

WPUMC Preschool COVID-19 Policies

2020-2021 School Year

- **Operating Hours**
 - Monday through Friday – 9:30am – 2:30pm
 - Before Care – 8:00am-9:30am
 - After Care – 2:30pm-4:00pm
- **Group Size**
 - All classrooms open (seven)
 - Standard group sizes according to Colorado Licensing regulations
- **Staff**
 - Director and/or Assistant Director on site Monday through Friday 8am – 4pm
 - Classroom Teachers to maintain ratios
 - Float Teachers to support increased cleaning protocols
- **Cleaning and Disinfecting**
 - Cleaning staff will provide full disinfection of the building prior to reopening.
 - Teachers will continue to clean, sanitize and disinfect throughout the day.
 - Cleaning staff will clean all preschool areas, including bathrooms, each evening with all recommended procedures and products for proper disinfection.
 - Staff members will clean and disinfect communal spaces (e.g., playgrounds) every day between uses by classrooms. Staff members will wipe down any touchable surfaces first and then apply the hospital/school grade chemical disinfectant from the fogger machine and let the chemical sit for 3-5 minutes for best results.
 - Staff members will also clean and disinfect bathrooms that are shared by multiple classrooms using the same process of wiping surfaces down followed by application of the chemical from the fogger machine.
 - Butterflies to use bathroom closest to their classroom door
 - Dragonflies to use the middle bathroom in then entrance hallway.
 - Hedgehogs and Chipmunks to use the bathroom located closest to the preschool entrance door. Classrooms will have alternating scheduled "bathroom time" so that the bathrooms can be cleaned between use by each classroom
- **General Preparedness**
 - Supplies –stocked with gloves, thermometers, alcohol pads, masks and PPE
 - Cloth face coverings – required for adults/staff. Masks provided for all Preschool Staff members, and will be washed daily at school by delegated staff member.
 - Goggles and full PPE is available for staff when changing diapers or cleaning up vomit or other bodily fluids.
 - Children ages 3-5 are encouraged to wear a mask that is provided by their parents. Lanyards will be provided for students with masks to allow for masks to stay in the student's possession

at all times. Masks will not be worn during snack time or lunch or at nap time. Student masks must be taken home and washed daily.

- **General Health, Safety and Hygiene Practices**

- Wash hands frequently, and especially upon entering the preschool, before and after assisting children with snack or lunch, before and after medication administration, before and after diapering, after using the restroom or helping a child use the restroom, after coming in contact with bodily fluids, after playing out doors, and after handling garbage.
- Proper hand washing procedures will be followed at all times. Children and staff members will wash their hands for 20 seconds and scrub the soap vigorously in order to remove all dirt and germs. Children will learn to sing Hand Washing songs to help them know when 20 seconds has passed and they will use paper towels to dry their hands.
- Post and follow hand washing protocols, and use hand sanitizers, if soap and water are not available. Supervise children using hand sanitizers.
- Post and follow diaper changing protocols.
- Staff members will clean and disinfect frequently touched surfaces.

- **Employee Health Screenings**

- Upon arrival, all Preschool staff will be screened for fever at 100.4 degrees or above, coughing, shortness of breath, and/or contact with individuals who have been sick. Thermometers will be cleaned between each use.

- **Social Distancing**

- Should be carried out to the greatest extent possible.
- Nap mats/cots will be placed 3 to 6 feet apart.
- Children will sit 3 to 6 feet apart during mealtimes.

- **Snack Time and Lunch Time**

- Children will sit 3 to 6 feet apart at mealtimes and be supervised by a teacher to prevent cross contamination of food.
- Teachers and children will wash hands prior to and after mealtimes.
- Whenever possible, children will picnic with their teachers outside or in larger areas (e.g., Treehouse Park) for lunchtime.
- If children cannot be physically placed at least 3 feet apart and no picnic areas are available, the children may need to have staggered lunches in their classrooms.
- All lunches and morning and afternoon snacks will now be provided by parents for their individual children. No communal snacks or meals will be allowed.

- **Daily Schedule and Activities/Materials**

- A daily schedule will be followed. The curriculum will be limited while on site staff is limited.
- Outdoor activity will be encouraged as much as possible.

