

**Please Note:** These Guidelines were written for and enacted throughout our 2021-2022 School year. Any necessary procedures and guidelines for the upcoming 2021-2022 school year have yet to be determined.

## **Director Response to Phase III Guidelines**

Most Recent Update: 10/29/20

The following document outlines FUMC Preschool's response to requirements/guidelines/recommendations from the COVID-19 Reopening Child Care - Phase III Guidelines and Information for Child Care – June 25, 2020.

FUMC Preschool is a state-licensed child care facility.

### **Group Size Limits**

**Under Phase III the group size limit for 4s and older is 22 including staff.**

- Our 3-day 4s class will not exceed 14 students and the required 2 teachers. (Room 105)
- Our 5-day Kindergarten class will not exceed 16 students and the required 2 teachers. (Double room 103 & 104)
- Lunch Bunch will not commence until October. It will be available to the 3-day class only, will not exceed 8 students and the required 2 teachers. This is dependent on a minimum participation of 4 students. (Room 105)

### **Social Distancing**

**Under Phase III the guidelines note that social distancing amongst young children is problematic. A distance of six feet apart is to be strived for but is an ideal that is simply not possible with young children. It is specifically noted that groups should not combine and that groupings of students and accompanying staff should remain consistent.**

- Class sizes will be limited as above. The largest class, Kindergarten, will occupy our largest classroom which is twice the size of a typical classroom and has windows all the way around the room and two bathrooms. (An aid to infection control, see below.)
- We will allow both drop-off and pick-up to occur during 15 minute windows to help spread out the incoming and outgoing traffic.
- Classes will not intermingle and teachers will be consistent. (Substitute teachers will be as consistent as possible.)
- Teachers will be encouraged to arrange classrooms to facilitate individual and small group play.
- The Kindergarten classroom will contain student seating 2 students to a 6' table.
- Visitors are not allowed in class until conditions allow.
- Field trips and in-house specials are temporarily suspended.
- Social distancing reminder signage will be displayed.
- Outdoor time will be a priority. Only one class will be allowed on the playground at a time. This year only in-session students and staff members will be permitted access to the playground. The playground will be locked outside of school hours.

## Infection Control

**Under Phase III the guidelines for infection control include: robust handwashing and sanitizing procedures, touchless check-in procedures, entry temperature/symptom screenings, avoid items not easily cleaned, separate belongings, post signage, physical floor guides, hand cleaning stations at entry.**

-Drop-off and pick-up will now occur during 15 minute intervals to help reduce crowding. Drop-off will occur between 8:45am and 9:00am. Pick-Up will occur between 11:45am and 12:00pm for 4s, and 1:45pm and 2:00pm for Kindergarten. Lunch Bunch pick-up will be promptly at 2:00pm.

-There will be a Check-In Station in the building entry at which the temperature of each student will be taken using a touchless infrared thermometer; a symptom survey (of both students and family and staff and family) will be done, if not already submitted online; staff will confirm that the weekly waiver acknowledging and accepting as adequate our COVID-19 procedures has been submitted online; each student will step on a sanitizing pad; and hand sanitizer will be available. The person running this station will be masked. There are already two hand sanitizer dispensers at the entry door to the preschool, one wall-mounted and one on a stand, as well as a wall-mounted dispenser in the preschool office. Hand sanitizer will be available only to the teaching staff in each classroom to be used at their discretion as it is inadvisable for children to have direct access to a toxic substance.

-Students will be escorted from the Check-In Station to class by a staff member. Those who accompanied the student to the Check-In Station will depart at this time.

-We will request that families limit, as much as is safely possible, the number of adults and siblings that accompany each child at drop-off and pick-up. All are required to wear face masks at all times within the Church building. Families will be made aware that we can accommodate drive-through drop-offs and pick-ups for any family who is experiencing any type of illness or hardship that makes entering the building difficult or unwise.

-Attendance is recorded on an iPad. This year, data will be entered by a preschool staff member so sign-in will be touchless.

-A daily health questionnaire must be completed for every student upon entry, unless already submitted online.

-Families will be required to sign a weekly waiver online each week confirming they are aware of our COVID-19 procedures and agree to them. Families and staff will be notified that any possible COVID-19 symptoms in any member of their family must be reported *immediately* to the Director. Acknowledgment will be included in the weekly waiver.

-As a facility beholden to state inspection, FUMC Preschool already has in place a strict regimen of handwashing and sanitizing procedures, as well as proper hygiene and germ-reduction practices education. (We will augment our sanitizing and custodial cleaning as follows below in "Sanitizing Procedures.")

