

Christ Church Preschool

Pandemic Plan and Procedures

An addendum to the Parent Handbook

Updated July 2020



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Introduction of Plan

How we Determined our Plan and New Procedures

Christ Church Preschool is required by license to follow the Connecticut Office of Early Childhood (OEC) guidance regarding daycares and preschools. Those specific guidelines are laid out in this pandemic plan. Additionally, the Director of Christ Church Preschool has collaborated with the Superintendent and Assistant Superintendent of the Oxford Public Schools (OPS) and is choosing to model our re-opening and pandemic plan after the guidelines that the OPS have put in place. The reciprocity between Christ Church Preschool and OPS, primarily Quaker Farms School, is evident and the actions one school takes, have impacts on the other. The Preschool Healthcare Consultant guided us in finalizing our plan and provided much-appreciated advice.

Our Mission of this Pandemic Plan and Procedures Addendum

In developing our plan, our mission is simple: keep the children and families in our program safe, while continuing our program as normally as possible.

Goals of Pandemic Plan

The goals of our pandemic plan are:

- To have specific policies in place to prevent the spreading of disease among our constituents and to have a plan in place in case it does
- To keep the health and safety of our students and families at the forefront of our plan
- To continue to maintain the curriculum and early education programs we are known for
- To show through teaching and action the important of hand washing and cleanliness
- To encourage children to social distance and refrain from touching each other
- To educate children on how to be aware of symptoms of “feeling sick”
- To engage in constant communication with our families and be as transparent as possible with our guidelines and plan

Ultimately, our goal is to be part of the solution and not the problem.

Changes to Plan

As the OEC guidance and the recommendations of the Oxford Superintendent shift, our pandemic plan will adjust to accommodate new procedures. We anticipate many changes needing to occur during the school year resulting in several updates to these policies. The majority of the changes will be immediately sent to families via email. Any policy that needs to be updated will be added to this addendum for reference. The Parent Handbook, along with this addendum, will be updated and available to download off the preschool’s website at any time.

Cleaning and Sanitizing the Preschool

The preschool has always been a clean and safe place to play and learn; however, we are taking increased steps to ensure the cleanliness of our facilities, the toys, books, furniture, classrooms, bathrooms, and any area or item that the children and staff come in contact with daily.

Bathrooms

The bathrooms are cleaned daily. Between each session, the teachers will wipe down toilets, sinks, faucets, paper towel dispensers, light switches, and the doorframes with sanitizing wipes.

Classrooms

Classrooms are vacuumed and swept daily. Any communal surfaces (cubbies, shelves, smart board, doors) will be wiped down between sessions with a sanitizing wipe. All light switches and cupboard handles will also be wiped down.

Desks and Chairs

Desks and chairs will be wiped with a sanitizing wipe between each session and also after each group of children sit at a table (for snack time, activities, or centers).

Toys

Toys will be wiped down between sessions with a sanitizing wipe. They will also be cleaned before being put away. Teachers will wipe down toys if a child coughs on an item or an item is noticeably getting dirty.

Books

Books will be wiped with a sanitizing wipe after each use and before being put away in the cupboards at the end of the day.