- No water or sensory tables will be used until further notice.
 - Only easily cleaned toys/materials/supplies are accessible. No dress up clothes, dolls, stuffed animals or other soft, porous toys will be allowed during this time as they cannot be properly cleaned and disinfected.
 - Toys will be cleaned and disinfected daily.
 - Toys and materials will be rotated every other day.
 - Routinely clean and disinfect surfaces and objects that are frequently touched.
 - Children’s books and other paper-based materials are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- **Illness Policy**
 - Standard illness policies apply. Sick children and staff should stay home.
 - Children with symptoms will be isolated until pick up and parents are asked to pick up their child within 30 minutes of when they have been contacted.
 - Children and staff that have symptoms or known exposures to persons who have tested positive for COVID-19 should STAY HOME.
 - Children/students/staff that have had fever of 100.4 degrees or above or respiratory symptoms must stay home until fever-free for at least 24 hours (without use of fever-reducing medicine), and runny nose or productive cough and other symptoms are improving.
 - Ill children/students/staff should be separated from others until they can be picked up/go home.
 - All preschool families and staff are required to fill out a Waiver/Release for COVID-19

WPUMC Preschool Drop-Off & Pick-Up Procedures 2020-2021

DROP-OFF

Before Care (8am-9:10am)

- If your child is preregistered for Before Care, no matter what class, please proceed to the main double glass doors off the church parking lot.
- A table will be staffed with screening personnel. If people are already at the screening table, please keep a social distance of at least 6 feet from others as you wait.
- At the table, the staff person will ask you screening questions and take your and your student’s temperature.
- If you or your child has a fever, or you or anyone in your household have had any other symptoms (sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit), please stay home.
- If the screening and temperature check are not passed, you will be asked to return home for the safety and protection of others.
- Only one adult will be admitted into the building with the student.
- All persons (including children 3 years and over) must be masked when entering the building.
- Please use hand sanitizer as you enter.

- Please drop off your student as quickly as possible, keeping social distance from others, and not lingering in hallways or other areas, including outside on the church lawns.
- Please exit either the main double doors (Bunnies, Butterflies, Dragonflies, Hedgehogs, Chipmunks) or through the courtyard doors at the top of the stairs (Foxes and Owls).

Regular Drop-off (9:15-9:45am)

Drop-off Times will be staggered:

Students with last names starting with **A-L** are to be dropped off **between 9:15 and 9:30am**

Students with last names starting with **M-Z** are to be dropped off **between 9:30 and 9:45am**

Bunnies/Butterflies/Dragonflies

- Please park on High Street. You will proceed to the playground entrance off the main parking lot.
- At the gate, there will be screening personnel. If others are already at the screening station, please keep a social distance of at least 6 feet from them as you wait.
- At the gate, the staff person will ask you screening questions and take your and your student's temperature.
- If you or your child has a fever, or you or anyone in your household have had any other symptoms (sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit), please stay home.
- If the screening and temperature check are not passed, you will be asked to return home for the safety and protection of others.
- Only one adult will be admitted into the building with the student.
- All persons (including children 3 years and over) must be masked when entering the building.
- Please use hand sanitizer as you enter.
- You will sign your student in at the classroom.
- Please drop off your student as quickly as possible, keeping social distance from others, and not lingering in hallways or other areas, including outside on the church lawns.
- Follow signs and directions from staff and teachers to efficiently move through your student's classroom "enter" and "exit" doors.
- To exit, you will follow the signs down the short flight of stairs out the west wing of the preschool hallway, and exit to the alleyway that leads to High Street (be careful to watch for any traffic in the alley).

Hedgehogs/Chipmunks

- Please approach the church building from the east on Arizona.
- Immediately after the intersection, pull to the curb in front of the church lawn for "kiss and go" drop off.
- Do not park or get out of your car.
- A staff person will come to you with a sign in clip board, will ask you screening questions and will take your student's temperature.
- If you or your child has a fever, or you or anyone in your household have had any other symptoms (sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit), please stay home.

- If the screening and temperature check are not passed, you will be asked to return home for the safety and protection of others.
- Allow the staff to help your student out of the car (arrange so that your child can exit a door closest to the curb). Your student will then be directed to a waiting area, and then led to their classroom by preschool staff.
- Keep the process brief, and remember to make arrangements to speak with your student’s teachers at another time.
- Carefully navigate out of the drop off lane to create room for others to drop off their children.

Foxes/Owls

- Please approach the church building from the north on Race street
- As you approach the east side of the church building, pull to the curb for “kiss and go” drop off.
- Do not park or get out of your car.
- A staff person will come to you with a sign in clip board, will ask you screening questions and will take your student’s temperature.
- If you or your child has a fever, or you or anyone in your household have had any other symptoms (sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit), please stay home.
- If the screening and temperature check are not passed, you will be asked to return home for the safety and protection of others.
- Allow the staff to help your student out of the car (arrange so that your child can exit a door closest to the curb). Your student will then be directed to a waiting area, and then led to their classroom by preschool staff.
- Keep the process brief, and remember to make arrangements to speak with your student’s teachers at another time.
- Carefully navigate out of the drop off lane to create room for others to drop off their children.

