

# HOLY CROSS LUTHERAN Preschool



## 2020-2021 School Year Health Safety Plan

Parents or Guardians,

Please thoroughly review the 2020 – 2021 Health Safety Plan, which contains the policies and procedures for Holy Cross Lutheran Preschool during the COVID-19 pandemic. After reading the plan, please complete this form and return it with the Parent Packet forms at the Parent Meeting. Thank you in advance for your cooperation.

Sincerely,

Darlene Birk  
Preschool Director  
Holy Cross Lutheran Preschool

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### 2020-2021 Healthy Safety Plan Agreement

I, \_\_\_\_\_ (print your name),

the parent/guardian of \_\_\_\_\_ (print child's name),

hereby acknowledge receipt of the Holy Cross Lutheran Preschool 2020-2021 Health Safety Plan. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# HOLY CROSS LUTHERAN Preschool



## 2020-2021 School Year Health Safety Plan

Holy Cross Lutheran Preschool is committed to providing a quality program that is safe for students and teachers, biblically based, educational, child friendly, and fun! While many things will seem different with new procedures in place for the safety of all, this will still be an environment where children can explore and learn about God, themselves and the world around them in an atmosphere of Christian love and acceptance.

This health safety plan was created by considering guidelines and recommendations of the CDC, St. Charles Department of Public Health, Department of Elementary and Secondary Education, Missouri Department of Health and Senior Services and the American Academy of Pediatricians. Plans for St. Charles County school districts and Missouri District Lutheran schools were also considered. Many schools are offering 3 levels: in-person, hybrid, virtual. Since Holy Cross Lutheran Preschool has small class sizes with most students attending 2-3 days per week, we do not need a hybrid plan. We intend to start school with in-person classes. We are prepared to shift to e-learning should the health department or a higher state source decide to close schools. The plan may be modified as health guidelines change.

Holy Cross Preschool is addressing these specific strategies for the safety of all:

- Practicing Prevention
- Drop-off and Pick-up Procedures
- Teaching and Learning Strategies
- Handling Illness
- E-Learning with Tuition Considerations

### **Practicing Prevention**

Personal Protective Equipment: Students are not required to wear a face covering but may if desired. Teachers and staff will wear face coverings when social distancing is not feasible. There may be times while teaching that require the removal of a mask. Staff also have access to face shields if desired.

Hand Washing: We will teach and monitor proper handwashing during scheduled breaks throughout the day. Hand sanitizer will be in every classroom. Students and staff will wash hands or use sanitizer at arrival, before and after eating and outdoor play, after using the restroom and before dismissal. Posters showing proper handwashing steps are near the sinks. Students should keep fingers out of mouth and nose, cover cough or sneeze with tissue or elbow and then wash or sanitize hands.

Cleaning: The custodian cleans the classrooms, restrooms and highly touched surfaces per CDC guidelines every day before school to allow respiratory droplets to settle before cleaning and disinfecting. All staff members are trained to properly clean, sanitize and disinfect surfaces following licensing standards. Classroom materials and supplies including toys, games, doorknobs, light switches, sink handles, countertops, tables, chairs, cubbies and rest mats will be cleaned and sanitized regularly throughout the day. Toys that cannot be sanitized and cloth toys will not be used during this time. Class materials will not be shared between classrooms unless they are sanitized first. Afternoon Extended Education rest time sheets are provided, and blankets are available. They will be sealed in an individual bag each day and laundered each weekend. Students may bring 1 small stuffed friend or their own blanket for rest time which needs to be cleaned on a regular basis. Students and staff must have a complete change of clothing in the event of fluid contamination. At home, please sanitize backpacks and lunch boxes and wash jackets, coats and gloves frequently.

Distancing: The American Academy of Pediatricians stated, “In Pre-K, the relative impact of physical distancing among children is likely small based on current evidence and certainly difficult to implement.” They recommend focusing on hand hygiene, cohorts (stable groups) and spending time outside. Our Preschool program has been restructured to small groups that will not mix with another class. Any students using Extended Education will be in Mrs. Birk’s Preschool class. Before School care will be in Room 5. Preschool and lunch (8:30 – 12:30) will be in Room 7. Those staying for Extended Education will finish the day in Room 5. Students enrolled for Preschool only will be with Mrs. Ryan in Room 12, 4s on Mon/Wed/Fri and 3s on Tues/Thurs. If enrollment drops due to health concerns during the year, the classes may be combined into one class. While distancing is important, we also know that it is important to hold and comfort crying, sad and/or anxious children. Staff will change the child’s clothes and their own clothes if they come into contact with bodily fluids.

