

# Parent Information

One hundred years from now it will not matter what lessons were taught on Monday morning, the size of our school, how many children were in attendance, or whether we had apples or oranges for snack, but that the world would be different because La Primera was important in . . . the life of a child.

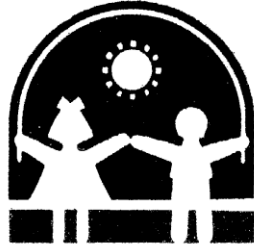
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Updated August 2020



LA PRIMERA  
PRESCHOOL

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## I. VERY IMPORTANT PARENT (V.I.P.) INFORMATION

We feel honored that you have trusted us with your most precious possession, and we will do our very best to make school a wonderful experience.

### **First Day:**

On the first day of school, the teacher will open her door and be ready to receive your child. Children must be signed in each day by an adult. Please say goodbye even if your child cries. Please don't just sneak away. We are building trust and the children need to know what to expect. At the end of the day, the teacher will open the door to dismiss the children. Please help us by standing at the door until the teacher has called your child to go with you. We need to see and be sure each child has been released to the proper person. When you pick up your child, you sign out on the same sheet. Please be sure to inform the teachers who will be picking up. **Again, please do not take a child from the classroom until the teacher has been informed.**

### **Arrival Procedures:**

Teachers open their doors and begin greeting children. Please wait for your child's teacher to open their door.

### **Dismissal Procedures:**

Please wait for your child where they cannot see you (some classrooms have glass doors). They may get anxious or worried when they see parents standing at the classroom windows. Wait for your child's teacher to open the door and she will dismiss each child one at a time. We ask that you don't let your child play on the yard or at school after you sign them out. We find it difficult to keep track of the children in our care.

### **Signing in and out:**

The State of California requires a full signature by an adult (18-years and over) upon arrival and dismissal each day. The sign in/out sheets will be on a clipboard outside our school on the fence separated by room number. **At drop off, please fill in your child's first and last name, put Y (yes) or N (no) for lunch, time, and your full signature. At pick up, please put time out and full signature.**

### **Safety and Security – Coming and Going Each Day:**

Please bring your child personally to the door each day. The teacher will open her door when she is ready to receive the children, and will keep her door closed until she is ready to dismiss them. We ask that you drop off and go because of our new COVID-19 guidelines. Be sure we have a current list of "persons allowed to pick up your child", and please keep it updated. If you have someone new picking up, please send a note on that day. Call us if you have an emergency and someone not listed and without a note will be calling for your child. If we are concerned, we might call you to confirm that the person picking up your child is authorized to do so. We will ask for a picture I.D. if we do not know this person.

***Thank you for your help – this is all planned to keep your child safe!***

### **Talking with the Teacher:**

If you will notice, the teacher greets the children one at a time sitting on a low chair in order to make eye contact with each child. The morning greeting is an important one for the children, and it is difficult for the teacher to talk with you at that time. If you need to talk with the teacher please contact the office by e-mail or phone.

### **Dress for School:**

**Play clothes PLEASE!!** Children need to be comfortable and be able to manage the clothes (pull up and down, take on and off). If they worry about keeping clean then they miss some experiences because of it. After all, you don't cook dinner in your best clothes. Let them enjoy. We would rather see them in old play clothes – it takes the pressure off us also. For safety reasons, we request that your child wear closed toe shoes. Flip-flops or sandals are not appropriate for climbing, running and outside activities, and are not recommended. Please put your child's name in all jackets and sweaters. Each teacher will need an extra set of clothes to remain at school. Please place these clothes in a plastic zip lock bag and label the outside of the bag with your child's name.

### **Keeping Children Healthy:**

We need your help in keeping all the children healthy. No child can be admitted to school without a completed Health and Emergency form. Please report any contagious disease to us within 24 hours so that we can alert all parents (Child's name will remain confidential). If your child develops a fever, we ask that they are fever free for 72 hours before coming back to school. Some families have tiny babies and an early warning will help everyone. If your child becomes ill at school, you will be called and your child must go home for his/her safety. If we cannot reach you, we will go to the second name on your emergency information list. Please be sure to update this list when you have changes in phone numbers or people. If you have a cell phone, please be sure to add this to your emergency information. **\*Please also refer to our COVID-19 policies**

### **Medicines & Vitamins:**

Please do not send any medicines or vitamins to school with your child. Medicines must be taken before or after school (this includes creams). If a child needs medicine during school, a parent or guardian must come to school to administer it.

