



Where creative learning matters.

2501 East Archer
Tulsa, Oklahoma 74110
Telephone: (918) 582 - 1457
Fax: (918) 582 - 1416

2020 COVID 19 PARENT HANDBOOK ADDENDUM

This handbook contains policies and procedures determined by the Department of Human Services and the CDC in response to the 2020 COVID 19 pandemic. Information may change as determined by these organizations on a daily, weekly, or monthly basis in accordance with phases of city and state government reopening of the economy.

Crosstown Learning Center is dedicated to ensuring that children of all economic levels have access to quality programs and services.

Our desire is that we work together in harmony for the benefit of the children in our care and the well-being of our staff.

Table of Contents

2020 COVID 19 PARENT HANDBOOK ADDENDUM	1
BUILDING SECURITY	3
COMMUNICATION	3
PROGRAM FOR INFANTS THOUGH AGE 5	3
STAFFING AND CLASSROOM DESIGN.....	3
TUITION AND OTHER FEES	3
E.B.T. PROCEDURES.....	4
HOURS AND DAYS OF OPERATION.....	4
ARRIVAL AND DISMISSAL.....	4
ILLNESS/EXCLUSIONS	5
EMERGENCY PROCEDURES AND DRILLS	7
OUTDOOR PLAY	7
FOOD	7
CLOTHING.....	7
OTHER PERSONAL ITEMS	7

BUILDING SECURITY

- Parents and visitors are not allowed in the building at this time. If you are breast feeding your child, please call when you are in the parking lot. An employee will bring your child out to you.

COMMUNICATION

- Teachers and families use technology to communicate daily. Attached is a list of the classroom emails accounts and teacher names. Families can call Crosstown directly at 918-582-1457 and ask to speak with their child’s classroom teacher. Finally, families can use Teaching Strategies to communicate with their child’s teacher.

Appendix 1 – Email List

PROGRAM FOR INFANTS THROUGH AGE 5

- Group sizes have changed. Please see the changes in the chart below.

STAFFING AND CLASSROOM DESIGN

Classroom Name	Group Size	Teachers	Assistant Teachers	Age Range of Children
A	3	1		6 weeks - 12 months
AB	3	1		6 weeks - 12 months
B	8	2		12 months - 36 months
D	8	2		12 months - 36 months
CD	5	1		12 months - 36 months
F	8	2		6 weeks - 36 months
G	8	2		6 weeks - 36 months
C	8 or 9	1 or 2		3 years - 5 years
H	8 or 9	1 or 2		3 years - 4 years
E	9	1		4 - 5 years
EF	4	1	4	20 months - 4 years

There are an additional 6 teaching staff to help cover breaks, days off, planning time, and other unscheduled or scheduled teaching staff absenteeisms.

TUITION AND OTHER FEES

- Payments made by check can be mailed to Crosstown Learning Center at 2501 E. Archer Street, Tulsa, OK 74110, or given to the employee checking you in at the curb. Any

checks given to the employee will be noted on the check in list. Receipts will be given to families at the end of the day, after the front desk receives your check.

- Families making cash payments must bring in the exact amount for tuition. Cash payments will be given to the employee checking you in at the curb and noted on the check in list. Receipts will be given to the families at the end of the day, after the front desk receives your cash.

E.B.T. PROCEDURES

- EBT machines will be outside for DHS clients to use. Crosstown personnel will bring in the machines at the end of the day to upload all transactions. DHS clients are responsible to continue swiping their EBT card daily. Be respectful of social distancing policies, one family at the machines at all times. Sanitize hands before and after using the EBT machines.

HOURS AND DAYS OF OPERATION

- Crosstown Learning Center will operate Monday through Friday, 7am – 5pm.

ARRIVAL AND DISMISSAL

Effective immediately, child care providers are requested to implement the following guidance, consistent with new requirements in accordance with federal guidance and Gov. Kevin Stitt’s recent disaster declaration:

- Prohibit any person except the following from accessing an operation: operation staff; persons with legal authority to enter, including law enforcement officers, state child care licensing staff, and Department of Human Services’ Family and Protective Services staff; professionals providing services to children; children enrolled at the operation; and parents or legal guardians who have children enrolled and present at the operation.
- Require pickup and drop-off of children outside of the operation, unless it's determined that there is a need for the parent to enter an operation.
- Before allowing entry into the operation, screen all individuals listed above, including taking the temperature of each person upon arrival at the operation each day, and deny entry to any person who meets any of the following criteria:
 - A temperature of 100.4°F or above.
 - Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever.
 - In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness.
 - In the previous 14 days has travelled internationally to countries with widespread, sustained community transmission.

Appendix 2 – Entry Checklist

Reliance on Social Distancing

- Crosstown assigned personnel will wear mask and disposable gloves and take child/children's temperature upon arrival at the facility. CLC personnel will maintain as far a distance as possible using no contact with an infrared no contact thermometer.
- If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Parents use a one-way drive through process to drop off and pick up children. Assigned Crosstown personnel will take children to and from the classrooms.
 - Parents will pull as far up as possible in the one-way drive through. Please wait in your car until it is your turn to approach the sign in table. One family at a time at the table. Allow for extra time at drop off.
 - When you get to the sign in table in the front, an employee will check your child's temperature and ask the four questions from the attached check list.
 - Parents are responsible for signing their child in and out on the sign in sheets, and completing any EBT swipes for the day.
 - A Crosstown employee will take your child to the class. Please email your classroom teacher any important information for each day.
 - Parents will remove an infant from their car seat to have their temperature taken.
 - If you have an infant, please make sure diaper bags and car seats are labeled with your child's name.

