

# Aldersgate Preschool

A Nurturing Christian Preschool

## Family Handbook



Aldersgate Preschool - A Nurturing Christian Preschool  
Aldersgate United Methodist Church  
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**A warm welcome to the Aldersgate Preschool family,  
where you and your child will be growing with Christ!**

**Mission, Philosophy and Purpose of Aldersgate Preschool:**

Aldersgate Preschool is a non-profit Christian preschool offering a wide range of activities in an affordable, safe, supportive and nurturing environment. Aldersgate Church has housed the program for over thirty-four years now! The original Mother's Day Out program was only held a couple days a week. Today the licensed preschool program has grown to five mornings a week with four separate age groups (due to COVID we have 2 groups: Toddlers class for 18-month-old children-2-year-old children and PreK class for 3 and 4-year-old children), Early Childhood Teachers and Early Childhood Teacher Assistants and even an extended before care and Lunch Bunch program! (Due to COVID we are not offering before care and/or lunch bunch and mixing groups of children.)

Aldersgate Preschool's mission is to nurture children in the knowledge and love of God and to surround them with steadfast love. Our overall goal is to develop the whole child – spiritually, socially, emotionally, intellectually, and physically. The preschool provides developmentally appropriate experiences in a Christian environment, which enable each child to achieve his/her full potential as an individual and in relationships with others. As part of Aldersgate United Methodist Church, preschool families are always welcome to the abundant opportunities for Christian nurture and fellowship offered by the church.

Mrs. Sharon Meredith Jennelly is the Early Childhood Administrator and Curriculum Coordinator of Aldersgate Preschool. She holds a Bachelor's of Science degree in Early Childhood and Elementary Education from Elizabethtown College. She has taught from infants up to 5<sup>th</sup> graders in her teaching career. She is an active member of Aldersgate United Methodist Church serving as their Director of Children's Ministries as well as directing the Aldersgate Preschool. The preschool program has a quality, caring, dedicated, nurturing staff and receives training, professional in-service days and attends professional workshops throughout the year. Safety of course is top priority and to help ensure everyone's safety we follow the [DELACARE, Regulations for Early Care and Education and School-Age Centers, State of Delaware, Department of Education, Office of Child Care Licensing \(Updated September 2020\)](#) at all times. This document is referred to throughout the Handbook. Licensing requirements are available and encouraged for parent inspection upon request at the Preschool.

**Non-Discrimination Policy (12/2019)**

The child and family will not be discriminated against based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws.

**Inclusion Policy**

The Preschool embraces an inclusion approach that strives to provide opportunities for all children to actively participate in all aspects of the program. We support the inclusion of children who require additional support because of a physical, cognitive, social or emotional need. We make changes to our daily program when possible to meet the needs of each child. We respect and value the input from parents and encourage them to be part of the decision-making process for their child. We request that families share the IFSP/IEP with us. We support families by consulting with early intervention professionals when possible. All teachers have knowledge and training in inclusion best practices. The goal is to create an environment in which all children are valued and respected in order to support their optimal learning and development.

## **Policy on Dual Language Learners**

We would be in communication with the families on the best possible way to communicate the needs of the child. Depending on the need we could have a translator. We could have the family come and visit the classroom and share their culture and we would also then gain a greater understanding of the family. Depending on the need we would of course work with the family for what would be best for them.

## **Governing Body**

Aldersgate Preschool is an outreach program of the Aldersgate United Methodist Church. Sharon Jennelly has been designated as the Early Childhood Administrator and Curriculum Coordinator of the Aldersgate Preschool with responsibility for and authority over the operation of the Preschool. The Aldersgate Preschool Board consisting of members of the church with specific talents, church staff members, pastors and parents of the children attending the preschool or have attended the preschool are on this board to help with the functioning of the preschool. The SPRC (Staff Parish Relations Committee) also guide the preschool in decision-making processes.

## **Enrollment**

Children of the community starting at the age of 18 months may be accepted into the 18-Month-Old program. A child who has turned two by September 1 of the same year may be accepted into the 2's program. A three-year-old who has turned three by September 1 may be accepted into the 3's program. A four-year-old who has turned four by September 1 may be accepted into the 4's program. Aldersgate Preschool does not discriminate on the basis of race, color, creed, gender, or national origin.

In order to enroll: 1) Call the director for a Registration Form and then send back the completed Form accompanied by the non-refundable fee. 2) If accepted, you will receive a letter of acceptance from the Early Childhood Administrator. 3) Once payment of September tuition is received you will then receive the necessary forms needed to complete enrollment. 4) A visit to the school will be scheduled as the starting date approaches to familiarize your child with his/her new surroundings and teacher.

Aldersgate Preschool will provide any parent(s)/guardian(s) who is inquiring about or planning to enroll a child into the Preschool with information detailing his or her right to inspect the active record and complaint files of the Preschool. As a part of the enrollment or application process, Aldersgate Preschool will require the parent(s)/guardian(s) to read and sign *The Parents Right to Know Act* form and keep the signed document on file at the Preschool. A copy of the form must be given to the parent. The Parents Right to Know Form log is also signed, dated and provided to OCCL at each annual compliance review. Once provided to OCCL this log is not required to be kept on file.

## **Admissions**

Admissions are based on availability of space and determination by the staff that the school can meet the needs of the child. Returning students and siblings of current students are given first priority at registration. Remaining vacancies are filled according to date of application.

## **Arrival and Departures**

For the safety of all, please **have your child hold your hand through the parking lot area.** **Please do not park in the Fire Lane and park in a designated parking space.** Remember to lock your car and carry your purse with you at all times.

Parents and children should enter the building by the glass door entrance of the main parking lot. The parent or car pool driver will sign in with the appropriate information for the day and the child will be properly screened. **Arrival time for preschool class is at 9:00 a.m. Please be on time. Preschool classes end at 11:45 a.m.** 11a.m. for 18-month-old and 2's classes the first two weeks of preschool. Please be prompt in picking up your child.

We will take the child to the Lunch Bunch room at 11:55 a.m. **A late fee will be charged if you pick up your child late.** \$5.00 will be charged if you are ten minutes late. \$1.00 per minute will be charged from the eleventh minute on. The late fee must be paid on that day.

### **Absence**

Please notify the school if your child is unable to come to school for the day due to illness, vacation, etc. Please call and leave a phone message at (302) 478-2575, ext.118 or Sharon Jennelly's cell phone (302) 562-5808 or text or email [sharon.jennelly@aldersgatede.org](mailto:sharon.jennelly@aldersgatede.org)

### **Important Telephone Numbers:**

Sharon Jennelly, Aldersgate United Methodist Church (302) 478-2575, ext. 118  
Cell (302) 562-5808

### **Release of Children**

All children will be signed out by the parent or authorized person on the sign in/out clipboard. These mandatory procedures are done as a safety precaution. All children are dismissed from their classrooms to the care of a person providing transportation as authorized on the *Child Information Form* signed by the parent. If your child is to go home with a friend or will be driven home by someone other than those persons authorized on the *Child Information Form*, a **written note** signed by the parent or email or text must be received by the preschool administrator or teacher that morning. Phone calls or a verbal message are *not* acceptable. Teachers will ask for proper (picture-driver's license) identification of persons not known to them. Staff will keep a copy of the ID that is used to verify the identity of an approved pickup person who is not known to the staff.

