



COVID-19 Family and Staff
Policies and Procedures

Funtime Preschool and Afterschool of Clinton
Family & Staff COVID Handbook
COVID-19 Edition

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Disclaimer: We, the owners of Funtime, reserve the right to make changes to the policies and procedures outlined in this handbook based on guidance and changes surrounding COVID-19. We follow guidance provided by the CDC and Mississippi Department of Health. Decisions will be made on a case-by-case basis and may deviate from the outlined plan, as necessary.

A. Enrolling Your Child

Our enrollment process is completely online. All paperwork and forms are electronic. Families can enroll their child(ren) by going to www.funtimeclinton.com and following the steps outlined on the “Application for Childcare” page under the program they are applying for. A copy of our handbook is available on our website.

Preschool Only:

Funtime Preschool is offering virtual tours via Zoom that are scheduled upon request. Prospective families can request a tour by calling 601-925-5437. All information for new enrollees is sent via email. This includes a virtual “Meet-the-teacher” PowerPoint comprised of information about each child’s specific classroom and a welcome video from the lead teacher.

B. Payments

Payments can be made via automatic bank draft, credit card, or cash. If you are not signed up for the automatic draft, please check your account regularly and pay your tuition via www.myprocare.com. For cash payments, you may drop by our locations any time after 8:30 to make a cash payment. An administrator will meet you outside to take your payment and to hand you a receipt. If you have issues with payments online, please look at page 12 of this guide for troubleshooting common issues or feel free to contact office staff for assistance.

C. Communication



Although it is not the same as meeting face-to-face, communication is crucial now more than ever. HiMama is the primary method for families to communicate with teachers and administrators. This app is completely free and is what we use to send important reminders and information as well as daily reports. Please download this app and set up your notifications accordingly. Absences, Check-in, Bottle/Diaper information for infants, and messages to and from parents will all be done through HiMama. Absences must be marked in HiMama on the day of the absence. Instructions on how to complete specific actions in HiMama are attached to this guide (see page 12-14). If you need help, please feel free to reach out to an administrator. We can also be reached anytime at funtimeonline71@gmail.com or by calling 601-925-5437 (Preschool) or 601-924-6500 (Afterschool).

D. Extra Hygiene Measures and Procedures

1. Handwashing: Children and staff are given hand sanitizer upon entry. Any children/staff that cannot use hand sanitizer wash their hands with antibacterial soap and water upon entering their classrooms. Hands are also washed before mealtimes, after pottyng, and any time hands are visibly dirty. Sanitizing stations are located throughout our facility, with at least one hanging hand sanitizer dispenser for every 2 classrooms.
2. Sanitizing/Disinfecting: The entire facility is thoroughly sanitized using disinfectant spray, four times a day. All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child’s mouth are set aside and disinfected, as usual. All surfaces and toys will be sprayed prior to leaving the

room throughout the day. In addition, a cleaning crew sanitizes the building each night. The entire facility is electrostatically disinfected weekly. All laundry is done at the facility and no nap items are sent home with children. Nap items are washed at least once per week.

3. Mask wearing: Families are welcome to send their children with masks, but they are not required. If a child cannot keep his/her mask on, it will be put in his/her cubby and sent home. All staff members are required to wear masks. Masks must be worn indoors and outdoors. Staff members may take masks off during naptime only when ALL children are asleep and at least six feet away. Funtime has provided all staff members with at least one reusable mask. If a staff member comes without a mask, he/she will be provided a disposable mask to wear before entering the facility.
4. Social distancing: Our cafeteria is currently closed and all meals are served in classrooms. Classes are no longer combined at the end of the day/when numbers are low. Classes are distanced to the best of our ability during outside time. Meals are left on the door and café staff does not enter any classroom.
5. Temperature Checks: Touchless thermometers are used for temperature checks at both facilities. Temperatures are checked and recorded upon arrival and twice daily by administrators. The Emergency/High Temp Procedure on page 6 will be carried out any time a child that has been inside the building reads 100°F or above. This is ONLY after the child has read high on 2 touchless thermometers, the forehead thermometer, AND the underarm thermometer. This is to avoid any false readings. If a child reads high but the temperature is under 100°F, he/she will be rechecked within 2 hours. All temperature checks will be documented by administrators on HiMama.

