

Wesley United Methodist Preschool

Pandemic Parent Handbook 2020-2021

This handbook is a guide for parents of preschool children at Wesley United Methodist Church. This handbook is subject to change based on updated changes made by Federal, State, Local, Church, or Preschool authorities. We follow the direct guidelines from Virginia Department of Social Services, CDC, and Fairfax County.

Teachers and Staff

Teachers and staff will have their temperature checked at the beginning of each work day with the Director or other office staff. They will also be asked verbal health screening questions. All teachers and staff must wear masks. Frequent hand washing or hand sanitizing is required throughout the day. Teachers and staff will be required to stay home if they have tested positive for COVID-19. Return to work will occur when two consecutive COVID-19 tests have been achieved negative. They will also be required to stay home if they have recently been in close contact with a person testing positive for COVID-19. Close contact is defined as more than 15 minutes of close proximity with no face covering or hand washing.

Students

Students will be required to wear masks when indoors. Please notify us if your child has a qualifying medical condition that exempts them from a face covering. Please spend time working with your child at home and in public to help them become comfortable keeping the mask on properly.

Drop-off/Dismissal

Arrival

This year we are asking staff members to park in the two lower lots off Spring Street. This is a change from last year.

Parents are asked to arrive using the Moore Street entrance. This is also a change from last year. Parents will be asked to use the parking spaces beside the Fellowship Hall and beside the playground to park for drop off. **We ask that the closer spaces to the entrance door be used by parents who may have other children in the car not being dropped off at Wesley (ALL VEHICLES MUST BE TURNED OFF).** We are unable to offer the Teddy Bear parking this year due to COVID-19 protocols.

Parents are required to wear a mask to escort their child from their vehicle. The student must also wear a face covering. Our staff will be conducting temperature checks of the student, along with a verbal health screening at the entrance doors. **Please abide by the 6ft. social distancing when waiting for your turn for your student to be screened.** If you see a long line, please stay in your vehicle until it is safe to wait socially distanced on the sidewalk for the health screening. Our staff will also be using hand sanitizer with your child (adult supervised) at the entry door in to the school. This will allow your child to enter the classroom. In the event of any symptoms the student will not be able to attend school, and the health protocols will be followed.

Dismissal

Parents will arrive for dismissal using the same entrance direction as the arrival into the parking lot. Again, please allow the closest parking spaces for vehicles that may have other children occupants. **(ALL VEHICLES MUST BE TURNED OFF)**. Dismissal will occur from the entrance door one child at a time. Please have your student's name card with you (and a photo ID handy until we are readily able to identify all families). **Please adhere to the 6ft. socially distanced protocol while waiting on the sidewalk.** If there is a long line, please wait in your vehicle for a short time to allow for proper spacing. **Parents are required to wear a mask for dismissal.** We will be using a walkie-talkie system to dismiss your student from their classroom. After greeting your child, please return to your vehicle as quickly as possible so we are able to keep the line moving for families.

Please use extra caution while driving in the parking lot.

*****additional reminder - personal items from home are not permitted at school - this includes any soft items (pillows, blankets, toys, accessories, etc.).**

Daily Health Screening

Covid-19 Screening Daily

- Has the child's temperature been taken before arriving to school?
If yes, was it under 100.4 degrees Fahrenheit?
If temperature was over 100.4 degrees Fahrenheit, the child must be sent home until fever free without medication for a 24-hour time period and a doctor's note to clear the child for school.
- Does the child currently have a dry cough?
If yes, the child must be sent home until no symptoms and be cleared by a doctor to return to school.

- Does the child have shortness of breath?
If yes, the child must be sent home until symptom free and have a doctor note to return.
- Staff member must take students temperature to be sure it is normal (under 100.4 degrees Fahrenheit).
- Staff will perform a visual inspection of the student for cough, and shortness of breath.

If all the questions are passed, the child will enter the school space. The child must proceed to wash their hands before having any contact with other children or other staff/instructors.

If the child does not pass, the CHILD WILL NOT BE ALLOWED to enter the school space. If the child becomes ill during the day, they will be held in the sick room with a staff member and the parent or caregiver will be notified. We ask that the child be picked up in 20-30 minutes. The child will need to be symptom free for a 24-hour time period without medication and have a doctor note to return back to school.

