

**Good Samaritan Preschool**

**Family and Staff**

**Handbook**

**COVID-19 Addendum**

**9/1/2020**



Hello Good Samaritan Families!

Welcome to the 2020/21 School Year! We are so excited to see so many returning students as well as many new families.

We thank you for putting your trust in us as we re-open through this uncertain time. Please know that we are doing EVERYTHING possible to keep your children healthy, safe, happy, and loved while in our care.

In order to keep your children as safe as possible we follow the recommendations of the CDC as well as guidelines from the King County Health Department. Prior to opening we completed the “Checklist for Child Care Administrator: Steps to prevent COVID-19 “ <https://kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/~/media/depts/health/communicable-diseases/documents/covid-19-checklist-childcare.ashx>

We will continue to stay updated on the latest information provided by the CDC, King County Health Department and DCYF (Department of Children, Youth and Family.) We will inform you of any changes and update our policies as necessary.

Warmest Regards,

Lisa

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# **Hours of Operation**

Current hours of operation are 9:00 am to 3:00 pm. Before School Care (7:30 am – 9 am) and After School Care (3:00 pm – 5:00 pm) are not being offered at this time.

# **Daily Schedule**

Each classroom will have a daily schedule specific to their group. Outside time has been increased from 30 minutes a day to at least 45 minutes a day. Students staying until 3pm will have an additional 60 minutes of outdoor time in the afternoon.

# **School Supplies**

Good Samaritan Preschool will provide individual art supplies for each child: markers, crayons, scissors, paint set/brushes, white glue, glue stick, playdoh and kinetic sand.

# **Snacks and Lunches**

We ask that families provide their child with a nutritious snack (served around 10:15) and lunch (12:15). Please package and label your child’s snack separate from their lunch. Be sure to provide foods which include protein, fruit AND vegetable and grains. Lunch items should be kept warm in a thermos, or cold with ice packs. Please do not send candy or other junk food items. **We are a NUT FREE school.**

**\*Note: Please notify us of any new or continuing food allergies**

# **Proper Clothing, Change of Clothing, Footwear and Masks**

**Please dress your child for the weather**. Now more than ever we recognize the importance of fresh air and outdoor play for our children!We will be spending longer amounts of time outdoors**. Please be sure your child is dressed for every type of weather.** They are so happy to be outside if they are dressed appropriately.

Please provide your child with a **change of clothing** in a labeled zip-lock bag which includes: Pants, Shirt, Underwear, Socks, Shoes (if possible).

**Footwear: Footwear is extremely important to your child’s safety and ability to play on the playground!** Please send your child in sturdy, rubber soled shoes that they are able to run and climb in. Rainboots are not necessary. They make physical activity very difficult.

**Masks: Face shields (without a mask) and gaiters have not been proven effective and will not be allowed to be worn by students or staff at this time.**

* Children will be required to wear masks at all times while in the classroom.
* Wearing masks on the playground will be “strongly encouraged”.
* Students will be taught the proper way to wear and handle masks.
* Students will wash hands after putting their mask on, taking it off, or touching mouth area while wearing
* Masks will be stored in sandwich size Tupperware container when not in use. (Provided by parents)

Please see below for a CDC reference to mask wearing, cleaning and storage.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html?deliveryName=USCDC_2067-DM36401>

# **Security**

**For the safety of our students, families, and staff we are limiting the adults in the preschool to staff only. Therefore student drop-off and pick-up will be done outside.**

# **Arrival (drop-off/check-In) Procedure**

***\*Masks are required by parents and students at check in.***

**Student Drop Off and Check -In: (9:00am – 9:10)** After 9:10 please call the school office (425)868-9544

Student drop off and check-in locations will take place according to their class:

* Fox Class – Main entrance to the Church (Right side)
* Owl Class – Main entrance to the Church (Left side)
  + Parents with multiple students may sign in at either location.
* Bunny Class – Entrance to the Playground

**Check-in Procedure: (9:00am – 9:10)**

**\****Parents, please wear a mask and observe social distancing “dots” while waiting to sign in.*

* A QR image will be posted at your designated drop off area.
* Open your Brightwheel app. You will see your child’s name, and a 4 digit check in code on the bottom of the screen.
* Select Check In/Out from their Brightwheel app and quickly scan the QR image**. (Please be sure the Brightwheel app has access to the camera on your phone.** You can check this in your phone settings.)
* After checking your child in, you will be asked 3 health questions. Answer and submit.
* You will be prompted to enter your check in code again and sign your name.

