



# HEALTH AND SAFETY PLAN

*Policy and Procedures for the  
2020-2021 School Year*

The Westminster Nursery School and Kindergarten has been diligently monitoring the COVID-19 situation and remains committed to providing your children with the highest quality education in the safest environment possible. A dedicated Task Force of parents, teachers and staff has developed the below Health and Safety Plan to prepare our building to reopen its doors to welcome students, and their families, this September.

It is our hope that this plan answers any questions and provides clarity on what to expect in the coming weeks and months. Navigating this pandemic is very personal, especially when it comes to making decisions for your children. We are here to help. Please send all additional comments or concerns to [wecepbboard@westminster-church.org](mailto:wecepbboard@westminster-church.org).

To comply with Governor Wolfe's mandates, the Task Force has updated many operating procedures for the coming year. This plan provides a general overview and specific guidance will be provided for each class closer to the start of school.

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# Health and Safety Procedures

Ensuring the health and safety of not only our students, but also our teachers, staff and parents, continues to be one of our primary concerns. While things may look a little different this year, we are working to make sure every child is still receiving the highest quality of care and making wonderful memories. These new procedures will help keep our school as clean as possible while still allowing for some personal connection.

- **Personal Protective Equipment:** Following the CDC guidelines, every person two (2) and older will be required to wear a mask at all times, especially when entering / exiting the building and in all common areas. Teachers will be provided protective shields to wear during class. *Children are exempt from wearing a mask if parent or caregiver is unable to safely secure the mask, if a child is unable to remove a face covering without assistance or if a child has a medical condition.* Please notify the school in writing of your child's exemption.
- **Temperature Scan:** Every day, students, teachers and staff will be checked for a fever using an infrared thermometer. Anyone with a temperature higher than 100.4 degrees will not be allowed to enter the building.
- **Handwashing and Sanitation:** There will be several hand sanitizer locations throughout the property. Anybody entering the building will be asked to sanitize their hands and all students will be asked to wash their hands when entering the classroom. Throughout the day, teachers will continue to sanitize students' hands during transition periods.
- **Sign-In and Health Questions:** Everyone will be required to sign-in every day and answer a series of health questions. Having an accurate account of who was in the building will help should we need to complete contact tracing.
- **Designated Contact Person:** To reduce the number of people entering the building. This year, we are asking that only two (2) people be responsible for drop-off and pick-up. These people will also be responsible for gathering a child if they become ill during the school day.
- **Backpacks and Personal Items:** This year, we will not be allowing backpacks or other personal items into the building. At the beginning of the school year, parents can drop off a change of clothes, health items, or diapers/wipes, in a clear Ziplock bag. These items will be disinfected and stored in the classroom for the school year. Every child will receive a personal tote bag to store coats and other cold weather attire to prevent them touching in student's cubbies.
- **Social Distancing:** Students will be kept in small groups of two to three (2-3) and will be based at different stations throughout the classroom. Teachers will work to wipe down and disinfect areas during transitions so that all the children will have the opportunity to explore different areas during the day. The tables will also be marked with individual work areas and students will learn to keep within these boundaries. During circle time, students will sit in chairs rather than sitting on the floor. When going to the playground, or bathroom, only one class will be allowed in the halls at a time.

- **Playground and Playroom:** Only one class will be permitted to be on the playground or in the playroom at a time. The areas will be sprayed and disinfected prior to each class entering and exiting.
- **Restrooms:** Masks will be required for students using the restrooms. Only two to three (2-3) students will be allowed in the facility at one time. The bathrooms will also be professionally cleaned in between classes and at the end of the day. Teachers will still change soiled diapers and will wear a mask and gloves during the process.

## Outdoor Play

Data has shown that the transmission of COVID-19 is greatly reduced when outside. Unlike other schools, WSNK is in a unique position to have access to so many outdoor areas. Students can expect to spend much of their day outside when the weather permits. In addition to using our own playground facility, we have been granted access to use Gilfillan Farm and other outdoor areas of the church (i.e. courtyards) for extra space for our students to run, learn and play.

The school has received a generous donation that covered the costs of seat pads for each child. These lightweight, washable pads will help students remain socially distant when eating snacks or sitting for story time.

We are lucky to have this option and look forward to utilizing these new spaces this year. Additionally, our staff is also looking into adding air purifiers to each room to help ensure proper air circulation for when the students are indoors.

## Classroom Structure

As stated above, students will be outside as much as possible weather permitting. Inside the building we will do our best to maintain a social distance. Students will be kept in groups of 2-3 to and will rotate through stations in the classroom. During story time, students will use the seat pads or chairs instead of sitting on the carpet. Tables will be divided off into sections so each student can have a dedicated workspace.

