

DSU
COVID-19 Parent/Guardian
Agreement
2020 School Year



The Duxbury Student Union
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**Parent Handbook
COVID-19 Edition**

Introduction	3
Enrolling Your Child	3
Extra Hygiene Measures	4
Fee and Payment Policy	4
Admission/Exclusion due to symptoms of illness (not Covid related)	5
Admission/Exclusion due to symptoms of Covid	5
Screen and Monitor Children and Staff	6
Isolation and Discharge of Sick Children & Staff	7
Personal Belongings	8
Arrival and Departure Procedures	8
Visitors	8
Field Trips/Special Events	8
Food	8

Introduction

Dear DSU Families,

As we are getting ready to reopen after being closed for nearly 6 months, DSU wants you to know we are in this together. While this may be a worrisome time, DSU is 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 safety of all, this 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.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the Department of Early Education and Care (EEC), local and state officials, as well as the Duxbury Public Schools. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. We are in this together, and by following these guidelines, we can ensure the safety and wellness of students, families and staff.

Jessica McDermott
Assistant Director
Duxbury Student Union

Enrolling Your Child

Before enrolling any child, parents or guardians must complete forms mandated by the Department of Early Education and Care (EEC), as well as read and understand this handbook and our standard Parent/Guardian Handbook. When enrolling into DSU, parents or guardians will be directed to our website www.duxburystudentunion.org where they can access our enrollment system, which includes all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically using Community Root, our partnering registration vendor.

Due to our limited capacity, DSU will monitor enrollment for class size restrictions. We are sorry that we cannot always meet the needs of parents or guardians when requested, however we will work to move families off of a waiting list quickly. You will be emailed by the registration is approved.

Admissions to the Duxbury Student Union shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age, gender or sexual orientation.

Extra Hygiene Measures

1. Handwashing: Upon arrival to DSU, each student will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our when soap and water is not available
2. 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 surfaces and toys will be sprayed prior to leaving the room throughout the day. All soft toys and items difficult to sanitize will be unavailable during this phase of opening.
3. Mask wearing: Students and staff are required to wear a mask while attending programming. Families are responsible for supplying a mask to their student. DSU will have additional masks available to each student, in the event a mask is soiled, lost or broken
4. Social distancing: Each class is will be assigned a teacher maintaining a ratio of 10:1 (subject to change in future phases). Each class will social distance from other classes to assure safety. Classes will not intermix and will be with the same teachers as much as possible.

Fee and Payment Policy

DSU enforces the following policies and procedures for tuition payments:

1. Tuition is automatically deducted on the 1st of the month.
2. There is a late fee of \$10 when a student is picked up after their scheduled time
3. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays, ***emergency-related closings mandated by the state/local government, like a pandemic.***
4. If you need to terminate your enrollment into DSU, notify the director(s) and they will attempt to fill your spot. DSU will only terminate tuition payments when the space is filled. (No reimbursement of tuition will be granted).

5. Our credit card processing company places a credit card convenience fee on charges related to enrollment. ACH customers of approved banks enjoy a lower fee.
6. Due to the pandemic and increased concerns over financial commitments of a full school year, DSU has added a 5 month commitment, allowing families to opt out on January 31st. Families will have the ability to renew for the second half of the year.
7. Tuition, fees and deposits are non-refundable.

Admission/Exclusion due to symptoms of illness (not Covid related)

Children who are ill with fever, diarrhea, vomiting, disease or conditions like head lice, pink eye, fever over 100 degrees, etc. will not be admitted to the program. If you have any doubts related to the health of your child and attendance at DSU, please email us at admin@duxburystudentunion.org. If your child appears to be sick while in our care, we will notify the parent or guardian immediately, and the child must be picked up within one hour of notification.

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 into programming without a doctor' s note. The doctor' s note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent by way of the students Individual Health Care and Medication consent form filled out prior to enrolling in DSU programming. Medication must be given to the DSU in its original bottle, which contains the pharmacist' s directions. Children will be given their medication according to the prescription specifications only.

Admission/Exclusion due to symptoms of Covid

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you' ve been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes; contact with an individual includes the period of 48 hours before individual became symptomatic.

Screen and Monitor Children and Staff

DSU will conduct daily screening of all staff and children before they are permitted to enter the space following the EEC requirements below.