PICK-UP

Regular Pick-up (2:15-2:45pm)

Pick-up Times will be staggered:

Students with last names starting with **A-L** are to be picked up **between 2:15 and 2:30pm**

Students with last names starting with **M-Z** are to be picked up **between 2:30 and 2:45pm**

Bunnies/Butterflies/Dragonflies

- Please park on High Street. You will proceed to the playground entrance off the main parking lot.
- At the gate, there will be screening personnel. If others are already at the screening station, please keep a social distance of at least 6 feet from them as you wait.
- At the gate, the staff person will ask you screening questions and take your temperature.
- Only one adult will be admitted into the building to pick up the student.
- All persons (including children 3 years and over) must be masked when entering the building.
- Please use hand sanitizer as you enter.
- You will sign your child out at their classroom.

- Please pick up your student as quickly as possible, keeping social distance from others, and not lingering in hallways or other areas, including outside on the church lawns.
- Follow signs and directions from staff and teachers to efficiently move through your student's classroom "enter" and "exit" doors.
- To exit, you will follow the signs down the short flight of stairs out the west wing of the preschool hallway, and exit to the alleyway that leads to High Street (be careful to watch for any traffic in the alley).

Hedgehogs/Chipmunks

- Please approach the church building from the east on Arizona.
- Immediately after the intersection, pull to the curb in front of the church lawn for pick up.
- Do not park or get out of your car.
- A staff person will come to you with the sign out sheet and your student.
- Allow the staff to help your student into the car (arrange so that they can enter through the passenger side).
- Keep the process brief, and remember to make arrangements to speak with your student's teachers at another time.
- Carefully navigate out of the pick-up lane to create room for others to pick up their children.

Foxes/Owls

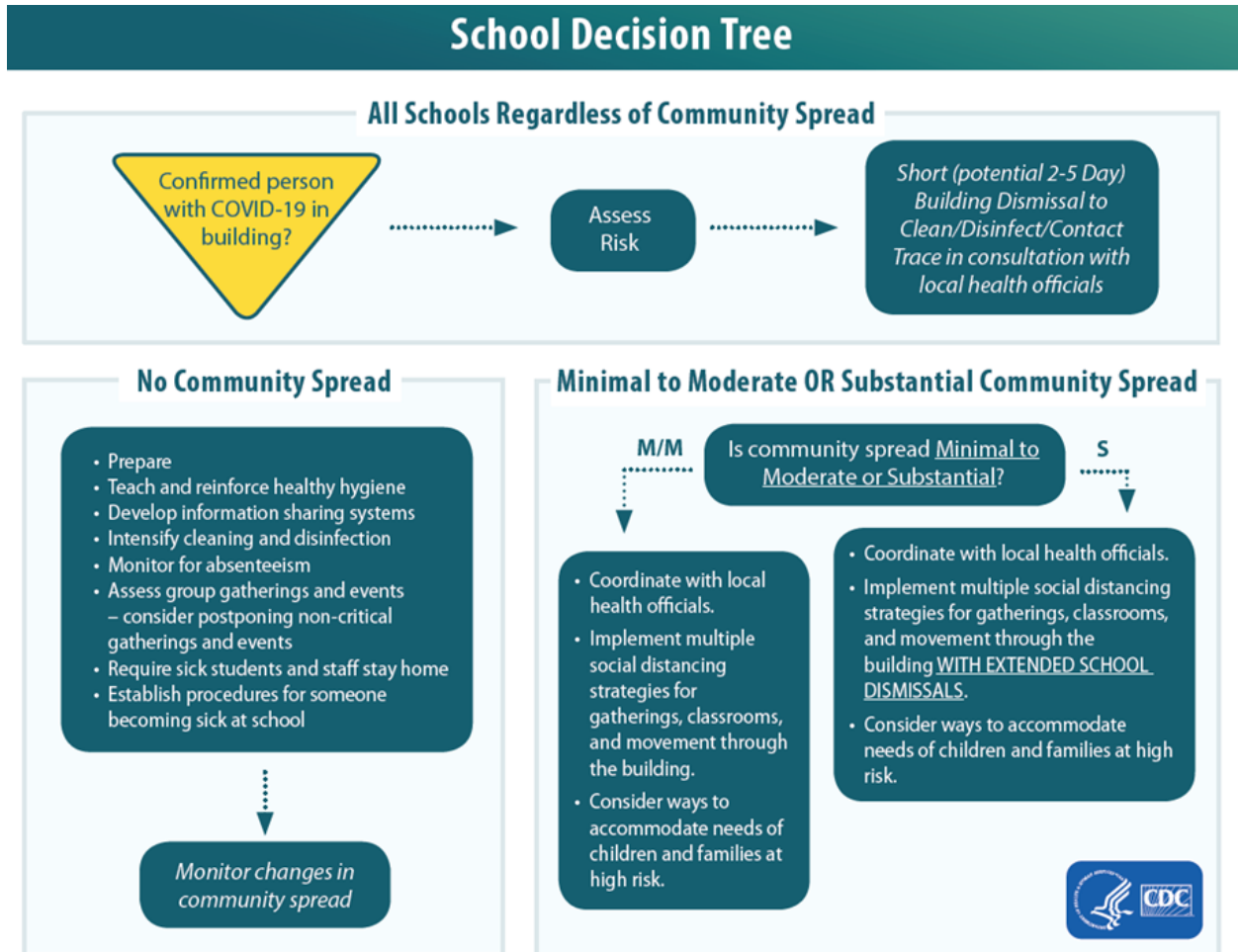
- Please approach the church building north on Race Street.
- As you approach the east side of the church building, pull to the curb for pick up.
- Do not park or get out of your car.
- A staff person will come to you with the sign out sheet and your student.
- Allow the staff to help your student into the car (arrange so that they can enter through the passenger side).
- Keep the process brief, and remember to make arrangements to speak with your student's teachers at another time.
- Carefully navigate out of the pick-up lane to create room for others to pick up their children.