## **Drop-off and Pick-up Procedures**

At this time only Preschool and church staff will be allowed in the Preschool area. No parents or visitors be admitted to minimize exposure of our facilities to COVID-19.

Screening: Parents will need to screen their child using the Health Screening Questionnaire found at the end of this Health Plan, on our Bloomz app and on our website’s Parent Page each day before arriving. All students and staff will be screened upon arrival. Staff will follow proper hand hygiene and wear a facemask and gloves during screening. Staff will ask if you answered “yes” to any of the Health Screening questions and make a visual inspection for signs of illness including flushed cheeks, rapid or difficulty breathing, congestion, runny nose and coughing or shortness of breath. Staff will take the child’s temperature using a non-contact, temporal thermometer. Anyone with a fever of 100 degrees or higher or with other signs of illness will not be admitted. Temperatures of Extended Education students will be also be checked at lunch time. The importance of keeping sick children home cannot be emphasized enough. Even if the child does not have a temperature, but they appear sick (cough, runny nose, etc.) the Director has the right to deny the child’s attendance for that day.

Drop-off: Before School Care (7 – 8:20 a.m.) - Drive up to the Preschool door (the single door on the front of the building), put on a mask, walk to the door to ring the bell by pushing 1 and bell buttons, tell name of student dropping off, and wait under the awning with your child and their back pack. A staff member will meet you at the door to take your child’s temperature and ask if you answered “yes” to any of the Health Screening questions. Students will sanitize hands before going downstairs.

Preschool (8:30 a.m.) - From 8:20 – 8:40 a.m. a staff member will be at the Welcome Center door under the portico awning. Drive to the side parking lot to the right of the building and form a line. The first car should pull forward under the portico awning to allow two cars under the portico. Leave an opening for church staff to drive to the back parking lot. The staff member will come to your car, take your child’s temperature, ask if you answered “yes” to any of the Health Screening questions and help your child collect belongings. Students will sanitize hands then sit in the welcome center with classes on opposite sides of the room until everyone arrives. If you arrive after 8:40, go to the Preschool door and follow the Before School Care drop off procedure.

Pick-up: Preschool (11:30 a.m.) – Students will sanitize hands then sit in the Welcome Center with classes on opposite sides of the room. Drive to the side parking lot to the right of the building and form a line. The first car should pull forward under the portico awning to allow two cars under the portico. When under the portico hold up your sign with your student’s name. A staff member will walk your child out to your car. You will buckle your child then pull forward for remaining families to pick up.

Afternoon Extended Ed - Drive up to the Preschool door, put on a mask, walk to the door to ring the bell by pushing 1 and bell buttons, tell name of student picking up, and wait under the awning. If you come at a time when the class is not in the room to answer the doorbell, call Mrs. Birk’s direct line at 636-849-4376. A staff member will bring your child and their belongings up the stairs, have them sanitize hands then go out the door for you to buckle in their car seat.

## **Teaching and Learning**

Learning activities: Students will be involved in whole group, small group and individual instruction. Students will have assigned spots on the carpet. School supplies have been separated into a box for each child. Any supplies that are shared (paintbrushes, etc.) will be sanitized between students. Classes will have scheduled restroom breaks to prevent classes mixing.

Outdoor & Gym Play: Students will wash hands before and after going outside or to the gym. Each class will have a scheduled time to use the playground or gym. Gym equipment will be sanitized between classes.

Food: Students will wash hands before and after eating. Each student needs to bring a filled water bottle with their name on it as we will not be using the water fountains. It should be cleaned daily.

- **Preschool Snack:** Snack will be provided by the Preschool this year. The funding for this was not calculated into our tuition fee, so we are adding a COVID Snack fee based on 75 cents/Preschool day to be paid monthly with the tuition. Students in 3s classes will pay \$6/month and students in 4s classes will pay \$9/month. This fee will be canceled if we need to go to e-learning or once the extra measures to fight COVID are no longer a concern. Students may bring a special treat to celebrate their birthday/half-birthday. You will receive a note of when we will celebrate and what is acceptable to bring.
- **Extended Education Lunch:** Students will bring their own healthy sack lunch with utensils needed and a drink. Lunches will be put in the refrigerator. A microwave is available.

