



---

# COVID-19 POLICY

---

RIVERWOOD NURSERY'S PARENT GUIDELINES FOR COVID-19



2020/2021



## COVID-19 POLICY

### TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>2</b>
1.1. OUR MESSAGE .....	2
1.2. WHAT IS COVID-19 .....	2
1.3. WELLNESS CLAUSE .....	2
1.4. PREVENTIVE MEASURES .....	2
<b>2. REOPENING RIVERWOOD RIVERWOOD NURSERY PROTOCOL UNDER COVID-19.....</b>	<b>3</b>
2.1. TIMING .....	3
2.2. SAFE OPERATIONS.....	3
2.3. IN CASE OF STUDENTS ABSENCE: .....	3
2.4. PICK UP AND DROP OFF .....	3
2.5. REQUIREMENTS FOR ENTRY:.....	4
<b>3. COMMUNICATION.....</b>	<b>5</b>
3.1. ADMISSIONS, REGISTRATION, COMMUNICATION, AND ORIENTATION .....	5
3.2. RIVERWOOD NURSERY RESPONSE TEAM.....	5
<b>4. HEALTH &amp; SAFETY.....</b>	<b>6</b>
4.1. INCIDENT MANAGEMENT AND EMERGENCY READINESS .....	6
4.2. WELLBEING.....	6
4.3. LUNCH / SAFE FOOD PREPARATION .....	6
<b>5. CURRICULUM AND TEACHING .....</b>	<b>7</b>
5.1. CLASSROOMS .....	7
5.2. CURRICULUM .....	7
<b>6. FINANCIAL POLICY FOR COVID 19.....</b>	<b>9</b>
6.1. PARENTS PAYMENTS.....	9



## COVID-19 POLICY

### **1. INTRODUCTION**

#### **1.1. Our Message**

1.1.1. The safety of our children, staff, and school community is our top priority

#### **1.2. What is COVID-19**

1.2.1. COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

1.2.2. It's symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

#### **1.3. Wellness Clause**

1.3.1. During COVID-19, our relationship with our parents is more important than ever, for the safety of our students we must have clear lines of communication, Parents with vulnerable situations at home are encouraged to reach out to the Riverwood Nursery with full confidentiality. There will be no stigmatization for any of our students, if they or their family members have previously been infected with COVID-19 following the issuance of a declaration by the Parents/carer that they have adhered to the governmental precautions of 14 days isolation and the re-test of the COVID-19 detection, provided to the Riverwood Nursery.

#### **1.4. Preventive Measures**

1.4.1. In the fight against COVID-19, practicing preventive measures is both a personal and an organizational responsibility. Nurseries must educate all members of their community that in addition to implementing organizational changes, each member must also play their part in preventing the spread of infection by remembering these three preventive measures.

1. Social distancing is defined as leaving sufficient physical space between two people to reduce the risk of infection.
2. Protective equipment are physical barriers that help reduce the risk of infection.  
Individual: Wear masks, face shields, etc. according to age and function.  
Riverwood Nursery: Install appropriate equipment, screens, partitions, etc.
3. Hygiene refers to practices that maintain health and prevent infection.

**Policies Subject to Change to Comply with ADEK and MOHP Regulations**



## COVID-19 POLICY

### **2. REOPENING RIVERWOOD NURSERY PROTOCOL UNDER COVID-19**

#### **2.1. Timing**

2.1.1. The timing schedule of the nursery will follow the following operating hours:

Sr.	From Sunday to Thursday
1.	Standard Hours from 8:00am to 2:00pm
2.	Early Bird from 7:00am to 7:55am
3.	Late Shift from 2:30pm to 6:00pm
	Optional Shift from 11:00pm to 6:00pm

Note Parents will be updated about any changes to our timings

#### **2.2. Safe Operations**

2.2.1. Morning assemblies are not permitted, National Anthem will take place in classrooms.

2.2.2. Due to ADEK New regulations there will be no bus transportation to and from Riverwood Nursery until further notice.

2.2.3. There will be no events, large gatherings, or fieldtrips until further notice.

2.2.4. All Parents and staff are required to download the Al Hosn Application to facilitate follow up, in case of positive cases.

2.2.5. All staff, parents and students must declare recent travel history.

2.2.6. All Parents and staff are required to sign an undertaking before joining the nursery.

#### **2.3. In case of Students Absence:**

2.3.1. Nursery will contact the parents.

2.3.2. If sick, medical report must be presented for child to enter the nursery.

#### **2.4. Pick up and Drop Off**

2.4.1. Students will be taken from their vehicle. Temperature will be taken before child is picked up. And logged. The parent or guardian in the vehicle must be wearing a mask. Parents must bring their worn pen to sign their child in. Maximum waiting time is 10 minutes.