Your child will be greeted by their classroom teacher/assistant or school director.

* Staff will take your child’s temperature using a thermal thermometer.
* Staff will assess the overall health of your student
  + **Please Note**: We reserve the right to ask a student to return home if we observe any of the symptoms listed in our “Illness Policy”.
* Students will be escorted downstairs, asked to use the restroom, wash hands and escorted to their classroom.

# **Departure (Pick-up) Procedure (1:00pm – 1:05pm)**

* Pick up will be done in the same locations as pick-up. **Masks are required!**
* Parents will sign their student out via Brightwheel.

**\*Note: Please be respectful of our staff’s time and pick your child up on time! Late pick-ups will be charged at $1.00 per minute. Staff are paid for specific hours and need that time to clean and sanitize the classroom and manipulatives. Thank you!**

**In the Classroom**

**Student/Teacher Ratio**

In order to promote social distancing, class sizes will be no more than 10 students per room with 2 staff members**.**

**Ventilation:**

* Windows will be opened as much as possible to provide fresh air.
* Fans on the HVAC system will be run throughout the day to filter air.
* Air filters on the furnace system will be replaced every 3 months.

**Toys and Manipulatives**

Best practice is to provide a smaller quantity of each toy choice and rotate toys often.

* Used toys will be washed/sanitized at the end of each day (Mouthed toys will be removed immediately)
* **Art supplies**: Individual “pencil boxes” for each student containing scissors, crayons, markers, fun dough, etc.
* **Circle time/story time** children are more spread out across the floor. (6 ft)
* **All dress up clothes and soft toys removed** from the classroom.
* **Sensory Play**: **Playdough, water is individual play**
  + Hands always washed **before and after** sensory play
  + Water replaced and container sanitized between each child.
* More individualized activities will be provided to promote social distancing
* Teachers alone set up family provided snack/lunch
* Children sit with maximum social distancing possible, typically 2 students at either end of a 5 ft table.

**Playground:**

* One class on the playground at a time
* Individual small toys per class (Buckets/shovels, balls, trucks, etc) Washed as needed and sanitized at the end of each day.
* Sand Play: Outdoor Sandbox will be closed at this time.
* Bikes/riding toys will be sanitized and allowed to air dry in between each class use.
* Staff and students will be allowed to use hand sanitizer (60% alcohol) while outside, but they must wash hands when re-entering the building.

# **Health and Safety**

Masks are required to be worn by all students and staff. **Face shields and gaiters have not been proven effective and will not be allowed to be worn by students or staff at this time.** Hands will be washed after putting on/removing a mask . Please see below for a CDC reference to mask wearing, cleaning and storage: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html?deliveryName=USCDC_2067-DM36401>

# **Hand Washing**

Proper Handwashing is always the first line of defense to fighting germs. 20 second handwashing will be taughtand emphasized throughout the school day:

*When entering or leaving school, before eating & after eating, after toileting, after coming from outside, when visibly dirty, after sneezing or coughing, after putting on, taking off or touching a face mask, putting fingers in mouth or nose, touching privates, before and after using sensory items.*

**(See Washington State Department of Health information on next page.)**

**General Cleaning and Sanitizing**

### The facility, toys and furniture will be cleaned according to the CDC guidelines and the King County Health Department check list.

