



## Preschool Information, Policies, and Procedures 2020

Dear Preschool Families,

**Welcome to a new school year. We are looking forward to teaching your children this year. As we all know things look a little different 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 rear of the parking lot. **We will have signs posted the first weeks of school.** Ms. Christine will take your child's temperature and ask Covid Screening Questions, sign them in, and then take your child to the classroom. Please take your child to the bathroom at home before school. **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. Ms. Christine will bring your child out to you. If anyone other than the parent is to pick up your child their name must be on the card and they must have picture I.D. We will also check I.D. for anyone we do not recognize. Please send a note or text if someone new will be picking up your child.

**Easing in: September 14<sup>th</sup> children will attend 8:30-9:30am, September 16<sup>th</sup> 8:30-10:30am, and September 18<sup>th</sup> 8:30am-11:30am.**

**Building Security:** The doors are locked for security.

**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 Ms. Christine. 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 drop off all paperwork by September 11<sup>th</sup>. Please make sure all areas of the child information card are complete. Please write none or unknown instead of leaving it blank. You can drop it in the mailbox outside by the office. I must have a copy of your child's immunizations before their first date of attendance.

**Book Orders:** Please give to Ms. Christine at Drop off or Pick up. Please make sure your child's name is on the order. You may also place an order on-line. Our on-line code will be on the book orders.

**Snack:** We will be providing a healthy snack each day. We will send home a snack calendar. We also provide a fun birthday treat for your child's birthday. 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 to Ms. Christine. 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, and banquets in the parish hall.

**Pest Control Notification:** We will post notifications on parent board and in monthly newsletter. Our last application was done on September 3<sup>rd</sup>.

**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 6<sup>th</sup>, 2018 Please see Ms. Anita with details of application used.

**Items from Home:** Please do not send in any personal items from home (toys or backpacks).

**Face Masks:** Please send your child to school with a face mask. Please label the face mask. The children will wear face mask in common areas and when physical distancing is difficult. They will not have to wear them outside. We have a supply of extra masks if your child's mask becomes soiled.

**Covid Preparedness Plan:** Please read our Covid Plan Below

# Child Care COVID Response & Preparedness Plan

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## Program Information

**Child care program name:** St. Paul's Lutheran Church ECC

## Introduction

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### ***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.

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## 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).
4. Using touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.

## Availability of Toys and Classroom Materials

**At this time, we will make the following changes to the toys and materials in our classroom:** We will remove toys and objects which cannot be easily cleaned or sanitized between use.

1. Given that cloth toys are not recommended at this time, we will remove these from classrooms.
2. We will temporarily suspend use of water and sensory tables.
3. Toys will be washed and sanitized before being moved from one group of children to another.

**Other policies related to toys and materials include:**

Sensory materials will be used by children in their own labeled individual sensory bin. At this time, we will suspend our daily take home library program. Each child will have their own bin of books that will be rotated weekly. Children will be provided individual bins with materials and activities.

**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 (ideally 6 feet apart) 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.
3. Staff and children will wash hands before and immediately after children have eaten.

**Other policies related to mealtimes include:**

At this time, we will provide snacks and drinks for the children instead of families providing them on a rotating basis. We also provide special birthday treats.

***Items Brought from Home***

During this time, we are trying to limit the number of items brought into the facility because this can be a way to transmit the virus, so we ask that families refrain from bringing items from home as much as possible

**Other policies related to items from home include:**

Toys and other personal items including back packs should be kept at home. 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**

**Upon arrival to the program, staff and families are required to report if they or anyone in their 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.**

**The procedures we will use to screen staff for symptoms and exposure include:**

When staff and volunteers enter the building, they will check off above screening questions and sign in. The director is responsible for this action.

**The procedures we will use to screen children/families for symptoms and exposure include:**

The assistant teacher Christine Biafora will ask screening questions at the family's car and take and record the child's temperature before bringing child in the building.

**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.**

### ***Daily Temperature Checks***

As fever is the key indicator of COVID-19 in children, we will check each child's temperature upon daily arrival to the program. Staff will also be asked to take their own temperatures upon arrival to work. Staff will re-check children's temperatures throughout the day if they appear ill or "not themselves" (e.g., flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, or extreme fussiness).

**When children arrive to the program, temperature checks will occur**

before children enter the building.

**Each child's temperature will be taken by:**

program staff.

**The following staff members will be responsible for temperature checks:**

Christine Biafora will be responsible for temperature checks before children enter building.

**To minimize potential spread of illness, staff will:**

1. wear a face mask while taking the child's temperature.
2. wear disposable gloves, which will be changed before the next check if physical contact with the child occurred.
- 3. disinfect non-disposable thermometers between uses (e.g., cleaned with an alcohol wipe or isopropyl alcohol on a cotton swab).**

## **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 the following designated staff member (s): Heather Thomason or Christine Biafora
- 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, or visitor to our program 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 10 days have passed since their symptoms first appeared.

As per [Executive Order 2020-36](#), if staff or their close contacts have possible or confirmed cases of COVID-19, staff will be allowed to remain home without penalty of discharge, discipline, or other retaliation.

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, and Jennifer Hoin

**Because child care staff members are part of Michigan's essential workforce, they are eligible**

**to be tested for COVID-19.**

Staff can visit <https://www.mich.gov> to locate a nearby test site.

## Maintaining Consistent Groups

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

**Preschoolers ages 2 ½ -5: 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, bathroom breaks, and small group activities. Meals will be served at two different sets of tables and different times for each small group.

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

Limiting non-essential visitors, volunteers, and activities including groups of children or adults.

## 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.
3. We will ask parents and other visitors to wear masks while in the building.

## 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.
7. Normal routine cleaning of **outdoor spaces**, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings).
8. Regular cleaning of **electronics** (e.g., keyboards, parent/staff check-in kiosks) according to manufacturer's instructions.

### *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 set aside toys that need to be cleaned (e.g., out of children's reach in a dish pan with soapy water or separate container marked for "soiled toys").
3. We will clean toys with soapy water, rinse them, sanitize them with an EPA-registered disinfectant, rinse again, and air-dry.
4. We will clean toys in a dishwasher.

## Safety Equipment

### *Face Mask/Coverings for Staff*

**Our plan for staff around face masks/coverings is as follows:**

Staff are required to wear masks or face coverings inside the building. Upon request we will provide non-medical grade face coverings to employees.



## ***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.

## ***Face Masks/Coverings for Children***

Our plan regarding children wearing cloth face coverings during care is: Children will wear face masks at drop off, in common spaces, and will be encouraged to wear them when physical distancing is difficult. They will not have to wear them outside and when eating. Parents will supply a clean labeled face mask daily for their child. We will have extra face mask available if they become soiled during the day.

## **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. Some children will be relieved, some will have initial challenges with separation from their parent(s), some may demonstrate anger at the "disappearance" of their child care provider, and some may act out toward other children. 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

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 18th**.

Thank You for your participation,

Heather and Christine

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**Preschool Input Form September 2020**

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**Please circle your answers.**

**What class schedule would work best for your family?**

M-Th MWF or TTh

**What start time would work best for your family?**

8:00am 8:15am 8:30am

**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

Other Ideas \_\_\_\_\_

**Fundraisers I would participate in?**

Bake Sale

Dinner

Silent Auction

Vendor and Craft Fair

Other ideas \_\_\_\_\_

**General Suggestions, Comments, or Concerns:**

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