



Reopening Guidelines and Daily Operation Procedures to supplement the St. Mark's Preschool Parent Handbook

We're so excited for fall and are ready for a great year! While there will be lots of changes, we are ALL looking forward to welcoming our families back to school for a wonderful year full of many fun and meaningful experiences for your preschooler!!

The following plan has been created using information obtained from the CDC, the IN State Department of Health, Hamilton County Health Department, the IN Department of Education, Carmel Clay Schools, as well as the church's insurance company's COVID policy guidelines, the church's COVID task force, and the Church Council .

***Please note that these plans and procedures may change quickly due to changes in directives and guidance from the agencies listed above and/or a change in course for Carmel Clay Schools.**

Carpool Drop-off and Pick-up:

Arrival:

- Please arrive between 8:45 and 8:55 as the drop-off procedure will take longer than usual. Teachers and the director will be masked and will take students' temperatures while still seated in cars beginning at 8:45. Any child with a temperature of 100 or higher will not be admitted to school and will be required to remain at home for 72 hours AFTER temperature or any other illness symptoms are no longer present. If a child appears to exhibit signs of illness, staff will ask questions of parent/guardian before getting child out of the car – Has child been sick in the last 72 hours? Has child been given medicine in the last 72 hours? Are any family members sick at home?
- Once all temperature screens have been completed, students will be brought to the usual sidewalk drop-off location by class. Teachers will hold up their class signs and ONLY those students will be allowed to quickly come to the sidewalk with a masked parent. Then, parents will need to return quickly to their cars in order for the next class to be dropped off. As soon as one class is lined up and on their way into the building, the next class' sign will be shown and those students can come to the sidewalk. Students arriving late will be dropped off at door 4 (to the right of the playground) as usual. Student temperatures will be taken before entering. PLEASE make every effort to be on time and in carpool.
- Bunny/Puppy Parents: you will still use door 5. Teachers will come out by 8:50 to take temperatures. When the teachers are back inside the doors to the building at 9:00, you may walk your child to the door and drop them off.

- The designated doors will be used by the following classes to help with efficiency as well as distancing:
Door 3 (to the left of the playground): Sunshines, Balloons, Teddy Bears
Door 4 (to the right of the playground): Hearts, Moonbeams, Rainbows
- If parents are late, you must use door 4 and the director will walk your child to the classroom.

Dismissal:

- Classes will come outside to the sidewalk one at a time using the same door they used at arrival. Parents/guardians/caretakers will be guided by class signs to get out of cars one class at a time to pick up their child from the sidewalk. **Adults must wear a mask and only one parent per child will be permitted at the sidewalk.** If someone other than the usual driver will be picking up a child, we must have a written note or phone call to the office informing us of the person's name. That person must have a mask and they will need to show ID. **It is VERY important for families to communicate this information to anyone who will be picking up your child.**
- Bunny/Puppy Parents: your child will be brought out to door 5 at noon.

Early Pick-up:

- Students being picked up early will be met at door #4. Please send a note in your child's folder or call the office ahead of time so we can have your child ready to leave when you arrive. Please use the video doorbell.

Building Access/Face Coverings:

- Only preschool staff and students will be allowed in the preschool wing during the school day.
- All staff will have their temperature taken before entering the building and complete a daily health assessment.
- All students will have their temperature taken by teachers in masks/shields while still in their car seats in carpool, prior to 9:00am daily.
- All preschool staff will wear masks/shields while in the building (with the exception of rare times when the teachers are socially distanced from the children and needing to be seen and heard well, re: story time, teaching a new letter, etc. or when outside at recess). All St. Mark's staff and visitors will also be masked in the remainder of the church building.
- **Students will need 2 masks** in case one gets sneezed into, dirty, etc.
- Students will be required to wear a mask during free play time and when leaving the preschool wing – going to the gym (not while IN the gym), chapel, restrooms, and when teachers feel they are necessary. Please be sure your child can put on and remove the mask on their own. Masks will be placed carefully on tables during each class' recess time and tables will be disinfected prior to the next class arriving.
- When deemed necessary by the director, a parent may be escorted through the preschool while wearing a mask.

General Info:

Attendance: Please call the preschool office or text your child's teacher if your child will not be in school and give the reason for the absence. We will be keeping track of absences and reason for the absence.

