



## REOPENING PROCEDURES

Christ Church School is committed to providing a safe and healthy environment for our students and staff. During our current pandemic, we are adding the following procedures to our Parent Handbook. These procedures are based on the Division of Childcare Regulations (922KAR 2:400E) that we must follow to be licensed. We have also consulted medical professionals and other Preschool Directors. These regulations could be changed at any time. Please read all procedures, then sign and return the agreement page.

### School Calendar

- We plan to open on August 24, 2020. Should we need to close, the calendar will be adjusted to make up for days missed. We will do our best to make up as many days as possible.
- Should we need to temporarily close before Christmas Break, we will not be offering online learning.
- If we miss more than 2 weeks of school that cannot be made up in the school calendar, we will consider adjusting tuition or refunding money.
- We advise having a childcare back up plan should we need to close due to illnesses or staffing shortages due to COVID.

### Sick Child Policy-UPDATED

- Notify the school office ([Kelley@ccum.net](mailto:Kelley@ccum.net) or call 502-897-3657) if your child is going to be absent. This is very important for tracking illness.
- All immunizations need to be up to date and on file in the school office.
- Upon arriving at school, all students and staff will receive a well check that includes temperature check and COVID symptoms check list.
  - COVID Symptoms include but not limited to: fever above 100.4, repeated coughing, excessive runny nose, vomiting, diarrhea or rash)
- If a child is exhibiting any of these symptoms, they will not be allowed to attend school.
- If a child becomes ill during the day with potentially contagious symptoms, parents will be called and **child must be picked up within 1 hour.**

- If a child is home ill, they **cannot return to school for 2 days**. (example: sent home on Monday= return on Thursday. Must be absent from school for 2 full days). Upon return they must be symptom free without the aid of fever reducing medication.
- If a family member or someone your child is in regular, close contact with is diagnosed, your child must stay home.
- If anyone in the family is awaiting COVID test results, the child must stay home and the school needs to be informed.
- If a child is diagnosed with a communicable illness in the class, you will be notified by email as per our usual policy. If a child or family member in your child's class is awaiting COVID test results, we will notify the class.

### **Personal Protective Equipment**

- **Masks** are required for any adult in the building (including parents if they enter the building). If an accommodation for an adult needs to be made, please notify the Head of School. Talk to your children about their teacher wearing a mask to help prepare them for school. The school will have disposable masks should a pick up person forget to bring one.
  - **Infant/Explorer classes-** Teachers are allowed to use face shields so children can see their face and mouth for language development.
  - **Staff Masks-** Teachers will be given a mask with a clear panel so all ages can benefit in language development. Staff are not required to wear mask when alone or more than 6 ft away from others.
  - **Children** are not required to wear a mask but children ages 3 and older may wear one if you prefer. Masks will not be allowed during nap.
- **Gloves** will continue to be used when serving food including feeding infants bottles and when changing diapers.
- **Handwashing** will continue to be a priority. Staff and children will be expected to wash hands: upon arrival, after toileting, after contact with bodily fluids, after cleaning, before and after eating, after being outside and before leaving. When in doubt wash hands!

### **Classes**

- Currently we are limiting new registrations to keep our class sizes lower than normal. Threes and PreK classes will be using divider walls in the class with no more than 8 students on each side. Students will stay with the same group of 8 throughout the day.
- Special Area classes will be put on hold until regulations allow more use of shared space. This includes: Music, Gym, Technology, Large Motor Room and Science Room. Special Area teachers will assist in specific age groups to provide breaks for teachers. Music will be incorporated in classroom lessons and large motor skills will be practiced on the playground.
- We will provide a Chapel experience virtually.

- Playground will be limited to 1 class at a time.

### **Building Restrictions**

- **Visitors-** Visitors are not allowed in the building. Only the following people will be allowed in the building at this time:
  - Christ Church School Staff including Church Facilities Staff and other Church Staff as needed.
  - Those with legal authority as needed (Police, Fire, State workers from Division of Childcare etc)
  - Utility workers as needed
  - Therapeutic Service providers for children –Must follow Mask rule
  - Children enrolled in program- NO SIBLINGS who are not enrolled. Let us know if this becomes a hardship for your family.
  - Parents/Caregivers of enrolled children- only 1 Authorized pick up person per family can enter
- **Tours-** We will not be offering tours of the building for prospective families at this time. We hope to have a Virtual tour added to our website in October.
- **Outside groups/in-house “field trips”** (such as Silly Safari) will not be scheduled at this time.
- **Family Events** will not be scheduled until regulations are changed (This includes Parent Orientation, Student Visits, Fall Festival etc). We will have alternate plans for Parent Orientation and Student Visits.
- **Classroom Entry-** If walking students into the building, parents may not enter the classroom. Only staff and students are to enter the classroom.
- **Teacher Contact-** for the safety of our staff, we ask that teacher contact be done by email, class app, phone call or zoom. We all value face to face teacher contact but ask that you please refrain from conversations at drop off and pick up at this time. This is to reduce the number of parents in the halls and doorways.
- **Birthday Treats-** At this time, food will not be allowed for a birthday treat. We will continue to celebrate your child on their special day and you are welcome to send in non-perishable items to send home or a special book to read. This includes food treats for staff as well.

### **Drop Off & Pick Up Procedures- \*\*Subject to change**

**Please be patient with these new procedures during drop off!**

- **Early Bird (7:30-8:45am)-** If you are registered for Early Bird, you will enter at Door #8 (Main School Entrance) and stop at the reception desk for Well check and Temperature check of children and parents. Parents need a mask. After the well check, you can walk your child to the classroom door for drop off. Exit at either Door #7 (near Infant suite) or Exit only door at bottom of stairs.

- **AM drop off/Carpool (8:50-9)-**
  - **Infants-Twos Classes:** Enter at door # 4 for well check and sign in. Take child to the classroom door for drop off. Exit through door #7 (located near infant rooms, down the short flight of stairs near Room 111). You will have walk to the left to get back to the front of the building.
  - **Threes and Older Classes:** CARPOOL ONLY- We are asking that all Threes classes and older use carpool only during the 8:50-9 drop off. We will do the well check at the car before the child can enter the building.
    - **If you have children in both age groups:** Drop off the older in carpool and then park for the front door. This allows us to stagger the drop off in the front as well.
- **Noon Pick Up (11:50-Noon)-**
  - Follow same procedures as above for accessing the building.
  - However, pick up your younger children first so you don't have to get your older child out of the car.
  - Carpool numbers need to be displayed in your window until we put your child in the car. We will match the number to the child's backpack number.
- **2pm Pick Up (1:50-2)-**
  - **Carpool** for everyone.
- **After 2 Pick Up-**
  - Enter at Door #8. Have temp check. Proceed to the classroom for pickup.

### Cleaning and Sanitizing Procedures

- **Classrooms** will continue to be cleaned daily and disinfected each afternoon.
- **Tables** will be cleaned before and after eating.
- **Frequently touched surfaces** will be wiped down throughout the day such as handrails
- **Toys** that cannot be cleaned and sanitized will not be used at this time including cloth toys, dress up clothes, etc. Toys that children have placed in their mouth (or otherwise contaminated) will be placed in the dirty toy bucket to be cleaned and sanitized. Regular books and other paper materials do not need to be cleaned.
- **School supplies** will be provided for each individual child and placed in supply boxes.

I, \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_, have received an electronic copy of the Reopening Procedures for Christ Church School. I have read the new procedures and I agree to abide by these policies to the best of my ability.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date