F. Admission/Exclusion due to symptoms of illness

Staff members and children must pass a screener and a temperature check before being allowed to enter the building. The screener for children includes the following questions: 1. Has anyone in the child's household been tested for COVID-19? 2. Has anyone in the child's household been exposed to COVID-19? 3. Has anyone in the child's household run fever in the past 24 hours? The screener for staff members includes questions involving specific symptoms in addition to the questions that are asked for children to enter. Staff members or children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e. ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) or that do not pass the screener will not be allowed to enter the facility. 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 us at 601-925-5437 (Funtime Preschool) or 601-924-6500 (Funtime Afterschool) to be sure whether or not 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 guardian immediately, and it is necessary that the child be picked up within one hour of notification.

We ask that all parents and staff promptly inform us of any potential exposure immediately and truthfully answer the questions in the screener. A potential exposure means living in the same household with or having close contact with an individual with confirmed or suspected COVID-19.. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, administrators will inform the Mississippi Health Department, the CDC, and all parents and staff.

E. Emergency/High Temp Procedure:

****Exclusion Temperature: 100°F ****

1. Move sick child to isolated area
 - Whoever is with child needs to wear PPE
 - No other child should be in this area
 - Move any siblings to office
2. Call parents and email Return to School Notice
3. Notify Mississippi Department of Health by emailing our licensing official (Tera German) and Childcare Licensure Division Director (Chriscella Clay). Use report template in drive.
4. Evacuate Classroom for at least 30 minutes.
5. Wear PPE and use electrostatic cleaning machine to disinfect classroom thoroughly.
6. Administrator who electrostatically disinfected classroom must change face mask and t-shirt.
7. After 30 minutes, children may return to classroom.

NOTE: There may be variations to this plan as the best course of action will be taken on a case-by-case basis. (ONLY the owners can make changes)

G. Return to School and Documentation

Any child/staff member that answers “yes” to any questions from the screener or has a temperature of 100°F or above will not be able to come back without the following: a doctor’s note with a return date and/or negative COVID test results. If the individual chooses not to get a doctor’s note or a COVID test, he/she will have to quarantine for 14 days. Individuals will have to complete a symptom check and be symptom free for at least 3 days before they can be cleared to return. Given that all answers are “no,” an owner will clear the symptom check and the staff member/child will be able to return. **All information must be submitted to the office by 2:00 the day before the child/staff member can return.** Families/staff members will receive an email specifying when they can return, once they have been cleared.

Current guidance from the MS Department of Health suggests that children/staff members that were directly exposed to COVID-19 but test negative for COVID-19 must quarantine for at least ten days before being cleared to return to school/work.

Any siblings or other children that live in the same household with the excluded child will have to follow the same exclusion/return-to-school policy and will have to be cleared by an owner to return.

If a child/staff member has to be excluded for any reason (temperature of 100 or above, displaying symptoms, household member or child has been tested, “yes” to any questions from screener, or any other reason determined by owners), administrators will record and keep track of all documentation. Administrators will record all information on the weekly “Timeline” and upload test results, symptom checks, and other documents on to the child/staff member’s Procure account until the affected individual can return.

H. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. Please make sure all belongings are labeled with your child’s name. No toys or personal items from home will be permitted at this time. All nap items will stay on the premises and be laundered by Funtime staff weekly. Families may bring the following: diapers, wipes, bottles, pacifiers, a complete change of clothes to stay in his/her cubby, school devices (Afterschool only), nap items (see approved nap items). Nap items are limited to a lightweight blanket to cover the child and a crib sheet, towel, or another lightweight blanket to cover the child’s cot. Water cups are not allowed at this time. Children will be provided water in either disposable water cups or Funtime cups that are washed daily. No outside food may be brought in and any food a child is eating in their vehicle must be finished before the child enters the building.

I. Arrival and Departure Procedures

Our facility is operational from 7:00am – 6:00pm, Monday through Friday. Families may drop off children 7:00am-8:30am. All children must be dropped off no later than 8:30 am and picked up by 6:00 pm (see Parent Handbook for late fee policy). Parents are urged to wear a mask/face covering. Administrators will be wearing PPE at both drop off and pick up

Drop-Off Procedure for Children

Families may drop off children 7:00 am-8:30 am. All children must be dropped off no later than 8:30 am. No exceptions will be made at this time. The drop off procedure is outlined below:

- Approach covered drive through in 1 lane of traffic.
- Remain in your vehicle
- An administrator (wearing PPE) will approach you to ask yes/no questions from screener and to take child's temperature.
- Check in your child(ren) via the HiMama app. Write "no" (if answer to all questions is "no") and child(ren)'s temperature in notes section of check-in. (see page 13 for directions)
- Pull up to the covered drive-through and put your vehicle in PARK.
- An administrator will take your child out of the vehicle and take him/her inside.
- Once child has entered the building, parent/guardian may exit drive through.

