

Preschool Information, Policies, and Procedures 2021

Dear Preschool Families,

Welcome to a new school year. We are looking forward to teaching your children this year. We ask that you work with us to keep your children safe, healthy, and happy this school year. This is the plan right now. We will keep you informed if there are any changes in our policies and procedures.

Drop off Time: We will be using the doors on the south side of the building (the doors by the main office). A teacher will be at the door from 8:15 – 8:30am. Please pull into circle drive. We will have cars line up from the rear of the parking lot. **We will have signs posted during the first week of school.** Please assist your child to the door and sign them in. We will take them to the classroom.

Please arrive by 8:30am. If you arrive late, please ring the bell.

Pick-up Time: We will open the same door as in the morning at 11:15am. Please pull up to same door as in the morning. We will bring your child out to you. **Anyone picking up your child must be on their Child Information Card.** We will check their photo identification. Please send a note or text if someone new will be picking up your child.

Parking Lot Safety: For the safety of our children please drive cautiously in our parking lot. Please do not leave children unattended in your car.

Easing in: September 13th children will attend 8:30-9:30am, September 15th 8:30-10:30am, and September 17th 8:30am-11:30am. If you feel your child needs more time to adjust, please let me know.

Building Security: The doors are locked for security during the school day. Please ring the bell.

Communication: If you have a question or a concern, please call Heather Thomason on my cell at (586)202-4367. If your child will be absent, please text me with the reason for the absence. Let us know if they have an illness. We are required to post all communicable diseases. Please let us know as soon as you have a diagnosis. That way we can post the illness and properly sanitize the classroom.

Tuition: Tuition is due on the first day your child is scheduled to attend each month. Please give your tuition to a teacher at pick-up. Write the check to **St. Paul's Lutheran Church with St. Paul's Preschool on the memo line.** Please put it in an envelope with your child's name on the

envelope. Please pay on time. We have a tight budget and depend on tuition to meet payroll and purchase supplies.

Paper Work: Please make sure all areas of the child information card are complete. Please write none or unknown instead of leaving it blank. I must have a copy of your child's immunizations before their first date of attendance.

Book Orders: Please give them to a teacher drop off or pick up. Please make sure your child's name is on the order.

Snack: We will be providing a healthy snack for the month of **September**. Starting in October parents will provide snack. We will send home a snack calendar starting in October. If your child has an allergy, please provide a daily snack labeled with your child's first name and last name, and the date.

Parent Input Survey: Please fill out this Questionnaire and return next week. We will use these to plan our year with your input.

Supplies: If you have supplies, please leave them at the door at drop off. You do not need to label each item. We will be using them collectively throughout the year. Please drop off your child's change of clothes with their supplies. Please put them in a zip-lock bag with their name clearly labeled on the outside of the bag.

Building Use: On occasion we have rummage sales, voting, funerals, and banquets in the parish hall. Our first rummage sale will be on October 15th. We will be closed the Week of the October 11th.

Pest Control Notification: We will post notifications on parent board and in monthly newsletter. Our last application was done on September 2nd.

Outside: Grass will be fertilized on Fridays after school hours.

Inside: Great Lakes Pest Control is scheduled to inspect for pests and take corrective action once a month. The last application was on September 2nd. Please see Ms. Anita with details of application used.

Items from Home: Please do not send toys from home. You may send back packs.

Covid Preparedness Plan: Please read our Covid Plan Below

Preschool Calendar: Attached Subject to Change

Child Care COVID Response & Preparedness Plan

September 9, 2021

Program Information

St. Paul's Lutheran Church ECC

Our Commitment to Health & Safety

St. Paul's Lutheran Church ECC is committed to protecting the health of our children, families, staff, and community. The following policies were designed in response to guidance from the Michigan Departments of Licensing and Regulatory Affairs (LARA) and Health and Human Services, in accordance with best practices from the Centers for Disease Control and Prevention, and with everyone's well-being in mind. To limit the potential spread of COVID-19, we will be making some temporary changes to our programming that include robust cleaning and disinfecting procedures and minimizing opportunities for person-to-person exposure (e.g., an infected person spreading respiratory droplets through actions such as coughing, sneezing, or talking). The following plan outlines the recommended practices and strategies we will use to protect the health of our children, staff, and families while at the same time ensuring that children are experiencing developmentally appropriate and responsive interactions and environments.

Changes to Our Physical Spaces

We will use the following strategies in our classrooms and facilities to minimize the spread of illness:

1. Rearranging classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together.
2. Where possible, limiting or eliminating use of common spaces in the classrooms/facility. When common spaces must be used, we will rotate use of the space and clean between groups.
3. Ensuring ventilation systems operate properly and increasing circulation of outdoor air as much as possible (e.g., keeping windows and doors open to the extent that this does not pose safety risks).