This procedure ensures documentation of the release of the child from the responsibility of Preschool staff to an authorized person. Parents/guardians may pick up their child if the child is requested for an emergency release. If a person not known to the Preschool staff wants to pick up the child and is on the list for pick up yet a written note has not been provided or written, the staff is to contact the parent immediately to ensure communication of the pickup. The Preschool requires copies of court-ordered custody documents for part of a child's file, if applicable. If a person not authorized to receive a child, or a person who appears to be intoxicated or otherwise incapable of bringing the child home safely, requests release of a child; the preschool staff will try to keep the child safe without endangering themselves or the welfare of the other staff and most importantly the other children at the preschool and call the parent immediately and also call 911 to report the driver under the influence or appearing incapable of bringing the child home safely.

If a non-custodial parent attempts to claim the child without the consent of the custodial parent/guardian; call the custodial parent immediately, again, keeping everyone as safe as possible. The Release of Children Policy will be provided to all parents/guardians of the children in attendance and staff members.

### **Parent/Guardian Communication and Participation**

Parents are more than welcome to visit the program (depending on Covid regulations). Aldersgate Preschool ensures that parent(s)/guardian(s) have access to the Preschool to observe their children at any time without prior approval of the Preschool. Parents are also welcome to participate in special events as often as possible. Your involvement benefits your child and allows for better communication and understanding as a whole. Please make it a habit to check the message board located in the preschool hallway when available and your child's classroom

displays, dry erase board, clipboard, Facebook, surveys and daily, weekly and monthly emails. It allows for better communication and is a helpful way to keep you informed.

The Aldersgate Preschool Parent Committee will be organizing various activities through out the school year, which include family events, meals to new babies' families, teacher appreciation luncheons/gifts, and the End-of-year Picnic. We welcome you to come in and share your profession or special interest or skill! We care for our world and recycle so, please plan to save and send to school when the teacher places a message of needing "Beautiful Junk": Paper, yarn, and containers with lids: coffee cans, yogurt, butter, etc.

## **Curriculum**

Aldersgate Preschool's curriculum includes both free play and guided activities. We use Teaching Strategies and the Creative Curriculum plus various other curriculums depending upon the goal of the lesson. Language, sensory, motor, and perceptual skills are developed through both child-centered and teacher-directed activities with an atmosphere for learning. Rather than Religion being a separate part of the curriculum, it is taught through the teacher's loving example, through songs and stories, and thankfulness for all of God's love and grace for us. Each age level has a developmentally specific curriculum. Aldersgate Preschool's purpose is the development of the whole child – spiritually, socially, emotionally, intellectually, and physically. A daily schedule of the classroom activities is posted in each child's classroom.

## **Program Goals and Planning**

Aldersgate Preschool will develop written goals for the children's development and education. Goals include areas of physical, social, emotional, language/literacy, and cognitive development and are appropriate to the ages and developmental levels of the children in attendance. The goals shall reflect what the Preschool hopes to accomplish through its program of activities.

Aldersgate Preschool has a written plan of developmentally appropriate activities designed to help all children reach these goals. The activity plan shall be current and accessible to parents/guardians and staff. The activity plan shall include at least one (1) daily activity for each goal. Activities that allow children to choose to participate with the whole group, part of the group, or independently shall be identified. The plan shall reflect that the children have the choice to participate in at least four (4) activities each day. The time allotted for such activities shall constitute at least one-third (1/3) of the time the child is in attendance for a particular day.

A. Activities shall be varied, developmentally appropriate, may be related to themes, culturally meaningful and educationally valuable and promote the development of language, literacy, reasoning and problem-solving skills, understanding of numbers and other mathematical and scientific concepts, large and small muscles skills, social skills, understanding and self-regulation of emotions, self-esteem and positive self-image, as appropriate to the ages and developmental levels of children in care. Adaptations of activities shall be made for children with disabilities to enable them to reach goals described in IEPs, IFSPs, and Section 504 plans.

B. Lesson plans are based on best practices and accepted research in the field of early care and education and in alignment with principles and foundations of learning and development, such as the Delaware Early Learning Foundations: Preschool, Delaware Early Learning Foundations: Infant/Toddler, and also as set forth by the State of Delaware or United States Department of Education.

Aldersgate Preschool will ensure that for toddlers and older, indoor physical space is organized into activity areas. An activity area shall be an identifiable space that is accessible to children

and where related equipment and materials are kept in an orderly fashion. Activity areas shall include the following and involve activities available on a daily basis:

- A. Language and literacy area (including books and writing materials);
- B. Dramatic play area;
- C. Construction/block area (unit blocks and accessories);
- D. Creative arts area (drawing materials, clay or play dough); and
- E. Manipulative/mathematics/problem solving area (including puzzles, small construction toys, objects to sort).

Aldersgate Preschool will ensure that for toddlers and older, other activity areas include the following and involve activities available at least once a week:

- A. Cooking or food exploration/healthy habits, such as talking about healthy habits or comparing the taste/texture of different food.
- B. Science and nature investigation, such as talking about the weather, observing insects/birds, having a leaf collection, blowing bubbles or having a pet.
- C. Music and rhythm, such as singing, simple instruments, or music toys, and
- D. Multi-sensory play tables, such as sand and water play with containers, spoons, scoops, trucks or toy people.

We will also have activities and materials that reflect children's cultures and communities, including both familiar and new materials, pictures, and experiences.

Aldersgate Preschool will ensure that each child, according to his or her ability, is provided the opportunity for a minimum of twenty (20) minutes of moderate to vigorous physical activity indoors and/or outdoors.

### **Screen Time Permission (TV, DVD, computer, and/or tablet)**

Parents sign a permission form for their child to have limited, age-appropriate screen time at preschool.

### **Parent/Guardian Involvement**

Aldersgate Preschool will ensure that activities and materials reflect children's cultures, and communities, including both familiar and new materials, pictures, and experiences. Staff will consult with parents/guardians about care practices specific to their children's culture and community, and provide as much consistency as possible in their direct child care practices especially concerning infants and toddlers.

### **Typical Overall Daily Schedule**

Aldersgate Preschool will develop and follow a schedule for each group of children posted for easy reference by parents/guardians and staff. The schedule will show blocks of time usually assigned to types of activities and include periods for both active play and quiet play. Blocks of time will show activities that are scheduled for indoor and outdoor areas. The schedule will reflect daily opportunities for both free-choice and staff-directed activities.

