

## St. Matthews Baptist Weekday Preschool and Parents Day Out

### COVID Policies & Protocols

#### Addendum to SMBC Weekday Preschool and Parents Day Out Handbook 2020/2021

Updated: September 8, 2020

#### **Staff Education:**

Teachers/staff have been trained in PPE usage and are aware of Emergency Regulations by the state of KY for childcare. Teachers/staff have participated in the Ky Reopening Child Care Professional Development required by the state.

#### **Sick Policy:**

We are taking a very conservative approach to our sick policy during this time. Please keep your child home for at least 48 hours after fever (100.4 degrees or higher) is gone or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) are gone without the use of fever reducing medication.

If your child is having any symptoms of illness, they may NOT attend school. Children must be 48-hour symptom free before returning to school. Symptoms include: Fever, cough, runny nose, congestion, shortness of breath, sore throat, nausea, vomiting, diarrhea.

Many children and adults suffer from seasonal allergies. It would be very helpful to have a letter from your child's doctor stating their typical allergy symptoms.

#### **Arrival/Dismissal of Child**

Families must use morning and afternoon carpool this year.

Staff will be outside to direct traffic and do wellness checks

Every class will have a designated time for drop off and pick-up and we need everyone to abide by their times.

***If you are late for your designated time you will have to come to Building B park, call the office 502-992-9000 and let us know you are in the parking lot waiting and wait for the staff to come to your car and get your student.***

Late arrivals will need to park in the parking lot outside of Building B and call the office (502)992-9000 and let us know you are waiting in your car. When a staff member is free, they will come out and perform wellness check and walk your child to his/her classroom.

Early dismissals will work best with advance notice. Use the above information to contact the Director or office if you need to pick your child up early. If you are unable to give advanced notice, please call numbers listed above and we will bring your child out to you.

The designated times and entrances are as follows (drop off and pick up are in the same place)

### **Preschool**

**Building A Entrance (enter off Grandview and cars line up leading to under the portico)**

**Ms. Sherry, Ms. Sherri, and Ms. Stephanie**

Arrival: 8:45-8:55

Non- Lunch Bunch Dismissal (if not doing Lunch Bunch) 11:45-11:55

Lunch Bunch Dismissal (if doing Lunch Bunch) 12:45-12:55

**Ms. Michelle, Ms. Colleen and Ms. Annie**

Arrival: 8:55-9:05

Non-Lunch Bunch Dismissal (if not doing Lunch Bunch) 11:55-12:05

Lunch Bunch Dismissal (if doing Lunch Bunch) 12:55-1:05

### **Parents Day Out**

**Building B Entrance (enter off Nanz Ave. and line up leading to under portico).**

**Rooms 205 & 206**

Arrival: 8:55- 9:05

Dismissal: 12:55-1:05

**Rooms 203 & 204**

Arrival: 9:05-9:15

Dismissal: 1:05-1:15

## Well/Health Checks

Upon arrival staff/students will have a temperature check and screening before entering the building.

Students will receive their temperature and wellness screening in carpool. Students/staff with a temp of **100.4** or above will not be allowed to enter the building.

The daily wellness check will be the following questions:

- 1) Has the student been exposed to COVID-19 that you are aware of?
- 2) 2)Has the student been diagnosed with COVID-19 in the past 14 days?
- 3) 3)Has the student had any of the following symptoms in the last day/24hours?
- 4) Temperature of 100.4 degrees or above?
- 5) Cough?
- 6) GI (vomiting /diarrhea)?
- 7) New rash?
- 8) New loss of sense of taste or smell?
- 9) Is there anyone in your household who is showing COVID-19 symptoms or who has been diagnosed with COVID-19?

Students with COVID-19 symptoms (fever of 100.4, cough, runny nose, congestion, shortness of breath, sore throat, nausea, diarrhea) **MUST** stay home. It is encouraged to seek doctor's care.