Availability of Toys and Classroom Materials

At this time, we will make the following changes to the toys and materials in our classroom:

1. We will temporarily suspend use of water tables.
2. Toys will be sanitized at the end of the day.

Other policies related to toys and materials include:

Sensory materials will be used by children in their own individual sensory bin. Children will be provided individual bins with supplies.

Mealtimes

To limit opportunities for exposure during mealtimes, we will engage in the following recommended practices:

1. We will space seating as far apart as possible by limiting the number of children sitting together and rearranging seating.
2. We will modify our family-style meal service and have staff plate each child's meal so that multiple children are not using the same serving utensils.

Items Brought from Home

Please do not send toys or other items from home. You may send a back pack. Please send a change of clothes for your child labeled in a zip-lock bag for storage at the center.

Screening Families & Staff for COVID-19 Symptoms and Exposure

Before arrival to the program, staff and families are required to do a self-health screen on their child and keep them home if their child or anyone in the household:

have received positive COVID-19 results;

been in close contact with someone who has COVID-19; and/or

have experienced symptoms such as persistent cough, fever, difficulty breathing, chills,

change in smell or taste, diarrhea, and/or vomiting.

If families or staff are absent or otherwise off-site but experience exposure or symptoms, they should contact: The Director Heather Thomason at (586)202-4367.

Responding to Symptoms and Confirmed Cases of COVID-19

Responding to COVID-19 Symptoms On-Site

If a child or staff member has a temperature of **100.4 degrees or higher** and/or symptoms such as persistent cough, difficulty breathing, chills, diarrhea, or vomiting, they will be sent home immediately with the recommendation to contact their primary care physician/medical provider. If anyone shows emergency warning signs (e.g., trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately.

If a child develops symptoms during care hours:

- Parents will be contacted for prompt pick-up.
- The child will be isolated from other children and as many staff as possible (the child will not be left alone).
- The child will wait with a designated staff member.
- The child and designated staff will wait in the following safe, isolated location: The Narthex

If a staff member develops symptoms during care hours:

- They will be asked to go home immediately.
- If the ill staff member needs to be picked up or otherwise cannot leave the facility immediately, they will wait in the following safe, isolated location: Church Library

Reporting Exposure

Reporting Exposure

If a child, staff member, family member, shows COVID-19 symptoms or tests positive for the virus, **we will contact our local health department and licensing consultant.** Based on the guidance of the local health department, we will determine whether to close individual classrooms or our facility, the duration of the closure, and other next steps. When communicating with families and staff about any COVID-19 cases, we will respect the privacy of individuals and not share health information of a specific person.

Our local health department can be contacted at: St. Clair Shores (586)466-6800

Returning to the Program After Experiencing Symptoms and/or a Positive COVID Test

If a staff member or child has a fever OR a cough (but no other symptoms):

If a staff member or child has a fever or cough (but no other symptoms) they should be fever free for **72 hours before returning.** If a staff member or child exhibits multiple symptoms, possible exposure is expected, or receives a positive test: the individual cannot return until the required criteria listed below are met.

If a staff member or child exhibits multiple symptoms of COVID-19, possible exposure is expected, OR an individual tests positive for COVID-19, the individual must stay home until:

They have been fever-free for at least 72 hours without the use of medicine that reduces fevers AND

Other symptoms have improved AND

At least 14 days have passed since their symptoms first appeared.

To accommodate for the potential need to quarantine staff or allow for longer absences from work than normal, we will implement the following staffing plan to ensure we can meet staff to child ratios:

Pastor David Rutter, Noah Thomason,

Maintaining Consistent Groups

During this time, we will maintain the following group size:

Preschoolers ages 2 ½ -5 2:18

To support these smaller group sizes, we will implement the following policies:

Your child will be assigned to a teacher and a small group of children for meals, and small group activities. Meals will be served at two different sets of tables for each small group.

To minimize potential spread of COVID-19, we will engage in the following best practices:

Drop-Off and Pick-Up Procedures

We will use the following recommended practices during drop-off and pick-up times to protect the health of children, families, and staff.

1. Staff will greet children and family's curbside or outside the building and walk children in and out of the building.
2. We will implement staggered drop-off and pick-up times to limit contact among parents.

Hand Washing

We will reinforce regular health and safety practices with children and staff and continue to comply with licensing regulations and CDC hand washing guidelines as follows:

- Staff and children will wash hands often with soap and water for at least 20 seconds.
- Soap and water are the best option, especially if hands are visibly dirty. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff and children should cover all surfaces of their hands with hand sanitizer, rubbing them together until they feel dry.
- Staff should assist children with hand washing (especially infants who cannot wash hands alone) and use of hand sanitizer to ensure proper use and prevent ingestion.
- Staff and children (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after.
- Wearing gloves does not replace appropriate hand hygiene.
- Hand hygiene is especially important after blowing one's nose, going to the bathroom, before eating or preparing food (or helping children do any of these actions).