### **Office Hours:**

Our business hours are from 8:00 a.m. to 4:00 p.m. If you need help with your billing, paying tuition in cash, or need a receipt, you must come into the office during office hours. No other person on our staff is authorized to write receipts, check billings or handle cash payments other than the director, assistant director or office manager. Any other business matters please contact us by e-mail or phone.

### **Schedule Changes:**

If you wish to change your number of days or class, please e-mail us and let us know what you have in mind. You will be notified about the availability of your request.

### **Morning Class:**

The morning class consists of 90 minutes of inside time and 90 minutes of outside time. During outside time a snack of fresh fruit and milk or water is offered.

### **Ouch reports:**

Little bumps and falls may happen at school. We encourage all children to tell a teacher when that happens. If your child does get hurt at school, we will fill out an ouch report to let you know what happened. A teacher will hand it to you in an envelope. You can always call the school if you need more information about the incident. If your child ever bumps their head, we will give you a phone call to let you know of the incident.

### **Grassy area news:**

Our staff takes the responsibility of your child's safety at preschool very seriously. It is extremely important that our parents feel their child will be provided with a supervised, safe environment. It is equally important for the children to feel school is a safe, positive place to grow.

We need your help! When the children leave with their parents at the end of the school day, many families remain in the grassy area near our parking lot. We are greatly concerned when the children are running around very close to our parking lot and the busy street on Ocean Avenue without the proper supervision. La Primera shares the common area with Seaside Community Church. Please keep in mind the following to help us keep our strong relationship with the church.

- Please don't let your children hang from tree branches and climb up on the garden countertops.
- Remind them not to break off bark, leaves and branches from the trees.
- Ask your children not to trample on the plants in the prayer garden.
- If you need to use the restroom, please come into the school and use our bathrooms – not the house bathroom by the church.

The laughter of children playing is a happy sound and we certainly do not wish to stifle it. However, we would appreciate your assistance in encouraging the children to respect and live in harmony with our plant life, and our surroundings.

We encourage our parents to meet after school and set up play-dates for the children. It is a wonderful opportunity for them to enjoy preschool friendships as well as parents having the opportunity to visit with each other. Perhaps a neighborhood park would be a convenient alternative.

Thank you for your assistance in this matter. I'm always happy to answer any questions you may have or help with your concerns.

## 2. LET'S DO LUNCH!!!!!!



When your child stays for lunch, our goals are to encourage good eating habits and table manners. Children eat with teachers and peers. Children are to remain at the table until excused by an adult, and usually until most of our friends are finished (this discourages fast eating in order to go play).

### **Manners to be encouraged:**

Slow eating, not talking with mouth full (also safer to avoid choking), and not playing with food. Children are not allowed to share food with friends. We encourage a child to replace uneaten food in lunch box so parents will know what they did eat and perhaps what they did not like.

### **What to Send:**

We discourage candy and sweets – a simple statement for example – “We don't have candy at breakfast or school lunch.” will help your child understand – candy is not allowed at school. Eating habits learned now are life-long. So what your child eats now is very important. If you provide only healthy foods at lunch, that is what your child will learn to eat. If no one is looking, the following is usually the order in which children eat their lunch: 1) The sweets – candy, cookies, etc. 2) Juice (if you send more than one, it fills them up and they will eat little else) 3) Chips and salty items 4) Sandwich (or main course) 5) Fruit.

### **Healthy Eating Encouragement:**

Having conversations about what makes you strong and healthy. Knowing about the four basic food groups will provide information for children about why they need certain things in their diet to make them strong and healthy. Following the pyramid chart of how much to serve in each group will also help. “We only put good things into our bodies because it makes our bodies and minds grow strong”. Maybe some input from them would be helpful.

