

COVID-19
Parent Handbook
2020 School Year



of the Grace Presbyterian Church



of the Grace Presbyterian Church

Dear Parents,

As we are getting ready to reopen after being closed since the beginning of March, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and staff at Sand Hills Preschool are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by The New Jersey Department of Children and Families (DCF). Please be sure to read through this and sign and return the last page when you hand in your remaining paperwork by August 3rd.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Sand Hills Preschool is a safe and enjoyable place for our staff and your family.

Sincerely,

Carla Lynch

57 Sand Hill Road
Carla Lynch, Director

Kendall Park, NJ 08824

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(732) 940-1515
Susan Goddard, Asst. Director



Screening and Admittance / Pick-up

Arrival

When arriving at the school, families should park and walk with the child to the front door. Please maintain social distancing when waiting in line. All adults are required to wear face masks.

The staff member will take the child's temperature using a non-contact digital thermometer which will be cleaned between each use. If the child's temperature reads at or above 100.4°F or they exhibit other symptoms of COVID-19, they shall not be allowed to enter the school.

A staff member will take the daily questionnaire from the parent/caregiver, which will ask the following questions: (these questions subject to change based on most current guidelines)

1. Has your child been given fever-reducing medicine?
2. Has your child been in close contact with anyone who has been diagnosed with COVID-19 in the past 14 days?
3. Has your child or anyone in your family been experiencing cough, shortness of breath, or trouble breathing?
4. Has your child or anyone in your family been experiencing at least two of these symptoms: headache, fever, muscle pain, chills, repeated shaking with chills, or new loss of taste or smell?
5. Has your child or anyone in your family traveled to one of the states currently listed as states that NJ residents need to quarantine upon return?

The child will be escorted by another staff member to wash their hands at the sink.

NO OUTSIDE VISITORS (including parents) WILL BE ALLOWED IN THE SCHOOL DURING SCHOOL HOURS.

Dismissal

All children will be dismissed from the front door. Dismissal from the front door will work similarly to drop off. Staff will hand off children to families in the order that they are lined up. Please wear a mask and maintain physical distancing when waiting for your child.

Face Coverings

Staff members will wear face coverings while working. As per DCF guidelines, children will be encouraged to wear face coverings, “when feasible”. A child will never be forced to wear a face covering if they are uncomfortable. Regardless of whether or not your child will wear a face covering in the classroom, families are asked to send two *labeled* child sized face masks daily with the child. When not being worn, clean face coverings will be stored in a sealed plastic bag in the child’s school bag. **When a child needs to remove his or her mask, it will be placed in a paper bag labeled with the child’s name until they use it again. At the end of the day, the used masks will be sent home in the paper bag to be cleaned.**

Class Size and Social Distancing

- As per DCF guidelines, “class size shall be limited to 10 children. Classes shall include the same group of children each day, to the greatest extent possible.”
- Staff members will remain with the same group of children (“family”) to the greatest extent possible.
- Each class/“family” will social distance from other “families” to assure safety.
- “Families” shall not congregate within 10 feet of other “families” unless separated by a wall.
- Outdoor playtime / Octagon time will be staggered between groups to allow for disinfecting between groups.
- Staff will encourage children to play without close person to person contact such as: hugging, wrestling, games involving touching or tagging.

Snack and Lunch

- Snacktime will occur in the classroom with children spaced out at each table. Staff members will prepare and serve all food while wearing face coverings and gloves. Tables will be cleaned and disinfected before and after snack.
- For children attending Lunch Bunch, please pack your child’s lunch in a lunch box or labeled plastic or paper bag. The children will be spaced out at the tables to ensure proper distancing while eating. Lunch items should come ready to eat as food cannot be microwaved.
- Birthday Snacks: Birthday treats will still be permitted. A note will be sent home, in advance, detailing the date of celebration as well as snack suggestions. Birthday treats must be pre-packaged from a store and not homemade. Suggestions may include: ice pops, mini-muffins, goldfish packets, pretzel packets, etc..

Extra Hygiene Measures and Procedures

Handwashing

Children and staff will wash their hands at the following times:

- Upon entrance
- After using the bathroom
- Before and after eating
- After returning inside from the playground
- After sneezing / coughing / blowing nose
- Any other time as needed

Cleaning and Disinfecting

- Throughout the day as well as between classes, toys and other classroom materials will be cleaned and disinfected using EPA approved cleaners.
- Any toys that go into a child's mouth will be put through a disinfection process.
- During this phase of opening, all sensory bins, soft toys, pillows, and dress up clothes will be put away.
- Frequently throughout the day, high touch surfaces such as: doorknobs, light switches, countertops, and restrooms will be cleaned and disinfected.
- Between each "family" use, playground equipment will be disinfected.

Registration

If you would like a spot within a "family of 10", monthly tuition would need to be paid to hold the spot regardless of whether your child will begin school in September. In the event that tuition is not paid, the spot will be forfeited to the first person on the waitlist. If you hope to return to school later in the year, you will be added to the waitlist.

Sick Policy and Potential Closures

If a child or staff member is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if they have been in close contact with a person or child testing positive for COVID-19, we ask these individuals to stay home. They must be isolated for a minimum of 7 days after symptom onset and 72 hours after their fever is resolved without fever-reducing medicine. For most, this will be 14 days after the contact with COVID-19.

We ask that all families and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in our school we will inform our local Health Department and Department of Children and Families Office of Licensing, and all families.

Extended, Mandated Closure

In the event the school closes for an extended period of time, the following procedures will be followed:

- Up to 1 month: Remote learning will be put into effect immediately (tuition will not be refunded)
- Greater than 1 month: 50% tuition will be charged each month when the school building is closed and "Remote Learning" will continue.

Remote Learning Will Include:

1. Weekly lessons plans.
2. Zoom Circle Time on scheduled class days.
3. Invitation to a closed Facebook Group
4. Weekly 1:1 Zoom call with staff.



Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the COVID-19 Parent Handbook for the 2020- 2021 school year, which contains the policies and procedures for Sand Hills Preschool while in the process of reopening. After reading the handbook, please complete this form and return it to the school with your other paperwork by August 1st. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Carla Lynch
Director, Sand Hills Preschool

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby
acknowledge receipt of Sand Hills Preschool's Parent Handbook COVID-19 edition. I have read
and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____