Door Handles

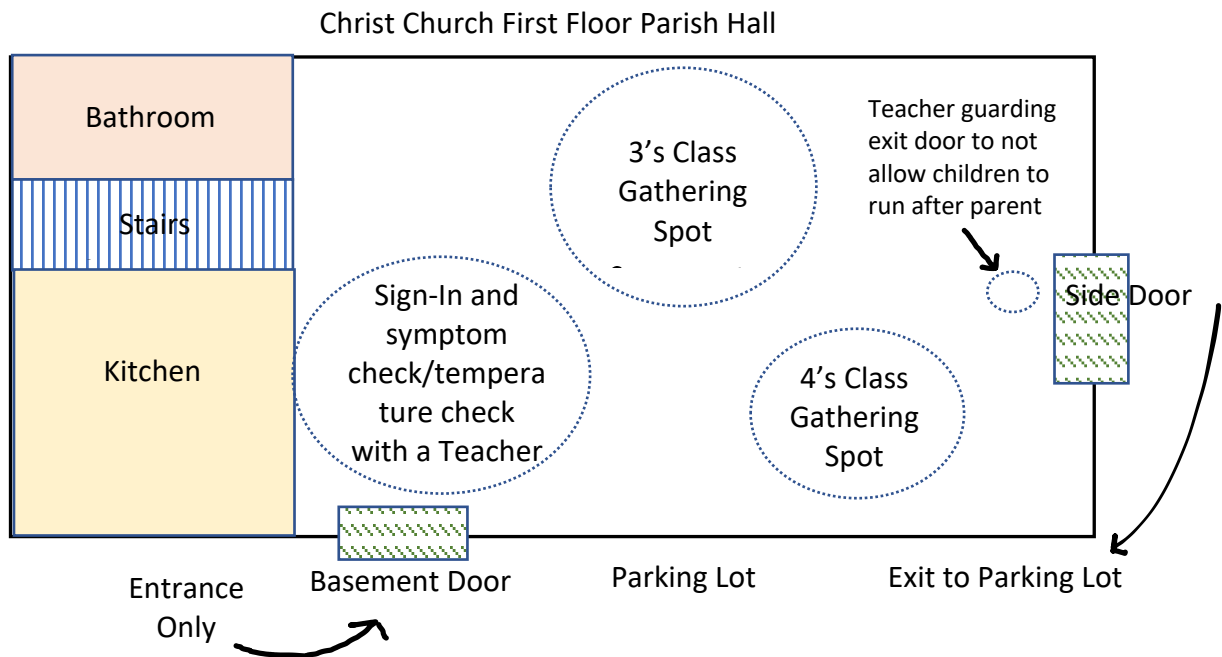
All door handles in the preschool, bathrooms, Parish Hall, and exits to parking lot will be wiped down between session and at the end of each day with a sanitizing wipe.

Drop-Off and Pick-Up Procedures

Drop-Off

Nice Weather: We will be doing outside drop-off. The parent will park their vehicle and one adult will walk their child to the teacher at the doorway. The parent will sign-in their child, answer health-risk questions, and wait while child has their temperature taken. After a small group of children for each class has arrived, they will be walked upstairs by a teacher.

Inclement Weather: At either 9:00am or 12:30pm, the Parish Hall doors will open and students/parents will be allowed into the Parish Hall. A parent will sign-in the child with a teacher near the doorway to the Parish Hall and walk the child to their class gathering spot in the Parish Hall. The parent is encouraged to say a quick goodbye and exit the building through the side door.



Pick-Up

At either 11:30am or 3:00pm, the Parish Hall doors will open and parents will be allowed to the doorway to sign out their child. The children will be gathered and seated by class and wait for their name to be called.

A parent or authorized adult will sign-out the child with a teacher near the doorway. The student will be called over to the parent and exit out the main basement door.

Checklist of Symptoms/Temperature Taking

Working with our healthcare consultant, we have developed a symptom checklist that we will complete for each student upon arrival to preschool. If a student is deemed “too risky” to attend school that day, they will be sent home with the parent and asked to be symptom-free for 24 hours before returning to school or provide a doctor’s note stating the diagnosis.

A teacher will take the child’s temperature and look for noticeable symptoms:

- Temperature (if more than 100.0 degrees, the student will not be allowed to remain at school)
- Runny nose
- Coughing
- Rash
- Eye goop/conjunctivitis

If any of the following exist and the parent does not provide a doctor’s note stating that the child has the “typical 3-year old snotty nose and cough” or “seasonal allergies” or something diagnosed by a doctor but safe for school, they will be sent home.

