

# **Addendum to Parent Handbook due to COVID-19**

This addendum should be used in conjunction with our existing parent handbook, however these policies override any that may conflict with existing policies. Please note that our policies are subject to change as new guidelines and recommendations become available.

## **3-Tier Approach**

**Tier 1** - Normal Operations: Preschool building fully opened with increased safety protocols

**Tier 2** - Blended Learning: Preschool open with reduced class sizes and increased safety protocols

**Tier 3** - Distance Learning- Online instruction with buildings closed

\*Refer to the Reopening document for more information on the Preschool tiered system

## **Hours of Operation (page 4 of handbook)**

Hours may be adjusted at any time if deemed necessary for safer drop off and pick up routines. The Preschool may transition between a Tier 2 in person model and a Tier 3 remote learning model at any time during the school year based on guidance from the Governor, Dioceses or Health Department.

### Tier 2 Hours

- Preschool hours 7:45am -5:45pm
- Arrival times are 7:45-8:15 or 8:15-8:30 depending on the class

### Drop in Lunch and Extended hours

- Drop in care will not be available this school year.

## **Staff (page 5 of handbook)**

### Ratio

1. St. Catharine will follow state pandemic ratios. Current pandemic ratios are as follows
  - 1 teacher to 6 children for 2 ½ year olds
  - 1 teacher to 9 children for 3 -5 year olds

## **Arrival and Dismissal (page 7 of handbook)**

## Arrival

- Each class will have an arrival time and assigned door
  - Mrs. Steinbauer's class- 8:15-8:30 am using the ramp door facing the church
  - Mrs. Kim's class- 8:15-8:30 am using the door facing Fair Ave.
  - Mrs. Moore's class- 7:45-8:15 am using the front door facing Gould Rd.
  - Mrs. Walsh's class- 7:45-8:15 am using the front door facing Gould Rd.
  - Mrs. Plank's class- 7:45-8:15 am using the door facing Gould Rd.
  - Mrs. Abel's class- 7:45-8:15 am using the door facing Fair Ave.
  - Mrs. Abel's afternoon only- 12:15-12:30 pm using the front door facing Gould Rd.
- If your drop off will be outside of this time frame call the office to make arrangements.
- Parent/caregivers will complete a health screening prior to arrival and turn in the health screening form at drop off.
- Crowds must be avoided. Social distancing among families must be maintained during drop-off. All adults must wear face covering during drop-off.
- All Goodbyes will happen at the door, as parent/caregivers are not permitted in the classroom. Students will be directed to their class by a staff member.
- Patience and flexibility will be needed as these new routines will take longer.

## Dismissal

- 11:15, 12:15 and 3:15 pick- ups will be a carline or parents can walk up and wait in the grass area near Fair Ave.
- After 3:15 families will need to call the school on their way. A staff member will help your child wash their hands, pack up their things and walk the student to the appropriate door.
- If an unexpected pick up is necessary families will call the school and the student will be walked to the appropriate door.
- Patience will be needed at pick up. New routines, especially washing hands before leaving and using various doors will take longer.

## **Health Policies (page 9 of handbook)**

It is recommended to create "layers" of safety measures to reduce the spread of COVID-19, our layers consist of

- small class sizes
- class cohorts
- no visitors
- outdoor classes
- increased sanitation and hand washing
- social distancing
- mask wearing
- health assessments for staff and students

### Classroom layers

- Small sizes
- Class cohorts
- No visitors
- Varied entrances for students
- Outdoor activities when able

### Sanitation and Handwashing

- Increased cleaning of materials during the day and overnight
- Increased washing of hands- at arrival, each hour or more during school day and before dismissal

### Social Distancing

- Students in our programs will be in small cohort groups and teachers will keep areas of the classroom to small groups but young children will need to move around the classroom and engage with others to get the full experience of preschool so social distancing will not always be possible.

### Mask wearing

Masks wearing is a layer of protection the CDC recommends for school settings in conjunction with social distancing, smaller cohort groups of students, increased hand washing and sanitizing. While there is no mandate for children 3-5 years old to wear a mask we want to do all we can to keep staff and students well while also providing an enriching learning experience. Students in our programs will be in small cohort groups and teachers will keep areas of the classroom to small groups but overall young children will need to move around the classroom and engage with others to get the full experience of preschool so social distancing will not always be possible. If children are wearing a mask during times of close direct instruction then we are reducing their exposure and exposure to others. Ultimately, this policy helps us to do what we can to keep our school open with healthy students and staff.

