

Parent & Employee Handbook
COVID-19 Edition –
(updated 1.4.21)
2020 – 2021 School Year

Francis Asbury Preschool

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Introduction	3
A. Enrolling Your Child	4
B. Nondiscrimination Policy	4
C. Extra Hygiene Measures and Procedures	4
D. Inclusion Policy	6
E. Admission/Exclusion due to symptoms of illness	6
F. Personal Belongings	8
G. Arrival and Departure Procedures	8
H. Visitors	8
I. Field Trips/Special Events/ Extracurriculars	9
Release	10

Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly 6 months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Francis Asbury Preschool are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. In places where there is an established policy in the FAP Parent Handbook the following information provided will supersede any and all policies. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by VDH, DSS (Department of Social Services) and VAUMC. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact us if you have any questions about the policies and procedures that are outlined in this Parent Handbook COVID-19 Edition.

Anna Chevalier
FAP Preschool Director
Francis Asbury Preschool

A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment for an Open House. An email will be sent to you outlining the dates and times available. We are requiring 100% participation in this year's Open House. We believe this provides both the parent, teacher and the Director the opportunity to clearly convey their expectations of Francis Asbury Preschool. Upon the decision to enroll your child, parents or guardians will be provided with an emergency contact, allergy information and financial agreement, all health, as well as a copy of our handbook. All forms will be filled out electronically and sent in via email or mailed into the offices.

In order to stay within the strict social distancing guidelines, we have lowered the capacity of classrooms where necessary. Therefore, in the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested. You will be called by the Director when an opening becomes available.

B. Nondiscrimination Policy

Admissions to Francis Asbury Preschool shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. Extra Hygiene Measures and Procedures

It is our intention at Francis Asbury Preschool to keep children safe, healthy and nurtured while in our care. The exposure to germs and illnesses are fore-front in *our* minds while creating group and independent settings within the classroom. We will follow the guidelines set forth by the CDC and VDH which strongly encourage children to work independently or in small groups while in a classroom setting. However, it is imperative to us, as a staff, to not scare or cause anxiety for our students. While we will always be thinking about how to space the children in small groups/ or independently throughout the room we will not stress that point to the children. We want their classroom interactions to be as normal as possible. Some steps we have taken to help us meet these guidelines are as follows.

1. Handwashing: You will see below that our arrival process has changed from previous years. This is to help with social distancing and contact tracing. Because of this change we are needing parents to assist us even before you arrive to FAP. We are requiring that all children use the restroom and wash hands for at least 20 seconds immediately before getting in your car to leave for school. As soon as students arrive to FAUMC, they will sanitize their hands with hand sanitizer. Hands will also be washed throughout the day and more frequently with soap and warm water for at least 20 seconds. Hand sanitizer will be used when soap and water is not available. Sanitizing stations are located throughout our facility. All hand sanitizer is only administered by a staff or parent/guardian. Children are not permitted to use hand sanitizer on their own.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be removed from circulation and put into the disinfection process like usual. We have limited our manipulatives available, including toys, puzzles etc. so that we can rotate the items as they

are put into the disinfection process. Additionally, all soft toys, pillows, dress-up clothes will be put away during this phase of opening. We have developed an extensive plan to ensure safe, sanitary conditions in all areas of our program including hourly use of disinfectant on all touch points, disinfecting of classroom materials between uses, cleaning of tables, chairs, restrooms other surfaces between use and more. Please consult the below chart outlining the cleaning products we will be using and under what conditions each will be used.

What	MSDS Product Info	When	How
Thieves Cleaner	https://msdsdigital.com/thievesessentialoil-blendhouseholdcleanermsds	On all toys, classroom materials and items for heavy use by the children	Staff will spray down and disinfect these items between individual uses. The product is all natural and does not have a wait time between use.
HOCL	HOCL MSDS info	Throughout the day on all surfaces (toys, door knobs, all highly touched surfaces, tables, chairs, manipulatives)	HOCL will be sprayed with a water bottle throughout the day. The solution will be wiped down or if time permits will be left to air dry. The same desired effect will occur (disinfectant & sanitizing) either way the solution is left. At the end of each day the HOCL will be sprayed through a fogger throughout the entire classroom.

