## Addendum to Parent Handbook due to Covid-19 procedures.

## Drop off and Pick up of a Child

An authorized, reliable, healthy person must deliver and pick up your child. The person who brings the child must stay until a member of the staff has taken the child into the center. Your child will be sent home only with persons known by the staff to be authorized to check out the child. Additionally, direct permission may be given to staff in the form of a note for someone else to check out your child from the preschool at the end of the day. This adult will need to show a picture ID for a child to be released.

## Arrival Time

Arrival time is very important, and each child needs to have that special greeting time with their teacher. This positive interaction helps with the transition from home to school as your child begins the day. If parents are in the doorway trying to talk to the teacher or cope with a difficult separation, the teacher cannot fully focus on the students who are already present or those that are arriving. If a discussion is needed with your child’s teacher, please schedule an after-school meeting. **When delivering your child, it is your responsibility to make your child’s presence known to the teacher or assistant****and to sign in your child.** This is a Department of Children and Families (DCF) requirement. When the children are on the playground, at music, or chapel, please walk your child to the appropriate location, sign your student in and verbally touch base with your child’s teacher before leaving.

In addition, due to Covid-19 we will follow these guidelines for all classrooms and Before Care rooms:

* All persons entering the hall must have their temperature checked, if any person has a temperature over 100 degrees then all persons in the group will be expected to turn around and leave the grounds including the student.
* Before allowing entry into the operation, we will screen all individuals and deny entry to any person who meets any of the following criteria through verbal survey:
	+ Have you had any respiratory infection, or have had a cough, shortness of breath, and low-grade fever?
	+ In the previous 14 days, have you had any contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness?
	+ In the previous 14 days, have you traveled on a cruise or internationally to countries with widespread, sustained community transmission?
* All adults will use hand sanitizer (children should not use hand sanitizer as it is toxic). When signing in the student, the adult must sign and print their name at drop-off attesting to the above screening as true for the student and those in the group.
* Escort your student to the room and sign in on the sign in sheet in their class’s rolling cart.
* Each family group needs to stay 6 feet apart waiting to sign in.
* Adults must stay 6 feet from the door of the classroom while saying their goodbyes to their student, each child will be health checked by the teacher before entering the classroom.
* Adults are not to congregate in the halls, leave immediately.
* Exit to the west end of the hall. Parents will not enter the classrooms at any time.

## Two-Year-Old-Classes and Three-Year-Old Classes (NE wing rooms 6-9)

* Please park in the east parking lot.
* Enter the hall from the east and leave by the west end of the hall.

## 3-Year-Old-Before-Care (Currently the White Door room 5)

Before Care will close to entering students by 8:40.

* Please park in the east parking lot.
* Enter the hall from the east and leave by the west end of the hall.

## 9am Drop Off

* Please wait until the teacher signals the class to open to enter the hallway.
* If early, please wait outside of the hallway. We request all parents and students walking up to wait until we have escorted all the Before-Care students to their rooms before entering the hallway.
* Escort your student to their assigned classroom and sign in before delivering your student to the classroom. Stay 6 feet away from the door and allow your student to enter.
* Exit by the west end of the hallway or via the field. Parents will not enter the classrooms at any time.

As always, bikes should never enter the hallways.

## Noon Pick Up

Safety is our first priority. Please follow these guidelines during this time:

* Enter the hall from the east.
* Please wait until the teacher signals to enter the hallway.
* If early, please wait outside of the hallway.
* Stay 6 feet away from other parents picking up.
* Students will be called to the door as the teacher sees the parent sign their student out.
	+ Remember to sign and print in the designated location.
* Everyone will exit the hall to the west or via the field.
* **Do not linger. Leave immediately.**

**Lunch Bunch Pickup**

* **Follow the above guidelines for noon pickup.**
* **Do not linger. Leave immediately.**

*The above guidelines also apply to parents riding bicycles, scooters, skateboards, etc. Wheeled vehicles should not enter the hallways.*

**Four-Year-Old Classes (VPK SW wing rooms 1-4)**

* Please park in the west parking lot or behind the VPK wing (SW wing).
* Do not park in the car loop, that is reserved for church members.
* Enter the hall from the west and leave by the east end of the hall.