Arrival Procedure for Staff

- Wear a mask
- Take your temperature and fill out screener/sign-in sheet by the front door
- Administrator will let you in

We ask that the designated drop-off and pick up person not be a "vulnerable" person (older person such as grandparent or person with a serious underlying medical condition and compromised immune system).

Pick-Up Procedures

All children must be picked up no later than 6:00pm.

- Approach covered drive through and form 2 lanes of traffic
- When under covered drive through, put vehicle in PARK and stand BESIDE your vehicle.
- Parents do not need to call or knock on the door.
- An administrator/staff member (wearing PPE) will bring your child to you.

Once a child has exited the facility, he/she MAY NOT reenter the facility. If you see another family being helped, please be patient until it is your turn. It is the driver's responsibility to ensure that children are buckled in properly.

J. Visitors

ONLY enrolled Funtime children and active staff are allowed in the building currently. Visitors will not be permitted at this time. This includes extracurricular teachers until further notice. Any vital outside personnel such as maintenance workers and therapy providers will have to be cleared before entering the building. They will have to pass the screener questions and temperature check protocol.

K. Parties and Celebrations

We encourage celebrations of each child's birthday and do whatever we can to make your child's day extra special at school. While no treats/snacks can be brought for children at this time, this policy is under review and will be revised immediately when we feel that safety will not be compromised.

L. Additional Information for Afterschool Only

We have designed a new Hybrid Afterschool program to provide After-school care on school days and full-day care on non-school days. This is so parent's work schedules and responsibilities are not interrupted by the unpredictable school schedules caused by COVID-19.

Tuition will be charged as follows:

- **August 13 & 14-** \$50.00
- **August 17 until regular school resumes-** \$140/week (charged each MONDAY, due by Wednesday to avoid late fees).
- **When regular school resumes-** \$85/week (charged each Monday- due by Wednesday)

On non-school days, **Funtime will accept children from 7:00-8:30am ONLY (no exceptions)**. Our drop-off crew will check for fever and any symptoms of illness upon arrival. Please remain in your vehicle until your child has been cleared to enter. The children will then be given hand sanitizer and taken to their classroom. Children may be picked up from Funtime any time before 6:00pm. Families must pull to the front of our building and your child will be brought out to your car. Our facility is on lockdown, so ONLY Funtime staff and children are allowed inside.

Children will be placed in small groups and will remain with their group throughout the day. They will be moving all around Funtime in their small groups and will be involved in structured activities including games, bible, art, STEM, reading groups, homework, and outdoor play. We will also work on schoolwork and homework, so **each child will need to bring his or her school-issued iPad or laptop, as well as whatever workbooks or paper assignments (s)he may have.** No toys, electronics, food, or other items may be brought from home except on designated "toy-days." Your child will be provided lunch. No one will need to bring lunch. There are no additional fees for meals or activities provided by Funtime.

Please make sure your child's teacher has your child on TEAM CLINTON (for CPSD students) and knows that (s)he will be picked up from school by Funtime. Also, please let us know your child's teacher's name. This helps us locate your child quickly if he/she doesn't load our bus with

the rest of the children at school. Just send us an e-mail to funtimeonline71@gmail.com with your child's name and his/her teacher's name and grade.

On school days, if your child will NOT be riding the bus, you will need to use HiMama to mark him/her absent. Please make sure to do this so you do not incur a "courtesy call" fee. If your child does not load our bus and we have to give you a call to ensure you know where he or she is, this makes us late on our bus routes and we charge a \$15.00 fee for that. Please remember to let us know (by 2:00pm) anytime that your child will not be picked up by Funtime for any reason. We will check temperatures as they load the bus and provide hand sanitizer. Any child with fever or symptoms will not be allowed on our bus or van. In that case, a family member will be called to pick up from school. Any child who is absent due to illness will not be allowed to return for 14 days, except with an approved doctor's excuse. Any child at Funtime who has a temperature of 100 or higher or is showing any other sign or symptom of illness, will be immediately removed from the group and must be picked up by a family member. The return to school procedure will be followed before the child may return.