ILLNESS/EXCLUSIONS

As noted below, we will be implementing the recommended CDC guidelines if a child or adult shows symptoms of COVID-19, or diagnosed with COVID-19. We will continue to exclude for our usual illness policies, including, diarrhea, undiagnosed rash, etc. In these uncertain times, we need all of you to keep your child home if they are beginning to show signs of any illness.

Please respect the employees, and other families by keeping your child home until all signs of illness have gone away. **If you child is sent home with a fever, or a cough, or shortness of breath, or sore throat, we are requiring you to go see your doctor. We will require either a negative COVID-19 test before the child can return to the center, or a doctor's statement that a COVID-19 test was not needed, symptoms are due to...**

In accordance with CDC guidelines, OSDH is issuing the following guidelines for child care providers when there is an exclusion due to symptoms of COVID-19:

- If staff member, immediately send home with instructions.
- If child, immediately call parent/guardian for pick- up of child. Isolate child with staff assigned in the Therapy Room until arrival of authorized person. **Parents are expected to arrive at Crosstown soon after receiving a phone call.**
- Cleaning staff should disinfect all areas (offices, bathrooms, playground, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- Immediately notify your local child care licensing specialist who may advise the facility to temporarily close for a minimum of 48 hours for investigation and cleaning. If a facility has trouble reaching the local specialist, contact Child Care Services within the Department of Human Services state offices for assistance: 405-521-3561 or toll free: 1-844-834-8314.

In accordance with CDC guidelines, OSDH is issuing the following guidelines for child care providers when there is a confirmed case of COVID-19 among a facility employee or attendee:

- Immediately notify your local child care licensing specialist who may advise the facility to temporarily close for a minimum of 48 hours for investigation and cleaning. If a facility has trouble reaching the local specialist, contact Child Care Services within the Department of Human Services state offices for assistance: 405-521-3561 or toll free: 1-844-834-8314.
- Close off areas used by the ill person(s) and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- Open outside doors and windows to increase air circulation in the area, waiting up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should disinfect all areas (offices, bathrooms, playground, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

- Continue routine cleaning and disinfection.

EMERGENCY PROCEDURES AND DRILLS

- Tornado Drills conducted monthly. However, instead of grouping in the tornado shelters, each classroom will bring the children to the shelter at an assigned time, to walk through the drill. If the sirens in Tulsa go off, Crosstown would use the tornado shelter as a group.

OUTDOOR PLAY

- Each classroom will be scheduled for a time slot on the playground. The playground equipment and toys will be disinfected between each classroom use.

FOOD

- Teachers will prepare individual plates for each child.

CLOTHING

- Parents need to provide at least 2 to 3 sets of extra clothes for any child under 2 years of age, or a child who is toilet training.

OTHER PERSONAL ITEMS

- All personal items including toys must stay at home. If you must bring a blanket from home, please know that it will have to stay here at school and be laundered with our weekly laundering. Blankets will not be allowed to go back and forth between home and school.

Email Accounts

Crosstown Administration		
Debbi Guilfoyle	dguilfoyle@crosstowntulsa.org	Executive Director
Tami Paddock	tpaddock@crosstowntulsa.org	Assistant Director
Kathryn Black	kblack@crosstowntulsa.org	Assistant Director
Darek Latta	dlatta@crosstowntulsa.org	Finance
Judy de la O	Judy@crosstowntulsa.org	Finance Assistant
Katie Baker	kbaker@crosstowntulsa.org	Family Support
Brenda Gates-Shea	Bgates-shea@crosstowntulsa.org	Family Support
Mae Cervantes	mcervantes@crosstowntulsa.org	Front Desk
Crosstown Classrooms		
Adriana Diaz	rooma@crosstowntulsa.org	Room A
Jaime Gledhill	roomab@crosstowntulsa.org	Room AB
Melanie/McKay	roomb@crosstowntulsa.org	Room B
Wanda	roomcd@crosstowntulsa.org	Room CD
Yer/Gaby	roomd@crosstowntulsa.org	Room D
Joan/Tonya	roomf@crosstowntulsa.org	Room F
Raeann/Qwenda	roomg@crosstowntulsa.org	Room G
Shantavia/Jeanet	roomc@crosstowntulsa.org	Room C
Becky/Norma	roomh@crosstowntulsa.org	Room H
Lauren/Katie L	roome@crosstowntulsa.org	Room E

Appendix I

Symptom Checklist for Entry into Program

Date	Name
_____	A temperature of 100.4°F or above.
_____	Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever.
_____	In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness.
_____	In the previous 14 days has travelled internationally to countries with widespread, sustained community transmission. For updated information on affected countries, visit the CDC site here .

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