



## el bambino Preschool

### Back to School Programme

Cleanliness, Safety & Health

Announced by the Prime Minister on May 10<sup>th</sup> 2020 the **Conditional Movement Order** will be **extended** until **June 9<sup>th</sup> 2020**. Furthermore, ECCE Council (Early Childhood Care & Education) states that Taska and Tadika are permitted to open with precautions and SOP in place to ensure the utmost safety for the Children, Parents & Staffs.

El Bambino would be re-opening it's school in the 9<sup>th</sup> of June, this is to ensure there will be no further delays with their ever-growing development and learning. We understand that the E-Learning is still beneficial but we do believe being in the prepared environment with the apparatus will benefit the child much more. However, as mentioned above SOP will be implemented, this programme will walk you through the step El Bambino will take to ensure good health and safety.

### Cleaning & Disinfecting Centre

Prior to school re-opening, all premises inside and outside will be thoroughly cleaned & Disinfected. (Following the procedure from the Ministry of Health.) This includes all and not limited to:

- Rooms (class rooms, halls, offices and canteen)
- Washrooms
- Furnitures
- Apparatus (education, toys, books, plates, mugs, bowls and cutleries/utensils )
- Door Handles
- Outdoor Slides
- Railings

## Prepared Environment

The prepared environment will be specifically set up to ensure the safety of each child:

- Each room to be clean and well ventilated.
- Children to be seated minimum 1 metre away from each other.
- Apparatus to be clean & sanitise after every usage.
- The child will be instructed to only touch the apparatus they will be working on.
- Any frequently touch items will be cleaned twice a day, Midday – End of Day.
- Door handles and railings to be wipe daily, and frequently.

## Parents' Role & Responsibility

We ask parents to abide the following to help further ensure the safety of the child. These are SOP implemented by the Ministry of Health and ECCE for Taska & Tadika in order to operate safely.

- Parents or Guardian must be healthy especially if dropping of children to the centre.
- Parents / Guardian **must** complete the **declaration** that **they have not been in close contact with a Covid-19 patient** or in an **overly crowded place**. Any parents traveling outstation in weekends must inform the school of their travels.

### Procedures before sending the child to the centre:

- Take the child's and your temperature (a temp below 37.5 is considered healthy), please ensure that your child does not show any symptoms of being ill too before proceeding to send them into school.
- If your child is healthy, kindly ensure hands are washed (both child and parent/guardian).
- Parents to please stay in your car until the previous child have been dropped off and escorted away from the entrance).
- If you are in a hurry, you may drop your child by the entrance waiting spot (Teachers will check the child temperature before you depart).
- A mask should be worn when getting out of the vehicle (kindly also ensure that frequently touched areas in the vehicle to be sanitise).



- If the child temperature is higher than 37.5 in school, the child must be taken home.
- If the parents temperature is higher than 37.5 , you can not send your children to school.
- **These procedure should also be followed when picking up the child. (Parents remain in the car teachers will escort each child to the vehicle)**

***Note: El Bambino will hold a Conference Call with parents / guardians prior to re-opening, to cover all process & procedures verbally.***

## Parents' Checklist

What to prepare & pack for your child during this period, kindly prepare the following to help us with maintaining a good health for each of your child.

- Declaration form completed and submitted at least one or two days before sending your child (the form must be renewed after every 14 days).
- Please ensure to bring your child's own mask , 3 mask per child in their bag and sealed in zip lock, this is to ensure any ware from the mask throughout the day does not effect the child. The mask will be change after every 4hrs or once it is wet.
- Ensure their bags, bottle, any items brought to school is disinfected and cleaned. Minimise/avoid bringing any unnecessary items, e.g: toys, accessories, etc.
- Full-Day Students: A bag will be given from the school to pack the child's daily sleeping needs. Kindly disinfect and clean each item thoroughly (You may collect this bag from school anytime between May 19 – May 22, 2020).

## Entrance Procedure & Symptom Screening

This entrance & screening is applied to all children & staff, as well as any visitors.