Mississippi College conducts a roller-skating class at Funtime on Mondays and Wednesdays from 1:00 - 2:00pm. Generally we work out their schedule so that it doesn't interfere with our After-school program, however, with the Hybrid schedule, there will be a few Wednesday afternoons that the MC class will take place while our After-School program is open. All MC students are tested for Covid-19 and will be screened before entering our building. They will remain on the skate floor for no longer than one hour. Our After-school children will be on the playground or in a separated area during this time. No MC students will be in contact with our After-School children and the area will be thoroughly sanitized before children are permitted back into the area.

M. Online Payment Troubleshooting

Some families have had issues with “cookies” and other settings while making payments via www.myprocare.com. Below are instructions with visuals on how to avoid this issue and make a payment smoothly.

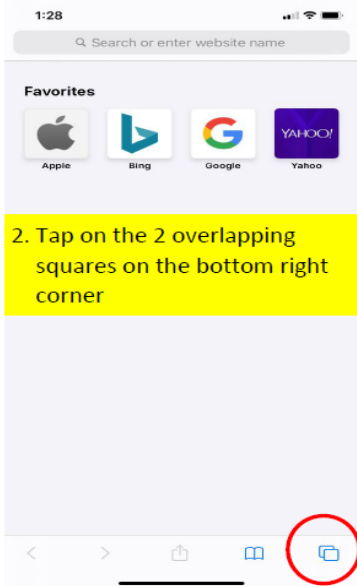
How to open a Private Tab/Window

On iPhone:

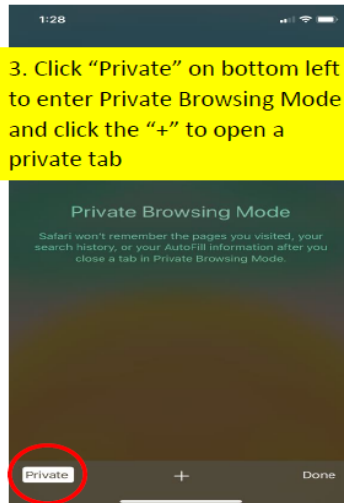
1. Open Safari



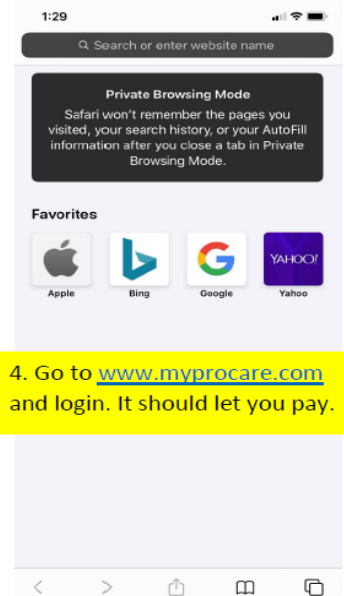
2. Tap on the 2 overlapping squares on the bottom right corner