### **Typical Daily Schedule for Preschool-age Children**

Before care 8am -9am (optional)

9:00 am – 9:30 am Free Choice Activity Centers

9:30 am – 9:35 am Clean Up

9:35 am – 10:00 am Circle Time

10:00 am -10:30 am Outdoor Playground or Indoor Play

10:30 am -10:40 am Bathroom

10:40 am – 11:00 am Snack  
11:00 am – 11:30 am – Free Choice Activity Centers  
11:30 am – 11:35 am – Clean Up  
11:35 am – 11:40 am – Story  
11:40 am -11:45 am – Dismissal

11:55 am – 1 pm or 2 pm Lunch Bunch (optional)

### **Documenting Children's Progress**

Aldersgate Preschool has an organized system for documenting the progress of individual children in relation to appropriate developmental and educational goals, which could include Individual Education Plans (IEP/IFSP) that would be shared with the preschool teachers to help support the goals in the child's progress when applicable. This documentation is done annually and used to identify possible concerns, and activities and experiences that may benefit the child. We use the Teaching Strategies Gold Assessment program for the seasonal Check Points and observation and assessments. This information is gathered to document a child's progress, is kept in the child's file and shared with the parent(s)/guardian(s) as necessary and at the parent conference. With the parent(s)/guardian(s)' permission, information may also be shared with other professionals when referring the child for special services.

### **Program for Toddler's - 18 Month Old & 2's Program**

Aldersgate Preschool's 18-month-old Early Childhood Teachers and Early Childhood Assistants record daily the child's eating, diapering, and activities and share these with the child's parent(s)/guardian(s) at the end of each morning by a documented daily note or email. Aldersgate Preschool will ensure that with the approval of the Early Childhood Administrator or Early Childhood Curriculum Coordinator, individual plans are developed for each toddler in care. The plan shall include age and individually appropriate goals and describe specific activities and experiences to be provided by staff in support of these goals. Staff will record these and note developmental milestones, accomplishments, and concerns. Plans shall be reviewed at least three (3) times over a one (1) year period. This information shall be shared with the toddler's parent(s)/guardian(s).

Aldersgate Preschool will ensure staff interacts with toddlers at their eye level, and whenever appropriate, sitting on the floor with the toddlers, providing the following opportunities throughout the day:

- A. Offering frequent face-to-face interactions with the toddlers;
- B. Having conversations with toddlers during play, feeding, and routine care;
- C. Reading to and looking at books with toddlers individually and in small groups;
- D. Encouraging children to play with one another with adult help;
- E. Providing materials and encouragement for pretend play alone and with other children and adults;
- F. Providing varied materials, sights, sounds, and other experiences for toddlers to explore with all their senses;
- G. Providing opportunities for children to walk, run, climb, stack, balance, scribble, draw, and develop fine and large motor skills;
- H. Responding to toddlers' words and actions with interest and encouragement;
- I. Giving names to objects and experiences in the toddlers' environment;
- J. Supporting toddlers' development of independence and mastery of feeding, dressing, and other skills.

### **Program for Preschool-Age, 3's & Prekindergarten Children**

Aldersgate Preschool will ensure staff interacts with preschool-age children at their eye level and whenever appropriate, sitting on the floor with the children, providing the following opportunities throughout the day:

- A. Offering frequent face to face interactions with children;
- B. Having conversations with children during play, meals and routine care;
- C. Reading to and looking at books with children individually and in groups;
- D. Using rhymes, songs, and other ways to help children connect sounds and letters and develop other literacy skills;
- E. Helping children develop mathematical and scientific concepts through play, projects, and investigations of the Preschool's environment;
- F. Supporting the development of social competence through play and cooperative work with other children;
- G. Providing materials and encouragement for more extended and complex pretend play alone and with other children and staff;
- H. Providing varied materials, sights, sounds, and other experiences for children to investigate and talk about;
- I. Providing opportunities for children to walk, run, climb, stack, balance, scribble, draw, write, and refine fine and large motor skills;
- J. Responding to children's words and actions with interest and encouragement;
- K. Giving names to objects and experiences in the children's environment; and
- L. Supporting children's development of independence and mastery of skills.

### **Positive Behavior Management – (Discipline Policy)**

Aldersgate Preschool has a written statement in plain language regarding the positive behavior management of children. The statement on positive behavior management is posted on the parent communication board (across from the 2's classroom) and routinely provided to parents/guardians and staff.

We believe children learn positive behavior through loving guidance, education, and redirection. The most effective way to build a child's repertoire of positive behavior is to reinforce and reward those behaviors so that the child will want to repeat them. At times, children behave inappropriately. Some of their behaviors may even be injurious to others. We will strive to preserve the safety of all children in our care. In order to preserve the safety of the children, these behaviors must be controlled. We will implement strategies that respect each child as well as provide guidance and direction necessary for each child's safety. Parents will be alerted to any recurring behavior problems. Communication is vital in these situations. Conferences with the teacher and parent are suggested first. Then a conference with the director is set up to discuss the problem behaviors. If the program is not benefiting the child, Aldersgate Preschool reserves the right to dismiss the child from the program.

### **Suspension and Expulsion**

Our staff members have completed many trainings to learn to provide social and emotional nurturing and redirection for each individual child, particularly those who present challenging behaviors. These trainings included developmentally appropriate behavior, cultural responsiveness, family engagement, adverse childhood experiences, trauma informed care, and evidence-based practices. They complete training each year to help them understand children who have challenging behavior. We work hard to ensure that each child feels special and that each child gets along well with others in the group. If your child is unable to control his or her behavior such as using disrespectful language, throwing objects, or hitting others, our staff members will work with you to help your child change his or her behavior and you may need to seek professional services for your child. We will use interventions to help your child learn to



manage his or her behavior. If a therapist is involved, we will work with him or her and use the techniques/interventions that he or she recommends. These behaviors and interventions will be documented. After working to help your child, if the child continues to hurt others, he or she will be suspended for one day. If your child returns and continues to hurt others, you will be given five days to find alternate care and your child will be expelled.

Your child's care will be terminated in the following situations:

- Your child's presence becomes a serious safety threat to himself/herself or others;
- You or a family member becomes a safety threat by becoming hostile and we cannot resolve the situation; or
- You fail to pay for services, as agreed upon on acceptance into the preschool.

### **Child Abuse and Neglect**

Aldersgate Preschool provides each staff member of the Center written information governing the reporting provision of the Delaware child abuse and neglect law(s) and regulations, Aldersgate Preschool's policies and procedures for reporting and documenting suspected abuse and neglect, and maintain on file written documentation of their receipt of this information. Aldersgate Preschool will not discourage, inhibit, penalize or otherwise impede any staff member from reporting any suspected or alleged incident of child abuse or neglect. Aldersgate Preschool follows and maintains on file written policies and procedures for handling any incident of suspected child abuse or neglect, which occurs while a child, is in the Preschool's care. The policies and procedures contain provisions specifying that:

- A. Aldersgate Preschool will immediately report the suspected abuse or neglect as required by Law;
- B. Aldersgate Preschool will immediately take remedial action to protect children from harm;
- C. Aldersgate Preschool will take long-term corrective action to eliminate the factors or circumstances that may have caused or may have otherwise resulted in a continuing risk of abuse or neglect to children if the abuse or neglect occurred at the Preschool by a staff member;
- D. Any staff member alleged to have perpetrated an incident of child abuse or neglect will not have direct contact with any child, or be reassigned to other duties that do not involve contact with children until the investigation of the incident has been completed; and
- E. Aldersgate Preschool will take disciplinary action, up to and including termination as required, against any staff member who committed an act of child abuse or neglect.

