

Parent Handbook  
COVID-19 Edition  
for



for the Kindergarten Year  
2021

## COVID-19 Information

Dear Parents,

as we are getting ready to open MaLeSi Kids Farm in your community. I want to make sure we are all on the same page in regard to COVID-19. While I know this is a fearful time since none of us have ever experienced this before, the teachers and administration at MaLeSi Kids Farm are committed to providing a quality programme that is safe, educational, child friendly and fun.

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our children as we provide them with opportunities to create, explore and learn through play.

This Handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this hand book will remain as the `new norm´ until further notice. We will make sure that all changes are realistic and feasible for staff and children by following the Ministry of Health guidelines as well as those put forth by the county Government of Nanyuki.

Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parents Handbook. They are in place to ensure that MaLeSi Kids Farm is a safe and enjoyable place for your family.

### Application Procedure

We are aware that due to the Pandemic we are very restricted with admission to avoid overcrowding. Admission will be merely done on a first come first served basis through the online application system. Once we receive your application you will receive an appointment to a video meeting with myself.

I however wish to assure you that MaLeSi Kids Farm has put all hygienic, safety and security measures on the ground.

I wish you and your child a good start in MaLeSi Kids Farm. Physically I might not make it to receive the children due to movement restrictions in Europe.

Yours Sincerely



Wanja Wa Gichuki  
Principal

MaLeSi Kids Farm

## A. Enrolling your Child

Before enrolling any child, Parent or guardian must schedule an appointment with the director for a virtual tour and the child can accompany the parents in a virtual online interview. We believe this provides both the parent and the director the opportunity to clearly convey their expectations with MaLeSi Kids Farm and go through our enrolment package one-on-one. Upon the decision to enrol your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as copy of our hand book. All forms would be filled out electronically and sent through e-mail or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of the parents or guardians when requested, however you may call us and request a place or submit an application to be placed on a waiting list. You will be called by the administrator when an opening becomes available.

## B. Non-discrimination Policy

Admissions to MaLeSi Kids Farm shall be made without regard to race, colour, religious creed, ancestry, national origin, disability, age or gender.

## C. Extra Hygiene Measures and Procedures

### 1. Handwashing

As soon as children arrive to the group room. They will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizers will be used only for Parents and staff. Sanitation stations are located at the entrances to our facility.

### 2. Sanitizing /Disinfecting

All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toy that goes into the child's mouth will be put into the disinfection process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.

### 3. Mask wearing

Each enrolled child will receive two masks that they will use while here. Masks will be kept in the facility and laundered each day. If you or a family member needs a mask. Please email the administrator, and one will be provided for you.

### 4. Social Distancing

Each group is considered a "family". Each "family" will social distance from other "families" to assure safety. Children will not need to wear a mask when they are in their "homes" (group rooms), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the group room if over 2 years they will wear a mask to the best of the ability until they get to their

destination. Once they reach their destination, masks will be removed and placed in an individual container/ bag. All staff will wear masks when not in their personal working area.

#### 5. Indoor Shoes

All children, teachers and staff members will take shoes off before entering the group rooms. It is compulsory for all to have indoor shoes which will be left in the facility. Since children spend time on the floor, we want it to be as clean and safe as possible.

#### 6. Parents Measures against COVID -19 (tracking form and card system)

Your safety is very important to us. Parents who stay in the compound for more than 15 minutes will be asked to fill in their personal details on a COVID-19 tracking form. This will enable MaLeSi Kids Farm to inform you timely of any risks of infections for the time you were within the facility. The personal details are kept for 14 days and later discarded.

We will mount a hand washing stand at the parking area.

Parents coming to the facility will wash hands at the first entrance after packing. At the 2nd entrance the parents will sanitize and pick a registration card before entering the compound. This is to minimise the number of people within the child care centre. (I.e. we shall have 5 cards in a box and if the cards are in circulation the parents have to wait outside

## D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our centre by making necessary modifications to meet the child's special needs.

