**St. Paul’s Lutheran Preschool**

**Pandemic Parent Handbook 2020-2021**

This handbook is to help guide parents of St. Paul’s Lutheran Preschool during an emergency pandemic. This handbook may be adjusted based on State, Federal, and Preschool Board guidelines for the pandemic and emergency needs of St. Paul’s Lutheran Preschool. We follow all rules, regulations, and requirements as well as recommendations of the local, state, and federal government for the health and safety of students, families, and staff.

**Teachers and Staff**

Teachers and staff will complete a COVID-19 health checklist and temperature checks at the start of every day with Director. All teachers and staff must wear masks. Frequent handwashing or hand sanitizing is required when teachers move from one student to another. Teachers and staff will be required to stay home if they have tested positive for COVID-19 . Return will occur when two consecutive negative COVID-19 tests have been achieved. 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 on an instance with no protective measures.

**Students**

Students over the age of three will be required to wear masks when indoors. We do not want to cause undue stress but protection of all is our priority. Students will remain with their individual classes and teachers. Classes will not intermingle.

**Dropping Off and Picking Up of Students**

Parents of 3’s and 4’s will form a double Kiss and Ride line by the classroom doors in the morning. Parents will remain in their car and the director and/or another staff member will meet you at your vehicle. Parents must complete a daily health check when dropping off your child. Staff will verify temperature of child with No Touch thermometer and record temperature. Any temperature over 100.0 degrees Fahrenheit will result in child being not allowed to remain. All students must wash their hands upon entering the building.

Parent’s of 2’s will park and meet their teacher on the playground. Parents must complete a daily health check when dropping off your child. Staff will verify temperature of child with No Touch thermometer and record temperature. Any temperature over 100.4 degrees Fahrenheit will result in child being not allowed to remain. The child must sanitize their hands before entering the playground.

Parents will not be allowed to enter the school for drop off or pickup. If you arrive late to drop off your child, you must enter the building through the double glass doors located behind the playground. Report directly to the office for the daily health screening. The Director will then escort your child to the classroom. You are not permitted to escort your child directly to the classroom. If a parent needs to speak to the director/teachers they are to notify personnel to set up time for phone or in-person meeting. If a parent is granted permission to enter the building, masks must be worn at all times. Adult must use hand sanitizing station prior to entrance. Adults shall refrain from touching anything or any other student.

\*Parents will be required to notify St. Paul’s Lutheran Preschool if their child is to travel to a state/country that is deemed high risk by CDC or state governing bodies prior to departure. (Areas of high risk may change so school will monitor.) St. Paul’s Lutheran Preschool reserves the right to ask a child to stay home and quarantine after travel to a high risk area. During these times, refunds will not be issued and individual distance learning will not be possible. However, daily activities will be provided for the students. This is for the protection of all.

Daily Health Checklist will ask if child has exhibited within the last 24 hours:

* Fever over 100 degrees Fahrenheit
* Cough
* Chills
* Shortness of breath or difficulty breathing
* Fatigue or Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat, congestion or runny nose
* Nausea or vomiting
* Diarrhea
* Come in close contact with a person in quarantine or having COVID-19
* Morning temperature reading \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Illness Policy and Monitoring**

Any student with a temperature of 100 degrees Fahrenheit or above must remain out of school for 72 hours after the fever has broken without any fever reducing medications.

Any student showing any concerning signs of a respiratory issue when at school will be isolated immediately and a parent will be contacted. Child must be cleared by a medical professional with a note citing proper documentation to school.

Students with a cough and fever will be requested to see a physician and student must remain home until cleared by a physician. Parents will be asked to contact office within 24 hours via email or phone to inform school of diagnosis. Readmittance will be based on child being fever free without medication and symptom free for 48 hours.

Medical professional may clear your child to attend sooner. A medical professional must in writing state: “That the child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was seen and evaluated for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . The child does NOT have COVID-19 and is able to return to school.” Documentation must also state what child was diagnosed with and why the child exhibited symptoms.

If child or anyone in the home comes in direct contact with a person testing positive for COVID-19, parent must inform Director via email or phone call as soon as possible. The child will be required to stay home for a minimum of 14 days and have a clearance note from the physician for readmittance. If a child has a sibling that attends a school that is experiencing COVID, St. Paul’s Lutheran Preschool reserves the right to ask your child to remain home for a 10-14 day incubation period. In the event of a COVID-19 positive case with a staff member or enrolled student in a specific class, the class will be asked to quarantine for the 10-14 day quarantine period. Virtual learning will take place at this time.

We are required by the Department of Health and Department of Social Services to report any child, parent, or staff member that becomes ill with COVID-19.

**IMPORTANT:** For health and wellness protection, there is a ZERO SYMPTOM POLICY in effect until further notice. This is NOT because we think every symptom is related to COVID-19 yet rather to limit exposure of bodily fluids in a shared environment. If your child is sent home with any type of symptoms, he/she may be required to remain out of school 2-14 days depending on symptoms and diagnosis by a doctor. A signed statement of return will be required and there will not be a tuition reimbursement for individual quarantines. This is to protect our school community.