### **Preparing foods:**

Please cut up food age appropriately. Common choking hazard foods are; hot dogs, whole grapes, nuts and seeds, chunks of meat and cheese, popcorn, chunky peanut butter, raw vegetables, etc. Bento boxes are great way to pack lunch **PLEASE label all container, water bottle and lunch box.** If something gets left behind then we know who to return it to. Please send items that your child is able to open. At this time, we are not able to warm up lunches.

### 3. AFTERNOONS AT LA PRIMERA

#### Enrichment Classes:

**At this time, we are not offering Enrichment classes due to our COVID-19 policies. We will inform you by e-mail when this changes.** We have designed the afternoons with extra enrichment, extra stimulation and of course extra fun. When enrichment classes start again, we will present to you a choice of classes that will offer new experiences, new skills and new friends. These classes are offered every six weeks. These classes are intended for the children who are a part of the Stay & Play program, not extended day. Sign-ups are through e-mail only.

#### Stay & Play Program:

The afternoons are designed to be as if you had gone home to play. By play we mean the children tune into their own energy level.

Morning Hours: 7:45am - 8:45am (One hour minimum charge)

Afternoon Hours: 12:00pm - 4:30pm (Two hour minimum charge)

#### Extended Day:

Extended day is an optional program for families who attend the afternoons on a regular basis. This class meets with the same children and teacher each day. Enrollment is on a regular on-going basis. We do not offer this class by casual arrangement. The class requires a one month's withdrawal notice in writing (at the first of the month).

### 4. BIRTHDAYS



Birthdays are a special time. They celebrate how unique we are. They make us feel very proud and usually very happy. La Primera celebrates your child's very special day with a birthday badge or crown, and always a song.

Please check with your child's teacher on how she celebrates birthdays in her class. Some ideas to help celebrate are: donate your child's favorite book to the class; special projects to do with the class; or bring store bought cups & plates for snack time. Please no goody bags. **WE ASK YOU NOT TO BRING FOOD** to celebrate the occasion. We will be providing our usual snack. **Please do not bring cake, candy or other sweet items.** We cannot serve them to the children and they will be returned. I know many of us equate festive occasions with sweets, but at school we try to stress **healthy eating**. Also, we recommend **NO BALLOONS**. It can be a choking hazard and someone always leaves in tears because of a lost or popped balloon. We don't want to disappoint any child so we ask for your cooperation. It is the child's best interest we have at heart, and we need your support. Thank you for your help with all of the above.

## 5. TUITION AND BILLING POLICIES

### **Billing:**

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On your child's sheet you will see the monthly billing starts on the 1st of the month and ends on the last day of the month. A new sheet will be inserted each month. We will calculate the charges and give you a copy of the billing sheet. The charges will be included on the statement along with the following month's tuition.

Your teacher will hand out statements at the beginning of the month (around the 5<sup>th</sup>). It will help us a great deal if you wait until you receive the statement before you pay the tuition. This will save us time in making small bookkeeping adjustments. You will find no charges on your billing sheet if you are just staying for an enrichment class or extended day class and do not join Stay & Play after the class is over.

A late fee of \$25 will be charged for payments made after the 15<sup>th</sup> of the month. It will be added to your statement the following month. Thank you very much for your help with all of the above. If you have any questions or need help please contact the office by e-mail.

### **Tuition Policy:**

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We would like to take this opportunity to fully explain our tuition policy and our basic services to you. Our basic service includes preschool class time from 9:00 a.m. to 12:00 p.m., with your choice of 2, 3 or 5 mornings. In addition there is "optional" service from 7:45 a.m. to 9:00 a.m. & from 12:00 p.m. to 4:30 p.m. Before and after school care is charged by the hour and is separate from tuition. You are billed individually for these charges and you will receive a statement monthly.

### **Enrollment:**

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We do not enroll children for less than six months. You MAY NOT enroll for only one or two months. A separate enrollment is required in our July and August summer programs.

### **Tuition charges:**

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Tuition is divided into 10 equal payments per year. No reduction of tuition is given for illness, holidays or vacations. No adjustment to the tuition will be made for illness, vacations or early withdrawal. Please note that an early withdrawal requires a 30-day notice in writing. There is a wonderful Pre-Reading class available which requires a special agreement. No other modifications or refunds will be made.