## Before-Care (Currently the white door room 1)

Before Care will close to entering students by 8:40.

## 9am Drop Off

* Please wait until it is time for the classes to open to enter the hallway.
* If early, please wait outside of the hallway. We request all parents and students walking up to wait until we have escorted all the Before-Care students to their rooms before entering the hallway.
* Escort your student to their assigned classroom and sign in before delivering your student to the classroom. Stay 6 feet away from the door and allow your student to enter.
* Exit by the east end of the hallway.

## Noon Pick Up

Safety is our first priority. Please follow these guidelines during this time:

**Good weather pickup from the back doors facing Lee Avenue**

* Please wait until it is time for your students’ class to end to come to the backdoor .
* If early, please wait in your car.
* Stay 6 feet away from other parents picking up.
* Students will be called to the door as the teacher sees the parent sign their student out.
	+ Remember to sign and print in the designated location.
	+ Hold hands with your student and return to your car.
	+ Do not linger.

**Inclement weather**

* If early, please wait outside of the hallway.
* Enter the hall from the west.
* Please wait until it is time for you students’ class to leave to enter the hallway.
* Stay 6 feet away from other parents picking up.
* Students will be called to the door as the teacher sees the parent sign their student out.
	+ Remember to sign and print in the designated location.
* Exit the hall to the east.

**VPK Extended Day Pickup**

* **Follow the above guidelines for noon pickup.**
* **Do not linger. Leave immediately.**

*The above walk-up guidelines also apply to parents riding bicycles, scooters, skateboards, etc. Wheeled vehicles should not enter the hallways.*

**Keep your child home if the following symptoms are noticed within the past twenty-four hours:**

* Fever and sore throat
* Fever over 100 degrees
* A constant untreated cough
* Lice and nits in the hair. Student may not return until all nits are removed.
* Signs of possible communicable disease: skin rash, inflamed eyes, diarrhea, vomiting, and/or persistent runny nose
* If a child is sent home with a fever, the child may not return till fever free for 48 hours, If we have a confirmed case, some measures that may be taken will be to close that classroom in order to evaluate, disinfect and follow CDC guidelines.
* Please contact the school immediately if your child has Covid-19 or any communicable disease or has been exposed to one so we may disinfect and take any other steps necessary. The Preschool Director and staff reserve the right to use their judgment, even if a doctor’s release was received for a child to re-enter school.
* In the previous 14 days, has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness
* In the previous 14 days, has traveled on a cruise or internationally to countries with widespread, sustained community transmission
* Individuals experiencing symptoms including a temperature exceeding 100.4 degrees, cough, or shortness of breath will be sent home. Individuals will be instructed to self-isolate for 10 days and be symptom free for 72 hours before returning, unless instructed otherwise in writing by a healthcare professional or the Department of Health. If the fever persists for more than 24 hours, individuals are encouraged to contact their medical provider.
* All individuals are required to report if they’ve come into contact with a person testing positive for COVID-19 and will be sent home. This will be reported to the Department of Health by the center director. Individuals having close contact with a positive COVID-19 diagnosis will be instructed to self-quarantine for 14 days and may return after this period if no symptoms have occurred, or as otherwise instructed by the Department of Health.
* Individuals with confirmed case of COVID-19 must leave the facility immediately and seek appropriate medical attention. The case will be reported to the Department of Health by the center director. The individual may not return for at least 10 days after onset of symptoms and be symptom free for 72 hours, or as recommended by the Department of Health.
* Until Covid-19 spread is mitigated and CDC changes their guidelines, no one except students, teacher and aides will enter the classrooms. SBUMP will not have programs indoors.
	+ - Birthday parties will need to be outside if parents attend.
		- Music programs outside of the classroom

This is not a complete list of changes, we will follow as closely the guidance that has come down through the Early Learning Coalition from the CDC. SBUMP will adjust as necessary to the continued operation of the school.

Both parents need to sign the addendum.

Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Name Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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