We have removed all soft toys, dress-up and other high-risk substances from the classroom and will be following an intensive cleaning and sanitizing process throughout the day.

The parlor, playroom and other church classrooms will also be utilized to help keep students more spread out. It is important to note that while we are taking these precautions, kids will be kids. We cannot guarantee that students will always remain six feet apart and masked .

# Drop-Off and Pick-Up Procedures

We are excited to announce a new drop-off and pick-up procedure! To reduce the amount of people in the building at one time, we will be implementing staggered drop-off times for the AM classes. The PM classes drop-off and pick-up timing will remain the same.

## AM Classes Drop-Off Schedule

- 8:50 a.m.: Rooms 133, 128, 118
- 9:00 a.m.: Rooms 138, 136, 125
- 9:10 a.m.: Room 137

## AM Classes Pick-Up Schedule

- 11:10 a.m.: Room 137
- 11:20 a.m.: Rooms 133, 128, 118
- 11:30 a.m.: Rooms 138, 136, 125

## Drop-Off Procedure

- **Entrance:** The dedicated caregiver will escort the student to the main door (near the office) where they will be greeted by a WNSK staff member or teacher.
- **Health and Safety Check:** Prior to entering the building, both the caregiver and student will complete a temperature scan, sanitize hands, answer all health questions and ensure masks are worn properly.
- **Classroom:** The caregiver will escort their child to their classroom. The teacher will greet the student at the door and the caregiver can follow the arrows to the designated exit.

## Pick-Up Procedure

**Two's Class:** Procedure for picking up a child will be the same as the drop off procedure. We ask that the same caregiver drop off and pick up on the same day.

- **Entrance:** The dedicated caregiver will escort the student to the main door (near the office) where they will be greeted by a WNSK staff member or teacher.
- **Health and Safety Check:** Prior to entering the building, the caregiver will complete a temperature scan, sanitize hands, answer all health questions and ensure masks are worn properly.
- **Classroom:** The caregiver will line up six feet apart and wait for their student.
- **Dismissal:** Students will sanitize their hands and ensure their face mask is still properly in place before leaving the classroom. Following the same areas, caregivers and children will leave through their dedicated exit. We ask that caregivers take students directly to the car and depart.

### **Three's, Pre-K, T-class and Kindergarten Class:**

- **Departing Classrooms:** Students will sanitize their hands and ensure their face mask is still properly in place before leaving the classroom.
- **Designated Pick-Up Location:** Teachers will escort the entire class to one of four designated pick-up locations:
  - **Side Door: (near room 138):** Rooms 136 and 138
  - **Main Door:** Rooms 128, 125 and 133
  - **Sanctuary Breezeway:** 118
  - **Church Offices:** Kindergarten
- **Caregivers:** Caregivers will park and wait outside designated location, observing social distancing recommendations of maintaining 6 ft distance
- **Dismissal:** Caregivers will park and wait outside, maintaining a proper social distance, the designated door for their student's class. Teachers will bring students out one at a time, check the caregiver's ID, sanitize the child's hands and dismiss the child to the proper caregiver. We ask that caregivers take students directly to the car and depart.

## General Cleaning and Sanitation Practices

Westminster Nursery School and Kindergarten has spent the summer ensuring the building is cleaned and ready to safely welcome staff and students back into the building.

The entire building will be sanitized and cleaned by our staff, using OSHA and CDC approved substances, every evening. Our cleaning crew has been trained on the proper process to maximize effectiveness. This daily cleaning will be boosted by additional sanitizing and disinfecting throughout the day.

All common areas will be cleaned in between the AM and PM classes. To help minimize the transfer of germs, anyone over the age of two will be required to wear the proper PPE unless they are exempt.

During the school day, before both the AM and PM classes, teachers will sanitize any toys or supplies that will be used that day and will wipe down any common areas. Any toy that has been potentially exposed to germs (i.e. sneezed or coughed on) will be placed in a bin for the remainder of class until it can be properly disinfected.

We will be diligently working on our end but will also rely on your help. Throughout the building there will be opportunities to sanitize your hands. All children will be required to wash their hands when entering and exiting the classroom.

# Infected Person or Outbreak Plan

Even the best laid plans have unforeseen variables. The Task Force has tried to prepare for different scenarios and account for any potential issues. Should a student, teacher or staff member test positive for COVID-19, we will be implementing the below plan.

As outlined above, no one will be allowed to enter the building if they have a fever, have potentially been exposed to COVID-19 or are experiencing any of the symptoms associated with COVID-19. However, when working with children, we must remain flexible and know that a child may become ill while in our care.