**Tuition Payments during a Pandemic**

In any case outlined above, there will be no tuition reimbursement for the 14 day period in instances where classes and teachers are to quarantine. If an entire class and teacher is placed on a 14 day quarantine due to a direct contact with child or teacher in class, there will be no tuition reimbursement and teacher will continue online instruction. St. Paul’s Lutheran Preschool reserves the right to amend above due to situation and pandemic. In cases of complete school closure, all months will be charged at 50 percent of your child’s tuition and teachers will support learning via technology.

For individuals needing to remain in quarantine due to a parent, family member, or close contact with a person diagnosed with COVID-19 outside of our school, there is no tuition reimbursement for the quarantine period. Teachers will supply activities to continue instruction in these instances but no virtual instruction.

**Keeping Healthy**

Upon entering school, children will wash their hands and have the bottom of their shoes sprayed with cleaner solution. Playing on school grounds before or after school will not be allowed until further notice.

At pick-up, parents will form a double Kiss and Ride line. Parents, wearing masks, will remain at their car and your child will be brought to your car by a teacher

St. Paul’s Lutheran Preschool will take every precaution for your child to stay healthy. Consistent handwashing and cleaning of centers and materials will be performed many times throughout the day. In addition, all surfaces and floors will be cleaned daily with a CDC recommended spray. However, it is incumbent upon each family to continue to practice social distancing and effective measures to keep healthy.

**Student Supplies**

All students over the age of 3 will need masks (to be cleansed daily).

Preschool Students: school bags, water bottle, mask and lunch box (for 3’s and 4’s) – all labeled with student’s name. Please spray totebags, backpacks, and lunch boxes daily with a disinfectant or wipe down with antibacterial wipes. Please wash masks daily. All students will have their own pencil box and their teacher will designate the supplies that will be needed for the year.

**Classrooms**

Teachers and students will remain separated from other classes until it is deemed safe to resume mingling. Classes will not be intermingled on playgrounds.

**Release of Liability**

St. Paul’s Lutheran Preschool will take all feasible precautions possible to our knowledge and best of our abilities to protect everyone at school. We CANNOT guarantee that there will be an unknown or unintentional exposure during school care. Therefore, families who choose to attend St. Paul’s Lutheran Preschool release liability and accept responsibility as well as medical expenses for treatment and transportation for your child should this need present itself. Policies and procedures may be adjusted as needed to increase safety and provide stability to your child’s care and daily routines.

Please sign, date, and return the St. Paul’s Lutheran Parent Commitment Form. Keep handbook for your records.

Thank you for ensuring the safety of our staff, your children, and our school so that we may continue to provide an environment where the children can have an important part of childhood- the freedom to learn and be with friends in a safe, energizing, and loving environment.

St. Paul’s Lutheran Preschool

Jill Cha, Director

**St. Paul’s Lutheran Preschool Parent Commitment Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Have received a copy and have read all of St. Paul’s Lutheran Preschool Pandemic Handbook. I agree to the tuition outlined unless otherwise directed by St. Paul’s Lutheran Preschool. To protect our children and staff, I agree not to send my child to school when he/she is sick or feeling unwell with the symptoms consistent with COVID-19. I agree that staff will take my child’s temperature daily when entering school. I agree to screen my child each day prior to sending him/her to school and agree to keep my child at home if he/she has:

• Feeling feverish and/or having chills (if documented temperature/fever of 100.4F or greater) • A new cough, sore throat, or chills not due to another health condition • New muscle pain not due to another health condition or that may have been caused by a specific activity such as physical exercise • New loss of taste or smell.

I agree not to send my child back to school if he/she has been diagnosed with COVID-19 until:

My child has two consecutive negative tests for COVID-19 and is otherwise well enough to go back to school OR a healthcare provider has seen my child and documented a reason for the symptoms other than COVID-19 OR when all of the following are true:

\*At least 10 days since the start of symptoms AND fever free off anti-fever medicines for 3 days AND symptoms are getting better and my child has had no fever off anti-fever medicines (ex: Tylenol, Ibuprofen) for 3 days AND my child’s symptoms are getting better.

\*If someone in my household has been diagnosed with COVID-19, or my child is exposed, I agree to keep my child home for 14 days after their last exposure to the household member. \*Exposure is defined as being within 6 feet of an individual who tested positive for COVID-19, for 15 minutes or more. If someone in my household develops fever, new cough, shortness of breath or two of the following: sore throat, chills, muscle pain, headache, new loss of taste or smell, that person will be evaluated and tested for COVID-19. If that person tests positive, I will keep my child home for 14 days after their last exposure to this individual and my child tests negative for COVID-19.

We require that both parents and/or guardian sign below.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received in SPLP office by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_