3. Click “Private” on bottom left to enter Private Browsing Mode and click the “+” to open a private tab

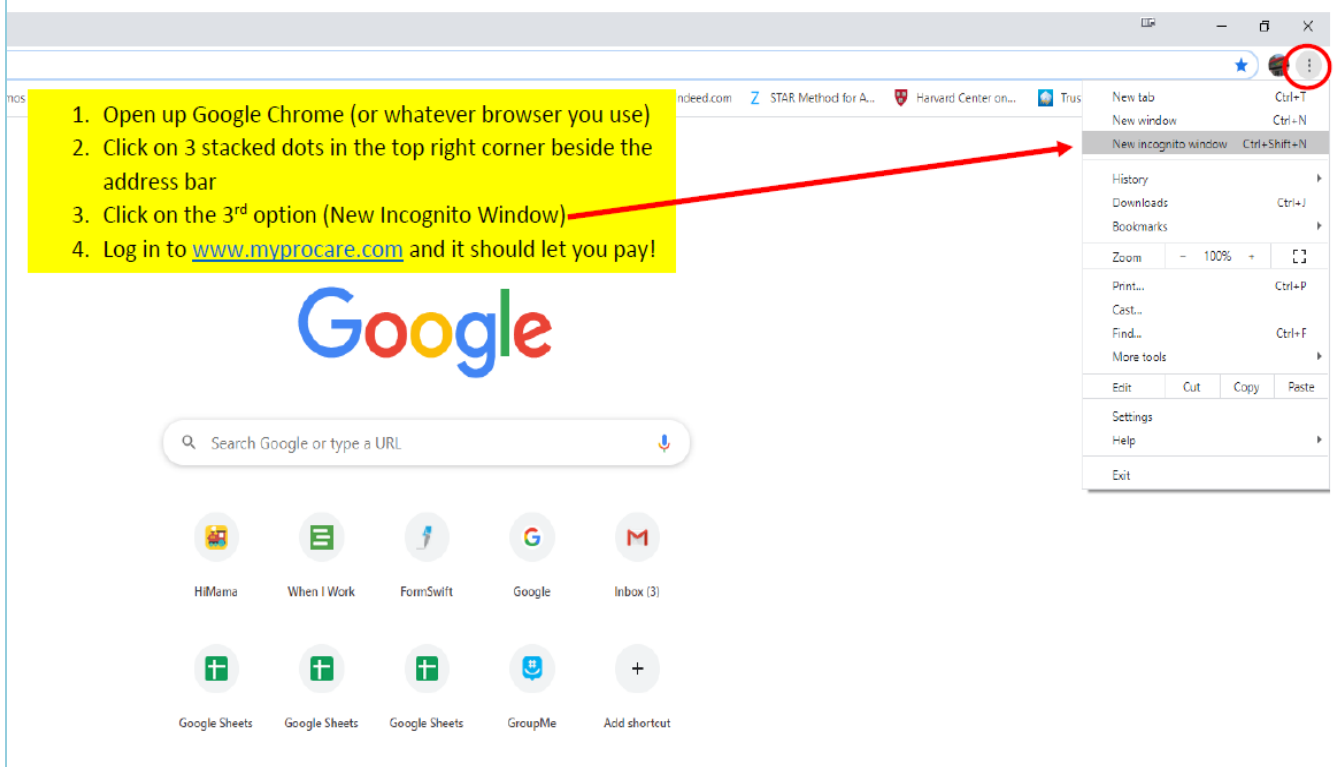


4. Go to www.myprocare.com and login. It should let you pay.



On Computer (via Google Chrome) – The instructions should be similar for any other browser as well.

1. Open up Google Chrome (or whatever browser you use)
2. Click on 3 stacked dots in the top right corner beside the address bar
3. Click on the 3rd option (New Incognito Window)
4. Log in to www.myprocare.com and it should let you pay!



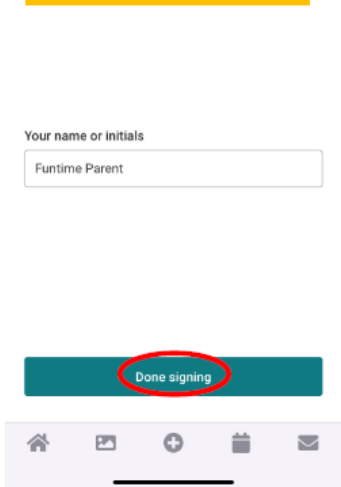
N. HiMama Check-in/Absences/Messaging

1. Checking Children In (This process must be completed separately for each child on your account)

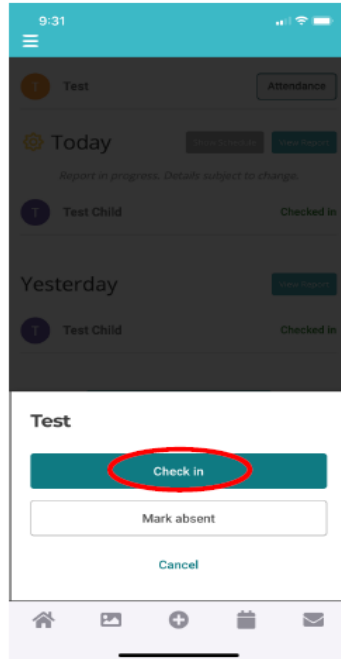
- 1. Log into your HiMama app
- 2. Tap "Attendance" on top right corner of home screen. (do this for each child separately)



- 7. Type your name and press "done signing"