If a teacher notices a child is not feeling well, the child will immediately be separated from the class and the designated caregiver will be notified. To return to school, the child must be fever free, without medication, for 24 hours. Should a child be tested for COVID-19, they will not be allowed to return to school unless they receive negative test results or completed a 14-day quarantine period.

If a positive case is determined, we will notify families as soon as possible and follow the recommendations provided by the Department of Health. Our goal is to keep our doors open, conducting thorough cleaning every day. If directed, we will close our doors to prevent additional spreading, but there will be no online learning. We have added two weeks of makeup days to the end of the calendar to account for any closures. WNSK will not provide refunds for this period.

If families travel to designated “hot spots”, they will be asked to quarantine for 10 days upon their return. WNSK will not provide refunds for this period.

If someone in the student’s family tests positive for COVID-19, we ask that the student quarantine for 10 days before returning to school. WNSK will not provide refunds for this period.

# Virtual Learning

Our primary goal is to keep the students in school for the full school year. Unless directed by health officials or the government, we will not be closing our doors for an extended period of time once they have reopened.

Online learning will be available if we are mandated to close the school for more than two weeks. To continue to provide a robust learning atmosphere, all students will have the opportunity to participate in one, 30-minute live video call per week. Teachers will set a dedicated day and time and coordinate that directly with parents. A lesson plan, including a story, activity and craft, will be sent for each additional day a student is registered (i.e. 2-days: one live call and one lesson plan; 3-days: one live call and two lesson plans; etc.).

The goal is to create a smooth transition from learning in the classroom to learning at home. Our teachers have been preparing both types of lesson plans to best accommodate their students.

Building relationships between parents and teachers is critical to assess how a child is performing in school. With that interaction being limited this year, we will be creating monthly check-ins. Teachers will be required to communicate with the student and parents at least one time per month to provide any milestones, any areas for improvement or any areas of concern. These updates may be a simple “thinking of you” card in the mail, email or phone call.

To expand upon the regular check-ins, our yearly conferences will continue to be held virtually. This is a great opportunity for a status update.

## School Calendar

The WNSK calendar is loosely based on the Upper Saint Clair school district calendar but not identical. We are mindful that families may have older students in school and will do our best to be considerate of those schedules. Unfortunately, we are not in a position to wait until USC releases their recommendations for the school year because of additional budget constraints on our end.

We have decided to move forward with in-person instruction unless we are directed by the state to move to remote learning. This plan is subject to change as the situation continues to evolve.

This year, WNSK will be adding up to an additional two weeks to the end of the calendar to account for any potential closures related to positive COVID-19 cases. These days will be similar to snow days and will only be used if needed.

### **First Day of School**

Kindergarten: August 31, 2020

Nursery School: September 14, 2020

# New Snack and Supply Fee

To ensure the safety of our children and staff, this year we will be instituting a new Snack and Supply fee. This one-time charge will cover daily snacks (individually wrapped), dedicated school supplies for each individual child and cleaning materials (hand sanitizer, wipes, etc.) for the whole school year.

When the Board approved the budget in December of 2019, the unforeseen cost of the new COVID-19 environment was not considered. This additional fee will help cover the additional costs that traditionally would not have been needed. Our effort has always been to keep tuition as low as possible while still being able to cover the necessities to operating such a high-caliber school.

This fee will be dependent on the number of classes that your child will be attending school.

<b>Number of Days Per Week</b>	<b>Total Cost</b>
One Day	\$50
Two Days	\$55
Three Days	\$70
Four Days	\$75
Five Days	\$60

# Refund Policy

WNSK is offering one week in August to provide families a full refund should they review our plan and feel sending their child to school is not the right thing for them at this time. Should our school have to open virtually, or transition to virtually learning at any point in the year, we will not be offering refunds.

## **Refund Week: August 1 - August 7**

Naturally, we will do our best to accommodate your child should you wish to re-register them at a later time during this school year and any child that was previously a student will maintain their student status when it comes to registration for the 2021-2022 school year. The refund period is limited but obtaining an accurate headcount will be crucial going into the fall when determining staffing and other expenses. **If you choose to withdraw your child, and we have not heard from you by Friday, August 7, any portion of your paid tuition will be forfeited as a donation to the school.**

It is our hope that our families will continue to work with us in the upcoming school year. Our program relies heavily on your tuition and we appreciate your dedication and support. We understand that this is an extremely difficult time both financially and emotionally for so many of our families. This refund week will hopefully provide you with the time to review our plan and make the decision that is best for your child and family.