

**First Baptist Church Preschool and Kindergarten**  
**Parent Handbook COVID-19 Addendum**  
**Health and Safety Plan**  
**Issue Date: July 20, 2020**

The health and safety of your children, your family, and our staff is our top priority. Our goal is to do as much as we can to prevent the spread of infectious diseases within our program. Please read through these policies and procedures carefully.

We will continue to operate within the Minimum Standards for Licensed Childcare Centers as issued by the Texas Department of Family and Protective Services, as well as within the operating policies and procedures listed in the First Baptist Church Parent Handbook as related to specifics about our operation not addressed in this addendum. In an effort to increase our health and safety protocols, we will also operate within the COVID-19 related guidelines issued by the State of Texas and Gov. Abbot as well as the related guidelines issued by the Texas State Health Department and the CDC.

Please make note of the following operational policies:

**HOURS OF OPERATION**

1. Doors will open at 8:00 a.m. for “Early Arrival” students.
2. Doors will open at: 8:15 a.m. for 3 year olds classes, and 8:30 a.m. for 4 year old classes and Kindergarten.
3. Three Year Olds will be dismissed at 11:15 a.m.
4. Four Year Olds will be dismissed at 11:30 a.m.
5. Kindergartners will dismiss at 11:40 a.m.

**DROP OFF & DISMISSAL**

1. All students will be escorted by their guardian from the parking lot to the front porch of the school upon arrival. We will not be unloading children from vehicles or loading children into vehicles. Guardians will wait with their child to be screened for illness before the child may enter the building. Students and guardians must wear a mask while waiting in line to be screened.
2. Parents will not be allowed to cross the threshold of any entrances to the school building. (Parents may have access to their child in the school in emergency situations.)
3. Classes will have a designated dismissal area at the end of the morning. This will be communicated to you by your child’s teacher.
4. Persons authorized to pick up a child from school will stand 6 feet apart as they wait for the children to leave the building.

## **VISITORS TO THE CENTER**

1. All visitors to the center will be greeted on the porch outside the facility to prevent traffic coming in and out of the school.
2. Parents will be encouraged to wait outside of the building. In the event of an emergency, if a parent feels it is necessary to enter the building, he/she may do so after an illness screening of the parent is documented by the Director.

## **GROUP SIZES**

1. Population groups within the school will not be mixed.
  - a. "Early Arrival" students will go straight to their classroom. (8:00 a.m.)
  - b. Recess will take place one class at a time.
2. Bathrooms will be shared space within our building and will be cleaned regularly throughout the school day.

## **PROGRAM CHANGES**

- a. Weekly chapel will now take place in each individual classroom.
- b. Field trips will be held on campus, outdoors; students and teacher participation only
- c. Class parties will be organized by each teacher; student and teacher participation only
- d. There will be no school-wide programs (i.e. Christmas & Graduation)

## **CLEANLINESS**

1. Children and staff will wash hands with soap and water: upon arrival, before and after snack time, when returning from recess, after blowing their nose, and after using the restroom. Hand sanitizer may be used occasionally by both students and staff.
2. Our staff will sanitize high touch surfaces and toys throughout the day, and the entire school will be thoroughly cleaned after school hours and prior to children returning to school the following day.
3. Toys, and other personal items, should not be brought into the school. Items brought into the school will be held on a sanitation table (this does not include jackets or cloth face coverings.)
4. Each child must have two changes of clothes made available to their child's teacher.

## **ILLNESS SCREENING**

1. Staff will assess a child's level of wellness upon arrival. This will include temperature checks and checking for symptoms such as:
  - a. coughing
  - b. shortness of breath or difficulty breathing
  - c. chills
  - d. repeated shaking with chills
  - e. muscle pain
  - f. headache

- g. sore throat
- h. loss of taste or smell
- l. diarrhea
- j. feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- k. known close contact with a person who is lab-confirmed to have COVID-19

2. If a child appears ill upon arrival and/or has a fever greater than or equal to 100.4 degrees Fahrenheit, the child will not be permitted inside the facility and must return home.
3. If a child has a fever while at school, and/or behaviors that indicate illness, the child will be required to be picked up from school immediately following the parents being notified. The ill child will be isolated from the student population and kept comfortable and will be cared for until the parents arrive.
4. A child or staff member can return to school after 72 hours have passed since recovery from the illness and 10 days have passed since symptoms began. A parent or staff member must supply a signed document stating the first and last day of symptoms OR supply a doctor's note saying the child or staff person may return to school.
5. A child or staff member who has had known close contact to anyone showing symptoms of COVID-19 or a confirmed case of COVID-19 will be allowed back in the facility after a 14 day self-quarantine period from the date of exposure if during the 14 day self-quarantine there were no signs of illness in the staff or child, or if the person has a doctor's statement saying the person may return to school.
6. Parents must daily sign and submit statements communicating their knowledge of any personal (child or member of household) exposure to COVID-19 and their awareness of their child's symptoms.
7. Parents will be notified within 48 hours if there is a known case of COVID-19 in our school.

### **CLOTH FACE COVERINGS**

1. The CDC recommends all people 2 years of age and older wear a cloth face covering when around people who don't live in their household, especially when other social distancing measures are difficult to maintain. While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible. In these instances, adaptations and alternatives should be considered whenever possible.\*\*
2. Students will wear a cloth face covering while standing in line for illness screenings and while standing in line for dismissal.
3. Upon arrival at the facility, students will wear a cloth face covering while entering the facility and while entering their classroom.
4. A student's cloth face covering will be provided by the parent daily and should have the child's name written on it.

