

Safety Procedures for In-Person School



Bright Beginnings Preschool
591 W. Fremont Ave, Sunnyvale, CA 94087
408-522-2707

Health Screening Procedures

- Children and staff will be screened for COVID-19 before entering the school. The screening will involve:
 - Screening questions
 - Temperature check
- Anyone self-reporting symptoms or with a temperature of 100 degrees Fahrenheit or above will not be admitted to school
- Teachers will visually monitor children during the school day for any symptoms
- Anyone exhibiting symptoms will be isolated (supervised and cared for by teacher/office staff) until they are picked up to go home
- Guidance from the local health department will be followed with any possible exposure



Physical Distancing

- Teachers are expected to maintain a physical distance of 6 feet from each other.
- Keeping physical distance from children is ok when close proximity is not needed.
- There will be times in our classroom when this is not possible, and we will utilize proximity to appropriately respond to your child's needs



Drop Off Procedures

1. Daily COVID-19 Health Check: Parent will complete form that is emailed to them. Form must be submitted before child can attend class.
2. Arrive: You and your child put on masks before getting out of the car
3. Check-in: Check in at the assigned gate
4. Distancing: Maintain 6 ft of social distancing
5. Sign-in: Sign in your child.
6. Staff will escort your child to their classroom
7. Sanitizer: Hand sanitizer will be used upon entry
8. Cubby: Children will put all their supplies in their designated cubby

Pick Up Procedures

1. Masks: All adults will wear masks before getting out of car.
2. Arrival: The parent will arrive at the gate
3. Distancing: Maintain 6 ft of social distancing while waiting
4. Retrieval: Staff will bring child out to parent
5. Sign-Out: The parent will sign their child out
6. Sanitizer: Hand sanitizer will be given to the exiting child



Personal Protective Requirement

For Staff

- Hand sanitizer at entrance
- Frequent hand washing
- Masks, required
 - Personal masks
- Face shields, optional (in addition to mask)
- Gloves, when needed
 - Stocked by school
- Hand sanitizer at exit

For Children

- Hand sanitizer at entrance
- Washing with soap and water:
 - Upon entry
 - Before eating
 - After eating
 - After using the bathroom
 - After sneezing/coughing
 - Before pick-up
- **Children will be required to wear masks**
- Hand sanitizer at exit



Cleaning & Disinfecting Procedures

- Each student will have access to sanitized materials:
 - Makers, pencils, crayons, scissors, glue stick, etc will be used by individual children and not shared
- Class toys will be sanitized daily
- Children will place used toys in the Dirty Toy Bin
- All frequently touched surfaces will be cleaned and disinfected throughout and at the end of each class:
 - Tables, chairs, countertops, door handles, toilet, sinks, light switches, etc.
- All play equipment will be disinfected after each class:
 - Bikes, play structures, movement equipment, etc.