A teacher will ask the parent the following questions about the child:

- Did the child have a fever at home in the past 24 hours?
- Is the child taking any medication?
- Has the child had diarrhea or unusual bowel movements in the past 24 hours?
- Is anyone in the immediate household sick or have symptoms?
- Is there anything concerning we should know today about the child?

It is incredibly important that parents are open and honest with us. In order to remain open, we need to trust that parents will keep their child home if they are sick or symptomatic. We have a large population of high-risk family members in the Christ Church Preschool community and our goals is to keep everyone healthy and safe.

Hand Washing and General Cleanliness of Students

Hand Washing

The children will be escorted from the Parish Hall up to the classroom hallway where they will put away their backpacks and their jackets. They will then wash their hands before entering into the classroom to play. The teachers will encourage 30-second handwashing (to the tune of “Happy Birthday” or similar) and all handwashing will be monitored.

Basic Hand Washing Schedule:

- Upon Arrival
- After using a tissue or picking nose/putting hands in pants, etc...
- After any messy activity
- Before and after snack time
- After coming back inside from being outside
- Before collecting bag and jacket to go home

Playground Rules

Children will be encouraged to social distance on the playground. The following rules will be in place when the class is together on the playground:

- No handholding while walking to the playground
- Students will use rope guide (disinfected by teachers regularly)
- 4's class can learn/earn the privilege of not using rope guide but walking in a single-file line with their teachers
- 2 children at a time in the sandbox
- 2 children at a time on top of the boat
- 2 children at a time under the boat
- Hands will be washed upon entering the school after using the playground

Health Monitoring of Students and Teachers

Teachers

Teachers (and substitutes) will have their temperatures taken each morning upon entering the school. Any teacher with a fever or obvious symptoms of illness will be sent home. Teachers are responsible for their own hygiene. They will wash hands frequently, make sure they are wearing a clean mask, and monitor their own symptoms. Any teacher who is presenting symptoms of being sick will not work.

Teachers will wear masks while in the classroom. They will not be required to wear masks during their time in-between classes when they are preparing for the next session.

Students

The student's temperatures will be taken daily. If a child is presenting any symptoms of any type of illness (see symptom checklist on page 6), they will not be allowed to remain at school. Any sick child will be isolated in the Parish Hall with a teacher until a family member arrives to pick up the child. Anything the child touched will be immediately wiped down. If a student has a sick family member, they will be more closely monitored at school. Christ Church Preschool highly encourages you to not send your child to school if a family member is sick.

While the Office of Early Childhood determined that children in our preschool are not required to wear masks, **our healthcare consultant strongly advises that our students wear masks.** Masks will be provided to students who do not bring their own. While a parent has the right to not fore their child to wear a mask, we are hoping that the students will be motivated by each other and wear them. This is another layer of protection that is easy to offer. We will teach mask safety and help to prepare them for the public school system.

Healthcare Consultant

The Christ Church Preschool's healthcare consultant is available to us at any time for advice, consultation, help deciphering healthcare guidelines and policies, and for general healthcare questions.

Snack Time

Snack time will follow the same procedures as normal, except table dividers will be in place at the table.

The teacher prepares the snack by washing hands, wearing gloves, wearing a mask, and using clean plates/bowls/utensils.

Children enjoy their snack at the normal tables.

- **4's class** – groups of 4 children rotate through the snack station. They eat at a circle table. After each child finishes, they clean up their snack and wash hands before returning to the play area of the classroom. The teacher will sanitize the seat and table where the student was eating before the next student comes over for snack.
- **3's class** – the entire class will eat at the two long tables in the classroom. The tables will have dividers on them. Children will wash hands after completing snack time. The teacher will sanitize the snack table once everyone is finished with snack.

Notification about Sick Child/Teacher to Families

If a teacher or student at the school tests positive for COVID-19, the entire school will be notified. Students and teachers in the immediate class will also be notified that they might have been in direct contact.

The Preschool staff will deep-clean the classrooms and bathrooms and monitor for any symptoms among the children.