### <https://www.kingcounty.gov/depts/health/child-teen-health/child-care-health/bleach.aspx>

[CDC Guidance for Cleaning & Disinfecting) https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html](https://d.docs.live.net/7334d29814cb55b3/Documents/CDC Guidance for Cleaning & Disinfecting) https:/www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html)

Frequently touched surfaces such as tables, backs of student chairs, light switches, doorknobs, desks, phones, keyboards, toilets, faucets & sinks, handrails will be cleaned and disinfected periodically throughout the day.

Toys will be cleaned and sanitized at the end of each day. (Mouthed toys are removed immediately and sanitized.

**(See next page)**

**Illness Policy**

**Please keep your child home** and contact your healthcare provider if:

* They or any member of your family have had any of the following **symptoms** within the last 72 hours/or last in our care:

**Fever (temp of 100.4 or higher) or chills Cough**

**Shortness of breath or difficulty breathing Fatigue**

**Muscle or body aches Sore throat**

**Congestion or runny nose Nausea or vomiting**

**New loss of taste or smell Diarrhea**

* **Have been in \*close contact” with someone who has confirmed or suspected COVID-19 in the last 14 days.**

***\*****“****Close contact”*** *means being within 6 feet of an infected person for at least 15 minutes starting from 48 hours before they started showing symptoms (or, for individuals with no symptoms, 48 hours before the date the positive test was collected) until the time the infected person is isolated. Close contact also happens if someone with COVID-19 coughs on you, kisses you, shares utensils with you, or you have contact with their body fluids. Ask staff and children who had close contact with the confirmed or suspected person to stay home away from others and watch for symptoms for 14 days from their last contact with that person.*

**If a child or staff member has come in close contact with the person suspected or confirmed to have COVID-19:**

* All staff and families in our preschool community who had close contact with the individual while they were showing symptoms or in the 48 hours before symptoms began will be notified.
* A copy of the COVID-19 Fact Sheet For Families will be provided to all families.
* Staff and children who had close contact with the confirmed or suspected person will be asked to stay home and away from others and watch for symptoms for 14 days from their last contact with that person.
* Anyone who develops symptoms of COVID-19 during this 14-day period should call their healthcare provider to get tested for COVID-19 or go to a free testing site.

**Suspected or Confirmed Case of COVID-19 in our Preschool:**

**We will follow the King County Health *Department “Checklist for ChildCare Administrators: Steps to Take When you Have a Suspected or Confirmed COVID-19 Case in Your Facility.*** <https://www.kingcounty.gov/depts/health/covid-19/~/media/depts/health/communicable-diseases/documents/C19/covid-19-checklist-childcare-positive-cases.ashx>

If child or staff becomes symptomatic with a cough, shortness of breath, temperature of 100.4⁰F or higher, chills, congestion or runny nose, headache, muscle or body aches, sore throat, fatigue, nausea or vomiting, diarrhea, new loss of taste or smell or other signs of new illness unrelated to a pre-existing condition (such as seasonal allergies) we will take the following steps:

**For sick child**

* Office Administrator will notify parents immediately and kindly asked to come pick up their child as soon as possible.
* School Director will care for and supervise the sick child while awaiting the parent/caregiver’s arrival.
* Director will separate the sick child from other children and staff and isolate the child in an unoccupied room (Deer room) while waiting for the parent/caregiver to pick the child up.
* If possible, we will move all other children into an unoccupied room (Bear room) and out of the classroom where the sick child spent time.
* Close off all areas used by the sick child to prevent re-entry.
* Director caring for child should wear a face covering or medical mask while caring for the sick child.
* The sick child should be wearing a mask.
* When the parent/caregiver arrives, the Director will escort the child to the facility entrance.
* Family will be advised to call child’s healthcare provider to get child tested for COVID-19 or go to a free testing site.

**For sick staff**

* Staff member will be separated from children/other staff and sent home.
* Staff member will be isolated in an unoccupied room if they are waiting to be picked up.
* Staff member will be advised to call their healthcare provider to get tested for COVID-19 or go to a free testing site.

