



Sugar Creek Baptist Church Preschool Guidelines and Procedures for Covid19

KEEPING THE PRESCHOOL SAFE

Visitors:

Visitors inside the preschool area for a meeting will be limited to scheduled appointments. Upon access the preschool office lobby, you will be asked to complete a Health Declaration Form. After completing the form, you will be either accepted or denied further access. If accepted, a temperature check will be performed as a final clearance. Virtual meetings or phone calls are encouraged.

Face Coverings:

Weekday Preschool Teachers and Staff will be wearing face masks as well as some may utilize face shields. Preschool Children will not be required to wear face masks.

THE SCHOOL DAY

Arrival: Parent drop off procedure

Drop Off Time is 9:00AM- 9:20 **Only**

Children will NOT be able to be admitted late due to office and staffing constraints.

1-3-year old's will be dropped off at the covered front hallway entrance next to the playground. 4-year old's will be dropped off on the southwest side entrance of the Sanctuary Building beside the playground. Parents with children needing to be dropped off in **both** locations, will drop off their oldest child first and then be able to walk through the Commons area to drop off their child at the 1-3-year-old door.

- Parent/Guardian will drop off screened children at the door and will not enter the preschool area. Our prescreened staff will retrieve the child to take them to the appropriate room.
- It is highly encouraged that the same parent does both drop off and pick up. People aged 65 and older should be discouraged from doing the drop off or pick up of children because of added risk to people in that age group in case of exposure.
- Social distancing measures should be practiced by parents/guardians as they wait in line at drop off.
- PPE will be worn by the screener—gloves, and mask.
- Children will be screened at drop off location by trained person beginning at 8:50AM. An infrared thermometer will be used to check for fever. Anyone with a temperature of 100.4F or above will not be admitted.

Questions for parents:

1. Has your child or anyone in your household or that you have been in contact with had a fever of 100.4 in the last 24 hours?
2. Has your child or anyone that you have been in contact with experienced coughing, shortness of breath or sore throat?
3. Has anyone in your household or that you have had close contact with in the last 14 days tested positive for COVID 19?

If yes is the answer to any of these questions, your child will not be admitted and will need to follow the CDC recommendations for people who are sick or have been exposed to the COVID 19 virus.

- Nametags will be preprinted and placed on each child after screening.

- Children will have their hands cleaned with alcohol base hand cleaner with adult supervision and assistance prior to entering the hallway.
- Once a child enters the classroom the teacher will add the child's name to her classroom attendance record.

Both outside playgrounds will be closed to the public and preschool families at drop off and pick up times.

Classroom considerations/ Social Distancing Strategies:

We know that young children are wanting to come to school to play and enjoy life. Parents must understand that we have implemented the following measures to help foster social distancing in a reasonable manner for our age group.

- No room will be double used by preschool classes on a preschool day until a complete cleaning is accomplished.
- Children will be assigned to one group or classroom. There will be no combining of groups or classrooms.
- Chapel, Music, Creative Movement, Science and Spanish will be done in your child's assigned classroom. Teachers for our extra out classes will travel to each classroom.
- IPAD Lab for 3 and 4-year old's will be done in their classroom. The iPads will be disinfected between each class use.
- No large group special events will be scheduled.
- Chapel time will be weekly and be presented by each child's individual teacher in their classroom.
- Nap Mats will be placed 4- 6 feet apart.
- Employees will maintain 4- 6 feet of separation from other individuals.
- Additional space will be left between chairs around the tables and during circle time.

Playground Use:

Outdoor playgrounds will be used by one class at a time. Touch points on the playground will be sprayed with sanitizer and left to air dry after each class. During this time our Playscape (Indoor playground) will not be used.

Lunch:

Think carefully about how you prepare your child's lunch and drink for the day. Disinfect reusable items daily. Consider using a brown paper sack for your child's lunch.

Each child should bring a water bottle labeled with your child's first and last name on the top and side of the bottle. The water bottle is separate from your child's lunch. Water fountains will not be in use due to COVID restrictions

Rest Time:

1, 2, & 3-year old's rest mat should be a plastic foldable mat, along with a lightweight blanket not to exceed 36' x 48'. Blankets and rest mats will be sent home daily to be sanitized.

Dismissal: Parent/ Guardian pick up procedure

Pick Up Time is 1:40PM- 2:00 Only

- The parent picking up will line up outside the doors at the end of each day, in a similar fashion, using social distancing while in line. A Preschool Teacher will be stationed at each pick up door and will radio to staff the names of children to be picked up.
- A safety code will be assigned for each child. Parents/ Guardians will show the safety code to the teacher on duty at the door.
- Social distancing measures should be practiced by parents/guardians as they wait in line at pick up.
- Both outside playgrounds will be closed to the public and preschool families at drop off and pick up times.
- (Pick Up Exceptions) Children who are being picked up early for doctor's appointments or who do not stay for rest time, must be picked up by 12:30PM. Parents will come to their child's age group door for pick up.
Early pick up must be communicated with your child's teacher or the preschool office in advance.