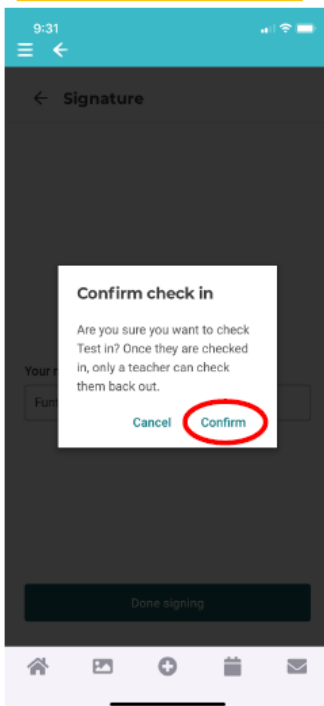


Check-in

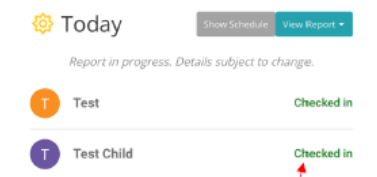
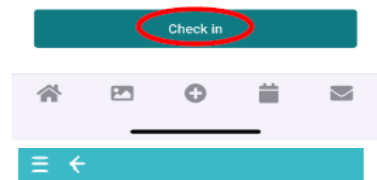
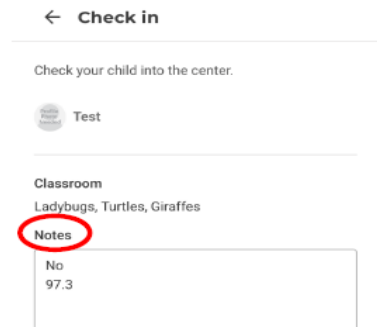


- 3. Tap "Check-in"

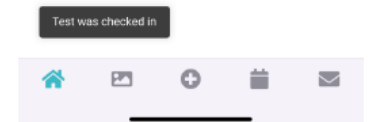
- 8. Press "confirm" to confirm check in



- 4. If answer to all screener questions is "no," type "No" in the notes box
 - 5. Type your child's temperature (drop off staff will give this to you)
 - 6. Tap "Check in"
- (cont. on next page)



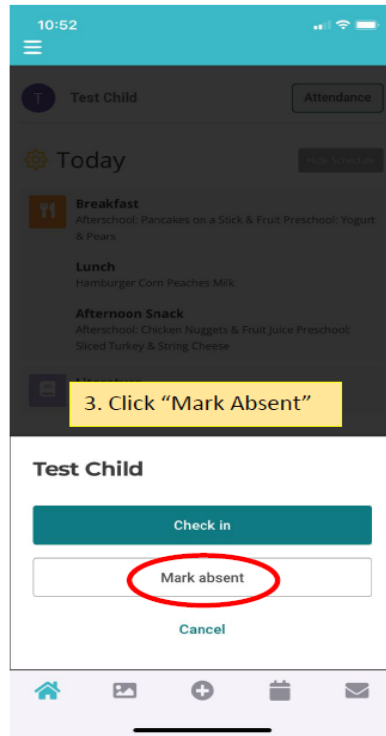
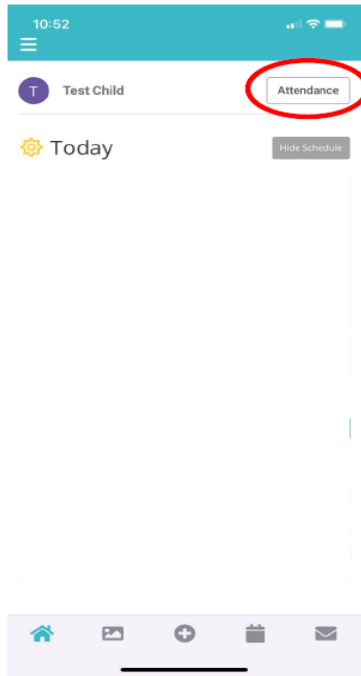
Your child/children have been checked in!



