



15 June 2020

Preschool Parents:

I am excited to announce we will be reopening our school on July 6, 2020. We are returning to school in a very different world than we left on March 18<sup>th</sup> and we need to make adjustments to keep our students and staff safe. We will be following state guidelines as required by the California Community Care Licensing Division. Please carefully read through the following policies/procedures we will have in place when your child returns to school.

In addition to new procedures and policies you will be seeing some new staff faces when you return in the fall. Miss Crystal is finishing up her degree at Stan State this year and will be doing an internship to fulfill her graduation requirements. We are so proud of her and wish her the best. Unfortunately, due to COVID-19 procedures and expectations two teachers have decided not to return to CCP when we reopen: Miss Becca, who resigned in April and Miss Tahnaia who resigned in June. We are so grateful for the time, energy and love they devoted to their students and they will be greatly missed. Some of these positions may be filled in house and others will require us to hire new teachers. Please join me in prayer that God will send us just the right candidates to love and educate your children.

### **Drop-off Procedures:**

- Students will be dropped off at the front of the school. Your student will have their temperature taken and an over-all health assessment done. No students with a fever of 100 or higher will be allowed into school.

- Parents will sign their child in at the front drop off location using THEIR OWN PEN.
- Students will say good-bye at the door and will be escorted by staff to their class or to the playground. To eliminate exposure to COVID-19, parents will not be allowed to enter the school during morning drop-off time.
- We ask if another student is being dropped off at the same time that you remain 6 feet away and wait for your turn to be checked in.

### **Pick-Up Procedures:**

During half day pick-up (12:30PM):

- Parents will enter through the playground side gate, sign their student out using THEIR OWN PEN and walk down to their student's classroom.
- Parents must knock on the door to wait for a teacher to open the door.
- Parents are to remain outside the classroom and the teacher will release the student to the parent.
- Again we ask that parents maintain a 6 foot distance between themselves and other parents who are picking their students up.

During afternoon pick-up (after nap):

- Parents will enter through the side gate, sign their student out using THEIR OWN PEN and either:
  - Knock on the nap room door and wait for a teacher to answer to have their student released to them.
  - Pick their student up directly from the playground.
  - Knock on one of the clearly marked afternoon classrooms and wait for their student to be released to them.

If a parents needs to enter our facility for any reason they MUST wear a face mask at all times, sanitize their hands upon entry and severely limit their time in the facility.

## **Personal Items**

Until further notice, we will be limiting personal items that can be brought into the school. We will not be allowing backpacks, toys, books, pillows, stuffed animals or personal water cups to be brought to school on a daily basis. We have disposable cups and fresh water available at all times for the students.

If your child naps with us, we will require that you bring a blanket, with their name clearly marked on it in permanent marker, on their first day back to school. These blankets will be washed upon arrival at our school and no longer be sent home on a weekly basis. We will be laundering these for you to cut down on cross contamination. Blankets and sheets will continue to be stored in separated labeled bins and not shared among children.

What we, as a school and staff, are committed to doing to ensure everyone's health and safety:

### **Staff**

- Staff's temperatures will be taken before they are allowed to access the school and no one with a temperature over 100 will be allowed to stay.
- Staff members will wash their hands upon entering the school and frequently throughout the day.
- Staff members will wear face coverings.
- If a staff member should show symptoms of illness while working, they will be sent home. Any staff member showing signs of acute respiratory illness or a fever will not be allowed back to work until they have been fever free for 72 hours.
- If a staff member or anyone in their household tests positive for COVID-19 they will remain home until they have tested negative for COVID and/or have been released by a medical professional to return to work.

## Cleaning/Sanitizing

- Our classrooms are thoroughly cleaned and surfaces are sanitized nightly.
- We will be limiting the amount of toys that students have access to in order to ensure those items are sanitized daily.
- Students will be provided their own classroom supplies (crayons, pencils, scissors, etc...) to use.
- Students will be encouraged several times a day to wash and sanitize their hands. After using the restroom, upon entering the classroom from outside, before eating a snack/meal, after coughing, sneezing or blowing their nose to name a few.
- Bathrooms will be sanitized several times during the day, and we will be encouraging students to use a paper towel when touching the toilet handle to flush.
- Nap cots will continue to be sanitized daily after use.

## Social Distancing

First and foremost, we **must all** recognize that social distancing will be hard to enforce at this age group. That being said, here is what we can assure you of:

- We will be implementing social distancing curriculum as part of our daily routine.
- We will encourage students to social distance, referring to staying an arm's length away from each other.
- We will limit the number of students who may play in one area of the classroom at a time.
- Extra tables will be utilized in classrooms to allow students to spread out from each other during work time and mealtimes.
- We will not be using one central classroom for the AM drop-off. We will spend as much of our morning drop off time outside, with all outside areas accessible to children to allow children to space themselves out.
- Recess during school hours will be staggered to limit the amount of children on the playground at one time.

- We will no longer gather in a large group for chapel. Chapel will be done in individual classrooms.
- As always, students will remain in their classroom with the same teacher and same students for their entire school day (8:30am-12:30pm). When their teacher is on break another teacher will be with them.
- At nap time, nap cots will be spaced at least 3 feet apart with students rotating a head/toe sleeping arrangement. (Which will result in their faces being located 6 feet apart.)

## **Communication**

- You will be notified, in writing, if any procedures are updated or modified.
- We will have complete transparency if one of our students or staff is diagnosed with COVID-19. You will be notified, in writing, within 24 hours of our knowledge of confirmed diagnosis.

What we, as a school and staff, expect from our parents to ensure everyone's health and safety:

- Honestly in regard to your child's health and the health of those in your household. Parents should notify the school if their child or anyone in their household is diagnosed with COVID-19. If a student or anyone in their household tests positive for COVID-19, they will need to remain home until they have tested negative for COVID and/or have been released by a medical professional to return to school.
- For children sick with acute respiratory symptoms or fever to be keep home until they have been fever free for over 72 hours.
- Regarding other illnesses, for parents to follow the guidelines stated in our parent handbook.
- Compliance with all the new guidelines put in place.
- Patience with us, as we are navigating this new "normal" together.
- Open communication if you have a concern or issue.

Together, I know we can continue to make your student's early childhood education a positive experience during these uncertain times. Even with all the

changes we have to put in place to be open again, one thing will always remain the same: We will continue to love your children unconditionally.

Growing in Christ,

T.J. Yeager

Director