We ask that all personal items be left at home. Personal items will be sent with the parent or caregiver for the day and not be brought into the building. This includes toys, stuffed animals, any hair or jewelry items, or any type of non-school item. **Water bottles will be permitted and must be labeled with the child's name and kept in their cubby.** All items need to be labeled - coats, hats, backpacks, shoes/boots, etc....

Hand washing will be frequent throughout the day. In addition, hand sanitizer will be used in the classrooms with adult supervision to keep hands and surfaces clean.

Illness

COVID-19 testing and symptomatic individuals

- If we get a positive test, we will notify the local health department and licensing inspector and follow all recommendations. Please maintain a list of all individuals your child may come in contact with for contact tracing if needed.
- If children, staff or parents develop COVID-19 symptoms:
 1. Staff or children with a fever (100.4 or higher), cough, or shortness of breath must be excluded from the facility and isolated from others.

Children with household members who are known to have COVID-19 will be excluded from the school.

2. If a fever of 100.4 or higher occurs during the school day for staff or students, they will be immediately separated from the area into the isolation room. The parent/guardian will be notified to pick them up immediately. Their healthcare provider should be contacted for further guidance.
3. If a child or employee tests positive for COVID-19, contact the local health jurisdiction to identify close contacts who will need to quarantine.
4. Classrooms or the school may need to close temporarily (e.g., 14 days or the duration advised by local health officials). The duration may be dependent on staffing levels, outbreak levels in the community, and severity of illness in infected individuals.
5. Wesley will follow the guidance of VDSS, CDC, Fairfax County.

This plan is subject to change in accordance with updated guidelines/protocols from the VDSS, CDC, Fairfax County, and the VDH.

Any student or staff with cough and fever will be asked to see a physician and will remain home until cleared by a physician. Parents or staff are asked to contact the school office within 24-hours via email or phone to inform school of diagnosis. Student or staff must be fever free for 48-hours without medication.

Medical professionals may clear staff or students earlier if they state in writing that the person is fever free for 48-hours and does NOT have COVID-19 and are able to return to school.

Student Supplies

All students will need a face covering. This will be supplied by the family. Each student will have their Wesley bag to bring to school daily. Students are permitted to bring only their labeled water bottle (filled at home) with them in their bag. **NO OTHER ITEMS ARE PERMITTED AT SCHOOL FROM HOME.**

Classrooms

Teachers and students will operate as a "pod". They will not mix together with other "pods" during the day. Classes will be on the playground at separate times.

Additional Items

Social distancing will be used in the classroom by dividing the pod into smaller groups to rotate to different areas of the classroom. Each classroom will be considered its own "pod" and will not be mixed with other classroom "pods" during the day.

Each child will have their own supply basket with crayons, scissors, glue stick etc. to avoid the spread of germs.

Outdoor time will be utilized as much as possible on a rotating schedule by classroom. Groups will not be mixed outdoors. Playground equipment will be cleaned in-between groups.

Wesley will have an isolation room set up where a child will be placed until an adult can pick them up from school. The room will be monitored by a staff member. Each staff member will monitor children for any indication of fever or respiratory illness and will remove any ill child from the group and place them in the isolation room. The parent/guardian will be contacted and ask that the child be taken home as soon as possible (20-30 min).

Proper hand washing will occur upon arrival for staff and students. Hand washing will occur throughout the day as well; before/after snack, after toileting, after blowing nose, coughing, or sneezing, before/after outdoor play time, before departure from school. We will also use hand sanitizer in the classroom when moving to another activity (adult initiated and supervised). The child will use a red stop sign on the activity they were using to let the staff know it needs to be wiped down prior to moving to another activity in the classroom.

A daily classroom log will be maintained for attendance. This will assist with contact tracing if needed.

Our day will operate from 9:00 am - 12:00 pm. We will use an alternate drop off/pick up routine to maintain social distancing. All parents will be asked to park in the lower parking lots. Parents are **REQUIRED** to wear masks to drop their children off in the line. We will have cones along the sidewalk with distanced spaces marked to wait for your child to be screened and admitted to the building. We will also use the same line approach to dismiss. We will use a walkie talkie at the end of the day to have your child return to the outside door to meet you. This process will take a little longer than the normal arrival/departure, so we ask that you stagger your time to assist us with safety for the children.