### **Transition to a New Class**

Children move from one classroom to another at the start of the new school year. Families are able to meet the preschool staff, visit the classroom and receive information about the upcoming school year at the open houses the week before preschool begins. All teachers are in contact with their families for this designated time frame. Specific Ages & Stages Questionnaires, All about Me forms, snacks, allergies, schedules, expectations and goals are reviewed during the beginning of the preschool year.

### **Physical Environment and Safety**

Aldersgate Preschool will maintain all areas of the facility in a clean, safe condition free from hazards to the health and safety of children and all structures, fences, equipment and grounds are maintained so as to be free from any hazard to health and safety.

## **Sanitation**

Aldersgate Preschool will ensure that areas and equipment are washed daily with soap and water and disinfected as required. The disinfectant solution shall either be a self-made solution consisting of one-fourth (1/4) cup of household bleach to each gallon of water (one (1) tablespoon per quart), which is prepared daily, labeled, placed in a bottle that is sealed with a cap and stored out of the reach of children or a commercially prepared disinfectant which indicates it kills bacteria, viruses and parasites and used in accordance with label instructions.

## **Handwashing**

Aldersgate Preschool will ensure that staff and children wash their hands regardless of glove usage with soap and running water and use single service towels for drying hands, according to the Delaware Stars standards:

- A. Before and after eating or handling food;
- B. Before and after giving medications;
- C. Before and after caring for a child who may be sick;
- D. Before and after using a water-play table with other children;
- E. After toileting or diapering;
- F. After coming into contact with blood, fecal matter, urine, vomit, nasal secretions or other body secretions;
- G. After handling animals or their equipment or after coming into contact with an animal's body secretions;
- H. After playing in a sandbox;
- I. After outdoor play;
- J. After cleaning;
- K. After taking out the garbage.
- L. At arrival and leaving for the day.

## **Diapering**

Aldersgate Preschool will ensure that staff members changing children's diapers wash their hands and the hands of the child with soap and water immediately after each diaper change; and the proper procedure is posted in the diaper changing area.

## **Food Safety**

Aldersgate Preschool has refrigeration to keep perishable food cold (forty (40) degrees F. or colder). When children eat lunches prepared at home we have adequate refrigerated storage for such lunches for the Lunch Bunch program. The Preschool will ensure that all food is clean, wholesome, free from spoilage and adulteration, correctly labeled and safe for human consumption.

## **Storage of Personal Belongings**

Aldersgate Preschool provides a "cubby" for each child with individual storage space for personal belongings stored in a plastic container and zip-lock bag, so that clothing used by a child does not come into contact with that used by other children.

## **Outdoor Climate**

Children shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Children will play outdoors if the wind chill is above 20 degrees F and the heat index is below 90 degrees F as identified by the National Weather Service. Outdoor play is not required if there is active precipitation.

## **Emergency Planning**

Aldersgate Preschool has a written emergency plan describing procedures for both natural and man-made disasters for such situations as a fire, flood, earthquake, extreme weather conditions, power failure or utility disruptions, chemical or toxic spills, bomb threat, or terrorist attack. You will be contacted to pick up your child at the preschool and sign your child out with the teacher or at Panera or St. Mary Magdalen Church if the preschool needed to be relocated. Evacuation drills are practiced from all exit locations at varied times of the day and during varied activities. Aldersgate Preschool has a written plan for procedures in the event that children and staff must remain at the Preschool for an extended period due to a natural or man-made disaster. Therefore, a collection of gallons of water at the beginning of the school year is done.

## **Pets**

Aldersgate Preschool will ensure that any pets kept by or located in the Preschool are documented by a licensed veterinarian as not being carriers of illness that would be a hazard to children, are free from disease and vaccinated as prescribed by law or as recommended by a licensed veterinarian. Children only under close staff supervision will handle the animals.

## **General Safety Practices**

Safety of the children at Aldersgate Preschool is our main concern that is detailed in the state regulations of the DELACARE, RULES FOR EARLY CARE AND EDUCATION AND SCHOOL-AGE CENTERS, STATE OF DELAWARE, DEPARTMENT OF EDUCATION OFFICE OF CHILD CARE LICENSING.

## **Health Care Plan**

This is Aldersgate Preschool's written plan for the routine and emergency health care of children including procedures to be followed in case of illness and plans for accessing emergency services. Each staff member has received a copy of this plan and is trained in its implementation during staff orientation. Parents/guardians are given a copy of this plan (at the time of enrollment or soon thereafter). The health care provider has approved the plan or certified child care health consultant who is also a Registered Nurse licensed in Delaware and include: Procedures to be followed in case of illness or emergency, including method of transportation and notification of parents/guardians. The parent will be notified immediately about the illness or emergency. 911 will be called depending on the situation. The parent may choose to pick up the child or have the ambulance transport the child. The Aldersgate Preschool staff may transport the child to the A.I DuPont Hospital for Children. Procedures to be followed in case of illness or emergency, when parents/guardians cannot be reached; The emergency contact numbers listed on the Emergency Contact Information card will be notified.

## **Medication Policy**

There are staff members who are certified by the Office of Child Care Licensing (OCCL) to administer medication on site at all times. OCCL considers anything other than soap and water to be medication. Before administering any medication, you must complete a Medication Administration Record (MAR) and include all of the required information listed on the form. Medication must be in its original container and labeled with your child's name. When your child no longer needs the medication or the medication has expired, we will return the medication to you. In order to comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodations, please speak with our administrator to discuss your request.

The plan for the management of communicable disease includes the following:  
The list of symptoms of illness for which a child will be excluded from Aldersgate Preschool or

separated from the group if symptoms occur after the child has been admitted for the day. Aldersgate Preschool will not permit a child who has symptoms of illness specified below to be admitted to the Preschool or remain at the Preschool unless written documentation from a health care provider, or verbal with written follow-up, states the child has been diagnosed and poses no serious health risk to the child or to other children. The symptoms of illness for possible exclusion shall include, but not be limited to any of the following:

- A. Temperature: infants four (4) months old and younger, equivalent to 100 degrees or greater even if there has not been a change in behavior;
- B. Temperature: children older than four (4) months, equivalent to 101 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness - until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than four (4) years (or younger than three (3) years if a digital thermometer is used). Rectal temperature shall be taken only by a licensed health care professional;
- C. Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) - until medical evaluation allows inclusion;
- D. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper - until diarrhea stops;
- E. Blood in stools not explainable by dietary change, medication, or hard stools;
- F. Vomiting illness (two (2) or more episodes of vomiting in the previous twenty-four (24) hours) until vomiting resolves or until a health care provider determines the cause of the vomiting is not contagious and the child is not in danger of dehydration;
- G. Persistent abdominal pain (continues more than two (2) hours) or intermittent pain associated with fever or other signs or symptoms;
- H. Mouth sores with drooling, unless a health care provider determines that condition is noninfectious;
- I. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
- J. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after twenty-four (24) hours after antibiotic treatment has been initiated;
- K. Scabies, until twenty-four (24) hours after treatment has been initiated;
- L. Pediculosis (head lice), until twenty-four (24) hours after treatment has been initiated;
- M. Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend care;
- N. Impetigo, until twenty-four (24) hours after treatment has been initiated;
- O. Strep throat or other streptococcal infection, until twenty-four (24) hours after initial antibiotic treatment and cessation of fever;
- P. Varicella-Zoster (Chicken pox), until all sores have dried and crusted (usually six (6) days);
- Q. Shingles, only if sores cannot be covered by clothing or a dressing; if not exclude until sores have crusted and are dry;
- R. Pertussis, until five (5) days of antibiotic treatment;
- S. Mumps, until nine (9) days after onset of parotid gland swelling;
- T. Hepatitis A virus, until one (1) week after onset of illness, jaundice or as

- directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff;
- U. Measles, until five (5) days after onset of rash;
- V. Rubella, until six (6) days after onset of rash;
- W. Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions; or
- X. Unspecified illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without comprising the health and safety of other children.

