



Shepherd of the Valley Preschool's New and Amended Policies

REVISED 8/2020

Please read through the below new or amended policies for the 2020 – 2021 school year. After reviewing these updates, we are asking each family to sign the parent responsibility form at the end of this and return it by the first day of school, September 8 or September 9.

SOV Preschool, its governing Ministry Board, and Church Council reserve the right to review, update, modify or amend any of our school policies at any time based on current information provided by our Health Departments, city or state officials. All decisions will be made with the health and safety of our students, families and staff at the forefront of our minds.

We appreciate your patience and understanding during this time. We had to make some difficult decisions to get to the point where we can open our doors for the 2020-2021 school year. There are so many uncertainties about the future of this school year, but we are committed to keeping our school open. In doing so we have collaborated with other local preschools, CDH, Idaho Stars, our Preschool Ministry Board and the SOV Church council to help us in deciding which policies and protocols to implement. After several amendments, modifications, and discussions, this is the most recent, revised addendum. Please remember this is a living document and will probably change as new information comes to light.

Join us in praying that God will grant us wisdom and direction as we navigate this year. Pray for the continued health of our staff, students, families and the community at large. May God instill in us an unwavering trust that He will guide our steps and that we will walk in faith, not in fear. We will all get through this together.

Blessings,

Laura, Andrea and the SOV teaching staff

DROP OFF AND PICK UP PROCEDURES

Drop off:

- Separate Entrances:
 - Ms. Hassell's class will enter through the patio door entering directly into the classroom
 - Ms. DuVall's class will enter through the west double doors and will be led to their classroom by a staff member.
 - Ms. Fulgham's class will enter through the white door on the northside of the building (the same side as our normal doors, just down the sidewalk a bit).
 - Parents will be required to wear a mask when dropping off. One family will check in at our table, while the next family will wait "on deck" 10 feet from the table. Tape markings will be clearly visible for all to see and follow. If there is not a space available at the table or "on deck", families are asked to wait in the car until the "on deck" position is available. Please do not congregate in the parking lot or on the playground, which will be closed to all except SOV students.
 - Please be sure your student uses the restroom before leaving for school. It will be difficult to facilitate a child using the restroom within the first 10 minutes of class, so it's important they go ahead of time.

- Health Checks: Each child will have his or her temperature taken and will need to answer negative to all symptom questions before being allowed to enter the building.
 - Any child with a fever (100.4 or higher), chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea will not be allowed to enter.

Pick up:

- Curbside pick-up: families will arrive and park outside the entrance they dropped off at. Teachers will walk their classes to the doors and release children as they see parents. Students will be walked to the car (within 6 ft) to identify and confirm the correct adult is picking the student up. Please note it will take teachers a couple of weeks to recognize family members so if a different person is picking up and dropping off please make sure to have a photo ID ready at pick up (hold ID up to closed window), we will match the photo ID to the names listed on the Student Profile under pick up information.

MASK POLICY

- SOV Church Council has set a guideline that our preschool requires masks for our staff and students. We must comply with all requirements set forth by the council to keep our school open. We understand this will be a learning curve for many of our students and there will be grace in the first few weeks as we all adjust to the policy.
- As a staff, our goal is to educate about appropriate mask wearing. We will help our little ones adjust to wearing masks, and we will help them learn to put on and remove their masks.
- We will also take frequent breaks and be outside as often as possible to give our students a break from wearing their masks.

BACKPACKS, WATER BOTTLES AND CLOTHING

- Backpacks: No backpacks allowed.
- Change of clothes: please bring in an extra set of weather appropriate clothing in a plastic bag, labeled with your child's name that will be kept at school for his/her use in the event they are needed. Please also pack an extra mask for your student to be kept in the bag. We will have extra disposable masks just in case.

- Water bottles: please pack a clean, secure and full water bottle daily. Label it with your child's name on the bottle so it is easily read by staff.
- Clothing: please be sure to dress students in seasonally appropriate clothing, we will be outside often and it is important children are comfortable in the clothing they have on.
 - Sunscreen – because we will be trying to spend as much time outside as possible, if you'd like your child to have sunscreen on, do so before sending him/her to school.
- Please do not allow your children to bring anything else to school. We are attempting to minimize the number of items coming in from outside the school.

SCHOOL SUPPLIES

- We are asking that each student brings his/her own pencil box with school supplies inside. Please label the box with his/her name. Supply list can be found on our website.
- Supply boxes will be kept at school for your child to use any time he/she is at school.

SNACK

- SOV will continue to provide snack for our students.
- Staff preparing the snack will be gloved and wearing a mask.
- Students will not be passing food or serving themselves.

HANDWASHING AND SANITIZING

- Regular hand washing (20 seconds using soap) and/or hand sanitizing will take place frequently, especially between transitional times such as:
 - Play time to Circle time
 - Art time to recess
 - Recess to snack
- Teachers will take students (two at a time) to the restroom to wash hands or will put hand sanitizer in the students' hands, whichever fits the situation best.

HEALTH SCREENINGS

- Staff
 - All staff members will have their temperature taken and recorded upon arriving to work. Temperatures must be under 100.4 and staff must answer negative to all screening questions.
 - All staff members must wash hands or use hand sanitizer upon entering, as well as after using the restroom, touching face, before prepping snack, or any other situation deemed necessary by staff member.
- Students
 - As noted above, each child will have his or her temperature taken and will need to answer negative to all symptom questions before being allowed to enter the building.
 - Any child with a fever (100.4 or higher), chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea will not be allowed to enter.