## 6. EMERGENCY PROCEDURES

### **Practice Drills:**

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We have monthly fire, earthquake and lockdown drills. It would be very helpful to the staff if you would explain our "emergency" plans to your children while they are at home. We



need all the reinforcement we can get. When you are at home and things are quiet and relaxed please explain the following:

1. When the teacher claps her hands and says in a loud voice, "EMERGENCY"! Or when the emergency bell rings, that means the child needs to **STOP, LOOK** and **LISTEN** to the teacher. They need to do what the teacher says immediately. **DO NOT** go to your cubby, or get your share toy, or your jacket.
2. You may also need to explain "practice drill". Explain that during a practice drill nothing is really happening- it is just time to practice. We have found it to be very helpful for the child if you have a practice drill of your own at home. Showing the children where to go in the event of an earthquake or fire.

It is very important that the children do not feel frightened. Our goal is to keep them safe and stress free.

This emergency plan is the only time at La Primera that we expect blind-instant-obedience – no talking, no playing, etc. – just do it now!

### **Child Pick-Up during an Emergency:**

We may not be able to answer the phone. Most likely the phones will be down. Come to school for your child if it is safe to do so. Listen to the radio for instructions. Children will be cared for until you arrive. Children will be released **only to authorized family members or their representatives**. Be sure we have up-dated information and an out-of-state phone number.

### **Environmental Problems:**

If our air becomes contaminated, the children will remain inside the building in a secured space. We will do the best we can to protect them. If the building is secured, it means the doors must not be opened, and no one would be allowed to enter or leave the space. To do so would cause a risk to everyone. Parents should listen to the radio and call for your child as soon as it is safe to do so.

Community disasters will be reported on the radio. Listen to it for directions. Be assured that the teachers and other school personnel are giving your child any emergency care that may be needed. They, too, are listening to the radio and will be hearing the same instructions. The safest place, in case of disaster, is off the city streets and out of the way of emergency and rescue equipment. Do not drive or walk to us, until it is safe to do so.

If we are evacuated to a community center, we will leave a BIG NOTE. If we are unable to stay in our school building, we will move first, to the parking lot and then on to the public park near school (on Ocean Avenue, to our South).

We have a small supply of food, water and first aid items. Most of our La Primera families live close enough to walk to us before nightfall if need be. We feel we can keep the children from being frightened during the day. However, at night time, they will be very concerned.

DON'T WORRY – We will be here as long as we are needed.

## **7. HEALTHY SCHOOL ACT**

The Healthy Schools Act of 2000 (as amended by Assembly Bill 2865, Chapter 865, Statutes of 2006) requires that all schools and child day care centers provide parents or guardians of children who are enrolled at the facility with annual written notification of expected pesticide use at schools and day care centers. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Department of Pesticide Regulation's School Integrated Pest Management (IPM) Web site (<http://www.schoolipm.info>) for further information on pesticides and their alternatives. We will post annual notifications starting September, 2009.

Parents or guardians may request prior notification of individual pesticide applications at the school or day care center. Please come into the office for a form to fill out.

## **8. PARKING LOT SAFETY**

**PLEASE DRIVE CAREFULLY AND SLOWLY EACH TIME YOU ENTER AND LEAVE!! *Always hold your child by the hand. If you have a large car-pool (which we encourage) teach each child to hold hands and walk carefully on the path. DO NOT WALK DOWN THE CENTER OF THE PARKING LOT! It is a "little street" and it's dangerous to do so. You are the model for good pedestrian safety and when you break the rules; your child sees this and assumes it is correct. They do copy what they see.***

Please do not leave your child in the car alone. Remember, it is a state law to use seat belts and car seats. We know the parking lot becomes congested, so try to make your pick-up and drop-off as quickly as you can, especially for the first few weeks of school while we are all adjusting. Please respect handicap spaces. We do have families who need them.