- Parent/guardian to drop their child by the school's side entrance.
- Temperature will be checked.
- Body Check: any signs of illness, coughing, flu or other physical & non-physical symptoms will be observed.
- A foot bath will be provided for your child individually to disinfect his/her feet (kindly avoid using shoes on your child, any sandals or easy to wear footwear are advisable, avoid cotton materials, better plastic materials easily to wipe).
- El Bambino will also provide in house sandals for your child, this is to ensure and limit any outside contamination. These sandals will be disinfected & sanitise daily and assigned individually to each child.
- Bags and home shoes will be kept by the entrance, and disinfected.
- The child will then immediately proceed to the cafeteria to thoroughly wash their hands.

*(Breakfast will be served in the mornings, the child must proceed directly to the hall once he/her has finished the meal. This is to minimise the amount of children in the cafeteria at one given time).*

## Rules & Regulations

As an extra precaution El Bambino implements the following regulations:

1. No visitors, parents / guardian allowed inside the school centre. Parents / guardian to wait by the gate entrance or in their vehicle.
2. Parents / guardian to keep a safe 1 metre distance when waiting by the entrance.
3. Visitors, 3<sup>rd</sup> party vendors are welcome only after school hours, 17:00 onwards.
4. Any visitors or 3<sup>rd</sup> party vendors must comply and follow the entrance procedure & symptom screening.
5. Swimming & gymnastics will be put on hold during this period. Slide will be closed as well.



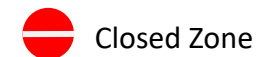
## Daily / Entrance Procedure Map

Below you will find a detailed map of how El Bambino will conduct their procedures and safety measure prior to entering the school premises.



### Step by Step Procedure:

1. Children drop off zone, by school's side entrance.
2. Children can stand here waiting for their turned to be sanitized and foot bathing
3. Footbath & Screening zone, children will be asked to take a foot bath and place their bag and shoes neatly in the given compartment. (Children to wear school's given slippers within the premises)
4. Children immediately proceeds to canteen for a thorough handwash.
5. Breakfast will be serve and once a child finishes his/her meal immediately proceed to step 6.
6. The child washes his/her dish and hands (1 – 2 child per wash).
7. Child must proceed to the assembly hall for the circle time session (there will be designated distance zone).
8. All child and teachers to thoroughly wash his/her hands.
9. Each child proceeds to his/her designated classrooms for lessons.
10. Lunch break (hands must all be washed before entering the canteen).



Closed Zone



Distance Marker



## Daily / Entrance Procedure

Image guide for a better clarification on El Bambino's Daily / Entrance Procedure (A full video guide will be provided).



**Footbath use to disinfect footwear & foot individually**



**Designated bag and footwear zone**



**Sanitising & Distance Marker**







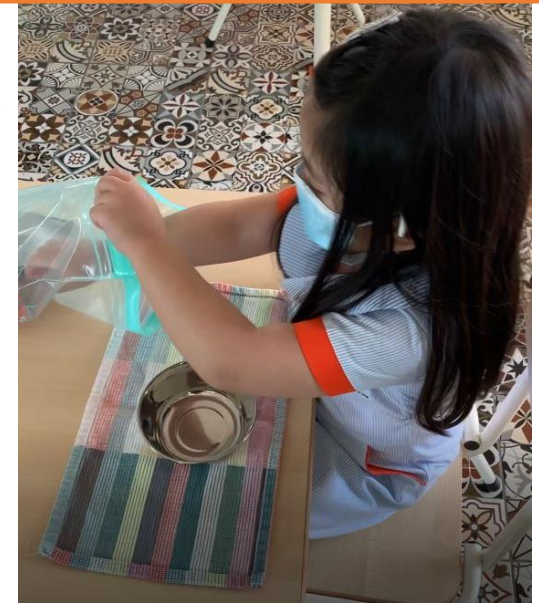
**The child will be instructed to wash his/her hands thoroughly prior to breakfast**



**Each meal set are sanitised and secured separately**



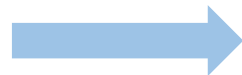
**Teachers will serve meal individually to each child**



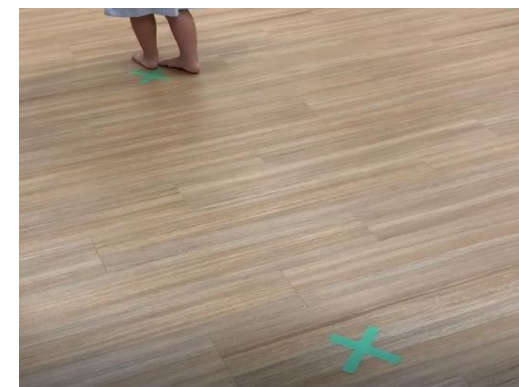
*Each child is given a designated seating arrangement.  
(2 child per table)*