The list of reportable communicable diseases for which a child will not be admitted to Aldersgate Preschool without a written statement from a health care provider. Aldersgate Preschool shall not permit a child with a reportable communicable disease, as specified by the Division of Public Health to be admitted to or remain at the Center, unless:

- A. Written documentation from the child's health care provider states the child has been evaluated and presents no risk to the child or to others;
- B. The licensee has reported the illness to the Division of Public Health and has been advised the child presents no health risk to others; or
- C. If there is conflict in the opinions of the health care provider and the Division of Public Health regarding the exclusion of a child, the licensee shall follow the instructions of the Division of Public Health.

Be assured that the parent(s)/guardian(s) whose child may have been exposed to a reportable communicable disease will receive written notice of the outbreak of such disease at Aldersgate Preschool. Email notice may also be used for communicating.

### **Illness**

Some common tips for staying healthy that we teach the children include: Sneeze and cough into your elbow: minimizing the spreading of germs through the hands. Sing the ABC song while washing hands before meals, after diapering, after toileting, and blowing of a nose. If the staff feels that your child is too ill to remain in the program, you will be called. We will expect you, or someone you designate, to pick up the child immediately. The final decision to exclude a child from care will be made by Aldersgate Preschool.

### **Accidents, Injuries, and Serious Incidents**

If your child becomes injured, is bitten, or involved in a physical altercation with another child, emergency action will be taken to protect your child from further harm and you will be notified.

If your child receives a serious injury, you will be notified immediately. Per licensing regulations, a serious injury includes any impact to a child's head. Therefore, if your child falls and bumps his or her head, lips, mouth, or face you will be notified immediately.

An accident/injury report will be completed and provided to you within one business day and a copy of this report will be kept in your child's file.

You will be notified of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches.

If your child has a life-threatening injury or illness or a serious medical incident such as a seizure, allergic reaction, burn, drowning, etc., you will be notified immediately after an ambulance is contacted and you will receive an incident report.

You will be required to sign the report as proof that you were notified of the accident/injury/serious incident.

### **Confidentiality**

We require written parent/guardian permission before we will disclose or use any of your child's information to others. Our staff members who work with your child will only receive the

necessary information regarding your child to ensure your child's needs are met. Please note that employees of the Office of Child Care Licensing and those with other duties related to the health, safety, and well-being of children will be given access to your child's information for official use. (Signature Form-Personal Information)

### **Photographs and Videos**

We take photographs regularly and special events may be recorded. These pictures may be posted in the preschool, displayed on our website, or used to chronicle your child's development or to illustrate the daily curriculum. We require written parent/guardian permission on the Signature Form -Release Form to disseminate photographs or videos of your child or if your child will participate in special events.

### **Conferences**

Two Parent Conferences are held during November and March to formally discuss the child's social, emotional, cognitive and physical development. Please sign the progress report and return it to the child's teacher. Please sign your child up for the free childcare during the parent conference. Individual conferences can be held at any time of the year, however, and we encourage you to contact the school if you have questions or concerns about your child's development either at home or school.

### **School Calendar**

A general calendar will be issued at the beginning of the school year and is followed up by monthly detailed updates.

### **School Closings**

In the event of bad weather (including fog), Aldersgate Preschool may be closed. Notice of such closings are listed on radio AM station WDEL 1150 or FM stations WSTW 93.7. Please listen for **Aldersgate Preschool**. If at all possible, the official call will be made by 7am. An email message will also be implemented as well as phone calls if there is no email available. We generally follow the Brandywine School District in these closing decisions.

### **Tuition**

Tuition is based on the school year from September through May. September's non-refundable payment is due once your child is accepted into **Aldersgate Preschool**. The yearly tuition may be paid in one lump sum or monthly. Tuition is due on the **FIRST of the month** with a check payable to **Aldersgate Preschool**, with your child's name on the memo line. (No cash please.) Your canceled check will serve as your receipt for payments. A late fee of \$5.00 will be assessed on the fifth of the month and an additional \$20.00 will be charged on the tenth day of the month. A \$25.00 fee will be charged if a check is returned. Parents are responsible for reissuing a second check. Tuition payments will be made by certified check, or money order if at any future time the bank returns a check. There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

**Please place non-refundable tuition checks in the designated box at the welcome area or send by mail by the first of each month.** *Tuition listed on brochure.*

***Supply/materials Fee (due Sept. 1) - \$50***

***Non-refundable Registration Fee - \$50***

*We are able to offer a 10% family discount on the youngest child's monthly tuition fee.*

## **Food and Nutrition – Food Service Policy**

### **Morning Snack and Lunch**

Aldersgate Preschool serves a morning snack to the children, usually between 10am -11am. The classroom teacher may ask the parents to provide and sign up for specific items related to the curriculum. The teacher may also have individual children bring in their own snack.

Water will be provided for all the children in attendance each day.

Please note all snacks served will follow the nutritional guidelines set forth by the Child and Adult Care Food Program (CACFP). Your child will be encouraged to eat, but not forced to eat. If you do not want your child to eat certain foods due to food allergies, religious reasons, or your family's food preferences please list those on the child's information card. If these foods modify your child's basic meal patterns written documentation is required from your child's doctor. If your child requests a second portion of food or milk, we will gladly provide it. Food cannot be shared between children.

Milk: fluid pasteurized cow's milk; Children one (1) year to two (2) years shall have whole pasteurized cow's milk when not on formula or breast milk;

Aldersgate Preschool will ensure that nutritious and appropriately-timed meals and snacks meeting nutritional requirements are served in accordance with the following schedule which indicates number of hours a child is present at Aldersgate Preschool:

A. 2 hours - 4 hours 1 snack;

B. 4 hours - 6 hours 1 meal and 1 snack;

Each class has its own separate food allergies and special needs. The classroom teacher will inform the families of these allergies at the Open House and in written form.

Nutritional information and guidelines concerning the content of meals will be provided to the parents/guardians; procedures to prevent spoilage of food brought from home; and a procedure to be followed by the staff if food brought from home fails to meet nutritional requirements.

The snack served will have at least one (1) item from two (2) of the food groups as described below. Aldersgate Preschool will ensure the food served is based on the basic food groups as follows:

A. Milk: fluid pasteurized cow's milk;

i. Children one (1) year to two (2) years shall have whole pasteurized cow's milk when not on formula or breast milk;

B. Proteins: meat, fish, poultry, eggs, yogurt, cheese, dried beans, peas. We are peanut-free, so no peanuts or tree nuts due to children's allergies.