-As has always been our practice, student belongings are accommodated on individual wall-mounted hooks or in individual cubbies and students and staff will be well-versed on germ spreading reduction practices.

-Classroom windows will be kept open as much as is possible. A child-safe fan(s) will run continuously in each classroom. When weather prevents open windows, we will run large room air purifiers.

-Books, toys, and manipulatives will be limited in number in the classroom and will be rotated to provide fresh ones each day.

-Outdoor time will be a priority. Only one class will be allowed on the playground at a time.

-Music, chapel time, and Library will be held outside in the courtyard whenever possible. One teacher will conduct the session, will have passed our Check-In and will be socially distanced.

-All students will have their own box of supplies such as crayons, markers, scissors, etc. for their own use only. This box will be stored in an assigned individual cubby. Coats and backpacks will be hung on individual hooks just outside the classroom.

-All “soft items” such as pillows, blankets, and stuffed animals will be removed from the classrooms for the foreseeable future as they cannot be thoroughly cleaned every day.

### **Sanitizing Procedures**

**Under Phase III the guidelines state that all frequently-touched surfaces should be cleaned and disinfected every day with an EPA-approved disinfectant.**

-The preschool relies on custodial services rendered through the Church. I have received approval for our requested custodial lead. She is well-known by the teachers and myself and we can communicate well with her about the classroom cleaning.

-Specific cleaning/disinfecting steps that will be done at least once daily following class or on a customized regular schedule to include: mopping the floor, vacuuming, thoroughly cleaning the sink areas and bathrooms, and disinfecting frequently-touched surfaces in the classroom such as the tabletops and doorknobs. A disinfectant “fogger” will be used throughout.

-The cleaner we use regularly in the preschool is approved for use in the early childhood classroom and is fully stocked. We are also fully stocked with an EPA-approved hospital-grade disinfectant specifically approved for use during COVID-19.

-Preschool staff will contribute to cleaning and disinfecting procedures through-out the day as needed.

### **Facial Coverings**

**Under Phase III the guidelines state that staff and children should use cloth face mask coverings when physical distancing cannot be maintained, as is medically and developmentally appropriate.**

-Teachers and any other staff will wear a mask while interacting with students. However, some exceptions are possible, see below.

[Note –I must reserve the possibility that a child may be frightened and need to see a calm face. Likewise, a teacher may decide to lower her mask to be seen as she reads so the children will see the enunciation of the words. In such instances, a face shield will be worn and social distancing must be maintained if possible.]

-All students will wear a face mask at all times except when eating or drinking.

-All students will have the option to wear any protective equipment their family deems appropriate. If a child refuses to wear their mask, we will contact the family rather than attempt to force them to wear it.

-All students and staff must wear their mask/PPE on the playground except if eating or drinking.

-As stated above, all entering the Church building, excepting our students, must wear a mask at all times.

### **In the Event of**

If a student or staff member fails the Check-In, they will be sent home. It is very likely that circumstances will occur such that they will not be allowed to return without a statement from their doctor and/or a negative COVID-19 negative test result. As per usual, tuition will not be reimbursed for absence due to illness.

If there were to be a case of COVID-19 detected amongst the preschool staff or students, their families, or the staff or congregation of the Church, the Health Department would be notified immediately. This would likely cause temporary closure of a class or possibly the preschool. [Please note that the Board of Trustees has the authority to exceed the recommended closure dictated by the Health Department.] We are prepared to provide distance learning via Zoom for up to but no longer than two weeks and no longer than 1 hour per each missed class day. During such time tuition will continue uninterrupted. Any paid for Lunch Bunch sessions during closure will be reimbursed. However, a full remainder of the year closure of the preschool will result in no further tuition collection, as well as refund of any outstanding tuition, beyond the end of the month of closure and no further programming until such time as conditions make reopening possible.

### **Additional**

I am very proactive in my personal dedication to maintaining a high level of COVID-19 awareness and education. I am committed to being aware, informed, responsive and also responsible for the preschool's handling of COVID-19 procedures. I and the entire preschool staff always endeavor to maintain as safe an environment as is possible and we will remain vigilant and flexible and responsive with regard to COVID-19 precautions.

I am aware that circumstances with regard to COVID-19 are fluid and unpredictable. I stand ready to take whatever action is necessary and appropriate at any given time to protect the preschool students and staff. I am also aware that I have support from and am beholden to our Church staff, the Preschool staff and the Preschool families, the Preschool Board, the Board of Trustees, the local Health Department and my Licensing Inspector and Virginia Social Services in making decisions that affect the health and welfare of our students and staff.