5. Cloth face coverings have the potential to become soiled at school and should be washed regularly at home.
6. A child will not be required to wear a cloth face covering at recess or during snack time.
7. Staff will wear a cloth face covering by abiding by the authorities listed below and in the following order:
  - A. when a local, state, or national authority require cloth face coverings.
  - B. when the Director requires cloth face coverings.
  - C. when the staff person feels that close proximity to a child puts her or the child at risk of sharing germs.
8. Parents, guardians, and other professionals who enter the building will be required to wear a cloth face covering if and when required (see "Visitors to the Center").

*\*\*We understand that it may not be feasible for children in preschool to keep a cloth face covering on at all times. We will provide a safe way to store cloth face coverings in the event that a child cannot developmentally, or will not behaviorally, keep it on.*

*\*\*We also cannot guarantee that a child will keep a cloth face covering on even if the child is taught and told to do so. Each child's ability to wear a cloth face covering while at school will be monitored by staff and will be encouraged by staff at appropriate times (item #2 and #3 under this section).*

*\*\*We feel that social and emotional expression is essential in the teacher-student relationship and in peer-to-peer relationships. If a cloth face covering is momentarily impeding on a staff person's ability to meet a child's basic communication needs, the staff will be encouraged to put the child's needs as priority in that moment.*

## **CLASS/SCHOOL CLOSURE**

1. In the event that an individual class must close, or the entire school must close, parents will be notified immediately of the closure so parents can make arrangements for alternate childcare.
2. Closures are possible in the event that staffing is limited, person(s) are ill in any given student/teacher population, if there is known close contact by any staff or student in any given student/teacher population, or if there is a local, state, or nationwide mandated closure.
3. Paid tuition will be prorated and refunded to the parent's name and address on file for each student affected by an OFFICIAL local, state, or national closure of the entire school (or an individual class) and for the length of the closure as long as a student's tuition is paid in full up to that date at the time the closure is enforced.
4. Tuition refunds described in # 3 of this section will be refunded at a date determined by the FBC Preschool Committee.
5. Tuition will not be refunded for temporary class closures required by the Director. Temporary closures issued by the Director are not considered "OFFICIAL CLOSURES". A temporary closure may happen due to illness, illness investigation, or staffing.

6. Student's whose balance is not paid in full at the time of an official closure will be required to pay their balance in full in order to return to the facility when the class or school reopens. If a student balance is not paid in full within one week of reopening, the student's spot will be made available to the public.

### **SUPPLIES**

1. Parents will provide the school supplies listed in their registration packet.
2. Parents will write their child's name on each individual item brought into the school (each crayon, each marker, etc. )
3. All school supplies brought into the building will be sanitized or left untouched and stored for 3 days prior to being used by the children.

### **CELEBRATIONS**

1. Students will be allowed to provide birthday snacks and drinks for their class. Arrangements need to be made with the child's teacher.
2. Any parent provided snacks must be store bought with ingredients listed on the label, and unopened when brought into the school. These items will be held on a sanitation table before taken into the classroom.
3. Students will not be allowed to send home party invitations through the school.
4. Students will not be allowed to send home party favors through the school, unless the party favor is specifically requested by, or provided by, the teacher and is brought in to the school in an unopened package that is able to be sanitized.

### **GIFTS TO TEACHERS**

1. Students will be allowed to bring in gifts for teachers. Gifts will be held on a sanitation table before delivered to the teacher.
2. We recommend digital gifts this year! Emailed gift cards will be the safest way to love your child's teacher.
3. Gifts of food to our staff need to follow the same guidelines as #2 under "Celebrations"

### **MEET THE TEACHER**

The nature of "Meet the Teacher" will be determined by our staff and will be communicated to each parent. Please expect to hear from your child's teacher to understand how this will work.

### **PARENT ORIENTATION**

We will be unable to have a formal "Parent Orientation" this year. Parents are encouraged to read and understand the Parent Handbook (on the First Baptist Church website under the Weekday Preschool tab) in conjunction with this Healthy and Safety Plan COVID-19 Addendum. Parents are also encouraged to send questions directly to the director or to the child's teacher. Our primary form of communication will be via email. Please make it a habit to check your email regularly. Please also follow our Facebook page!

---

First Baptist Church Preschool and Kindergarten  
Parent Handbook COVID-19 Addendum  
Health and Safety Plan  
Acknowledgement  
Issue Date: July 20, 2020

**I acknowledge that I have received a copy of, read in its entirety, and understand fully the Health and Safety Plan policies as outlined in the “First Baptist Church Preschool and Kindergarten: Parent Handbook COVID-19 Addendum”.**

**I agree to follow First Baptist Church Preschool & Kindergarten’s Health and Safety plan as outlined in the Parent Handbook COVID-19 Addendum unless I am notified that these guidelines have been revised or repealed.**

**I agree to not bring my child to school if in any given previous 7 days, my child or anyone my child lives with, has experienced any of the symptoms of COVID-19 as listed in part (1) of the “Illness Screening” section of this COVID-19 Addendum.**

**I agree to not bring my child to school if my child, or anyone my child lives with, has had known contact with a person who has: 1) a confirmed case of COVID-19 or 2) is being tested because he/she has a presumed case of COVID-19.**

---

**Parent/Legal Guardian’s printed name**

---

**Date**

---

**Parent/Legal Guardian’s signature**