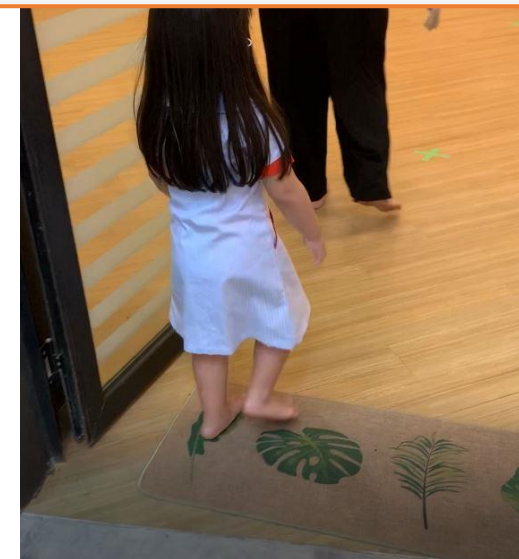
**Dish & Hand washing zone**



**The child will be given sandals (sanitised) provided by the school**



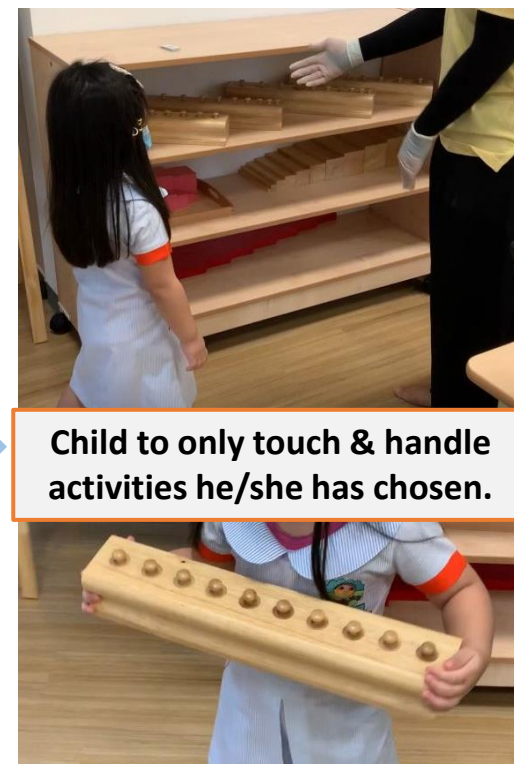
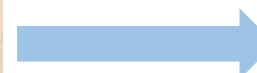
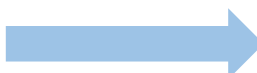
**Moving into the Hall & Distance Marker**







**Prior to Entering Classrooms, All children must wash their hands.**



**Child to only touch & handle activities he/she has chosen.**

## Additional Daily Health & Safety Procedure

These are additional procedures El Bambino will take to ensure further safety for the child, staff and premises.

- Child must wash their hands, between moving to rooms and classes.
- Temperature are taken daily Half-day: 3 times  
Full-day: 5 times

**Prior to Entrance – Prior to Lunch – After Lunch (prior to Half-day departure) – Prior to Naptime – After Naptime – After Tea (prior to Full-day departure)**

- Breakfast, lunch and tea are made in-house (addition to lunch being prepared within our management home, sanitise and fresh).
- Classrooms provides natural air – Air conditioning set to fan with window ventilation.



## School Programme in Protecting the Environment - COVID 19

This section covers how El Bambino prepares the environment during the month of May and first week of June for the children as well as the re-opening of school on the 9<sup>th</sup> June 2020.