Students who show new symptoms during the school day will be removed from their classroom and supervised by staff until parents/guardian arrive. **Children must be picked up within the hour of being notified.** Classroom spaces will be sanitized immediately by school staff following CDC guidelines.

## Classroom procedures

**All teachers/staff/adults in the building will wear masks.**

Playground schedules have been arranged to allow one class at a time.

Music will take place within each individual classroom with the classroom teachers.

The indoor playground will not be used and will remain closed until further notice.

Classes will not be together on the playground/restrooms/gym time/lunch bunch.

Children will be encouraged to play in small groups of 2-4.

Class sizes have been limited.

All dress up clothes, stuffed animals and soft toys have been removed from the classrooms.

If your child has a therapist that comes to see them during school hours, they will not enter the room. Children will be taken to the door to leave and meet with their therapist in a designated area.

Classroom teachers will try and limit the use of shared materials.

## **Hygiene**

Hand sanitizer will be use on students in carpool before entering the building.

Students will wash hands with soap and water: upon entrance to the classroom, before and after eating, after using the restroom, after sneezing/coughing, and before leaving school.

Students will use hand sanitizer before and after playground/gym time and hand sanitizer will be used when soap and water is not accessible.

Students will be educated on proper hand washing techniques and on best hygiene practices (covering mouth when sneezing, etc.)

## **Cleaning and Sanitizing**

Cleaning and sanitizing will be done daily in every classroom and common areas (restrooms, handrails, doorknobs, etc.)

The CDC rules and the KY Division of Child Care regulations will be followed for cleaning and sanitizing daily.

## **If COVID-19 Positive Case is Confirmed**

The Metro Health Department will be contacted immediately.

The KY Division of Regulated Child Care will be contacted immediately.

We will notify families by email and all names will be kept confidential.

The classroom involved will be heavily cleaned and sanitized.

The Metro Health Department will advise SMBC Weekday Preschool and Parents Day Out on the next steps with quarantine and classroom closures. Parents will be informed as soon as we have directions from the Metro Health Department.

The CDC has advised schools to be prepared to close for 2-5 days for the Metro Health Department to determine the next steps. Metro Health Department will advise us on whether that is necessary, and we will inform parents accordingly.

## **Staff/Student Return to School**

The student/staff member may return to school upon clearance by the Metro Health Department and/or their doctor with written documentation including the date of return.

## Closing

The Metro Health Department, SMBC weekday Preschool and Parents Day Out Board and SMBC will decide together on decisions to close the programs or building due to COVID-19 related factors. The factors used to make these decisions will be rate of COVID-19 positivity within our programs and community, staffing concerns, absenteeism of students/staff, and recommendations from the KY Division of Regulate Child Care and local health officials.

Monitoring will be done throughout the school year to watch for increase of absences among students and staff.

## Visitors

Visits will be limited to a time prearranged with the Director or other office staff. You may reach the Director at 502-992-9000 or 502-644-3986/ [mmcmillan@smbclouisville.org](mailto:mmcmillan@smbclouisville.org).

Teachers are working to create plans to keep families updated and engaged with classroom experiences. The teachers of each class will let you know how they will communicate with parents.

## Transparency and Confidentiality

***Please understand we have worked very hard to reopen SMBC Weekday Preschool and Parents Day Out. It is important to understand we all must do our part to keep our programs safe and healthy. It is so imperative that families and staff are honest about COVID-19 exposures or cases and to do their best to make sure outside of our programs you are following the guidelines from the CDC and local health/government officials. We, as a staff, are trying our best to keep everyone safe and healthy while at SMBC programs, so please do the same.***

Travel Advisory: We ask families/staff to abide by the state recommendation and quarantine for 14 days before the child/staff returns to school IF you visit a “hotspot.” Please check <https://govstatus.egov.com/kycovid19> for active travel advisories and “hotspots.” If you must quarantine due to traveling to a “hotspot” you will still be held responsible for your tuition.