



First Presbyrian Church Preschool
Guide to Re-Opening Safely
Policies and Procedures
2020-2021

Goal: To continue to provide a loving, learning and cooperative environment, while adhering to CDC (The Center for Disease Control) and NCDHHS (North Carolina Department of Health and Human Services) and Cabarrus Health Alliance (CHA) guidelines to keep our community as healthy and safe as possible.

Covid-19 Re-Opening Plan Policies and Procedures

Background/Cause For Change

The World Health Organization (WHO) qualified the novel coronavirus (COVID-19) outbreak to be a global pandemic on March 11, 2020. COVID-19 is a respiratory illness mainly passed on by individuals who are in are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with infected surfaces. There is currently no vaccine for COVID-19, therefore personal prevention practices and environmental cleaning and disinfection are key factors in lowering the risk of exposure and spread of this illness.

In an effort to minimize the risk of exposure to both the staff and the children in our care, First Kids has developed the following policies for the 20/21 school year.

These policies, along with those listed in our Family Handbook, will be in effect until further notice and will be updated as new information or guidelines become available the NCDHHS and/or CDC and CHA.

Our Campus

Our maintenance team and preschool staff have taken the following precautions and will continue to employ these same cleaning practices throughout the school year.

- Deep-cleaned and sanitized our classrooms and area rugs
- Removed all stuffed animals, dress-up and toys that cannot be easily sanitized
- Changed all room filters
- Completed maintenance to our HVAC
- Purchased many sanitation supplies, including a ULV Disinfecting Fogging Machine, which will be used to sanitize our rooms daily
- Cleaned and sanitized the playground
- Pressure washed surrounding sidewalks and driveways
- Employed a professional cleaning company to provide sanitation services each day after school



First Kids Back-To-School Events

We will not be able to offer our traditional in-person Open House or Curriculum Night due to restriction on large group gatherings. Teachers of the children in the one and two-year classes and teachers of students new to our program, will reach out to those families to offer one-on-one meetings, only if necessary, for your child's social/emotional well-being. What we WILL DO is to provide the the following.

- **Drive-By Open House Thursday, September 3, 2020 11:00 am-6:00 pm.**
Your child's take-home folder containing all important handbooks, papers and car tags will be placed on class tables along our driveway. A staff member will be on duty to help you. You are welcome to also drop-off your child's labeled school supplies or school donations at this time. (Please see Back-To-School Wish List)



- **Virtual Classroom Tours and Drop-Off Video**
 - Each team of classroom teachers will provide a virtual tour of your child's classroom, so he/she knows what to expect on the first day of school.
 - A video showing drop-off procedures will be distributed, so you know what to expect.
 - In an effort to "stay connected" each classroom teacher will set up a private class and school-wide Facebook Group or Class DoJo, so that our staff can provide pictures and important messages with each of our families.

Drop/Off and Arrival Procedures

- Prior to drop off each morning all staff members will have their temperature taken and will answer the same screening questions for students listed below.
- Staggered drop-off will be implemented at different locations....

Stations	Location	Class	Drop-Off	Pick-Up
1	Porch Entrance at top of steps, door closest to the playground	One-Year-Olds and their siblings	8:50	12:30-12:45
2	Courtyard Drive	TK	8:45	12:30
2	Courtyard Drive	5-Day Fours	8:55	12:35
3, 4 and 5	Bottom of steps on either side of the ramp	Two A Two-Threes, Threes & Four B	8:50	12:35

- During drop-off time each morning, parents will be asked to pull forward as the line progresses, and place their car in park. **NO CELL PHONE USE DURING THIS TIME**
- Each parent will be provided with a supply of questionnaires in their take-home folder (see below).
- On the morning prior to drop-off, please complete and sign the document for your child/children.
- All adults in a car should be wearing a mask during drop-off and pick-up.
- An attending teacher, wearing a mask, will ask you for your questionnaire.
- Teachers will have spare forms, but do try to complete the form ahead of time to help with the flow of traffic. **DO NOT FILL THE FORMS OUT PRIOR TO THAT MORNING**, so that we can have a current and accurate assessment of your child's health.
- If you have answered **NO** to all questions, parents will unbuckle the child from the car seat and walk him/her to the check-in station.
- The staff member will take his/her temperature. If his/her temperature is 100.4 or above, he/she will not be allowed to come to school that day.
- (Please see Page 5-6 "Response Protocol") for guidelines on when your child may return to school.
- Children, determined to be healthy, will be helped to sanitize their hands at a station outdoors then be escorted to the classroom by a teacher.
- At pick-up time, classes will remain in their individual areas. We will not be able to have siblings sit together, but will work to bring them to you at the same time.

Parents will be required to place their car in park and to place children in their car seats during pick-up time. Our goal will be to treat each class as its own "island." We will work to avoid children from one class overlapping with another as much as possible. This poses a special challenge with siblings. We will work with each family who has sibling students on an individual basis. We appreciate your assistance and patience as we work out these details.

