

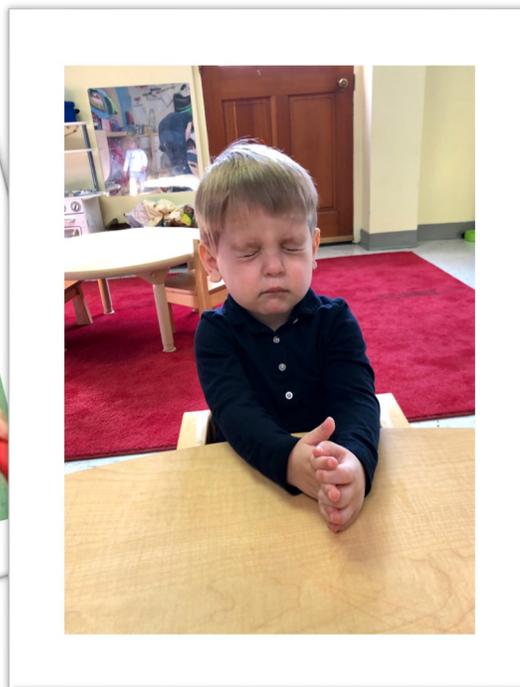
# St. John's Episcopal Preschool COVID Policies and Procedures

## 2021-2022



### Mission Statement

To provide a developmentally appropriate education in a safe supportive environment, cultivating a Christian tolerance and respect for the dignity of every human being and encouraging children to discover the gift of joy and wonder in all God's works.



# Returning Safely to STJ Preschool

## PRINCIPLES FOR OPENING STJ PRESCHOOL FALL 2022

- Protect the health and safety of students and staff
- Comply with North Carolina & Mecklenburg County government orders
- Comply with CDC (The Center for Disease Control), and North Carolina Department of Health and Human Services (NCDHHS) guidelines.
- Comply with the North Carolina Episcopal Diocese recommendations for re-opening
- Set clear expectations for the STJ community about re-opening protocol
- Help our children feel safe at school in a slightly different learning environment

## FIRST DAYS OF SCHOOL

Our scheduled opening dates\* are as follows:

- Teachers Back Monday, August 30
- Students Back Tuesday, September 7



*\*Please note: Our goal is to open STJ Preschool as safely as possible; therefore, we will follow recommendations of the NC Diocese and Mecklenburg County Health Department. We will specifically be monitoring test positivity rates and reports of new cases in the communities that St. John's serves, in addition to metrics in the entire county, as each of these dates approach.*

## **PARENTS' NIGHT/OPEN HOUSE**

We will not be able to have in-person Parents' Night this year due to restrictions on large group gatherings. We will miss having you in the classrooms and gathering in the Nave to kick off the school year. However, we will be in touch in the coming weeks with plans to have Parents' Night virtually. We are also working through the details of Open House so that children can meet teachers and be familiar with their classrooms prior to the start of school. We will be in touch with each age level closer to your scheduled start date about plans .

## **FACILITIES**

The Director of STJ Preschool, the Director of Facilities and Junior Warden have been in communication about facility updates and upgrades that will allow for a safe opening of STJ Preschool. Over the last several The Preschool has purchased movable hand sanitizer units, an industrial sized sanitizer sprayer which uses hospital grade sanitizer to eliminate many airborne germs and odors. In addition, signage in entryways, hallways, bathrooms and classrooms will help adjust our space and serve as reminders to staff, students and families of the best way to protect against the spread of COVID-19 in our facilities.

## **SOCIAL DISTANCING IN CLASSROOMS**

STJ Preschool classrooms will adhere to the conservative recommendation of the NC Diocese of at least 42 square feet of space per child. Due to our smaller class sizes, we already meet this requirement and we will not have to separate classes into groups for an A/B schedule. All classes will meet on their originally scheduled days. To further encourage social distancing, STJ Preschool hallway use will be limited (classes with doors to the outside will use that entrance to come and go). Hallways will also be divided in half to create one-way traffic flow on each side of the hallway.

Although social distancing within classrooms will be close to impossible for our younger age groups, teachers will do their best to eliminate large groups of students gathering in any one area.

## **DROP-OFF/PICK-UP PROCEDURES**

Designated drop-off and pick-up locations will be created to provide opportunity for social distancing and eliminate crowding that naturally occurs during these interactions. Only staff and students will be allowed in the building. Parents will remain outside for drop-off and pick-up. Entry into STJ Preschool main entrance and hallways is limited to only staff and students. It is not recommended that families carpool unless they are in the same STJ Preschool classroom. This will cut down on cross contamination. A comprehensive schedule will be sent out at a later date with thought given to traffic flow and families with children in multiple age groups.