## 9. COVID -19 HEALTH AND SAFETY POLICY CHANGES:

Effective July 6, 2020 and for the foreseeable future, we will be taking extra precautions to support the health and safety of your children, family and our staff. Please take note of the following changes to our policies and procedures:

### **Drop Off and Pick Up:**

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**School is open from 7:45am-4:30pm**

**Only ONE parent or family member allowed to drop off and pick up.** If there is a sibling, they can come together. Parents and or family members are only allowed to drop off at the assigned classroom door. Please do not walk around the campus. If there are any office matter's, please email Christa or contact her by phone.

To eliminate the number of adults on campus at one time we are required to stagger drop off and pick times.

### **Staggered Drop off and Pick up Times**

Room	Class time:	Lunch/ Extended Day/ Stay & Play
5, 7, 8	8:45am – 11:45am	11:45am-1:45pm
9, 10, 11, 12	9:00am – 12:00pm	12:00pm - 2:00pm
1, 2, 3	9:15am – 12:15pm	12:15pm - 2:15pm

**Prior to entering the school, please contact the office by phone if one or more of the following has occurred. This will include staff.**

- If anyone you live with or if you have had close contact with someone that has been diagnosed with COVID-19 within the past 14 days.
- If you or anyone in your household have a fever, cough and / or shortness of breath.
- If you or your child(ren) have any other signs of communicable illness such as a cold or flu.

### **Temperature checks:**

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- Parents and children will need to check their temperature before leaving their house.
- Anyone with a temperature of 100.4 or higher or other signs of illness will not be allowed to enter the school.
- If parents did not check temperature before leaving their home, they will be **required to check both the parent and child's temperature before entering the school.** We will have a temperature station (Near ramp towards front gate. Touch-less thermometers, gloves and hand sanitizer will be available)

### **Washing Hands:**

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- There will be 4 hand washing stations in front of school.

- Children and Adults will need to wash their hands before entering school.
- A staff member will be monitoring and supervising the stations.
- Parents and or family member will always be required to wear face masks while on school grounds.
- Parents will need to wash hands before coming into the school gate at pick up time.

### **Sign In/Out sheets:**

Clip boards for each class will be hung on fence by the walkway to the school. Look for your child's room number and please sign your child in and out on this clipboard. Parents will be notified by email which classroom their child will be in.

### **Entering/exiting the school:**

- Enter through main gate
- Exit through the side gate by steps

### **Early morning Stay and Play (7:45am-8:45am):**

- If parents need early morning/before school care, you can drop off at the front yard near the front yard bike area.

### **Healthy Environment:**

- We will separate children into smaller groups that fall within state guidance (**No more than 12 children to a room**).
- Children will not share the same toy but will have the same set of toys their friends have. (For example, each child will have their own set of Legos separated by small bin then disinfected at the end of the day).
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission. Including yard space. (Front Yard is divided into 3 yards spaces, Side yard it divided into 2 yard spaces).
- Children will be allowed to engage in play activities with their peers in small groups of the same 12 children. (We will encourage social distancing. They will be monitored and encouraged not to have physical contact).
- Children will have their own set of writing utensils that will be kept in their cubbies. Centers will be divided and no more than 2 or 3 at a table.
- At this time, the playhouse/dress up will be changed to a different center.
- All areas inside and outside will be limited to 2 or 3 children in one area.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, tables, chairs, climbing equipment, faucets, toilets, toys, games that children play with after every use.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces. Staff will have access to anti-bacterial hand sanitizers and disposable gloves and will use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).

- Staff will wash hands their hands and children's hands before touching the snack and after snack.
- School tours will be given by appointment only and after 3:00pm. Tours will be required to wear masks and not to touch anything at the school.
- Children are not required to wear face masks but are recommended to do so.
- Staff will be required to wear face masks.