- 2-3 years old arrival time 8:55
- 3-4 years old arrival time 9:00
- 4+ years old arrival time 9:05

If you have more than one child to drop off please select one of the times above that works for you.

Child Find may not service students with an IEP within the building. Social distancing may be difficult for children with special needs.

Classrooms will be designed for individual play as much as possible.

Playdough, water tables, shaving cream, group art projects are not permitted. No other sensory table items are allowed at this time. Dress up, pillows or any soft toy item are not allowed until further notice.

Snack will be provided in small groups to allow social distancing.

Student Safety:

- All children's medical records and paperwork must be brought up to date and turned in for the student to begin school.
- **Wear face mask (provided by the parent)**-Unless medical waiver for existing condition. Please have your child practice wearing the mask at home.
- Please conduct an in-home daily health check and temperature check before school.
- A child's temperature of 100.4 or higher will not be permitted at school.
- A doctor's note will be required in order to return to school if a child has symptoms of COVID-19.
- Frequent hand washing upon arrival/before dismissal, before and after toileting, before and after snack, before and after outdoor time, and after blowing nose, coughing, sneezing.
- Encourage independent self-care.
- All personal items **must** be left at home. This includes any stuffed animals, blankets, toys, jewelry, hair accessories or any show and tell items. **The only item permitted is their personal water bottle, labeled with their name, and filled for the day.**

Staff Safety:

- Staff members are required to wear a face covering (face shield optional).
- Social distancing.
- Practice frequent and thorough hand washing and hygiene.
- Avoid exposure during off duty hours.
- Stay home if ill or experience any symptoms.
- A doctor's note will be required in order to return to school if staff has symptoms of COVID-19.
- Wesley will follow CDC guidelines should a Wesley student or staff member test positive for the virus. The local health officials and all families of the school will be notified immediately.

Parent Safety:

- Only students and staff are permitted to enter the school building, unless there is an emergency.
- Face mask is required at drop off and pick up.
- Parents will be required to carry a name card for their child for pick up in the line. In the beginning of the year we will also require a photo ID for the adult to verify prior to the child being released until we learn the family members. If alternate pick up arrangements are needed, it will have to be indicated on the pink pick up authorization card and that person will be required to show photo ID along with the name card.
- Keep child home if symptomatic in any way or if exposed to anyone who is/has been symptomatic.
- Minimize family exposure by avoiding large gatherings, avoid birthday parties and playdates.
- Exercise safe practices in non-school activities.
- Avoid airplane travel when possible.
- Notify the school immediately if a close relative or contact of the child has a suspected or confirmed case of COVID-19. Student must quarantine for 14 days.
- Notify the school if there is any contagious illness in the family that is NOT COVID related.

Cleaning Protocols Safety:

- Daily wiping of materials and toys throughout the day.
- Classrooms will be disinfected on surfaces daily by the teachers prior to leaving (chairs, tables, door knobs, toys).
- Cleaning before/after snack.
- Clean playground equipment between use.
- Windows will be opened in the classroom as much as possible to allow fresh air.
- Face masks will be supplied by families for the student.

Tuition

In the event of an illness with a student or staff, tuition will not be refunded for any missed days of school. In the event of a classroom being closed down for quarantine, tuition will not be refunded. If the school is shut down for quarantine, all efforts will be made for the teachers to continue to offer instruction to the students either via email, Zoom, or other platform to be determined by the staff.

Release of Liability

Wesley United Methodist Preschool will take all feasible precautions possible to our knowledge, and the best of our abilities to protect the staff and students. We **CANNOT** guarantee there will not be an unknown or unintentional exposure to illness during the school day. Therefore, families and employees who choose to come to Wesley United Methodist Preschool release liability and accept responsibility as well as medical expenses for treatment and transportation for yourself or your family should this need arise. Policies and procedures may be adjusted as needed to increase safety and provide stability to your child's care and daily routines, along with the needs for the staff. Each family and staff member will need to sign the Liability Waiver to be present at Wesley United Methodist Preschool for the 2020-2021 school year.