2.4.2. Students personal belonging will be sanitized when he enters the premises.



## COVID-19 POLICY

- 2.4.3. Designated staff will take each student out to his/her vehicle where the parent or guardians must be wearing a mask. Parents must wait in their vehicle. Parents must bring their worn pen to sign their child in. Maximum waiting time is 10 minutes.
- 2.5. **Requirements for Entry:**
- 2.5.1. Parents are strongly advised to check their children's temperatures and screen for symptoms before leaving the house. Children who exhibit symptoms or who are feeling generally unwell are encouraged to stay home.
- 2.5.2. Uniform is Mandatory. Accessories are not allowed.
- 2.5.3. Back bag, lunch box, and water bottle must all be labeled.
- 2.5.4. Student belongings such as toys or blankets are not allowed.
- 2.5.5. Authorized Persons
1. Authorized persons must meet the health requirements for entry and follow the relevant entry/exit protocol. Authorized persons include:
    - a) Enrolled students
    - b) Riverwood Nursery staff
- 2.5.6. Unauthorized persons are prohibited from entering the Riverwood Nursery premises, they must be identified and informed by the Riverwood Nursery accordingly. Unauthorized persons include:
1. Parents/guardians, except parents of children with determination.
  2. Unenrolled siblings of students
  3. Other persons for whom the purpose for visitation can be carried out without entering the Riverwood Nursery premises (i.e. delivery of light goods, etc.)



## **COVID-19 POLICY**

### **3. Communication**

#### **3.1. Admissions, Registration, Communication, and Orientation**

- 3.1.1. Riverwood Nursery tours are suspended until further notice. Visits will take place after school hours.
- 3.1.2. There will be no parents on the premises as the contact will be through the daycare applications email, WhatsApp and phone
- 3.1.3. Nurseries shall use remote means (email, telephone, online meetings, etc.) whenever possible for all matters related to admissions, registration, communication and payment as well as ensuring timely responses to queries.
- 3.1.4. In the rare case that remote means are not possible, parents may request an appointment for an onsite meeting. If approved by the Riverwood Nursery, these meetings should take place after all students have left the premises.
- 3.1.5. A dedicated contact number and/or email for parents to report COVID-19 emergencies should be made available. +971 504098559

#### **3.2. Riverwood Nursery Response Team**

- 3.2.1. Manar Naser- Manager – Team Leader  
Contact: [manager.riverwood@gmail.com](mailto:manager.riverwood@gmail.com)
- 3.2.2. Kowthar Qasim- Nurse- First Responder  
Contact: [nurse@riverwoodnursery.ae](mailto:nurse@riverwoodnursery.ae)
- 3.2.3. Karen Martinez-Operations Coordinator-Facilities supervisor  
Contact: [operations@riverwoodnursery.ae](mailto:operations@riverwoodnursery.ae)
- 3.2.4. Tahani Atallah-Supervisor-Contact Tracing Supervisor  
Contact: [supervisor@riverwoodnursery.ae](mailto:supervisor@riverwoodnursery.ae)
- 3.2.5. Wedad Ahmed-Supervisor- COVID-19 Focal Person  
Contact: [admin@riverwoodnursery.ae](mailto:admin@riverwoodnursery.ae)



## COVID-19 POLICY

### **4. Health & Safety**

#### **4.1. Incident Management and Emergency Readiness**

4.1.1. In case your child is sick in the nursery.

1. Child will be transferred to the isolation room under supervision of the nurse.
2. Parents will be contacted to pick up the child immediately.
3. The nursery will not give any medication, only paracetamol in case of emergency and with permission of the parents.
4. In case your child is positive, nursery must be informed to ensure the safety of other children and staff.
5. Riverwood Nursery will not disclose the identity of your child in the case of positive testing, except with Abu Dhabi Public Health Center (ADPHC).

#### **4.2. Wellbeing**

4.2.1. Supporting Students with Anxiety/Trauma

4.2.2. We are ready to provide optimum level of health and safety precautions during COVID-19.

4.2.3. We will provide health and safety training for staff and students.

4.2.4. Masks are not mandatory for students, except for students with low immunity, provided medical report.

4.2.5. Soft toys will not be used and no equipment shared between bubbles.

4.2.6. We will encourage our staff to reduce physical contact with their students.

4.2.7. We encourage parents to mentally prepare their child to return to nursery to not feel overwhelmed and to familiarize them with health and safety precautions, like washing and sanitizing their hands.