School Bags/Folders: Students will still receive a red bag to use to carry everything back and forth each day as well as a blue communication folder. Please put all notes to teachers in your child's blue folder.

Change of Clothes: Each child at every age level MUST have a change of clothes (shirt, pants, underwear, socks). Please place in a large zip lock bag with your child's first and last name on it. This will be kept at school.
PLEASE BRING TO PARENT NIGHT OR TO YOUR CHILD'S 'MEET THE TEACHERS' PARTY.

Drinks: Drinking fountains will not be used. The water bottle filler will be available. Each child will need to bring a reusable water bottle each day with water only to be used for snack and lunch (if your child eats lunch at school). Be sure to label it with your child's name.

Snacks/Birthday Treats: The preschool will continue to provide daily snacks for each class. Parents will continue to send in their child's birthday treat. No homemade items can be brought to school. All birthday treats must be store bought.

Show and Tell: In order to cut down on germs being brought in, there will be no Show and Tell during the first semester. We will revisit this for second semester.

Comfort: After much discussion with the Preschool Board, teachers will continue to give hugs and console children when needed, unless parents request otherwise. As always, teachers will continue to use a variety of positive reinforcement techniques including words of affirmation, check-in questions, elbow bumps, smiles, etc. Teachers will be reviewing the Family Info forms completed by parents and turned in at Meet the Teachers parties for more personalized information about each child.

Illness Policy:

No one should be in the building if they are experiencing any symptoms of illness. Please be sure your child is symptom free and healthy before sending them to school. The preschool staff will conduct temperature checks on students in morning carpool as well as during snack time or lunch or if illness is suspected.

Please ask yourself these questions before bringing your child to school:

- 1. Has my child had a fever or chills and or taken medication for a fever in the last 72 hours?**
- 2. Does my child or anyone in our household have COVID-19 symptoms such as a new or worsening cough, shortness of breath, or sore throat?**
- 3. In the past 14 days, has my child been in close contact (within 6 feet for longer than 15 minutes without a mask) with a person known/suspected to have COVID-19?**

***If you answer yes to any of these questions, your child cannot attend school.**

- All students and staff who have a fever of 100 degrees or higher OR have symptoms of significant concern (persistent cough, rash, diarrhea, sore throat, etc.) will be asked to remain home for 72 hours AFTER all symptoms are no longer present without the use of medication.
- If a child becomes ill at school, the child will be removed from the classroom and taken to the preschool office. New windows that open are being installed to provide for ventilation. The child will remain here until the parent/guardian/caretaker arrives at door 4 to pick up the child. Parents will not come in. We will bring your child to the door. The office will be disinfected afterwards.
- If we have a confirmed case of COVID-19, the Hamilton County Health Department will be contacted and their protocol will be followed. This may include closing a classroom or the school for a period of time.
- If a student or teacher has a family member with a confirmed case of COVID-19, the student or teacher must quarantine for 14 days.
- During a school closure, deep disinfecting and cleaning will be conducted.

All those associated with the preschool will be notified of confirmed cases.

Sanitation Procedures:

Handwashing: Students and staff will wash hands upon entering the building each morning, before and after snack time/lunch, before and after using a cohort space, and after bathroom use.

Daily Classroom Cleaning: Approved disinfecting solution/wipes will be used throughout the day on high touch surfaces. Toys/manipulatives will be used by one class for the week, disinfected, and then passed to another class the following week.

Restrooms: Teachers will spray/wipe down high-touch surfaces after a whole class has used the large restrooms.

End of Day Clean-up: Preschool staff will refer to a check list (hung in each classroom) that will be used to disinfect the classrooms (tables, chairs, counters, supplies, etc) at the end of each day. Church cleaning staff will also be disinfecting high-touch surfaces in classrooms and restrooms every evening in addition to the usual cleaning they do.

PPE: All teachers will wear masks/shields all day (except when distanced from students – story time, outside recess, etc.) and have at least a change of shirts or a change of smocks (long-sleeved button-down shirts) each day. 2's teachers will use gloves (as usual) to change diapers and spray the changing surface (as usual) after each use.

Sensory Tables/Tubs: These will be used by one class (or one cohort) for the week and then left to sit for at least 72 hours over the weekend. We have purchased enough sensory tubs for each class to have their own.