### Weekly Programme

MAY 2020

- Week 1
  - Re-opening the school for the staff . Sanitised railings, door handles, canteen , educational apparatus in the class room , tables and chairs , racks and teacher's washrooms by teachers and care takers for teacher work in the class room for e-learning session
  - Clear up halls , keeping carpets or any materials that difficult to be sanitised and cleaned frequently to be kept at upper floor in the safe place.
  - Providing flow chart of arrival and making signage
  - Sanitise slide and closed the access of the slide area





MAY 2020

- Week 2
  - Sanitised children and teachers meal apparatus : plates, bowls, mugs, utensils/cutleries by two care takers have been tested rapid Covid-19
  - Sanitised and arranging tables and chairs in the canteen distance minimal 1 meter maximum 1,5 meters each



Sanitised school's environment  
towards reopening in JUNE 2020



Two ladies care taker sanitized meal  
apparatus after Rapid Covid-19 Test





MAY 2020

Sanitised school's environment  
towards reopening in JUNE 2020

- Week 3
  - Arranging tables and chairs accordingly minimum 1(one) meter distance from one child to another
  - Arranging individual rack of Montessori Apparatus which will rotate per day to avoid using the same materials at the same time.



#### *Still in schedule*

- Sanitizing manually tables, chairs, racks for the 2<sup>nd</sup> time since school re-opened for teachers to work in school.
- Sanitizing manually for Montessori Apparatus for the 2<sup>nd</sup> time since school re-opened for teachers to work in school.
- Sanitizing the art and lab room and preparing this room to be closed until the Covid-19 has settled. (To minimise unnecessary rooms being occupied)
- Sanitizing manually washroom for children and closed the upper floor washroom from any personnel entering.

- Week 4
  - Holiday for Hari Raya



JUNE 2020

- Week 1
  - Teachers and staff doing swap test COVID19 by Perkeso at Kajang Clinic
  - Sanitize the overall building (including : class room, internal courtyard, halls, offices, wash rooms, canteen, slide) by third party and engage with them do sanitize for building regularly every second month for a year.
  - Preparing all rooms for re-opening school at 9<sup>th</sup> June 2020
  - Working with 3<sup>rd</sup> Party Hygiene & Cleaning Services.



Sanitised school's environment  
towards reopening in JUNE 2020



Preparing rooms for re-opening



- Week 2
  - Reopening school for student
  - Regularly sanitize all manually within school premises for the benefit and safety children and staff El Bambino Preschool

## Educational Programme

This section covers how El Bambino will go about with it's education priority during this month with additional information and lessons regarding Covid-19 and the current situation.

### Weekly Programme

JUNE 2020

- |        |   |
|--------|---|
| Week 2 | Re-opening. Educating the child on the world recent condition. El Bambino will conduct social distancing safety & Covid-19 lessons that are child friendly. Example: Using hula hoops to conduct the safe zone between each other, using pepper and soap water to demonstrate how washing hands helps us from bacteria / viruses, video on Coronavirus made by our teacher and many more. |
| Week 3 | Further child friendly education on Covid-19 and introduction to the Monthly theme of Geography. In this week we will focus on Malaysia, gaining knowledge on the numbers and each state, National song, Flag and local foods/fruits.   |
| Week 4 | El Bambino will conduct activities and additional lessons on geography. Learning about other countries and continents with the Puzzle of Continents. Exploring the different world flags, seasons, traditional, culture and many more.  |
| Week 5 | The conclusion week of the special & monthly themes. Revisiting old activities and asking further questions. (29 <sup>th</sup> – 30 <sup>th</sup> )   |

### Schedule

Programme schedule due to Covid-19.

|               |  |
|---------------|--|
| 7:30 – 8:00   | Arrival, Entrance & Screening Procedure.   |
| 8:00 – 8:45   | Breakfast / Proceed to Hall after meal & washing procedure.                              |
| 9:00 – 9:30   | Circle Time / Proceed to canteen or bathroom to wash hands prior to entering classrooms. |
| 9:45 – 11:45  | Montessori Lesson  |
| 11:50 – 12:30 | Proceed to wash hands / Lunch  |
| 11:30 – 13:00 | Half-Day Departure / Full-Day Proceed to Hall for shower preparation.                    |
| 13:30 – 15:00 | Nap Time   |
| 15:00 – 16:00 | Outdoor / Individual Activity Time   |
| 16:00 – 17:00 | Tea Time / Preparation for Departure   |





## A Big Thank You from El Bambino!

We appreciate your patient in going through and understanding El Bambino's procedure for it's re-opening. We want to offer the back to school service with the right safety precautions in place.



**Stay Safe, Stay Healthy**

Sincerely,

El Bambino Directors Management, Teachers  
& Staffs (El Bambino Team)