ILLNESS POLICY AND COVID EXPOSURE

○ Symptoms

- If child or staff member is at school, they will be isolated from the classroom and sent home immediately.
- Students will be quarantined in the directors' office until a parent/guardian arrives. Upon arrival, they will then be escorted out of the building. Please arrange to have someone that can pick up your child within 30 minutes of being contacted.
- Any child or employee being tested for COVID-19 should not be in the facility and should be isolated at home while waiting for test results. (cdh.idaho.gov/dac-coronavirus)
- If the test result is negative or testing was not done, the child or employee should stay home until fever has been gone for 3 days and symptoms improve. (cdh.idaho.gov/dac-coronavirus)

○ Positive Tests

We will follow the following suggested protocols set out by CDH:

- Dismiss children and most staff for 2-5 days and contact CDH
- "This initial short-term dismissal will allow your local health district to have time to gain a better understanding of the COVID-19 situation impacting your facility and for custodial staff to clean and disinfect the affected areas. Work with the local health district to determine appropriate next steps, including whether an extended closure is needed to stop or slow further spread of the virus." (cdh.idaho.gov/dac-coronavirus)
- Follow CDC cleaning protocols including:
 - Closing off areas used by sick person
 - Open windows and doors to increase air circulation
 - Wait 24 hours to clean
 - Clean AND Disinfect all areas used by sick person
- Safe Return will require ALL of the following:
 - No fever for at least 72 hours
 - Other symptoms have improved
 - At least 10 days have passed since symptoms first appeared

○ Exposure

- If a staff member or student thinks he or she has been exposed to/in close contact with someone with laboratory confirmed COVID-19 he/she will need to stay home for 14 days since the last day of contact with the infected individual and monitor their health.
 - Close contact includes:
 - Living in the same household as a sick person with COVID-19
 - Caring for a sick person with COVID-19
 - Being within 6 feet of a sick person with COVID-19 for 10 minutes or longer
 - Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).
- Staff or students who have **not** been in close contact with a sick person with COVID-19, will be advised to monitor health for 14 days since the last day of contact with the infected individual. (cdh.idaho.gov/dac-coronavirus)
- We will have alternative learning options for your child during any 14-day quarantine.
- When a positive case is reported, the following details will be included in an email to parents:
 - Possible dates of exposure
 - Reminder that there is current community spread of COVID-19. Advise them to watch for signs and symptoms which develop within 2 – 14 days from possible exposure
 - Reminder how to best protect from COVID-19 and the importance of staying home if sick

- Subsequent steps (e.g. closing, cleaning, etc.)
- Where to find reputable sources and information for COVID-19 (CDC, local health department, www.coronavirus.idaho.gov)
- We will be strictly enforcing our illness policy this year, with the addition that students must be symptom free for 48 hours.

PHYSICAL DISTANCING/CLASS SIZE

- Classrooms will not mix during this time. All large gatherings are cancelled until at least after the first semester. This includes chapel, Halloween parties, our Christmas program and so on. This one is especially hard on all of us, and we thank you for your understanding as we navigate through this unprecedented time.
- Small groups will be encouraged during free play, art, and circle time.
- We will make use of large open areas (fellowship hall and outside) as much as possible.
- Current class sizes are 12 per 3s class, 16 per 4s class and 16 in Pre=K.

CLEANING AND SANITIZING

- **Cleaning**
 - Prior to school starting, we will have our facility professionally cleaned including the carpets
 - Upon opening, we will routinely clean surfaces and toys with soap and water throughout the day. Surfaces include, but are not limited to, tables, light switches, door handles, faucets, toilets, playground equipment, etc.
 - Before and after each use, the following will be disinfected:
 - Surfaces (i.e. table tops)
 - Door handles
 - Light switches
 - Any other noticed frequently touched things
 - After each class, the following will be disinfected:
 - Toys
 - Tables
 - Chairs
 - Backpack area
 - Entrance doors
 - Anything else staff sees fit
 - We will use CDC recommended cleaning products to clean all surfaces.
 - We also purchased a UV cabinet to use for disinfecting toys.
 - Air purifiers will be in each classroom.
 - After school hours, routine cleaning of the whole facility will take place Monday-Friday using the same cleaning and disinfecting strategies above

TUITION AND FEES

- **COVID-19 Fees**
 - In order to cover the cost of extra cleaning equipment, PPE, additional cleaning time, etc. we are charging a one-time, \$50 COVID fee to all families. Please include this with your September tuition.
- **Monthly Tuition**
 - We will not be accepting full year payments this year in order to eliminate the need to refund should we need to close the school for a period of time longer than a couple of weeks.
 - If there is a soft closure, meaning a classroom needs to close for no longer than 2 weeks, we will not be offering tuition refunds/waivers. If there is a known case of COVID in a classroom we may need to close for a short period to deep clean/sanitize the room. Each room will close independently and it will not affect other classrooms.

Extra-Curricular Activities

- **Dance Connection and Musical Kids**
 - Both will follow all policies and guidelines set forth in this addendum, with the exception of mixing students from various classes. Each will do their best to group kids from the same classes and provide a distance of 6ft or more between each group of classmates.
 - Classes will be held outside when applicable and the same drop off and pick up procedures will be applied. For drop off prior to class, use the main entrance where MK or DC will meet you to take temperatures and ask the COVID screening questions. Pick-up will be curbside at the main entrance as well.



Parent Addendum Signature Page

Please return this page on the first day of school.

____ By signing here, I acknowledge receipt of the COVID Addendum and agree to follow all policies and guidelines in place for the safety of my student and the SOV staff.

____ I certify that neither I nor any household family member currently exhibits any COVID-19 symptoms for at least 48 hours

____ If my child shows any symptoms of illness while at preschool, I agree to pick my child up within 30 minutes of the staff calling me and will follow the SOV guidelines provided for safe return to school .

____ I understand that failure to follow these policies and guidelines could result in a dismissal from SOV Preschool.

Parent/Legal Guardian Print

Parent/Legal Guardian Signature

Date