Playdough: We will be asking for parent volunteers to make it for each class. We would only need new batches once a month. Each child will have his/her own labeled baggie to use.

School Gatherings/Programs:

Parent Nights: August 25th, 27th, 31st, and September 1st. Two classes will attend each night, in the sanctuary using a staggered schedule. One class will meet with teachers at 6:30. The second class will arrive at 7:00 and the director will speak at 7:00 to both classes. The first class will leave at 7:30 and the second class will meet with their teachers until 8:00. It is imperative that every family have a parent/guardian in attendance, even if you are not a new family. This is a PARENT ONLY event; no children will be allowed. Masks will be required. Each night will hopefully be live streamed. Room parents will call or Zoom with parents who are unable to attend. The director's parent paperwork packet will be emailed. Red school bags and teacher packets will available at the Meet the Teachers parties.

Meet the Teachers Parties: These will take place on the dates listed on the calendar and students will receive an invitation from their teacher regarding the time for their party. Each class will be divided into thirds and each party will be 30 minutes long so that we have time to disinfect in between parties. We are going to do a run-through of the first day of school to help put parents and children at ease so that everyone knows how our mornings will function. Parents and students will remain in cars and teachers will take temperatures through the windows with masks on. Please be sure to arrive on time and remain in your car. Teachers will then go to the sidewalk and hold up their class sign to signal that it's time for that class' parents and students to get out of the cars and come to the sidewalk to line up to start the party. We will have about 20 minutes in the classroom. No food will be served. Masks will be required for adults but student masks are optional. **Childcare during the parties has been canceled due to COVID policy restrictions at St. Mark's.**

We're excited to continue the Meet the Teachers tradition as a great start to the year and recommend it as a great opportunity for cute back to school photos.

First Day: We will start as scheduled on Tuesday September 8th (or 9th, depending on the days your child is in school).

Daddy Date Nights and Field Trips: Unfortunately, these are canceled for now. If COVID conditions improve, these events will be added back in to our program.

Class Parties, Thanksgiving Feasts, and Other Student-Only Events (Pajama Days, going to the sanctuary for the Christmas story, etc.): These will be modified for optimal safety. At this time, we do not anticipate a need for parent volunteers. Parents will be invited to provide packaged store-bought snacks and paper goods. We are certainly hoping we can return to the way we have done these events in the past over the course of the school year.

Shared Spaces:

Playground: We will continue as per our usual routine and only one class at a time will be at recess. Playground equipment will be sprayed down with a Health Department approved diluted bleach solution at the end of each class' time. We will utilize the playground as far into the fall as possible. Please be sure to send your child with a jacket. Some classes go outside early in the morning. The playground will reserved for preschool classes and authorized church groups only. It will be locked at all other times.

Gym: EPA approved disinfecting spray will be used on high touch areas and equipment after each class and allowed to sit for at least 30 minutes. There will be 2 sets of equipment set out so that no more than three classes are using either set during the day.

Bathrooms: Only one class at a time will be able to use bathrooms. High touch areas will be sprayed during the day.

Hallways: Only one class at a time will be allowed in a hallway and only for "traveling" purposes. Teachers will monitor hallway use before exiting a classroom or to leave at the end of the day.

Class supplies: Crayons, pencils, glue sticks, scissors, etc. will not be shared. Each student will have a set of these personal basic supplies. Markers will be shared within a class and cleaned at the end of each day.

Free Play/Make Beelieve Rooms: The 6 classes that share these spaces (not used by Bunny or Puppy classes) will be divided into 3 cohorts. No more than two classes will be in either of these spaces during any given week. For example: Teddy Bears and Hearts will be in one cohort. Only those two classes will use the Free Play rooms during one week (but not at the same time during the day). The next week they will get to use the Make Beelieve Room. The third week they will be able to have parachute time or build with the big blue blocks in another space. All three cohorts will rotate through these spaces over a three-week period of time.

Tuition:

- If we are advised to close for a two-week period of time, virtual learning opportunities will be provided. Tuition will still be paid and staff will be paid.
- In case of a prolonged closure, tuition will not be refunded for that current month. Staff will be paid for that month. Tuition for future months will be determined by case.