#### **4.3. Lunch / Safe Food Preparation**

4.3.1. Parents should send individual packed lunches with students.

4.3.2. Parents will send healthy foods, like fresh orange juice and fresh cuts fruits and vegetables.

Fried foods, chocolates, chips, nuts or sugar filled snacks are not permitted.



## COVID-19 POLICY

### 5. Curriculum and Teaching

#### 5.1. Classrooms

- 5.1.1. Students will be placed in bubbles, as per ADEK guidelines and ratios:
1. Ages (45) days to (2) years (4:1)
  2. Ages (2) years - (4) years (5:1)
- 5.1.2. Each bubble will consist of a teacher, assistant, and cleaner.
- 5.1.3. Each bubble will have their own space, equipment and bathroom.
- 5.1.4. No transferring between the bubbles.
- 5.1.5. Social distancing protocols are in place as per ADEK guidelines, 1/5 meter between students and staff, as well as, non overlapping schedules for staff and students at all times.
- 5.1.6. All staff are trained in Pediatric First Aid.

#### 5.2. Curriculum

- 5.2.1. The school year is divided into three terms and 3 camps, as follows:

<b><u>2020/2021 Curriculum</u></b>		
	<u>Month</u>	<u>Theme</u>
<u>Term 1</u>		<b>My Health &amp; Wellbeing</b>
	October	All About Me
	November	Transportation
	December	My UAE
<b>Winter Camp</b>		
<u>Term 2</u>	January	Garden
	February	Animals
	March	Community Helpers

**Policies Subject to Change to Comply with ADEK and MOHP Regulations**





## COVID-19 POLICY

<u>2020/2021 Curriculum</u>		
Spring Camp		
<u>Term 3</u>	<u>Month</u>	<u>Theme</u>
	April	All Around the World
	May	Under the Sea
	June	Outer Space
Summer Camp		

*Table subject to change\**

- 5.2.2. My health is a new theme that will be incorporated in this years curriculum to teach our students about the health and safety, including washing hands, brushing their teeth and eating healthy!
- 5.2.3. Termly Assessments will be made and sent vide our Daycare Channel Application.



## **COVID-19 POLICY**

### **6. Financial Policy for COVID 19**

#### **6.1. Parents Payments**

6.1.1. Payments will be made through online transfers only.

6.1.2. Bank Account Details:

1. Account Name: Riverwood Nursery
2. Account Number: 1521323731905019
3. IBAN:AE890351521323731905019
4. Swift Code: NBADAEAA

6.1.3. Payments will be made termly; no monthly installments will be accepted.

6.1.4. In case of the Riverwood Nursery closing to quarantine for 2 weeks, or forced to close again by the government, Riverwood Nursery will not refund the fees. Education will continue through an online learning program.

6.1.5. Quratullain Ahmed -Accountant Contact- [finance@riverwoodnursery.ae](mailto:finance@riverwoodnursery.ae)



## COVID-19 POLICY

### GUARDIAN'S UNDERTAKING OF RIVERWOOD NURSERY' COVID -19 POLICY

Based on the above, I acknowledge that I have reviewed the Parent Guidelines for COVID-19, and I acknowledge that its provisions are respected and that all that is stated in it.

Parent's name and signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am the parent of the following students:

1 - Student name: \_\_\_\_\_ Class: \_\_\_\_\_

2- Student name: \_\_\_\_\_ Class: \_\_\_\_\_

3- Student name: \_\_\_\_\_ Class: \_\_\_\_\_

The person authorized to drive my children to and from Nursery

Name: \_\_\_\_\_

Relationship with the student: \_\_\_\_\_

ID number: \_\_\_\_\_

Telephone number: \_\_\_\_\_





## COVID-19 POLICY

### FORM OF DECLARATION

1. Does your child suffer from any chronic illness?

Yes

No

2. If yes, kindly provide details and a recent medical report. **Kindly note that the medical report is MANDATORY.**

3. Have any members of your family tested positive for COVID-19?

Yes

No

If yes, kindly provide negative report.

I hereby declare that If any member of my family tests positive for COVID-10 that I will immediately inform Riverwood Nursery Management.

Are you currently living with anyone over the age of 60?

Yes

No

I hereby declare that if my family travels, that I will inform Riverwood Nursery Management.

By signing, I will not hold Riverwood Nursery or any of its staff responsible.

Parent's Name Signature: \_\_\_\_\_ Date: \_\_\_\_\_