# Returning Safely to STJ Preschool



## DAILY HEALTH SCREENINGS

Daily health screenings and temperature checks will be recorded for each student and staff enter the building.

## PREVENTING SPREAD IN CLASSROOMS

Classroom teachers will remain with their assigned class to avoid possible exposure between classroom groups. For their safety, children will enjoy time in their classrooms along with opportunities to go to the playground, outside for class events, and/or other outdoor activities. The following are examples of protocol (many of which are not new to STJ Preschool) that will be used to prevent spread within classrooms:

- Handwashing will occur upon entry in the classroom, before and after eating, after toileting/diaper changing, after playground time.
- Shared items will be removed from classrooms (i.e. water toys, sand play, or other sensory play) Teachers MAY create individual sensory bins/play-doh that will NOT be shared between students.
- Teachers will assign scissors and other frequently used materials to children (one per child, not to be shared).
- Any items that cannot be properly sanitized will be removed from classrooms.
- Lovies/personal items will remain in book bags/tote bags or be kept at home.
- Hooks will be installed outside each classroom to allow for children's personal belongings (book bags, tote bags, sweaters, jackets, etc.) to be spread apart properly.
- Individual cubbies will be used for students' lunch boxes and individual materials.
- Children will be spaced apart as feasible for snack/lunchtime.
- Classroom doors to the hallways will be left open to allow for better airflow and ventilation. Doors/ windows that can be opened with safety in mind, will be opened as needed for better airflow.
- Teachers will continue the practice of encouraging students to cough/sneeze into the elbow.
- Diaper Changing routines will be reviewed and strictly followed by Toddler/Two staff.

## CLASSROOM ISOLATION

As the school year begins, the children in each classroom will be limited to interacting only with children in their class.

Playground times will be staggered so that only one class is on the playground at a time. My Gym and Creative Movement will be offered this year with strict sanitation before and after classes. School Chapel, multiple class activities, field trips and joint playground times will not be possible as the school year begins. This may change as the year progresses based on cases and the ability to social distance.



## CLOTH FACE COVERINGS

Staff members are always required to wear masks in the building. Students in Toddler/Two classes will not be required to wear masks at school. Students in Threes, Fours and TK classes are required to wear masks inside the school building. If wearing a mask is an issue for any staff or student, the Director should be notified. Parents and caregivers will not be required to wear masks for drop-off and pick-up as long as conversation or interaction remains outside or in properly ventilated areas. All masks must be worn properly to cover the mouth and nose.



shutterstock.com • 1631021197

## CLEANING AND HYGIENE

Although we have always followed best practices for cleaning and sanitizing our classrooms and facilities, we are putting further regimens in place to sanitize and disinfect during the school year. All cleaning solutions being used are CDC approved and safe to be used in childcare facilities.

Teachers will be required to implement daily cleaning routines (many of which were already in place at STJ Preschool), which include:

- Mouthed toys will be washed in sanitizing solution and left out to air dry.
- All tables and shared surfaces will be disinfected between use and before and after snack/lunch.
- Changing tables will be sanitized between diaper changes.
- Proper handwashing will be enforced.
- All toys will be cleaned/sanitized at the end of each day.

## COMMUNICATION/RESPONSE PROTOCOL

STJ Preschool will follow the NCDHHS Flowchart (Addendum A) for handling suspected, presumptive or confirmed cases of COVID-19. as well as any variant now or in the future.

As this information changes from the NCDHHS, STJ Preschool will update procedures.

### COVID-related Symptoms Present at School:

***Symptoms which would require exclusion from school include, but are not limited to:***

***Fever, 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:**

- ◇ The person with symptoms will be isolated from others.
  - ◇ **Student:** A member of the Administrative Team will call the parent/guardian to come pick up the child within 30 minutes. If the parent is unavailable, the administrator will continue to call Emergency Contacts until someone is reached.
  - ◇ **Staff:** The staff member will leave school and a substitute will cover the classroom.
  - ◇ The student or staff member showing symptoms will not be allowed to return to school until:
    - It has been 7 days since the first symptom or they obtain a negative COVID test from a Health Care Professional—over the counter tests will not be permitted as proof .
- ... OR ...
- They are fever free and symptom free for 72 hours without medication and have a confirmed written diagnosis other than COVID-19 (i.e. strep throat, ear infection, stomach virus) obtained from a health care professional turned into the Director.

## **STJ Preschool Staff, STJ Preschool Student with Direct Exposure to COVID-19/ COVID VARIANT:**

Upon a student/staff member reporting direct exposure\* to COVID-19 or a variant:

\*Direct Exposure is defined as being within 6 feet of someone diagnosed with COVID-19/COVID VARIANT for 15 minutes or more.

- The family/staff member must alert the Director.
- The student/staff member **MUST** stay home for 7 days after the exposure and be allowed back only after a negative COVID test.
- 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 for the rest of the class the next school day.

