

Parent Handbook COVID-19 Edition 2020-21 School Year

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John Wesley UMC Day School

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JWUMC Day School
Parent Handbook
COVID-19 Edition

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Introduction

Dear Parents,

As we are getting ready to reopen after being closed since early March, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at **JWUMC Day School** are committed to providing a quality program 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 students as we provide them with opportunities to create, explore, and learn.

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 handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by **DHEC (Department of Health and Environmental Control)** and **American Academy of Pediatrics**. 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 Parent Handbook. They are in place to ensure that **JWUMC Day School** is a safe and enjoyable place for your family.

Caroline Gore
DS Director
JWUMC Day School

“There are so many things outside our control right now, but we can control how we trust God and His guidance, our attitude toward reopening, and our effort on how we carry out our plans.”

-Jeremy Blackstock

A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual tour, and the child(ren) 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 of **JWUMC Day School** and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email 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 parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

B. Nondiscrimination Policy

Admissions to **JWUMC Day School** shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, 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 sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout 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 toys that go into a child's mouth will be put into the disinfecting 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: Every staff member will be required to wear a mask at all times. If you or a family member needs a mask, please email the director, and one will be provided for you.
4. Social distancing: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Classes will not intermix and will be with the same teachers as much as possible.

D. Fee and Payment Policy

JWUMC Day School enforces the following policies and procedures for tuition payments:

1. Tuition due on the 1st of the month.
2. A \$25.00 per month late fee will be charged when a payment is declined.
3. There will be a \$5.00 charge per child for every five minutes elapsed after you scheduled pick-up time.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), **emergency-related closings mandated by the state/local government/DHS, like a pandemic.**
5. If you need to terminate your child's enrollment, a thirty-day notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
6. If you decide to take an extended leave of absence, we can only hold your child's spot by paying a 25% per month fee. **The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.**
7. To ensure your child's enrollment, parents must re-register their child(ren) for the following year.
8. It is understood that there will be an annual increase each July at the start of the fiscal year.

E. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. 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 **843.766.3396** to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or 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 **JWUMC Day School** without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school 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 parent utilizing the **MEDICATION ADMINISTRATION** form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will 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, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person 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 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 center, we will inform our parents.

F. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Beginning 9/14/2020, book bags and regular lunchboxes and water bottles will be allowed. These will go home with your child daily.

G. Arrival and Departure Procedures

Our facility is operational from 9:30am – 1:15pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. You will be given a time between 9:30am- 9:45am to drop off and between 12:30pm-12:45pm to pick up. Please only come at your designated drop-off or pick-up time to keep everyone safe.

Drop-Off Procedures

All parents **MUST** wear a facemask. As of 9/14/2020 and barring the continuation of a downward local cases, we will no longer be taking temperature checks in the car.

Infants and Toddlers Drop-Off 9:30am

Coming from St. Theresa Drive, please drive up in front of the Day School in carpool lane. Place your car in park and unbuckle child. You will then exit onto Savannah Highway. Please remember to drive with caution through the parking lot.

Twos and Threes 9:40am

Coming from St. Theresa Drive, please drive up in front of the Day School in carpool lane. Place your car in park and unbuckle child. All parents MUST wear a facemask. You will then exit onto Savannah Highway. Please remember to drive with caution through the parking lot.

Fours 9:45am

Coming from St. Theresa Drive, please drive up in front of the Day School in carpool lane. Place your car in park and unbuckle child. All parents MUST wear a facemask.. You will then exit onto Savannah Highway. Please remember to drive with caution through the parking lot.

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. Pick-up procedures will be the same as drop-off procedures.

Infants and Toddlers 12:30pm

Coming from St. Theresa Drive, please drive up in front of the Day School in carpool lane. Place your car in park and a staff member will bring your child to car. All parents MUST wear a facemask. You will then exit onto Savannah Highway. Please remember to drive with caution through the parking lot.

Twos and Threes 12:40pm

Coming from St. Theresa Drive, please drive up in front of the Day School in carpool lane. Place your car in park and a staff member will bring your child to car. All parents MUST wear a facemask. You will then exit onto Savannah Highway. Please remember to drive with caution through the parking lot.

Fours 12:45pm

Coming from St. Theresa Drive, please drive up in front of the Day School in carpool lane. Place your car in park and a staff member will bring your child to car. All parents MUST wear a facemask. You will then exit onto Savannah Highway. Please remember to drive with caution through the parking lot.

If you have both an infant and older child, follow instructions for infant/toddler drop off.

We ask that the designated drop-off and pick up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

H. Visitors

Visitors will not be permitted at this time.

I. Field Trips/Special Events

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

J. Parties and Celebrations

Birthdays- If you wish to celebrate your child’s birthday at **JWUMC Day School**, please check with your child’s teacher at least one week in advance with what your plans will be for that celebration. Children 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-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

K. Food

- A. Lunch: **We ask that you do not bring in lunches that need to be heated.** As of 9/14/2020 students may bring in their regular lunchboxes and water bottles.
- B. Snack: A morning snack is included in your monthly tuition amount.
- C. Food Allergy: **We are a peanut-free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child’s paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely “nut free.”

JWUMC Day School

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2020-21 school year, which contains the policies and procedures for JWUMC Day School while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email or regular mail as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Caroline Gore
DS Director
JWUMC Day School

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of JWUMC Day School's Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____