### **Staff and Child's Health:**

- Teacher will take child's temperature as they enter their classroom.
- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children or staff who start to experience symptoms of respiratory illness, including a fever of 100.4 or greater, while at the school, will be isolated from other children and staff until they can be picked up or sent home. The child older than 2 will be required to wear a mask and will be supervised at all time.
- Children and staff must remain at home in isolation and not return to school for a minimum of 10 days after onset of symptoms AND until symptoms have improved AND they are free of fever for at least 72 hours without fever-reducing medication.
- A health care provider's note is NOT required for children and employees who are sick with acute respiratory illness to stay at home or to return when they have recovered. Healthcare providers are extremely busy and may not be able to provide documentation in a timely way, given the demands of patients care.
- If a child or staff member was at school when symptoms emerged and/or within two days (48 hours) of becoming symptomatic, we are required to contact the Department of Public Health provided below to assure appropriate steps.

### **Steps if child or staff test positive for COVID-19:**

- We will contact the department the Department of Public Health Acute Communicable Disease Program for guidance on steps we will need to take to minimize risk for children and staff.
- They will let us know and discuss if and how long we may need to close for appropriate cleaning and other steps.
- We will identify children and adults who may have had close contact of the ill individual for more than 15 minutes or those who may have had unprotected direct contact with body fluids of the ill individual starting 2 day (48 hours) before symptoms appeared.
- Children and staff will need to self-quarantine for 14 days from the date of the contact.
- Parents and staff will be informed of a confirmed case of COVID-19. It is not legal to share the name of the infected individual.

### **Staff Health & Wellness:**

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.

- Staff will check their temperature before leaving their home and when entering the school. They will notify the director if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify the director if any develop (fever or respiratory symptoms).
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.
- Assigned substitute will be assigned only for 3 classes
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving as well as every hour throughout the day.

**Communication:**

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- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify each family by email.
- You may follow our social media page [www.facebook.com/groups/LaPrimeraPreschool](http://www.facebook.com/groups/LaPrimeraPreschool) for late-breaking program updates.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

Sincerely,  
La Primera Staff

**10. CONSIDERATION FOR LA PRIMERA PRESCHOOL  
INFECTIOUS DISEASES RESPONSE PLAN**

La Primera Preschool’s primary concerns are for the health and safety of staff and the children in our care. We all must share the responsibility of engaging in preventive practices and refraining from coming to work when symptomatic as identified by the Center for Disease Control (“CDC”) for that infectious disease.

**Methods to prevent the spreading of an acute respiratory illness:**

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Staff will be reminded to adhere to CDC prevention practices for cough and sneeze etiquette and hand hygiene. Appropriate supplies will be available in the school, including hand soap and alcohol-based hand sanitizer (60-95% alcohol).

- Staff will clean high-touched surfaces at least once daily with disinfectant.
- Staff and children are expected to stay home and contact their physician if they suspect they have been infected with the infectious disease.
- Staff should not return to work until they no longer require medication to manage their fever and cough. During a pandemic situation, you are not required to provide a note from your health care provider to validate your return to school.
- Staff who are well but have a sick family member at home with the infectious disease should notify the Director and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

- Prior to making any travel arrangements, staff should consult with their Director to determine if travel should be delayed.

### **Preparing for an Outbreak:**

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- Director will maintain a staff and child list of contact.
- Director will be aware of the critical functions within their area and identify essential duty staff to support those tasks in the event of an outbreak. In all instances, there should be a person identified as a back-up in the event of the essential duty staff/point of contact is not available. In general, there should be staff cross-trained to perform essential functions so the school can maintain its operations even when key staff are not present.
- Essential duty staff are those who have been pre-identified to perform the critical functions during an infectious disease event. Those staff should be notified of their responsibility and should ensure they have proper equipment in place to follow through on those activities as required.
- Staff that comes down with symptoms while at work should notify their Director immediately and prepare to leave the school. If necessary, staff should take measures to avoid coming in contact with other staff and children.
- If an employee is confirmed to have the infectious disease, Directors should inform fellow staff and families of their possible exposure to the infectious disease in the school but will maintain confidentiality as required by the Americans with Disabilities Act (ADA).

### **When an outbreak occurs:**

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- La Primera will follow emergency guidelines as announced by the CDC. If those guidelines are announced after business hours, and include the need to close the school, the Directors will inform staff and parents by email or by social media to ensure staff and parents are notified. The main office phone line will be updated on the school closure status.

### **Returning to the School:**

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Once the closure is lifted, staff and parents will be informed by the school when to return to school.