C. Fruits and vegetables: include a variety of fresh vegetables and fruits; and

D. Grains: Whole grain and enriched products such as breads, cereals, pastas, crackers and rice.

**LUNCH BUNCH:** (Depending on the Covid regulations this optional program will not be offered because of mixing the groups of children.)

A lunch provided by the parents is brought from home and will have one (1) item from each of the milk, protein and grain food groups and two (2) items from the fruit and vegetable food groups.

Aldersgate Preschool will ensure that staff responsible for food service has knowledge of nutrition, sanitary food preparation, storage and clean-up and adhere to the preschool's policy on food service.

Staff responsibilities for food service activities shall not reduce staff/child ratios nor be allowed to interfere in other ways with the Center's program or supervision of children while performing food service activities.

Aldersgate Preschool will ensure that the Center has an annual review of a two (2) week menu

sample by the Office of Child Care Licensing. Consultation and technical assistance shall be used as needed to correct any problem(s) identified by this annual review and/or during licensing or complaint investigations.

Aldersgate Preschool will ensure that menus are planned in advance, are dated and are posted in a prominent place. Menus noting actual food served shall be retained by the Center for thirty (30) days. Any changes made in actual food served on a particular date shall be documented on the menu on or before that date.

A supply of food and water shall be kept in stock for emergency situations that require an extended stay at the Center or cause a power outage. Non-perishable foods, bottled water and any equipment necessary to serve or prepare foods without the use of electricity shall be included in the supply.

Aldersgate Preschool will ensure that meals and snacks are provided except when one (1) of the following circumstances occurs:

A written statement has been signed by a parent/guardian and kept on file indicating that the parent/guardian has chosen to provide food for the child; Aldersgate Preschool makes it known to all parents/guardians at the time of application for enrollment that meals are to be provided by parents/guardians and informs parents/guardians of the importance of sending meals that meet the nutritional requirements with **DELACARE APPENDIX VI:**

**CHILD MEAL PATTERNS (Food and Nutrition Form.)**

Aldersgate Preschool will ensure that meals and snacks are provided in accordance to the current USDA/Child and Adult Care Food Program (CACFP) meal pattern requirements which are adjusted accordingly by the age of the infant and child as specified in **APPENDIX VI: CHILD MEAL PATTERNS.**

Aldersgate Preschool will have supplemental foods from all basic food groups to serve children if meals provided by parents/guardians fail to meet nutritional requirements. Aldersgate Preschool will ensure that when fruit juice is served, 100%-unsweetened juice is used, and not a fruit drink. Aldersgate Preschool will ensure that children are encouraged but not forced to eat. Aldersgate Preschool will provide for the introduction of a variety of food textures, finger foods, and a cup in the training of self-feeding and nutrition education. Aldersgate Preschool will ensure that powdered milk is not used as a substitute for fluid milk for drinking purposes but may be used in cooking. Aldersgate Preschool will ensure that special, therapeutic diets are served by Aldersgate Preschool staff only upon written instructions by a health care provider. Aldersgate Preschool will ensure that if the parent(s)/guardian(s) requests any modification of basic meal patterns (see **APPENDIX VI: CHILD MEAL PATTERNS**) due to a child's medical need(s) such as food allergies or food intolerance, the parent(s)/guardian(s) provide the food. Aldersgate Preschool with written documentation from the child's health care provider permitting the modification.

Aldersgate Preschool will ensure that if the parent(s)/guardian(s) requests any modification of basic meal patterns (see **APPENDIX VI: CHILD MEAL PATTERNS**) due to a family's food preferences or religious beliefs, the parent(s)/guardian(s) provide Aldersgate Preschool with written documentation specifying which foods are unacceptable and the food substitutions allowed within the same food group.

Aldersgate Preschool will ensure that every effort will be made to accommodate the needs of the child who is being breast-fed, including allowing the mother to breastfeed her child at a designated place at Aldersgate Preschool.

Aldersgate Preschool will ensure that each individual child has his or her own utensils – fork, spoon, knife, dish, cup or bottle as appropriate to the age of the child to eat with or be feed with. Such equipment shall not be shared with another child during feeding.

Aldersgate Preschool will ensure that the use of a bottle is discouraged for children after one (1) year of age, and instead, teach and encourage the use of a cup. There are details of the amount of food on the **APPENDIX VI: CHILD MEAL PATTERNS.**



*Birthdays* are special events in a child's life. Parents are encouraged to send in a special snack for this occasion. We prefer the small pre-packaged mini cupcakes to larger cupcakes, donut holes or special cookies from a bakery are easy alternatives. No home-baked goods are to be served to the children. Please contact your child's teacher in advance with these arrangements.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction.

**Before Care (8AM-9AM for \$10/day) and Lunch Bunch (11:45AM - 1PM or 2PM) will begin the second week of preschool. Sign up your child (monthly) in advance on the designated clipboard. Lunch Bunch is \$10/day till 1pm and \$16/day till 2pm is charged and a check is to be written out to Aldersgate Preschool and days noted on the memo line.**

Aldersgate Preschool's curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their child to eat when they attend lunch bunch. Please pack foods in a lunch box labeled with the child's name and what your child can eat easily as we expect them to eat their food independently. (If it is an item that you would hand feed at home, it shouldn't be in their lunch box). **Please do not pack candy** and other rich desserts in your child's lunch. If you wish for these foods to be a part of the child's diet, please give them to your child at home. Aldersgate Preschool prohibits any food in glass containers. These can be a safety hazards for the children and the staff. Please provide a tea/dish towel (piece of cloth with child's name) for a placemat and an ice pack marked with the child's name, in your child's lunch. Please place the child's lunch on the *Lunch Bunch Cart* in the morning. Lunches containing milk, cheese, yogurt, and/or other food items require refrigeration and should be placed in a refrigerator labeled with the child's name on it. Please label all items brought into Aldersgate Preschool. Please be sure to write the time and sign out your child on the lunch bunch clipboard. Due to possible allergies of our children please do not have **PEANUTS or TREE NUTS in the children's snacks or lunches.**

### **Clothing**

Since independence is one of our major goals for the children, we encourage them to take care of themselves whenever possible. This is especially true with the child's clothing. Please provide your child with clothes that he/she can handle independently, especially in the bathroom. Sturdy shoes, such as **sneakers**, are needed for the children. Clothing which is removed, such as sweaters, raincoats, hats and mittens should be labeled with the child's name. Please leave all nonessential items such as umbrellas, purses, belts, sunglasses, and rain boots at home. Winter boots on snowy days are fine.

### **Change of Clothes**

Aldersgate Preschool provides smocks. However, certain water and art activities can be messy, and even older children may have a bathroom accident, especially during illness. To help minimize any embarrassment or inconvenience to your child, please send in a change of clothing including seasonally appropriate pants, shirt, underwear, (extra diaper & wipes), and socks to school. Please place all items in a labeled zip-lock bag to be stored in the child's cubby. Please replenish these items seasonally or as soon as possible if your child brings home soiled clothing.

