



S.O.P REOPENING INSPIRASEED PRESCHOOL AND CHILD CARE SERVICES

PRECAUTIONARY MEASURES COVID-19 PANDEMIC

The New Routines for children when preschool / child care reopen

Our preschool cum day care centre will be reopened on July with our new classroom structures utilizing “Safe Hands on Stations “. To reduce the risk of exposure to Covid- 19, our centre has been adhering the government’s SOP as well as added precautionary step. We will take more precautionary measures to safeguard the health and safety of employees and children under our care. It is a lot of hard work, but we are willing to go the extra mile to keep the children safe, well aware of the greater responsibility that our preschool must shoulder during this pandemic.

PREPARATION BEFORE OPENING

1. Facility Environment (By Preschool)

- We cleaned the centre from top to bottom, and sterilised and sanitised all learning materials, toys and furniture. We also fogged the centre with a sanitising solution that’s safe for children.
- We also train our teachers and staffs on the new norm and get the health declaration form for our staff and teachers.
- Prepare hand washing facility
- Quarantine room
- Prepare checklists , daily cleaning items , daily health Status check
- Health care supplies
- Re-design classroom, waiting areas with “social distancing “for at least 1 meter. (Using masking tape to mark square boxes on the floor. Each box is set 1 meter apart). In each classroom, tables are arranged in a rectangular manner. Only 2 children are allowed at each table.

2. Parent & Child Preparation

- Train your child the proper way to wash hands with 7 steps and proper way of wearing and disposing a face mask
- Get ready supplies such as face shield, a medium size of storage box for children’s day care accessories
- Make sure your child is in healthy condition
- Family members who stay with your children must pay extra attention in hygiene practice at all time and keep a healthy lifestyle
- Fill up Children Health declaration Form

PROCEDURES OF ARRIVAL AND DISMISSAL

BEFORE ARRIVAL (FOR CHILDREN)

AT HOME

- Parents need to take temperature at home
- Take bath for children
- Wear clean uniform
- Do not bring any school bag , lunch box and water tumbler

WHEN ARRIVAL

AT ENTRANCE A (SIDE GATE)

- When arrived school entrance, we strongly encourage children to wear face shield / face mask.
 - Parents restricted coming down and should apply “Drive Thru” Concept.
 - Gate Duty teacher will take child coming down from car after taking his /her temperature inside the car.
 - For full day care children,
- ❖ teachers will collect day care accessories from parents and put inside his/her own storage box every Monday

AT ENTRANCE B (MAIN GATE)

- Line up with social distancing
- Teacher takes child's temperature and record
- Children wash hand (7 steps) at basin.
- Remove shoes and put on the shoes rack at outside
- Teacher sanitizes child's body (front and back) with spray
- Teacher sanitizes all the children 's shoes

AT CLASSROOM

- Teacher arranges seating and they are required to sit 1 meter apart.
- Children still explore , create and discover through Montessori and thematic Integrated Approach
- Learning corner and Group activities are not allowed
- Each child is given their own set of learning materials
- Each child has to hands on , explore and learn at safe distance from each other
- Children must have their meal (snack and lunch) in their respective classroom.
(Not sharing food / utensils)

WHEN DISMISSAL

AT SCHOOL

For half day children,

- Teacher measures child's temperature and record.
- Child sits at waiting areas with social distancing
- Child washes hands (7 steps) before leaving class
- Parents need to wait at outside and leave immediately after pick up.

For full day care children,

- Take lunch in their classroom
- Teacher will help children to take turn to shower and change clothes **ONE BY ONE**
- Teacher will help children to put the dirty clothes inside the plastic bag and tie up properly
- Take nap in their classroom with social distancing
- Take nap at their own sleeping cot (label their name)

RETURN HOME

- Parents are not allowed to come in the school
- Parents are not allowed to discuss about children matter in the school to avoid group activities
- (Can discuss thru what sap, phone or message book)
- Parents need to wait at outside and leave immediately after pick up.
- Parents need to take bath for children and sock their dirty clothes from school immediately

Teachers and Staffs

- All staffs inside our facility **MUST** wear mask / face shield at all time
- General knowledge on contagious disease
- Will execute cleaning and disinfect before working and after working
- Need to fill up daily health status check form
- Pay extra hygiene at all time
- Keep a healthy lifestyle

Guideline using Clean and Disinfect for our Preschool

- Our teachers and cleaner will use neutral PH sanitizer for daily cleaning and sanitizing of furniture, walls, door , toilets , door knobs , basins, water taps , learning materials or any high touch surfaces (will be disinfected every 3-4 hours)
- Rubbish will be cleared every day before closing
- Toilet will cleaned 3 times everyday
- Teacher and cleaner will disinfect classroom after every class
- We will also fog the centre with a sanitising solution (Food grade) that's safe for children.

Social distancing sticker

- Put a social distancing label such as 1 meter mark on floor such as classroom , staircase and waiting area

Quarantine Room

-We will prepare a room for sick child; they will quarantine here temporality when waiting for pick up.

Hygiene practice for children (Video)

From time to time, teachers will educate children

- How to wash hand (7 times) properly
- How to keep social distance with 1 meter
- How to wear mask