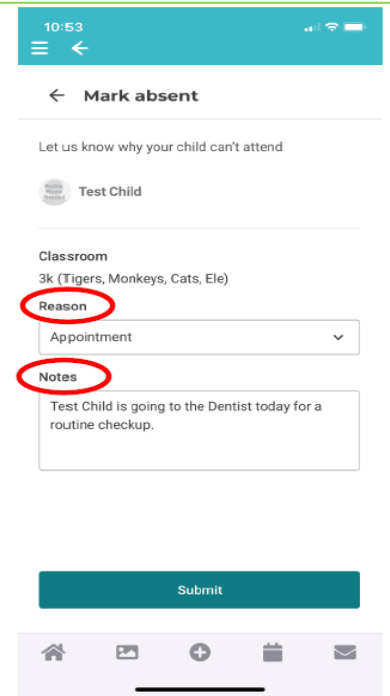
2. Marking your Child(ren) Absent

Marking your Child(ren) Absent

1. Log into your HiMama app
2. Click "Attendance" on top right corner of home screen.

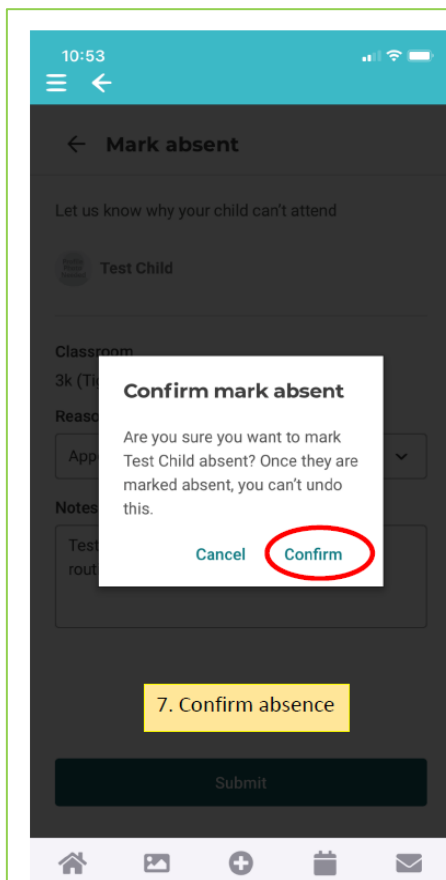


3. Click "Mark Absent"

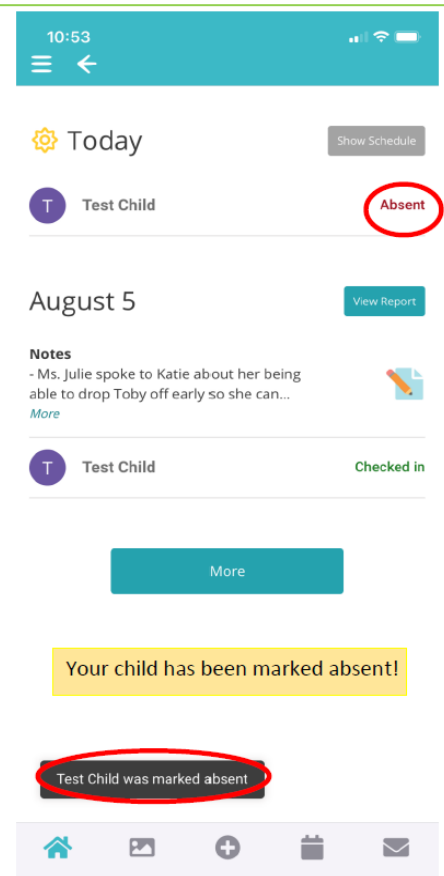


4. Choose reason for absence from drop down menu
5. Add notes to specify nature of absence
6. Click "Submit"

(continued on next page)



7. Confirm absence



Your child has been marked absent!

Test Child was marked absent

3. Sending Messages

Sending a Message

11:03

Messages

Time	From	Subject
Aug 6	Funtime Admin	Back To School Night Information
Aug 5	Funtime Admin	Child Care Certificates
Aug 4	Funtime Admin	Funtime on WJTV

Showing 1 to 3 of 3 entries

< Previous 1 Next >

11:04

New Message

Child
Test Child Scully

Send to
 Director & Teacher Director Only

Subject
Daily Info

Message
Woke Up: 7:00
Bottle: 7:15
Diaper: 7:05

Attachment
no file selected
Choose File

Send Message

1. Open HiMama app
2. Click on Messages tab (envelope on bottom right corner)
3. Click on "Compose"

4. Select your child
5. Type up your message
6. Hit "Send Message"

*This feature can be used for daily infant information or any other questions/ information for Admin or teachers