1. Parent Drop off will occur in one location, in the side entrance of the DSU building
2. Students will be screened by designated DSU staff member while student is still in their car
3. Health check responses will be recorded and maintained on file.
4. Staff will verbally screen children and parents asking the following questions. If any of the below are yes, the child cannot enter the building and must return home with their parent or caregiver.
 - a. Today or in the past 24 hours, have you or any household members had any of the following symptoms?
 - Fever (temperature of 100.0°F or above), felt feverish, or had chills?
 - Cough?
 - Sore throat?
 - Difficulty breathing?
 - Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
 - Fatigue? (Fatigue alone will not exclude a child from participation.)
 - Headache?
 - New loss of smell/taste?
 - New muscle aches?
 - Any other signs of illness?
 - In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)? ⁵
5. Staff will make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness
6. Staff will be screened, daily, and in the above fashion prior to entering the building.
7. Staff will visually monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Children who are exhibiting signs of illness must be isolated until able to leave the facility. DSU will have a non-contact or temporal thermometer on site to check temperatures if a child is suspected of having a fever (temperature above 100°F).

** If any child or staff appears to have severe symptoms, DSU will call emergency services immediately. Severe symptoms include the following: extreme difficulty breathing, bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, confusion, inability to rouse someone, or seizures.

Isolation and Discharge of Sick Children & Staff

1. DSU will take the following actions to prepare for a potential exposure.
 - a) Designate a separate space to isolate children or staff who may become sick, with the door closed (or a solid barrier) if possible. Isolated children will be supervised at all times
 - b) DSU will have an emergency back-up plan for staff coverage in case a child or staff becomes sick.
 - c) DSU will make every effort to use a designated exit that will be used when a student is symptomatic.
2. If a Child Becomes Symptomatic DSU will follow the protocols below:
 - a) Immediately isolate from other children and minimize exposure to staff.
 - b) Notify parents and have the child picked up as soon as possible.
 - c) Move children in class to a new area, to allow for sanitation and disinfection of space.
3. If a Staff becomes Symptomatic, they must cease child care duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms.
4. If a Child or Staff Contracts COVID-19 or are symptomatic and presumed to have COVID-19 they must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider.
5. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic.
6. Notifying Required Parties: In the event that DSU experiences an exposure, we will notify the following parties.
 - a) Employees and families about exposure but maintain confidentiality.
 - b) Local board of health if a child or staff is COVID-19 positive.
 - c) EEC our licensing agency if a child or staff member has tested positive.
7. In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed.
 - a) If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, they must be sent home for at least 14 days after the last day of contact with the person who is sick. DSU will consult the local board of health for guidance on quarantine for other children and staff in their micro-group, to determine what additional precautions will be needed to ensure the program space is safe for continued operation.

- b) If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st 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 direction of a healthcare provider.
 - c) If a household member of a child or staff person tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.
8. If an Exposed Child or Staff Remains Asymptomatic and/or Tests Negative for COVID-19: If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from approved items. All fabric masks should be laundered.

Arrival and Departure Procedures

Pick-up & Drop-off will occur outside, in front of the DSU building. Students will remain in cars until the staff member has screened them for entry. Please abide by the drop-off and pick-up time. Drivers and passengers should wear a face covering/mask until child enters/exits car. At pick up, a staff member will approach each car to confirm that the pick-up person is on the approved list supplied by the family. Once confirmed, the student will be dismissed by staff.

Visitors

Visitors will not be permitted at this time. This includes parents and guardians of DSU students.

Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

Food

- A. Snack: A snack is included in your monthly tuition amount. Snack is provided at 10:00am
- B. Food Allergy: If your child has an allergy to any foods, please be sure that it has been indicated in an individual health care plan, submitted prior to enrolling. All allergies will be posted, confidentially, in the office.



Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook" COVID-19" edition for the 2020- 2021 school year, which contains the policies and procedures for The Duxbury Student Union while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child' s file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Jessica McDermott
Assistant Director
Duxbury Student Union

I, _____ (print your name), the parent/guardian of
_____ (print child' s name), hereby acknowledge receipt
of The Duxbury Student Union Parent Handbook COVID-19 edition. I have read and agree to
adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____