Daily Health Screening for COVID-19



Child's Name _____

Date: _____

1. Have you or any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone with symptoms of COVID-19 or diagnosed with COVID 19, or has any health department or health care provider been in contact with you and advised you to quarantine?

Yes	Your child may not be at First Kids today. Your child can return 14 days after the last time he/she had close contact with someone with COVID-19.
No	Your child is welcome to be at First Kids, if he/she is not experiencing any symptoms.

2. Do you or do any of the children you are dropping off have any of these symptoms?

Fever Chills Shortness of Breath or Difficulty Breathing

New Cough Diarrhea or Vomiting New loss of Taste or Smell

Yes	Your child may not be at First Kids today. Please contact your health care provider. Your child may return once symptom free and when cleared by a doctor for COVID-19
No	Your child is welcome to be at First Kids, if he/she is not experiencing any symptoms.

3. (Once a child returns after his/her first day of school.) Since they were last at First Kids have you, any family members in your household or any of the children you are dropping off been diagnosed with COVID-19?

Yes	Your child may not be at First Kids today. Your child can return 14 days after the last time he/she had close contact with someone with COVID-19.
No	Your child is welcome to be at First Kids, if he/she is not experiencing any symptoms.

Preventing Spread in the Classrooms

As previously mentioned, each class will be their own “island” and we will avoid overlapping classes as much as possible. Covid-19 is a virus that can spread person-to-person. We will encourage children not to touch one another, not to put toys in their mouth, etc., but realize, this is difficult for most little ones. Continuous social distancing is not a reasonable expectation for children this age, and children need to interact and play together to learn. Following are a few steps we will take...

- Children in each classroom will be limited to interacting with only the children in their class and only with their homeroom teacher/teachers.
- Only students and staff will be allowed to enter the building.
- Engaging in activities outdoors will be encouraged, avoiding classes overlapping within the same space.
- Group gatherings (school events, field trips, etc) will be suspended until further notice, but watch for some creative ideas on other things we CAN do.
- Backpacks will not be allowed, but plastic totes, which can be safely disinfected, will be allowed. We will provide a poly folder for take-home items.



- Each child will have his/her kit of personal class material... a ziplock bag with his/her markers, glue, scissors and pencils.
- Sensory bins, and musical instruments, if used will be individualized.
- Cloth toys, dress-up, stuffed animals, will be removed from class.
- Mouthed toys will be cleaned immediately, and every toy used in the classroom each day will be washed in soapy water, Clorox water and clear water then placed on towels or air dry.
- Touched surfaces, including the playground equipment, will be wiped down before children arrive, after they leave and continuously throughout the day.

- As of this writing, teachers will be required to wear masks through most of the day, with the understanding that removing the mask in order to communicate may be required from time to time. We have acquired some window masks, so children can see a teacher's lips as they speak.
- Children will not be required to wear masks.
- Individual children, over 2, may wear masks, if you wish. Teachers will work with that child on proper mask wear, however, a teacher may choose to place that mask in the child's cubby if it cannot be worn properly.
- Frequent and proper hand-washing will take place as well as the use of safe hand sanitizer.
- Children will be instructed in other safe practices such as sneezing into elbows, avoid touching face etc.
- Blankets, stuffed animals and pacifiers from home will initially not be allowed out in the classroom, but can be placed in his/her tote, for supervised comfort visits throughout the day as needed. We want to be safe, but also emotionally supportive.



Food



- When possible, students will sit further apart than usual when eating snack or lunch
- No food will be shared from common dishes
- Lunch boxes that can be safely wiped with cleaning wipes are preferred.
- Children in the one-year class may send an empty sippy cup to school each day, to be used for water.
- Water will be served in disposable paper cups for older classes.
- Children may continue to bring lunch from home (peanut free and non-microwavable items) As much as possible, please send items that are easy to unwrap/open
- Special snacks for birthdays must be store bought and peanut free and sent to school in their original packaging with ingredient label and must be individually wrapped.
- Classroom cooking experiences will be individualized, so that a child will only touch the ingredients for the item that he/she will consume.

Response Protocol

Child or Staff Exhibit Symptoms During the School Day

- First Kids will follow the NCDHHS Flowchart (Addendum A) for handling suspected, presumptive or confirmed cases of COVID-19. First Kids will update guidelines as directed by the NCDHHS.
- Regular screenings for symptoms will be conducted throughout the day
- Symptoms which would require exclusion from school include, but are not limited to: Fever (100.4 or above) chills, shortness of breath/difficulty breathing, new cough, or new loss of taste or smell. Should a staff member or student exhibit any of the above symptoms during the school day, the following protocol will be followed:
- He/She will be isolated with supervision, and a parent will be called to pick him/her up from school and MUST arrive within 30 minutes.
- Children over 2 will be asked to wear a clean face mask, when tolerable. The attending caregiver will try to remain 6 feet from that child in well-ventilated area.
- Fellow students will be moved to another classroom or outdoor area.
- Any staff member who develops symptoms while at the facility, should notify the director immediately and must remain isolated and return home. A substitute will be called to replace that teacher.