- **St. Catharine Preschool Staff will wear a mask at all times during the day, except while eating or if they are all alone in their classroom.**
- **Parents will wear a mask during drop off and pick up**
- **St. Catharine Preschool students will be asked to wear a mask during arrival and dismissal from school and during times of close social contact (for example teacher directed table work)**
- **Families may choose to have their child wear a mask throughout the school day**
- **Students in the Caterpillar class will not be asked to wear masks**
- **Students will be taught safe mask care- taking on and off, storage and washing hands during the process**
- **Students will not wear masks outside, while eating or at nap**
- **Masks will be sent home daily to be washed**

**\*\* We know mask wearing is new to most children so we will help them understand the purpose of the mask in a positive manner.**

### Health Assessment

Parent/Caregivers will be responsible for monitoring the health of the students each day by completing a health screening each day before school. The health screening forms will be provided by the preschool and can be turned in at

drop off. If a student shows any of the symptoms below they must stay home from school. If a student presents symptoms while at school they will be monitored in a separate space until a parent/guardian arrives. Parent/guardian will need to pick up within 30 minutes from notification of student symptoms.

1. Exposure to person with COVID-19
  - Will be considered as possible COVID-19 case, stay home from school for 14 days or stay home 10 days after 1<sup>st</sup> symptom and be free of all symptoms for 3 days before returning; or confirmation by physician of negative COVID-19 test
2. Temperature of 100.0 or higher
  - Stay home from school, suggest consulting a physician, must be free of symptoms without medication for 48 hours before returning
3. Cough/ difficulty breathing
  - Stay home from school, suggest consulting a physician, must be free of symptoms without medication for 48 hours before returning
4. New loss of taste or smell
  - Stay home from school, suggest consulting a physician, must be free symptoms for 48 hours before returning
5. Unexplained fatigue/body aches/headache
  - Stay home from school, suggest consulting a physician, must be free of symptoms without medication for 48 hours before returning
6. Sore throat
  - Stay home from school, must be free of symptoms for 48 hours without medication before returning
7. Nausea, vomiting, diarrhea
  - Stay home from school, must be free symptoms for 48 hours without medication before returning
8. Congestion or runny nose
  - Stay home from school, monitor for 24 hours, if persists stay home until free of symptoms for 48 hours, or with a note from physician

\*If two or more symptoms- families are encouraged to consult a physician as a possible COVID-19 case, stay home 10 days after 1<sup>st</sup> symptom and be free of all symptoms for 3 days before returning; or confirmation by physician of negative COVID-19 test

\*\*It is advised that if anyone in the household has symptoms or has been sent home with symptoms that students stay home as well

\*\* If a student has traveled to a location on the travel advisory list they must adhere to the 14 day quarantine

If there is a positive case of COVID-19 at the preschool we will follow guidance from the Health Department on quarantining and closure

Faculty and staff are required to complete and turn in a self-monitoring check list each school day and follow all the same requirements as students.

(See the Preschool Handbook for complete illness policy.)

## **Family Communication and Involvement (page 13 of handbook)**

### Communication

- Communication will primarily be via email or phone calls due to visitor restrictions
- Classrooms will use See Saw and Zoom if remote learning is required
- Conferences will be held via telephone or Zoom meeting if restrictions are still in place

### Involvement

- Due to visitor restrictions family members will not be allowed to volunteer in the classroom
- Unique opportunities for sharing and being involved will be determined by each classroom

## **General Information (page 17 of handbook)**

### Classroom Setup

- Classes will have smaller ratio, creating small classroom cohorts
- Students will remain in their cohorts
- Students will have individual art supplies, which are sanitized at the end of the day
- Shared classroom materials will be sanitized throughout the day and sanitized at the end of the day
- Shared spaces will not be used unless areas can be properly cleaned and disinfected between uses
- Visual cues and other strategies, such as clear table screens, will be used to help maintain distance between students
- The first few days will be used to teach children new procedures in the preschool

### Clothing and Personal Belongings

- A full set of extra clothes must be available in the students backpack each day
- No home items/toys (except nap items- blanket and/or small stuffed animal)

### Snacks

- Parents must provide a snack for their child. St. Catharine will **NOT** provide snacks this year
- All students must come to school with a small nutritious snack; students who attend all day will need 2 snacks

### Visitors

- No visitors will be allowed in the classrooms. All visitors will be assisted at the front door.
- If it is necessary for a visitor to enter the building they must adhere to the health assessment

### Hygiene and Sanitizing

- St. Catharine Preschool will adhere closely to the health and safety guidelines
- Hand washing for staff and students will be increased throughout the day- hand sanitizer will be used when a sink is not easily available
- Classroom materials will be cleaned and sanitized at the end of each day or more frequently if used by multiple students
- High touch surfaces will be frequently cleaned throughout the day and thoroughly cleaned each night

### **What to bring from home**

- A back pack big enough to hold all your child's items listed below
- A water bottle- water fountains will be disabled to reduce the spread of germs
- Spare clothes- At least one complete set of weather appropriate extra clothes including shirt, pants, underwear socks and shoes; two sets of pants and underwear may be necessary for children still working on toilet training
- A mask for use at drop off and pick up and in close direct instruction
- No home toys will be permitted
- Nap items – small blanket that fits in their backpack, a small comfort item if needed but it must stay in backpack until nap time
- Snack- a small nutritious snack; students who attend all day will need 2 snacks
- Your child's completed health screening form