After Care (2:50-4pm)

- If your child is preregistered for After Care, no matter what class, please proceed to the main double glass doors off the church parking lot.
- A table will be staffed with screening personnel. If people are already at the screening table, please keep a social distance of at least 6 feet from others as you wait.
- At the table, the staff person will ask you screening questions and take your temperature.
- Only one adult will be admitted into the building with the student.
- All persons (including children 3 years and over) must be masked when entering the building.
- Please use hand sanitizer as you enter.
- Please pick up your student as quickly as possible, keeping social distance from others, and not lingering in hallways or other areas, including outside on the church lawns.
- Please exit either the main double doors (Bunnies, Butterflies, Dragonflies, Hedgehogs, Chipmunks) or through the courtyard doors at the top of the stairs (Foxes and Owls).

WPUMC Preschool Closures due to COVID 19

There is a risk of exposure to COVID 19 and infection in any gathering of people. We are working diligently to minimize these risks. However, if a case is confirmed in our school community, a short-term closure might need to be implemented to assess the community spread. The following decision tree will be used:



The current guidance from the Colorado Department of Human Services (that administers licensing for preschools), the Center for Disease Control and the Denver Public Health all give the same guidance: ***child care and school administrators should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions.***

The “next steps”, including short-term and long-term classroom or entire school closures will be mandated by the health department, and not our school administration. The health department will most likely call for a 2-5 day dismissal for students and most staff while risk is assessed by the health department.

During such a time, the WPUMC Preschool Administration will communicate next steps as outlined by the health department. This may look something like:

- If the COVID case is confined to one or two classrooms, all students and staff from those classrooms will be dismissed and the room/s will remain empty for 24 hours before staff return to clean and disinfect. Students and staff will be allowed to re-enter the classroom based upon the recommendation of the health department.
- If cases of COVID are confirmed in multiple classrooms, a larger number of classrooms, up to and including all classrooms, may be closed down and all students and staff dismissed. This will be determined and directed to us by the health department.

Tuition and Payment during Days of Closure

- If a classroom or school closure happens, there will be no refunds for the first two full days of closure. If the closure continues beyond 2 days, refund will be given for the third and following days of closure.
 - Ex – A case of COVID is confirmed in a classroom on Monday afternoon. The class is closed and students and staff are dismissed. No tuition is refunded for Tuesday and Wednesday (during this time, after a 24-hour period, approved staff returns to clean and disinfect classroom). If the closure extends into Thursday and beyond, refunds are given for Thursday and beyond.
- If, within a certain month, more than one short-term closure is necessary for a classroom or school, tuition for the first two days of the first two closings will not be refunded (i.e. a total of 4 days in one month), but will be refunded for any days beyond the first two days of the first two closings. The time frame of a closure will be determined and directed to us by the health department.

Why no refunds for the first two days of a short-term closure? During that time, we will need our staff available to clean and disinfect exposed classrooms and areas. Because the staff will still be working during that time, we need tuition to cover their salary for those days.

- ✓ **It is exceedingly important that if a student or staff person exhibit symptoms in any way, or have been around persons with symptoms, that they stay home and that you contact preschool administration right away. It is much easier to contain the spread of the virus inside individual homes instead of inside the school, where multiple people could be exposed.**