Chapel: Each class will have one Pastor or DCE responsible for sharing chapel with that class to reduce the number of adults mixing with multiple classes. Chapel will be held in the classroom.

Music: We will continue to do music activities in the classroom. Music class with the Church Music Director will be added when health conditions allow.

Special Events: The school calendar has special events such as singing in church and parties listed. It is our hope to be able to have these events, however, the health situation will need to be assessed closer to the event. Events may need to be cancelled for the health and safety of all. Field trips and special visitors will not be scheduled during the first semester.

## **Illness**

The most important thing we can do to slow the spread of COVID-19 is stay home from school or work when we feel ill. Please contact the Director as soon as possible if your child or family has been exposed to COVID-19 or has possible symptoms. The staff will be vigilant for symptoms of personal and student illness. We will isolate anyone who is sick and inform parents immediately. Please have an emergency pick-up plan to be able to pick up your child immediately. We will follow CDC guidelines to clean and disinfect after the sick child or staff have left. Sick children and staff will not return until they have met the criteria to discontinue home isolation. If COVID-19 is confirmed in a child or staff member we will contact the St. Charles County Health Dept. for further directives regarding our operations. We will inform families of the directives with an announcement on Bloomz while maintaining confidentiality.

As per current CDC guidelines on July 23, 2020, we will adopt the following guidelines for when a student/staff can return to school based on answers from the Health Screening Questionnaire:

1. If student/parent/caregiver/staff answer YES to any question in Section 1 of the Health Screening Questionnaire concerning symptoms but NO to any questions in Section 2 concerning exposure, the person will be sent home from school in accordance with our existing school illness management policy (until symptom free for 24 hours without fever/symptom reducing medications).

2. If the student/parent/caregiver/staff answer YES to any question in Section 1 and YES to any question in Section 2, the person should be evaluated by their health care provider and possible testing.
3. Students/parents/caregivers/staff diagnosed with COVID-19 or who answer YES to any question in Section 1 and YES to any question in Section 2 without negative test results should stay home, isolate themselves from others, monitor their health and follow directions of state and local health departments. They will be permitted to return following CDC guidelines: 10 days after the positive test; or 10 days after symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved. They may also return after 2 negative test results in a row, at least 24 hours apart.
4. Anyone answering NO to questions in Section 1 but who has been in close contact within 6 feet for more than 15 minutes should self-quarantine for 14 days after exposure based on the time it takes to develop illness.

Guidelines may change based on recommendation by health agencies. Questions regarding return to school should be jointly decided in consultation with parents/caregivers, the Director and the student's health care provider.

### **E-Learning and Tuition Considerations**

We are prepared to shift to e-learning should the health department or a higher state source decide to close schools. We will have a 3 year old and a 4 year old Google Classroom where we will post parent directions for the week, videos of the teachers covering the Bible story, math and learning concepts, and activities to reinforce the learning concepts to be completed at your convenience. Students will need parent guidance through the program. We will also use Zoom to meet with students periodically.

Those choosing to participate in e-learning will need to pay 50% of their Preschool tuition monthly, plus the cost of the weekly paper packet if parents request it. Parents may choose to print their own papers. It is recommended that parents purchase crayons, markers, glue, scissors and paints (watercolor &/or tempera paint) while school supplies are on sale to have available if we go to e-learning. Families with financial needs that change during the school year, may contact the Director to discuss possible financial assistance.

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### **Health Screening Questionnaire**

**SECTION 1: Symptoms** - If your child has any of the following symptoms, they indicate a possible illness that may decrease your child's ability to learn and potentially spread illness to others.

Is your child experiencing any of these symptoms?

- Temperature 100 degrees Fahrenheit or higher when taken by mouth in the last 24 hours without use of fever-reducing medication
- New onset of severe headache
- Fatigue, muscle or body aches
- Chills or sweating
- Sore throat
- Congestion or runny nose
- New uncontrolled cough that causes difficulty breathing or shortness of breath (for students with chronic allergic/asthmatic cough – a change in their cough baseline)
- Diarrhea, nausea, vomiting, or abdominal pain
- New loss of taste or smell
- Abnormal temperament (“Not acting themselves”)

**SECTION 2: Close Contact/Potential Exposure in the Past 14 Days**

Has your child experienced either of these contacts?

- Had close contact (within 6 feet for at least 15 min) with a person with confirmed COVID-19
- Had close contact (within 6 feet for at least 15 min) with a person under quarantine for possible exposure to COVID-19