



[southwoodpreschool.com](http://southwoodpreschool.com)

## Southwood Pre-School

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### *Welcome to Southwood Pre-School!*

Whether you are a returning family or newly enrolled to our school, thank you for choosing us as your child-care provider. We will do our very best to earn and maintain your trust.

**For returnees**, welcome back! We have missed you! Our entire staff would like to thank you for your continued support during these times. Your phone calls, texts and words of encouragement have meant so much to us! We have worked hard to prepare for your child's return. *You will notice many new practices intended to protect your children, families and our staff from the spread of Covid-19.*

Our Directors and School Nurse Consultant have reviewed the current guidelines from the **Center for Disease Control (CDC)**, **Public Health Department**, and the **LA County Childcare Licensing Division** related to the current health crisis. We have accordingly adopted the following measures:

1. **\*Limited class size.**
2. Implement health-screening procedures on arrival.
3. Modify drop-off and pick-up procedures.
4. Implement physical distancing strategies.
5. Temporarily suspend lunch service. (Snacks still provided)
6. Intensify daily cleaning and disinfection.

***\*This requirement from LA County affects our operations dramatically.***

The regulation limits class size to **no more than ten (10) children**. To meet this requirement, and still accommodate all of our Southwood families, we offer two daily sessions:

**Morning 6:30AM- Noon**  
**Afternoon 12:30PM- 6:00PM**

**Two-Year-Old Parents Note:** We will always provide two (2) or more teachers per classroom for your sessions.

**Tuition rates are posted on our website:**

[southwoodpreschool.com](http://southwoodpreschool.com)

## New Operating Procedures:

### **Health Screening:**

#### On Arrival:

1. Sick children and staff members are required to stay home.
2. All staff wear masks, children optional but highly recommended.
3. Staff and children's temperatures are taken daily.

#### Visitors:

1. LA County recommends limiting non-essential visitors.
2. Masks, hand washing, and temperature checks required for all visitors.
3. We consider all our parents essential, however, please limit your visits as much as possible during this time. Visitors watch through observation windows only.

### **Modify Arrival/ Pick-up:**

1. Please position your child on the passenger side of your vehicle.
2. **Child arrival by drive-through only please.** Two car lines are provided in the rear playground area, and one line at front curbside. Please remain in your vehicle.
3. Midday child pick-up is through rear playground area only.
4. We may modify these procedures as necessary.

### **Physical Distancing:**

1. Increased space between children when sitting at tables, and story time. Teacher's discretion regarding the activity.
2. Children will be by rotated between separate activity areas on the playground.

### **On-Site Lunch Service Suspended:**

1. County has suspended on-site food preparation.
2. Morning and afternoon sessions are each provided a simple snack.
3. Parents may provide additional snacks / lunch from home.

### **Daily Cleaning and Disinfection:**

1. Toys that cannot be cleaned and sanitized have been removed. These include fabric toys, stuffed animals and blankets.
2. Items children are likely to place in their mouth, such as plastic food, bowls and utensils have been removed.
3. Sharing of toys, will be avoided. A container labeled "Soiled" is placed in each class to facilitate separation of clean and soiled toys. Toys are cleaned and disinfected prior to re-use.

#### Hand Hygiene:

1. All staff, children, parents and visitors practice healthy hand hygiene.
2. Soap and water for 20 seconds (singing happy birthday song) at each washing is recommended. An alternate use of a 60% alcohol-based hand foam or gel is also acceptable.
3. Children are encouraged to wash or sanitize more frequently, especially after blowing their nose, coughing or sneezing, and before and after eating.
4. Reminders posted in each two-year old class regarding procedures for changing diapers are in place.

Surfaces:

1. All classrooms, bathrooms, office spaces and kitchen have been deep cleaned and sanitized.
2. Carpets have been steam cleaned.
3. Classroom floors have been stripped and waxed.
4. Many classrooms are newly painted.
5. Classrooms are cleaned and disinfected more frequently during the day. Doorknobs, light switches, classroom sink handles, countertops, toilets, desks chairs and cubbies are wiped down to ensure your child's safety. This is in addition to our nightly janitorial services.
6. Cleaning products are EPA- approved for use against the virus that causes Covid-19.
7. Cleaning materials are kept secure and out of reach of children.

Personal Belongings:

1. If your child brings a blanket, please take it home daily for laundering. It will be stored in a plastic bag in their cubby when not in use.
2. Sharing toys from home is temporarily suspended.
3. Each child keeps crayons, pencils, etc. in a personal Zip Lock bag.

***We all recognize the importance of getting your children back into the school routine. While these measures may seem excessive to some, please remember that many of these are temporary. As LA County revises its recommendations, we will update ours as well. All of these measures are meant to ensure optimal health and safety for all.***

Your Southwood Pre-School Staff:

Director: "Cookie" Coates  
Asst. Directors: Janna Jaime, Rafaela Grimes