- Classroom will be thoroughly cleaned and disinfected by staff members and cleaning company.
- The student or staff member showing symptoms will not be allowed to return to school until:

** It has been 10 days since the first symptom AND they are fever free and symptom free

for 72 hours without medication.

---OR---

** They are fever free and symptom free for 72 hours without medication and a confirmed written diagnosis other than COVID_19 (ie. Strep throat, ear infection, stomach virus) is obtained from a health care professional and written documentation is obtained by the Director.

If a First Kids Staff, First Kids Student has Direct Exposure to COVID-19:

If a student/staff member reports direct exposure to COVID-19: (Defined as being within 6 feet for 15 minutes or more.)

- The family/staff member must alert the Director, Maureen O'Bryan.
- The student/staff member must stay home for 14 days after exposure.
- The class members will be notified via email by the Director of a possible COVID-19 exposure in the classroom.
- The classroom will be thoroughly cleaned overnight to prepare for a safe return to school of the rest of the class the next school day.

Positive COVID-19 Diagnosis- First Kids Staff or Student:

- The family/staff member must alert the Director, Maureen O'Bryan.
- Maureen will contact the Cabarrus County Health Department and follow guidelines given on a case by case basis.
- The classroom (and possibly the entire school) will be closed for 24 hours for proper cleaning.
- The students and teachers in the affected classroom will be required to quarantine for 14 days.
- All families will be notified of a positive case on campus.
- In the event of more than 3 positive cases in the school within 10 days, First Kids will be closed for a quarantine period and cleaning.

First Kids will follow the recommendations of local and state governments, the CHA and First Presbyterian Church in determining additional closings in response to COVID-19 spikes in the community.

Interruption of Preschool Schedule:

Classroom teachers, unless unwell, will provide virtual classes and take-home packs or materials to download throughout that period. In an effort to be fair to, and retain our staff, tuition payments will be due as usual.

We ask that you walk with us on this journey to continue to honor the financial commitment made when you registered to enroll and hold a spot for your child at First Kids.

Extenuating circumstances, such as the long-term shut down during the spring of 2020 will be evaluated by our Preschool Committee and Church Session, to determine changes to this policy.

Additional Program Information:

Please see our First Kids Family Handbook to learn more about our regular classroom schedules, lunches, the calendar, our curriculum and much more.

Waivers and Contracts

Our staff will do our absolute best to keep your child safe and healthy by following all guidelines to the best of our ability. Still, we understand that we are working with little ones who sometimes don't understand all of those guidelines. We will, therefore, require that all parents sign a waiver and a contract, agreeing to abide by all of our policies, and to not hold First Kids or First Presbyterian Church responsible should a child or any member of a family become ill with COVID-19 or any other illness.

Do trust that we will make every effort to have "normal," loving, educational and playful days that will look like our First Kids Program that we love.

Thank you for your cooperation in helping us to keep everyone safe and for navigating this difficult time with us.

Sincerely,
First Kids

First Kids Preschool COVID-19 Policies and Procedures

Assumption of Risk, and Waiver

As the Parent of

(Print the name(s) of your child(ren) enrolled at First Kids,) I pledge and agree to comply with the following policies and procedures in order to help prevent the spread of COVID-19.

1. I will comply with each procedure/item stated in the First Kids Preschool Re-Opening Plan. I understand that for the safety of all First Kids' students and families, failure to comply is grounds for dismissal from the preschool without a refund of tuition and fees.
2. I will follow the new drop-off procedures, including completion of the Daily Health Questionnaire, and I will NOT send my child to school with a fever (100.4 degrees or greater), chills, loss of sense of smell or taste, new cough, or shortness of breath. I pledge that my answers to the Daily Health Questionnaire will be true and correct to the best of my knowledge.
3. I pledge to pick up my child from First Kids within 30 minutes of being notified by a staff member that my child has developed symptoms listed above during school hours. I understand that my child will not be allowed to return to First Kids until he/she is symptom-free without medication for 72 hours or has tested negative for the virus.
4. If a member of my household tests positive for COVID-19, or is exposed to someone who tests positive I pledge to immediately report these results to Maureen O'Bryan, director of First Kids, who will contact the Cabarrus County Health Department and will follow CDC guidelines and procedures for closing and re-opening classroom/school, as outlined in the First Kids Re-Opening Plan.
5. I understand and accept full responsibility that in sending my child(ren) to First Kids Preschool that my child(ren), myself, or someone in my family/household risks being exposed to and possibly contracting COVID-19 exposure, including serious illness. I waive and release First Kids Preschool from any and all claims or liability of any nature arising out of my child(ren) or myself being exposed to or contracting COVID-19.

Parent/Guardian Name Printed: _____

Parent 1 Signature: _____ Date: _____

Parent/Guardian 2 Name Printed: _____

Handling Suspected, Presumptive or Confirmed Cases of COVID-19 Flow Chart and Protocol