## E. Admission / Exclusion due to Symptoms of Illness

Children who are obviously ill with fever, diarrhoea, vomiting, green-runny nose. Puss/oozing eyes, disease or condition (i.e.-ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 39^degrees etc.) will not be admitted to the programme. 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 0700 840840 to be sure they may attend. If your child appears to be sick or has any of the above at the child care, we will notify the parent or the guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/ her temperature is normal for 24 hours without aid of fever reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/ her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to MaLeSi Kids Farm without a doctor's note. The doctor's note must be written on their letter header and read that the child can return to the child care centre because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the physician and the parent utilizing the Medication agreement form. Medication for maintenance will be admin-

istered throughout the day as required. The medication must be given to the administrator in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parents at this time and must be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, coughs, and shortness of breath) or if you have been in close contact with a person or child testing positive for COVID - 19, we ask you to keep your child at home. They must be isolated for a minimum of 7 days after symptom onset and 72 hours after their fever resolves without fever reducing medicine. (For example, if symptoms and fever resolve on day 7, the child can return on day 10) For most this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being in a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare centre, we will inform the LOCAL COUNTY GOVERNMENT AND THE HEALTH MINISTRY and to our parents.

## F. Personal Belongings

While in this phase of operation, children may not bring in any personal belonging aside from what is approved. No toys or personal items from home will be permitted at this time. All fabric masks will stay at the childcare centre and be laundered. Bedding, changing clothes, towels and indoor shoes will be sent home on the last day of each week, and it is mandatory that bedding be laundered before resuming the next week.

## G. Arrival and departure procedures

Our facility is operating from 7:15 a.m. - 4:00 p.m., Monday through Friday. Later options (until 5 p.m.) may be available upon request. While operating in this phase, drop off times will be staggered. You will be given a time between 7:15 a.m. - 9:00 a.m. to drop off and between 12:15 p.m. - 4 p.m. to pick up. All children must be dropped off by 9:00 a.m. Please only come at your designated drop off or pick up time to keep everyone safe. If you see another family being checked in, please be patient.

### Pick-Up procedures

Pick-Up times will be staggered to allow for safe social distancing. Please abide by this pick-Up time. If you see another family being helped, please be patient until it is your turn, anyone entering the facility to pick up their young ones must wait at the designated waiting points, in this case outside the gate. They must wear face mask. A teacher will bring the children to you.

The teacher has to keep her distance as well from the parents and have a face mask.

## H. Visitors

Visitors will only be permitted on appointment. Preference is given to virtual appointments if you seek to get more information about the child care centre.

## I. Field Trips and Special Events

There will be no field trips or special events/ gatherings at this time.

## J. Parties and Celebrations

If you wish to celebrate your child's birthday at MaLeSi Kids Farm, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. The child may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons.

NOTE: All birthday treats must be nut-free and from this approved list: mini cup-cakes, munchkins/ donuts holes, mini muffins, ice pops and pre-packaged treats.

## K. Food

1. Lunch: We ask that you do not bring in lunches that need to be heated. A packed lunch is acceptable. We are going to prepare fresh meals in the kitchen. Please register your child to reduce food waste. The weekly menu will be displayed on the parent information board situated on the 2 main entrances
2. Snack: A morning and an afternoon snack is provided at 9:30 a.m. and at 3:00 p.m. daily.
3. Food Allergy: WE ARE A PEANUT FREE FACILITY; so please do not provide snacks and lunches that contain peanuts. If your child has an allergy to any food, please be sure that it has been indicated in your child's documents. This should be given to the manager and the teacher. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free".

Thank you in advance for your cooperation.

Sincerely



Wanja Gichuki  
Principal

MaLeSi Kids Farm

I, \_\_\_\_\_, the parent/ guardian  
of \_\_\_\_\_. (print child's name), hereby  
acknowledge receipt of MaLeSi Kids Farm's Parent Handbook COVID-19 edition. I have read and  
agree to adhere to all the policies and regulations set forth in this handbook.

\_\_\_\_\_  
Place and Date

\_\_\_\_\_  
Signature Legal Guardian\*

\_\_\_\_\_  
Signature Legal Guardian\*

\* The signing must always be done by all existing legal guardians, regardless of whether they are married, separated or  
unmarried. The MaLeSi Kids Farm is instructed to pay attention.

**MaLeSi Kids Farm**

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Bank Details: I&M Bank, Account Number: 00 40 28 19 67 18 50

Co-operative Bank of Kenya, Account Number: 01 14 59 81 04 66 00

Paybill Number:

Tax PIN: P051853303Z

