

Circle of friends Preschool

Amended Policies and Procedures

COVID-19 Edition

2020-2021 School Year

August 20, 2020

**Circle of Friends Preschool  
COVID-19 Policies and Procedures**

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# Introduction

Dear Parents,

As we are getting ready to reopen after being closed since mid-March, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Circle of Friends Preschool are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for the safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This information will lay out the changes we are implementing as we enter into our reopening phase due to this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines, as well as those put forth by what we deem important for our program. They are in place to ensure that **Circle of Friends** is a safe and enjoyable place for your family.

Please be sure to read through this and sign the last page only. Returning the signed form through email is acceptable form of confirmation.

Sharon Wallenborn  
Preschool Director  
Circle of Friends Preschool  
Sharonw@columbiapresbyterian.org

## A. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive in the classroom, they will wash their hands properly. Hands will also be washed throughout the day with soap and water for at least 20 seconds. Hand sanitizer will also be available in each classroom and administered by the teacher.
2. Sanitizing/Disinfecting: The school purchased a *Graco SaniSpray HP Cordless Airless Handheld Disinfectant Sprayer*. This is a disinfecting fog sprayer similar to what is used to sanitize airplanes. In addition to that we have purchased an *UVC Sterilization Wand* that is supposed to kill both bacteria and virus germs.
3. Additional Cleaning: In addition to our standard cleaning practices, all hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. All surfaces and toys will be sprayed prior to the start of each class session. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
4. Deep cleaning: No classes in the building on Wednesdays until Washington State enters phase 3. When we return to our standard schedule, the science programs will continue on the same rotating schedule. However, it will take place in each individual classroom.
5. Mask wearing: If you wish for your child to wear a mask, we will do our best to follow through with that request. Please understand that 2.5 hours in a mask can be daunting and some little ones may find it overwhelming. Moments like this may arise during our gym and outdoor play. If this is a sincere concern, please discuss this with your child's teacher as well as your little one.
6. Ventilation: The CDC recommends adequate ventilation at all times. Therefore, our classroom window will remain open to some degree throughout the day. As the weather cools, please dress your child with this in mind. We will also be utilizing outdoor play as much as possible. The gym doors will be opened to some extent while children play. We are fortunate to have such amazing facilities that enables our little friends the opportunity to run, chase and just be with their friends after so much isolation.
7. Social distancing: Each class is considered a "family" or a "bubble." Each "family" will social distance from other "families" to assure safety. Children will not be required to wear a mask when they are in their "bubble" (classroom), during their playground/gym with their "family", or in the bathroom. Classes will not intermix and children will be with the same teacher from start to finish. When a child leaves the classroom, per your request, they will wear a mask. We will do our best to respect your wishes. Once they reach the playground/gym, masks may be removed and placed in an individual container/bag. Staff will wear masks at all times.

## E. Fee and Payment Policy

1. New this year we opted to offer credit cards as a form of payment. There is a 4% convenience charge for any enrolled family using a credit card.
2. For the safety of those processing tuition, we would prefer no cash transactions. This is due to the high level of germs found on cash. Checks and money orders are acceptable. Every family will receive an invitation to set up an online payment program through our Sandbox program.
3. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), ***emergency-related closings mandated by the state/local government/DHS, like a pandemic.***

## F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 360-696-9926 to be sure they may attend. If your child appears to be sick or has any of the above symptoms while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. If your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Circle of Friends without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

### **COVID**

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, your child must stay home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household (within your home) contact or having close contact within 6

feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the school, we will inform our parents. Many factors will be taken into consideration as we assess a classroom closure, session closure (AM or PM, Mon-Tues or Thurs-Fri), or entire school closure.

## G. Personal Belongings and Share

While in this phase of operation, children may not bring in any personal belongings aside their backpack, individual supply boxes with specific items and outerwear. Share time will involve sharing stories and experiences. The teachers may utilize a question and answer time to encourage and direct conversation. No toys or personal items from home will be permitted at this time.

## H. Arrival and Departure Procedures

Each class will be assigned a designated drop off and pick up time. Adults will not be allowed in the building. This is for the health and safety of our staff and students.

### **Drop off routine**

Please drive to front of the building. All drivers and age appropriate passengers must wear a face covering during drop-off. A designated staff member will come directly to your car. The check-in staff will take your child's temperature through an open window. Any child with temperature reading over 100.4 (CDC regulation) and above will be sent home. If it is below 100.4 F, we will unbuckle and guide your child to his/her classroom.

### **Pick up routine**

Our pick up routine will remain the same. Each family will receive name cards "car tags" that you will display in the front or side window of your car. The card is your pick up ID. It also helps us to expedite the process preventing a backup traffic on Columbia Ridge Dr. Please do not make a left hand turn into the parking lot when cars are lined up along the west end of the building. This is for safety reasons. Many families make a left-hand turn exiting our parking lot. Also, we cannot obstruct the flow of traffic on Columbia Ridge Drive.

Each child will be placed in the car. You then pull into a parking spot to buckle them in their car seat.

## I. Visitors

Visitors will not be permitted at this time.

## J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

## K. Parties and Celebrations

Birthdays are major events in the lives of children. Children with summer birthdays will celebrate their half birthday. Each child deserves their special day to shine. Your child's teacher will be contacting you to schedule a birthday celebration date. Children may only distribute pre-packaged treats. All birthday treats must be nut-free. Examples are: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, and prepackaged treats.

Special events (Harvest Party, Thanksgiving Feast, Christmas Celebration, etc...) will take place in each individual classroom. We will not host an Open House or any event that involves those outside of their classroom bubble.

## L. Food

A. All snacks will be provided by the school and distributed by the teacher. No snack helpers during the pandemic. The only exception will be birthday celebrations.

B. Food Allergy:

**We are a nut-free facility.** If your child suffers from food allergies, you will be asked to provide assorted safe snacks that can be stored in the classroom or school freezer.

**If your child requires the use of an Epi Pen, you will need to provide one for the school.** Direction for treatment and permission to administer are required.

# Circle of Friends Preschool

## Parent or Guardian COVID-19 Procedures

Parents or Guardians,

Please thoroughly review the "COVID-19" policies and procedures be implemented during this time of a pandemic as we move forward into the 2020-2021 school year.

Please complete this form stating that you have read the information above and return it to the school via email as soon as possible. This must be on file in order for your child to attend school.

Thank you in advance for your cooperation.

Sincerely,

Sharon Wallenborn  
Preschool Director  
Circle of Friends Preschool

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I, \_\_\_\_\_ (print your name), the parent/guardian

of \_\_\_\_\_ (print child's name), hereby  
acknowledge receipt of Circle of Friends COVID-19 policies and procedure regulations dated  
August 20, 2020. I have read and agree to adhere to all the pandemic regulations set forth in  
these documents.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Emailing this page to [sharonw@columbiapresbyterian.org](mailto:sharonw@columbiapresbyterian.org) serves as your signed copy  
confirming you understand the COVID policies and procedures.