PREVENTATIVE MEASURES

Cleaning, Hand Washing, and Sanitizing:

Toys that are contaminated by body secretions will be set aside in a disinfecting basket to be cleaned before another child uses the toy.

Toys will be used by one group or classroom. At the end of each day, all used toys will be sanitized.

Hand washing (per CDC guidelines):

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Supervise children when they use hand sanitizer to prevent ingestion.

Assist children with handwashing, including infants who cannot wash hands alone.

After assisting children with handwashing, staff should also wash their hands.

Toys in Classrooms (per CDC guidelines):

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

HEALTH & WELLNESS

Illness among Staff and Children:

All Staff and preschool children are required to stay home if they are sick.

The preschool office will communicate immediately with a parent if a child becomes ill while in SCBC Preschool care. A child suspected of being ill will be placed in an isolation room with adult supervision.

A child who becomes ill at school will need to be picked up by their parent or guardian within 30 minutes of the phone call notifying them of their child's illness.

Sick staff or preschool children will need to meet recommended guidelines from the CDC before they are able to return to work or preschool.

Communication to parents will take place should a child or staff member become sick with COVID 19 during the time at the preschool or if the child/staff member becomes sick within 3 days after attending a class. This communication will take place within 24 hours of notification of illness.

Daily Health Protocols and Procedures for Families to Follow:

Screen yourself and your child before going to the church for any of the following new or worsening signs or symptoms of possible COVID- 19:

- Shortness of breath or difficulty breathing
- Feeling Feverish or a measured temperature greater than or equal to 99.6 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID- 19
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- Loss of taste or smell
- Vomiting and or Diarrhea

Wash or sanitize yours and your child's hands before and after school.

Pack a full change of clothes for you child. Pants, shirt, underwear, and socks.

Do not send in toys from home.

Rest mat should be a plastic foldable mat, along with a lightweight blanket not to exceed 36' x 48'. Blankets and rest mats will be sent home daily to be sanitized.

Each child should bring a backpack or bag not to exceed 16x16.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>



Health and Safety Procedure; with Parent/ Guardian Acknowledgement

KEEP YOUR CHILD/ CHILDREN AT HOME IF THEY ARE SICK.

SCBC Preschool will be taking the temperature of each person upon arrival.

- Children or Staff who have a temperature of 100.4 F or above, has signs or symptoms of respiratory infection, such as cough, shortness of breath, sore throat, will **NOT** be admitted to the facility.
- If a child or staff develops symptoms of temperature of 100.4 F or above, has signs or symptoms of respiratory infection, such as cough, shortness of breath, sore throat, while at the facility they will be sent home as soon as possible. The sick child will be immediately separated from the group and will wait in our isolation room until he/she is picked up.
- If individuals have fever, cough or shortness of breath and have not been around anyone who has been diagnosed with COVID-19, they should stay home **72 hours (3 days) after** the fever is gone and symptoms subside. If the individual's symptoms worsen, the individual should contact a health care provide to determine whether testing for COVID-19 is recommended.
- Parents or staff must inform the facility immediately of the individual's diagnosis.
- If we have a confirmed case of COVID-19 among our preschool population, the following actions will be taken:
 - Contact our local health authority to report the presence of COVID- 19 in our facility.
 - Contact Child Care Licensing to report the presence of COVID- 19 in our facility.
 - Contact the families who may have been exposed.
 - Follow all guidelines and recommendations from the health authority and Child Care Licensing.

Symptoms that prevent the child from participating comfortably in school activities; or your child requires additional care that cannot be given without compromising health and safety of other children, you will be asked to keep your child at home until symptoms subside.

Guidelines for returning to school for other illnesses:

<u>Symptoms</u>	<u>Stay Home</u>	<u>When child CAN return:</u>
Runny Nose	YES	Symptoms free for 24 hours
Diarrhea	YES	24 hours AFTER last episode
Vomiting	YES	24 hours AFTER last episode
Lice	YES	AFTER first treatment
Strep Throat	YES	24 hours after first treatment as prescribed
Unexplained Rash	YES	Rash is gone or doctor's note
Mouth Sores	YES	When mouth sores are gone or doctor note
Pink/ Red eye with oozing	YES	After initial dose of medication or doctor note

I acknowledge and have read, understand, and agree to the procedures stated above.

Child's First and Last Name

Parent or Guardian Signature

Date