## **Positive COVID-19/COVID VARIANT Diagnosis – STJ Preschool Staff or Student:**

- The family/staff member must contact the Director.
- The classroom (and possibly the entire school) will be closed for 24 hours for proper cleaning.
- The students and teachers in the infected classroom will be required to quarantine for 7 days.
- The Director will notify all STJ Preschool staff and families of the positive COVID-19 case on campus.
- In the event of more than 2 positive cases in the school within 10 days, STJ Preschool facilities will be closed for a 7-day quarantine and cleaning.

**STJ Preschool will follow the recommendations of the local and state governments, the NC Episcopal Diocese and St. John's Episcopal Church in deciding whether STJ Preschool will need to close for an extended period of time due to spikes in local COVID-19/COVID VARIANT cases.**

## LUNCH AND SNACKS

- Individual cubbies will be used for students' lunch boxes.
- Toddler/Two parents will be asked to send in a snack for their child for snack time.
- Children will be spaced apart for snack/lunch time to the best of our ability.
- Teachers will use gloves & masks when touching food containers/items, and will switch gloves between each child, as needed.
- Lunches must be sent in a single container that children can easily open.
- Food items will not be shared among students.

## PARTIES

Unfortunately, parents will not be able to celebrate birthdays with the class but we will continue to enjoy birthday and holiday celebrations with your children. For birthdays and holiday celebrations, parents may send in individually wrapped treats for the class, adhering to peanut-free allergy protocol. (i.e. individually wrapped store bought Rice Krispy treats, popsicles, or Oreo packs).

## REQUIREMENTS OF PARENTS BEFORE THE SCHOOL YEAR BEGINS

Prior to the start of the school year, all students must be up to date on all required immunizations. As always, a copy of the immunization record and the 2021-2022 Medical Form, which was made available this summer, must be on file in the STJ Preschool office. All Beginning of the Year Paperwork, including a new COVID-19 Waiver (attached), must be completed by STJ Preschool parents prior to the first day of school. Beginning of the year paperwork will be emailed to families in the next two weeks as well as on our website.

## TUITION PAYMENTS/COVID-19 FEE

Tuition is Non-Refundable. However, if we experience an interruption to the school year, the Vestry of St. John's Episcopal Church will determine any changes in policy.

**A COVID-19/COVID VARIANT fee of \$200** will be charged to each returning family before students return. This fee will help to purchase PPE, and any added items required for social distancing.

## ONLINE LEARNING

Preschool was not meant to be taught virtually, and our curriculum was created for in-person instruction, however, we will plan for the possibility that there may be a point in the year when we are unable meet in person. In this scenario, teachers will work as age groups to plan effective, age-appropriate activities.



**St. John's Episcopal Preschool**  
**COVID-19/COVID VARIANT Procedures, Assumption of Risk, and Waiver**

As the Parent of \_\_\_\_\_

(Print the name(s) of your child(ren) enrolled at St. John's Preschool), I pledge and agree to comply with the following policies and procedures for the 2021-2022 school year in order to help prevent the spread of COVID-19/COVID VARIANTS.

1. I will comply with each procedure/item stated in the St. John's Preschool (STJ Preschool) Opening Plan for the 2021-2022 school year. I understand that for the safety of all STJ Preschool children and families, failure to comply is grounds for dismissal from the preschool without a refund of tuition or fees.
2. I will follow the new drop-off procedures, and I will NOT send my child to school with a fever (100.4 or greater), chills, loss of sense of smell or taste, new cough, or shortness of breath.
3. I pledge to pick up my child from STJ Preschool within 30 minutes of being notified by a staff member that my child has developed the symptoms listed above during school hours. I understand that my child will not be allowed to return to STJ Preschool until he/she is symptom-free without medication for 72 hours.
4. If a member of my household tests positive for COVID-19/COVID VARIANT, or is exposed to someone who tests positive, I pledge to immediately report these results to Jennifer Taylor, Director of St. John's Episcopal Preschool, will follow CDC guidelines and procedures for closing and re-opening the class room/school, as outlined in the STJ Preschool Opening Plan.
5. I understand and accept full responsibility that in sending my child(ren) to St. John's Preschool that my child(ren), myself, or someone in my family/household risks being exposed to and possibly contracting COVID-19/COVID VARIANT. I acknowledge and voluntarily except for myself and my child(ren) all known and unknown risks of COVID-19/COVID VARIANT exposure, including serious illness. I waive and release St. John's Episcopal 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/COVID VARIANT.

Parent 1 Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 1 Signature \_\_\_\_\_

Parent 2 Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 Signature \_\_\_\_\_

***This form is due before your child's first day of school in order to attend  
St. John's Episcopal Preschool.***