### **Book Bag/Back Pack**

Please have your child carry a book bag to and from school each day for notes and papers. This bag is important: please make sure your child brings it each day and check the bag for notes or other important papers.

## **Waiver of Liability**

In consideration of having my child attend the Aldersgate Preschool, on behalf of myself, my family, my heirs, and my assigns, I hereby release the Aldersgate Preschool and the Aldersgate United Methodist Church it's agents, and it's employees from liability for injury, loss, or death to the child while using any facility or equipment or in any way associated with participating in the activity of being a student now or in the future, resulting from the ordinary negligence of the Aldersgate Preschool it's agents and employees. I know and understand and appreciate the risks associated with participating in a preschool and I am voluntarily enrolling my child in the preschool. In doing so, the child is assuming all the inherent risks. I further understand in the event of a medical emergency, Aldersgate Preschool will call EMS to render assistance and that I will be financially responsible for any expenses involved. Please sign the receipt of the Family Handbook to allow permission to medically treat your child and for the waiver of liability.

## **Babysitting by Staff Member Release Form**

*Aldersgate Preschool* requires that by signing the Family Handbook you are releasing liability for a parent/guardian who employs a staff member to baby sit their child/children or for any other reason. Should you choose to employ one of our staff as a babysitter, or for any other purpose, this arrangement is completely between you and the staff member. *Aldersgate Preschool* assumes no responsibility or liability for the staff member's performance. Employment by *Aldersgate Preschool* is in no way a recommendation of the staff member.

Policies and procedures are reviewed periodically and subject to revision.  
Please keep the **Aldersgate Preschool Family Handbook** on file for your reference.

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Addendum- September 2020.

## **COVID-19 Child Care Plan**

**Revised August 31, 2020**

### **Current Requirements for Licensed Child Care Providers**

Child care may be provided to families seeking care from a child care provider licensed by the Office of Child Care Licensing (OCCL).

Licensed child care (LCC) providers must adhere to applicable DELACARE Regulations and the following additional requirements developed by OCCL and the Division of Public Health (DPH).

This revised guidance is based on the Governor's 25<sup>th</sup> Modification to the State of Emergency, issued on August 26, 2020.

**1. All providers must have a written plan to address these requirements as well as additional practices to prevent the spread of, and respond to, COVID-19. Providers may use the "COVID-19 Child Care Plan" template developed by the Department of Services for Children, Youth and Their Families (DSCYF). The written plan must be made available upon request by OCCL or DPH.**

**2. Providers must adhere to the following screening practices for adults and children entering the facility:**

Adults who drop off and pick up children must do so at the entrance to the facility or the foyer area, not the classroom, unless the classroom has its own separate entrance where the child can be safely dropped off. Staff will receive the children and see that they arrive safely in their classrooms.

- Providers must ensure that staff and children do not have an elevated temperature before entering the facility. This may be done by actively monitoring a person's temperature before entrance to the facility, or by asking staff and children (or a parent/guardian on behalf of the child) to report their temperature upon arrival.
  - It is best to use touchless thermometers (forehead/temporal artery thermometers) if possible, but if you must use oral or other types of thermometers, make sure to clean the thermometers thoroughly between each person, as to not spread infection.
  - Follow the manufacturer's directions to disinfect the thermometer.
  - If no directions are available, rinse the tip of the thermometer in cold water, clean it with alcohol or alcohol swabs, and then rinse it again.
  - Personnel screening for fever should consider wearing gloves and face masks per CDC recommendations.

- If a staff member or child reports or is noted to have body temperature at or above 99.5 degrees Fahrenheit, a discussion must be had with the staff member or parent to determine if there is an underlying cause. The staff member or child may be admitted to the child care, but increased monitoring throughout the day must follow to ensure the temperature does not increase or additional symptoms do not develop. If a staff member or child reports or is noted to have a body temperature at or above 100.4 degrees Fahrenheit, they must be sent home. If a provider has a policy that requires staff or children be excluded for a temperature lower than 100.4 degrees Fahrenheit, they should continue to follow their policy, as well as DELACARE Regulations, on child health exclusions.

- Providers must also ensure that each incoming staff member and child (or the child's parent may answer on their behalf) is screened with a basic questionnaire each time they enter the child care facility. The questionnaire shall include at least the questions below:

- Do you have any of the following symptoms: fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, vomiting, nausea, diarrhea, headache/congestion/runny nose with no known underlying cause (such as seasonal or chronic allergies), fatigue, or new loss of smell or taste?
  - If NO, proceed to the next question.
  - If YES, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.), the provider should weigh the risks for COVID-19 exposure and may consider sending the staff member or child home.
  - If YES (for fever of 100.4 or higher), or the staff member or child is otherwise symptomatic and considered at risk for COVID-19 exposure, the staff member or child may not be admitted to the facility and should be advised to consult a health care professional for further guidance, and/or obtain a COVID-19 test. The staff member or child should not return until a health care provider has provided a return to work/child care document.
  - If a COVID-19 test was taken and a positive result was returned, the staff member or student should isolate at home. At least 10 days must have passed since symptoms first appeared, including at least one day (24 hours) since recovery where staff or students have been fever-free without the use of fever-reducing medications and improvement in symptoms has occurred, e.g. cough, shortness of breath, before being permitted to return to work or child care.
- A health care provider or the Division of Public Health can provide a letter stating that the individual has been released from monitoring to the patient.
- If a COVID-19 test is performed with a negative result, the individual should consult their health care provider to determine if the situation warrants continuation of isolation. The student or staff member must provide the LCC with a return to work/childcare document by the health care provider to allow the student or staff member to return to child care in this situation.
- Note that a negative test is relevant for the point in time at which the test was taken. It does not mean the staff or student will not develop COVID-19 in the future.
  - Staff members should consult medical professionals if desired or needed and should adhere to screening decisions made by the primary care provider or DPH medical personnel as appropriate.

- If at any time a doctor confirms the cause of the staff member or child’s fever or other symptoms is not COVID-19 and provides written documentation of approval for them to return to work or care, then the provider shall follow the appropriate DELACARE Regulations and their facility’s policies in regard to return to work or child care.
  - Have you been in *close contact* (e.g., within 6 feet for more than 15 minutes) with a person with confirmed COVID-19 infection?
    - If NO, the staff member or child may proceed with work or may receive child care at the facility.
    - If YES, the staff member or child (close contacts of a confirmed COVID-19 case) will be required to stay at home for 14 days from the time they were exposed to confirmed COVID-19. If a COVID-19 test is performed with a negative result, the individual must still remain at home until the end of the 14-day period to see if symptoms develop.

**3. Early Care and Education Center providers must adhere to the following ratios and group sizes, and these additional requirements:**

- The maximum allowable group size is 15 preschool-age children or younger, (or smaller, as contained in DELACARE Regulations based on the ages of children or room size restrictions);
- The maximum allowable group size is 25 school-age children (kindergarten or higher), space permitting.
  - Staff to child ratio may be 1:20 for school-age children if supervision is provided by an early childhood teacher (or higher) or a school-age site coordinator (or higher). Otherwise two staff are required to provide supervision when the group size exceeds 15 school-age children.
  - Variances will not be granted to exceed the maximum group size of 25.
- Groups should consist of the same children and staff each day, and mixing of groups should be restricted as much as possible;
- Groups must be kept at least 6 feet apart if using shared spaces;
- Providers may seek a variance from OCCL if they must have a group size larger than 15 preschool-age children or younger and have the space to accommodate the larger group, as specified in DELACARE Regulations. Variances will not be granted to exceed maximum group size or minimum staff to child ratios contained in DELACARE Regulations. Providers must follow the variance process outlined in DELACARE Regulations.

