured, my staff and I are committed to providing a quality program that is safe, educational, child-friendly and fun!

While many things will seem different with new procedures in place for the safety of all, Magic Years will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore and learn.

Please feel free to contact me if you have any questions regarding the policies and procedures that are outlined in the enclosed Parent Handbook. They are in place to ensure that Magic Years is a safe and enjoyable place for your children.

### **Extra Hygiene Measures and Procedures**

Hand washing stations are located in each classroom.

Handwashing station outdoors, to be used after playground.

Signage with pictures located in bathrooms to encourage handwashing.

Teachers will review with children how to wash hands, wear masks and physically distance safely.

**Sanitizing Stations:** Before entering classrooms and before leaving classrooms, children will sanitize their hands properly. Hands will also be washed after outdoor play with soap and water for at least 20 seconds. Hand sanitizer will be used when soap and water is not available.

**Sanitizing/Disinfecting:** All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. All toys, manipulatives and equipment that are played with will be put into the disinfecting process as usual. All surfaces and toys will be sprayed prior to leaving the classroom throughout the day. All group sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase. Pending notification from EEC, dress up clothes may be introduced after November 1<sup>st</sup>.

### **Mask Wearing**

All staff, teachers and assistants will be required to wear masks while indoors. Children should wear a lanyard with a mask attached to school each day

Children in Pre-K classes should wear a mask while indoors, exemptions will be made for physical and behavioral conditions.

Three- or four-year-old children will be encouraged to wear a mask while indoors.

While outdoors, children will not be expected to wear masks, but will not be asked to take mask down if they are wearing a mask comfortably.

Having a mask attached to a lanyard will prevent them from getting lost.

## **Cleaning Practices**

All high touch surfaces and objects will be cleaned after use or at minimum once a day.

Bathroom sinks and toilet handles and seats will be disinfected after each use.

Children have assigned chairs daily.

## **Physical Distancing**

Indoor space and routines will be implemented whenever possible to a minimum of 3 feet.

Children are assigned to discrete groups during morning activities and minimal changes in afternoon activities. Once an extended day group is assigned, children will remain in that group.

## **Arrival and Departure Procedures**

Our facility is operational from 8:30AM-4:00PM, Monday through Friday. Please come only at your designated drop-off or pick-up to keep everyone safe. Children who have pre-registered and pre-paid for early drop off may arrive at 8:30. Parent(s) should wear masks at drop offs and pick-ups.

**Drop off Procedures:** At orientation parents will be given a sign to be placed in car window with your child's name and class. Please assist with drop of by having your child unbuckled and ready to go when teacher approaches your car. Please enter parking lot from Elm Street, taking a left into our parking lot. All traffic entering the same way. When exiting parking lot - Left Turn Only.

**Pick-Up Procedures:** Please abide by your designated pick-up time. If you see another family being helped, please be patient until it is your turn. Please exit your car to help your child into car and assure that children are buckled in properly. If picking up your child early, please call the school office at 781-843-8435 to let your child's teacher know the pick-up time. Your child will be brought out to your car at that time.

## **Visitors**

All visitors who are instructing children during extended day activities are vaccinated and will wear masks while indoors.

Rolling drop offs and pick- ups will continue to limit exposure to individuals indoors.

## **Ventilation**

Heating system in Magic Years is not forced hot air.

Windows and doors in classrooms will be kept open to increase air circulation (doors to building will be kept closed and locked).

Each classroom has a portable air filtration system.

Outdoor activities will be held in play areas by classrooms, all classrooms have assigned out door times.

### **Admission/Exclusion Due to Symptom of Illness**

Staff will monitor for symptoms and stay home when sick or if exposed to a Covid-19 positive individual.

Children should stay home if sick or exposed to a Covid-19 positive individual.

If a child becomes sick at school, children will isolate in school office with a teacher until picked up by a parent or an emergency contact.

Children who are obviously ill with fever, diarrhea, vomiting, green runny nose, puss/oozing eyes, disease or condition (i.e., Chicken pox, head lice, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to Magic Years. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call the school office at 781-843-8435 to discuss if they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or emergency contact you have provided immediately, and it is necessary that the child be picked up within one hour of notification. If your child is not feeling well, please keep them home to avoid having to supply Magic Years with a Doctor's note.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever reducing medication. Your child must have any prescribed medication such as antibiotics, in his /her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Magic Years without a Doctor's note. The Doctor's note should read that the child can return to school and is no longer contagious.

Permission for a child to be administered medication in the school must be approved by the physician and an Authorization for Medication and a Medication Consent form must be filled out by your doctor and **signed by both doctor and parents**. Children will be given their medication according to the prescription specifications only. All epi-pens, Benadryl and inhalers should be brought to orientation in their box.

**If a Child or Staff Contracts COVID-19 symptoms** (fever, cough, shortness of breath), sick children or staff who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider only returning after a negative COVID-19 test and a doctor's note from their health care providers letter head.

**Self-Isolating Following Exposure or Potential Exposure** In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed:

If a child or staff member has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff will not be permitted to enter Magic Years and must be sent home. Exposed individuals must be directed to stay home. After a negative test, an individual can return to school on day 8, counting days begins on exposure date. Magic Years must consult with the Braintree Board of Health for guidance on quarantine for other children and staff, and what additional precautions

will be needed to ensure the class is safe for continued services. All positive tests will be reported to EEC.

If an exposed child or staff subsequently tests positive or their doctor says they have confirmed COVID-19, they must be directed to stay home for a minimum of 10 days from the 1<sup>st</sup> day of symptoms appearing AND be fever free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the child or staff resides.

## **Personal Belongings**

During orientation your teacher will assign your child a show and tell day. No toys or personal items should be brought to school on other days. **At orientation, please bring a plastic bag (grocery size)** to keep in school with a change of clothes, including shirt, pants, underpants and socks, in case of accidents or accidental spills. Children who are not potty-trained, a package of diapers that open from sides and a package of wipes should be brought to orientation to be given to classroom teacher. Please put your child's name on outside.

## **Fee and Payment Policy**

Tuition is due on the 1<sup>st</sup> of the month. Payment # 1 June 1<sup>st</sup> Payments 2-10 Sept. 1<sup>st</sup>-May 1<sup>st</sup>. Payments are on auto withdrawal with Sawyer on line service.