**A person Suspected or Confirmed COVID-19 in our child care community may return to child care**

When it has been 10 days since symptoms began or person tested positive  **AND**

at least 24 hours since fever has resolved (without fever-reducing medication) **AND**

Symptoms have improved

**Note**: A negative test still requires the person to stay home for 14 days after the last contact with the infected individual. A negative test only means the person doesn’t have COVID-19 at the time of testing, but they may test positive later within the 14-day window.

**Cleaning and disinfecting after sick person leaves**

Designated staff person who cared for a sick child should:

* Wash hands
* Change their clothes, and bag and seal clothes to be washed.
* Remove face covering and either dispose of in a plastic-lined garbage can or place in a sealed bag for washing.
* Wash hands.
* Put on clean face covering.

Any cloth items used by the sick child such as a blanket, napping sheet, and toys should be placed in a sealed bag and laundered.

Any rooms the sick person spent time in should be cleaned and disinfected following the ***Cleaning and Disinfecting During COVID-19*** document for recommended bleach disinfectant concentration and procedures.

Open windows and doors to the outdoors to increase air circulation in these areas.

Cleaners will wait 24 hours or as long as practical after the sick person was in a room before beginning to clean and disinfect. Preschool will remain closed for an additional 48 hours.

Director will meet with key staff, including teachers, janitors, and leadership to coordinate action.

Director will notify families and staff of a confirmed or suspected COVID-19 infection in the facility***. See COVID-19 Fact Sheet for Families***

Director will maintain communication with staff and families, requesting them to keep us udated on their health and well-being and to notify us if anyone they live with develops symptoms.

Confidentiality of children, students and staff members will be maintained as required by the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act.

Please report to King County Coronavirus Call Center: 206-477-3977.

**Travel**

We are asking that families be thoughtful of our preschoolers and staff and take great care when considering travel during this time. If you are traveling to an area where COVID activity is high the CDC and Good Samaritan Preschool recommend that you quarantine for 14 days. The CDC [has a list of considerations if you are planning to travel within the United States](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html). They also recommend that travelers avoid all nonessential international travel. For updated CDC guidance on current travel advisories, visit the [CDC’s Travel Health page](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html) and the [U.S. State Department’s travel advisories](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/).

**After travel, please take these actions to protect others from getting sick:**

* [Stay at least 6 feet](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) (about 2 arms` length) from anyone who is not from your household. It is important to do this everywhere -- both indoors and outdoors.
* Wear a [mask](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) to keep your nose and mouth covered when you are outside of your home.
* [Wash your hands](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) often or use hand sanitizer
* Watch your health: Look for [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), and take your temperature if you feel sick.
* See CDC`s [After Travel](https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html) webpage to learn if you should take additional precautions.

\*PLEASE NOTE the following travel advisory as of 11/16/2020:

**Travel advisory: *Childcare and early learning essential workers are not exempt from travel restrictions.***If a staff member leaves the state for the upcoming holiday, they should stay home for 14 days upon arrival back to Washington *before*they go back to work. During this current spike of COVID-19, all individuals—including childcare staff, children, and families—should self-quarantine for 14 days after returning from a trip outside of the state.

**Tuition Policies**

A **non-refundable** $150 enrollment fee is due upon enrollment.

Tuition will be billed “month to month” for the 2020/21 school year. June 2021 tuition will not be required at time of enrollment. Tuition is billed on the 1st of every month and due by the 6th of the month.

If we close for 14 days due to a COVID illness, full month’s tuition is due.

If we close permanently due to COVID-19 you will not be charged any months moving forward

If you choose to withdraw your student FOR ANY REASON while the school remains open according to safe WA State and CDC guidelines we ask for a written 30 days notice. If you choose to withdraw your student prior to 30 days, the full months tuition will be charged to you.

We are unable to offer discounted tuition for vacations/extended leave during the 2020/21 school year.

**Late “pick-up” fees will be billed this year!** Due to the staffing required to release students, late fees

will be billed at $1.00 per minute after 5 minutes. If you are going to be late picking up your child please call the school at (425)868-9544.