<b>Age of Child</b>	<b>Minimum Staff/Child Ratio</b>	<b>Maximum Group Size</b>	
Infant	Under 12 months	1:4	8
Young toddler (1-year-old)	12 through 23 months	1:6	12
Older toddler (2-year-old)	24 through 35 months	1:8	15
Young preschool child (3-year-old)	36 through 47 months	1:10	15
Older preschool child (4-year-old)	48 months or older and not yet attending kindergarten or higher	1:12	15
School-age child	Attending kindergarten or higher	1:15	25

**6. Cleaning and sanitizing requirements in addition to those in DELACARE Regulations:**

- Suspend use of sand and water tables (Water tables may be used if proper social distancing can be maintained, such as only one child using the water table at a time, and the water tables are cleaned in between each child’s use and sanitized at the end of each day)
- Suspend use of shared Play-Doh or other clay-like materials

- Suspend use of shared toys that children wear on their faces such as play masks and goggles, except play masks or goggles that are worn by an individual child and stored separately for that individual child.
- Staff and children must wash hands upon entering the classroom and upon leaving
- All hard surfaces must be sanitized twice a day and as needed
- Toys should be separated for sanitizing immediately after being placed in a child's mouth
- All frequently touched surfaces (doorknobs, light switches, faucets, and phones) should be sanitized frequently throughout the day
- Access to food preparation areas should be restricted to only staff who are essential to food preparation

**7. Providers must adhere to the current requirements for cloth face coverings, distancing and other DPH requirements. For child care businesses, these practices include:**

- All child care providers and/or staff working in child care facilities must wear cloth face coverings covering the nose and mouth while at work;
  - During nap time when children are sleeping, staff may remove the cloth face covering IF social distancing is maintained and the mask is readily available to reposition properly on the face when approaching children and others.
  - During outside play, staff may remove the cloth face covering IF social distancing is maintained and the mask is readily available to reposition properly on the face when approaching children and others.
- If a staff member or other adults in a child care facility cannot wear a face covering due to a medical condition, documentation from the individual's health care provider is required but does not require the health condition to be named. Documentation must be available for review upon request by DPH or OCCL.
  - Individuals with such documentation are required to wear a face shield at such times that a facial covering would be required.
- Providers must follow DPH guidance regarding face coverings for children and the modifications to Delaware's State of Emergency due to a public health threat;
  - All children in kindergarten and above must wear face coverings at all times while inside child care centers and child care homes except for meals, naps, or when doing so would inhibit the child's health. If outside the child care home or center, face coverings must be worn by children kindergarten and above if social distancing cannot be maintained.
  - All children 2 years of age through Pre-kindergarten are strongly encouraged to wear face coverings if they can do so reliably in compliance with CDC guidance on how to wear cloth face coverings while inside child care homes and centers, except for meals, naps, or when doing so would inhibit the child's health and outside, if social distancing cannot be maintained.
  - Any child under two years of age must not wear a face covering due to suffocation risk.
  - Child care homes and centers shall develop written procedures to respond to individual requests for reasonable accommodations or modifications to their face covering policy to allow a child who cannot wear a face covering because of their health or a disability to participate in, or benefit from, the programs offered or services that are provided by the child care home or center.
  - Child care providers and staff at child care homes and centers must supervise use of face coverings by children to avoid misuse and monitor compliance.
- Facilities must deny entry to anyone in kindergarten or above who is not wearing a face covering in compliance with DPH guidance and the State of Emergency, if one is not available to be provided to that person.
- Business owners must provide cloth face coverings to staff if staff do not already have them;

- Business owners must provide staff and children with access to handwashing facilities and supplies and hand sanitizer. Children and staff must be allowed time to wash hands frequently throughout the day;
- Social distancing of 6 feet for school-age children shall be maintained with appropriate use of face coverings, as appropriate to the age and developmental levels of the school-age children in care and the activities being performed. Note: if the children are seated and facing the same direction, then 3 feet between students with use of face coverings is appropriate. Social distancing of younger than school-age children is not required but is encouraged where feasible; and
- Child care homes and centers must discontinue off-site field trips.
- Reporting of COVID-19 cases among staff or students to DPH is required. It is covered under the category of Severe Acute Respiratory Syndrome (SARS) – as SARS CoV-2 is the virus that causes COVID-19. A full list of notifiable diseases is listed here. Child care providers must report positive cases of COVID-19 in their center or childcare home to DPH.

In addition, the Secretary of Education has the authority to suspend and/or modify existing DELACARE Regulations as needed to provide greater flexibility for child care providers. *DELACARE Regulations for Early Care and Education and School-Age Centers*. Aides may not be alone with children at any time.

#### **Modify 28.C General Qualifications (Center Regulations)**

Guidance: A licensee shall ensure that a staff member **has a scheduled fingerprinting appointment** with Delaware State Police before the start of employment. This information shall be placed in the employee’s file. The staff member with a fingerprinting appointment may begin work while being supervised at all times by a person who has completed the background check process and been determined eligible and qualified at least as an early childhood assistant teacher or school-age site assistant. No staff member may be alone with children until after DSCYF’s Criminal History Unit reviews the comprehensive background check and determines their eligibility.

#### **Modify 76.D Activity Schedule (Center Regulations)**

Guidance: A licensee shall ensure screen time activities, such as watching television, using a gaming device, tablet, phone, or computer, are supervised by a staff member, age-appropriate, and education.

- a. Screen time activities for preschool age children require written parent/guardian permission and are limited to one hour or less per day, unless a special event occurs. Exceptions to this can be requested by submitting a completed variance request to OCCL if a preschool-age child or younger has an IEP, IFSP, or attends a public/private preschool program that has remote learning requirements for that student.
- b. Screen time activities for school-age children do not require parent/guardian permission and are limited to one hour a day, unless connected with the school-age child’s educational program.
- c. Children younger than two years of age are prohibited from participating in screen time activities.
- d. Assistive technology is not included in screen time restrictions.

September 4, 2020smj

Updated February 2021

#### **Questions and Complaints**

We understand how important your child is and know that questions and possibly complaints or concerns may arise. If you have a question please speak with your child’s teacher or the administrator. If you have a concern or complaint, please speak to the child’s teacher first, unless you do not feel comfortable doing so. If that is the case, please speak with the administrator. If your child’s teacher does not handle your concern or complaint in a satisfactory manor, please feel free to contact the administrator. We want you to feel comfortable speaking with our staff

members. Please know that your questions, concerns, and complaints are very important to us and will be addressed to the best of our ability.

**Transportation**

Aldersgate Preschool does not transport children.

Policies and procedures are reviewed periodically and subject to revision.

Please keep the **Aldersgate Preschool Family Handbook** on file for your reference.