It may be determined that the school needs to shut for a day conduct this cleaning. It will be dependent upon the day and time the notification occurs and is at the discretion of the Director.

All notifications will be done via email.

Travel Advisory Policy

The OEC recommends that we follow Executive Order 7BBB, effective June 25, 2020. This order states that anyone traveling into Connecticut from a state that has a new daily positive test rate higher than 10 per 100,000 residents or a state with a 10% or higher positivity rate over a 7-day rolling average are directed to self-quarantine for a 14-day period from the time of last contact within the identified state.

Christ Church Preschool will not allow students or family members into the school who have traveled to one of the identified states until they self-quarantine for 14-days.

Families are expected to self-identify to CCP staff any upcoming travel to identified states, along with any international travel.

A list of identified states will be updated as necessary and posted in the Parish Hall of the Church and on the school's website.

More information about this travel advisory can be found at:

<https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>

Families will be notified once this travel advisory has been lifted.

Visitors

Normally, parents are welcome visitors at all times in the program. However, during this time of social distancing and under our pandemic plan, we will **NOT BE ALLOWING VISITORS TO OUR PROGRAM** until further notice.

School Closing Policy

The Office of Early Childhood (OEC), following any direct orders from the Governor and the Centers for Disease Control (CDC), is authorized to close our Preschool without say from the Director. This means that the public schools can close by the order of the state, but our preschool would remain open until the OEC directs us to close.

Christ Church Preschool is deemed an “essential” program in the state. This means that we may remain open as long as we have the enrollment.

The Episcopal Bishop presiding over Christ Church of Quaker Farms may also tell us to close at anytime. While we are non-sectarian, we are using the Episcopal church property to run our preschool. The Bishop or the Christ Church Vestry may decide that we can’t use the building at any point due to possible pandemic spread or community concerns.

The Director of the Preschool may collaborate with the teachers and Board of Directors at any time to discuss closing the school due to the pandemic. Reasons that the Director may choose to close the school include:

- A significant increase in the pandemic from Oxford residents
- An enrollment of less than 5 students per class for all the classes
- Less than 2 teachers able and willing to come to work due to the pandemic
- If the OPS Superintendent strongly suggests the preschool closing due to information he receives from the CDC or Department of Education
- Is the Christ Church Vestry strongly suggests closing the building for safety

Due to the nature of our preschool program, we are unable to provide any type of online learning experiences for the students.

See Tuition Refund Policy for more information about refunds if we close.

Tuition Refund Policy

If the school is forced to close due to the OEC, Church Vestry, or the Director's decision, all pre-paid tuition will be refunded to all families starting the first day the school is closed.

The Director will wait a period of 2 weeks to determine if the school will remain closed. At this point, checks will be printed for all families for their refunds. If it is determined that the school will re-open, tuition will resume as normal, prorated only for the time the school is open.

Families have the option of applying a tuition credit to their account instead of receiving a tuition reimbursement check. The tuition credit would be for the following year enrollment for the same child or a sibling.

If a family decides to not attend the preschool before preschool starts on September 9, they will be refunded whatever tuition they paid over the summer (likely, two payments). The \$75 application fee will not be refunded.

After September 9, if a family decides to disenroll their child, they will be relieved of paying any remaining tuition for the year and will be refunded any over-payments they have made.

Families disenrolling their children for other reasons will have to present their case to the Board of Directors to request relief of the remaining balance on their tuition (as per the policy in the Parent Handbook).

Additional Resources for Families

The following links offer more information about how pandemics affect Christ Church Preschool and preschools in general:

CDC Reopening Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Childcare Aware of America: <https://www.a.org/our-issues/crisis-and-disaster-resources/caregiver-and-ccrr-tools-publications-and-resources/pandemics/>

CT Office of Early Childhood: <https://www.ct.gov/oec/site/default.asp>

Guidance for Cleaning and Disinfecting: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

Please reach out to the preschool at any time with questions, concerns, or if you just want to review our plan with us.

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