Cleaning and Disinfecting

Cleaning and Disinfecting Surfaces

We will engage in the following cleaning and disinfecting practices in accordance with CDC

recommendations:

1. Daily cleaning/disinfecting of **high-touch surfaces** (e.g., sinks, toilets, light switches, door knobs, counter and tabletops, chairs).
2. Use of a **schedule** for regular cleaning and disinfecting tasks.
3. Ensuring staff wear **disposable gloves** to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
4. Cleaning **dirty surfaces** using detergent or soap and water prior to disinfection.
5. Use of **CDC-recommended disinfectants** such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol
6. Keeping cleaning products **secure and out of reach** of children, **avoiding use near children**, and ensuring **proper ventilation** during use to prevent inhalation of toxic fumes.

Cleaning and Disinfecting Toys

We will engage in the following best practices to clean and disinfect toys:

1. We will clean toys frequently, especially items that have been in a child's mouth.
2. We will clean toys with soapy water, rinse them, sanitize them with an EPA-registered disinfectant.
3. We will clean toys in a dishwasher.

Safety Equipment

Face Mask/Coverings for Staff and Children

No mask use is required at this time, but use of masks is recommended.

Use of Gloves

Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, changing diapers, cleaning or when serving food). Staff members should wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use and do not replace hand washing.

Partnering and Communicating with Families & Staff

Communicating with Staff and Families

We will actively communicate with staff and families to determine when they will return to work/care if they have been out, discuss concerns or questions, share new policies and expectations, and confidentially discuss any extenuating circumstances that have emerged and/or any health concerns/conditions that may elevate risk for complications if exposed to COVID-19.

The staff responsible for handling questions and outreach for **staff** is: Heather Thomason
The staff responsible for handling questions and outreach for **families** is: Heather Thomason

Training Staff

To support staff in effectively engaging in best practices and making personal decisions, we will provide learning opportunities to help all of us understand how COVID-19 is transmitted, the distance the virus can travel, how long the virus remains viable in the air and on surfaces, signs and symptoms of COVID-19, and our new policies and procedures as outlined in this plan.

Supporting Children's Social-Emotional Needs

Staff and families will partner together to support the needs and emotional reactions of children during this time. We anticipate that children will experience a wide range of feelings during this transition period. Whatever the reactions, we acknowledge that staff and families may need some new tools in their toolkit to assist the child with emotional regulation and we will work together to support all caregivers.

We will make the following resources available for staff and families to support children:

[Crisis Parent and Caregiver Guide](#), from the Michigan Children's Trust Fund

[Talking with Children about COVID-19](#), from the CDC

[Helping Young Children Through COVID-19](#), from Zero to Thrive (includes Arabic and Spanish translations)

Supporting Staff Members' Social-Emotional Needs: To ensure the well-being of the children, it is also imperative to ensure the well-being of their teachers and caregivers, and to provide them with the emotional and administrative supports necessary during this time of re-integration, and in the months ahead. As essential workers in the COVID-19 pandemic, we understand our staff may have worries about their own physical or psychological health, and the potential risk to their family members at home. Because young children internalize the stress of the adults who care for them, we know it is vitally important to provide supports and services to ensure the emotional well-being of our staff.

Contact Information

Heather Thomason (586)202-4367

St. Paul's Lutheran Church Early Childhood Center/Preschool Calendar 2021-2022 Subject to Change

September

Monday, September 13th First Day of School 8:30-9:30am

Wednesday, September 15th 8:30am-10:30am

Friday, September 17th 8:30-11:30am

October

Art Night – October 7th @6:00pm

Westview Orchard Field Trip – Friday, October 15th @ 9:30am. Cost \$8.50 per person.

October 11-15th School Closed Due to Rummage Sale

November

November 3 No School – Cleaning after Voting

November 24 -26th – No School: Thanksgiving Break

December

December 22- January 5th No School

January

2-5th

January 17th – No School Martin Luther King Day

February

February 21st – No School Winter Break

March

April

April 1st -8th No School Spring Break

April 15th Closed for Good Friday

May

Rummage Sale TBD / Last Day of School May 27th

Dear Preschool Families,

Your support and input are very important to us at St. Paul's. Please fill out this parent input form and return **by September 20th**.

Thank You for your participation,

Heather Thomason

Preschool Input Form September 2021

Please circle your answers.

When would family events work best for your family?

Morning

Evening

Weekends

What time would be best for these events to start?

What type of parent education programs would you be interested in?

Kindergarten Readiness

Fine Motor Skills

Car Seat Safety

Math Activities

Art Activities

Other Ideas _____

What family programs would you attend?

Art Night

Reading Night

Stay and Play

Ice Cream Social

Movie Night

Music Night

Grandparent Days

Field Trips (Suggestions) _____

Other Ideas _____

Fundraisers I would participate in?

Bake Sale

Dinner

Silent Auction

Vendor and Craft Fair

Other ideas _____

General Suggestions, Comments, or Concerns:
