

St. Matthews Baptist Weekday Preschool and Parents Day Out

COVID Policies & Protocols

Addendum to SMBC Weekday Preschool and Parents Day Out Handbook 2021/2022

Updated: August 12, 2021

**We will be reviewing an updating as we progress through the school year. Parents will be notified of any changes.*

Staff Education:

Teachers/staff have been trained in PPE usage and are aware of Emergency Regulations by the state of KY for childcare. All teachers/staff have been educated about the proper cleaning/disinfecting routines.

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 assist children out of cars and into the building.

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 need to park in the parking lot (of your arrival/dismissal building). You can either let a staff member know you are there or 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. Please remember if you are late, you must wait until a staff member can help or is finished with carpool

Late arrivals will need to park in the parking lot outside 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 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. Sarah, 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, Ms. Annie, and Ms. Terri

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

Health Checks

All staff and parents will be expected to do an at home Health/wellness check prior to arriving at school.

Students could still receive their temperature and health check screening in carpool or inside the building. Students/staff with a temp of 100.4 or above will not be allowed to enter the building.

Current Daily Health /wellness check questions are as follows:

- 1) Has the student been exposed to COVID-19 that you are aware of?
- 2) Has the student been diagnosed with COVID-19 in the past 14 days?
- 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.

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

Classes will not combine on the playground/restrooms/gym time for more than 15 minutes.

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

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/supplies.

Shared materials/supplies will be sanitized after each use.

Face Masks for Children

The Ky Division of Child Care has made the following emergency regulation: All children over the age of 2 in a licensed childcare setting shall wear a face mask.

<https://apps.legislature.ky.gov/law/kar/902/002/213E.pdf>

We will encourage all children who do not have a documented health care need to wear a face mask. We will support children where they are in their development and look at mask wearing as a skill that can be taught.

If your child has a disability, learning difference, health care need-as documented by a physician or other professional-which would prevent the safe wearing of a mask, please have documentation. You can email the documentation to Mmcmillan@smbclouisville.org

If your child does not have documentation, as mentioned above, please have your child arrive in a mask. We will encourage masking throughout the day, but we realize our children are young and vary significantly in their development and simply do not understand mask-wearing. We will continue to encourage them, and we understand they may not be able to always wear their masks. We will not force a child to wear a mask, especially if doing so is distressing for the child.

Please do not send your child's mask on a lanyard due to choking concerns.

Masks will be removed for vigorous play during playground/gym time and during snack.

Please send your child with a clean mask each day.

Skills and strategies for mask wearing will be encouraged by using songs, games, stories, and positive reinforcement.

We will keep extra masks for children and adults.

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.

We will only accept PCR tests given by a healthcare provider. We do not accept “at-home” test.

If your child tests positive they will not be able to return until the 11th day after a 10 day quarantine with a negative test.

If there is a positive case in the home and your child attends our school they will need to isolate from positive case and will have a 10 day quarantine with a return on 11th day with a negative PCR test. If they cannot isolate from positive case then they will have to quarantine an additional 14 days from the positive persons last day of quarantine.

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.

Travel

If the state of Kentucky has an active travel advisory naming “hotspot” states, we ask families/staff abide by the state recommendation and quarantine for 10 days before they return to school.

Kentucky has issued the following recommendation regarding travel with unvaccinated people(children):

<https://govstatus.egov.com/ky-travel-advisory>

After you travel:

-Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.

-Even if you test negative, stay home and self-quarantine for the full 7 days.

-If your test is positive, isolate yourself to protect others from getting sick.

-If you **do not get tested**, stay home and self-quarantine for 10 days after travel. Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not. Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

If your child must quarantine due to traveling to a “hotspot”, you will still be held responsible for your tuition.

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 Regulated 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

Regardless of vaccination status, all visiting adults must wear a mask when in the building.

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.

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 open 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.

Please sign the Handbook and Addendum Acknowledgment form indicating you have read and understand our policies.