

Circle of friends Preschool

Amended Policies and Procedures
COVID/Delta
2021-2022 School Year

August 12, 2021

Circle of Friends Preschool
COVID/ Delta
Policies and Procedures

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Introduction

Dear Parents,

As we are getting ready to move forward into the 2021-2022 school year, it is out of concern for our families that we remain mindful of our current state of reality due to the COVID/Delta numbers. The administration and teachers at Circle of Friends Preschool are committed to providing a quality program that is safe, educational, child-friendly, and fun! Therefore, we will continue to implement certain procedures that we feel will help to ensure the health and safety of all. Our goal is to remain an environment that fosters fun and learning. We always aim to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

The following guidelines are not as detailed as in 2020-2021, but we feel it is necessary to remain mindful and cautious as we move forward into this school year. The revisions we are implementing will be *subject to change* as regulations regarding the variants change. We will make sure that all changes are realistic and feasible for staff and children. They are in place to ensure that **Circle of Friends** is a safe and enjoyable place for your family.

Please be sure to read, sign and return the last page. Sending the signed form through email is an acceptable confirmation. **Every family will be required to have a signed copy on file.**

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

A. Extra Hygiene Measures and Procedures

1. Handwashing: Students will wash their hands when entering the classroom. Hands will be washed throughout the day. Hand sanitizer will also be available in each classroom and be administered by the teacher.
2. Sanitizing/Disinfecting: The school owns 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. Commercial ionizers (removes 99% of the contaminants in the air) have been installed throughout our building.
3. Additional Cleaning: In addition to our standard cleaning practices, all hard surfaces will be wiped down throughout the day, before and after each class session. All classroom items and toys will be sprayed prior to the start of each class session. An additional deep cleaning takes place nightly.
4. Mask wearing: All adults will be required to wear masks. 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.

B. Fee and Payment Policy

1. 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 process through our Sandbox program.
2. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), as well as *emergency-related closings mandated by the state/local government/DHS*.

C. 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 school. 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 if you have questions regarding attendance.

If your child appears to be sick or has any of the above symptoms, we will notify you or a guardian immediately, so that prompt arrangements can be made for pick up. The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medications. If your child must have any prescribed medication, such as antibiotics, it must be in their system for at least 24 hours before returning. A negative COVID test results may also be required.

COVID (Current CDC recommendations)

If a child is showing COVID symptoms (fever, cough, shortness of breath) or if you've been in close contact with a person or child testing positive for COVID, your child must stay home for 5 to 7 days before being tested. 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.

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 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 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 possible classroom or session closure. Virtual learning will be put into place if a closure occurs.

D. Personal Belongings and Share

Children are welcome to participate in weekly share; however, the items must arrive in their backpack. They are also welcome to send a video and share experiences. The teachers may utilize a question and answer time to encourage and direct conversation. Additional information will follow.

E. Arrival and Departure Procedures

Drop off routine

Please drive to the 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. 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 teacher.

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.

Their teacher will escort children to the car. You then pull into a parking spot to buckle them in their car seat.

F. Visitors

Classroom helpers will not be permitted at this time.

G. Field Trips/Special Events

The scheduling of Field trips or special events is currently on hold.

H. 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. All birthday treats must be nut-free.

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 a large gathering.

I. Food

- A. If you wish to provide snacks for your child’s class, your child’s teacher will send out an electronic signup sheet. You can choose a day and send snacks for the number of children in their class. We encourage you to involve your child in this process. They will be assigned snack helper on that day. They are often excited to share their favorite treats.

- 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/Delta Procedures

Parents or Guardians,

Please thoroughly review the 2021-2022 school year COVID/Delta policies and procedures be implemented. Complete this form stating that you have read the information above and return as soon as possible. An emailed confirmation is acceptable
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

I, _____ (print your name), the parent/guardian

of _____ (print child's name), hereby
acknowledge receipt of Circle of Friends COVID/Delta policies and procedure regulations dated
August 21, 2021. I have read and agreed to adhere to all these regulations set forth in these
documents.

Parent/Guardian Signature: _____

Date: _____

**Emailing this page to sharonw@columbiapresbyterian.org serves as your signed copy
confirming you understand the COVID/Delta policies and procedures.**