3. **Mask wearing:** We do ask that each child arrive to school each day with a mask from home. This mask will be safely stored when not in use (see #4). If your child does not have a mask from home a disposable one will be provided to them for the day. If you or a family member needs a mask, please email the director, and one will be provided for you. Because of the mask requirement (see #4) we are asking parents assistance to work with your child at home on how to slide the mask up over their nose and mouth or to place the elastic around their ears. We are not expecting perfection. But, if even one friend is a little more independent with this process it helps the teachers immensely. Due to Governor Northam amended executive order 63 all children 5 and older are required to wear a face covering while indoors. Please also reference section 'J' for mask wearing requirements after holidays, breaks and travel.
4. **Social distancing:** Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Children 4 years and younger will not need to wear a mask when they are in their "home" (classroom) or on the playground except after holidays, breaks and travel (see section J). Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, for example going to the

communal bathroom, if over 2 years old, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag. As required by DOLI all staff will wear masks or face shields. Mask usage in “public” spaces is essential for contact tracing. We are required to report exposure if there is a positive case within the school. Wearing a mask in the “public” spaces or outside of their classroom “home” greatly reduces the number of people possibly exposed.

5. Socks-only classroom: All children will take shoes off before entering the classroom. Shoes will be placed in the hallway. Please only send your child to school in Velcro closure shoes unless they are able to tie shoes independently. All students must wear socks to school. Please work with your child on taking their shoes off and on independently. Teachers will be allowed to bring in “indoor shoes” to wear in the classroom only. Since children spend time on the floor, we want it to be as clean and safe as possible.
6. Independent Bins: Each child will have their own “bins” of classroom supplies (which will be furnished by FAP with the student registration fee), these will include but are not limited to crayons, markers, pencils, glue sticks, scissors, play dough, chalk etc. Additionally, sensory bins will be limited. In cases where items have been distributed to a child and were not utilized i.e. stickers, cotton balls, popsicle sticks etc. The items will be removed from circulation (quarantined) for at least 48 hours.
7. Classroom arrangements: All classrooms have been arranged to assist in keeping with the 6 feet of social distancing guidelines during the bulk of the academic day.
8. Personal Belongings: During a normal school year, children are able to bring lovies at the start of the year to help them become more comfortable while away from mom and/or dad. Additionally, we encourage the use of backpacks. Unfortunately, this year (until directed otherwise) children are not permitted to bring backpacks or bags of any kind to school. All items brought to school must fit inside their individual cubby and must return home each day. Furthermore, stuffed animals or soft blankets from home are not permitted. Children are permitted to bring their lunchbox (with handle), containing their snack, lunch and drink. No other home belongings are permitted in FAUMC’s building.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

E. Admission/Exclusion due to symptoms of illness

The Preschool’s greatest concern is the health and safety of your child and the teachers that work with them. In an effort to provide a healthy environment we will be instituting the following recommendations from the Virginia Department of Health Guidelines directed at schools and childcare and the Center for Disease Control.

Additionally, FAP will continue to follow our current Illness Exclusion policy outline in the Parent handbook. However, the additional exclusions will be implemented.

1. Temperature- daily temperature checks will be taken upon arrival. Anyone with a temperature of 100.0F or higher will not be able to attend school until they are fever free without the aid of fever reducing medication for at least 48 hours. Furthermore, should a child begin running a fever while in attendance he or she will be isolated immediately from the class and a parent or an emergency contact is required to pick them up within 30 minutes. While waiting for the parent to arrive the child will be in the hospitality room of FAUMC with a FAP staff member.
2. Children who have a new onset of the following symptoms, cough, shortness of breath or difficulty breathing, chills, diarrhea or intestinal upset, flu-like symptoms, fatigue Or at least two of these symptoms: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell or any new symptoms outlined by CDC or VDH to be a symptom of COVID-19 will not be permitted to FAP until at least 10 days after the onset of symptoms. Please see attached VDH reference guide for additional information. Francis Asbury Preschool reserves the right to abide by the most stringent recommendations regarding COVID-19 re-entry to our facilities.
https://www.vdh.virginia.gov/content/uploads/sites/182/2020/04/HomeIsolationQuarantine-Release-Graphic_FINAL.pdf
3. Should a household member suspect they have COVID-19 or have received a positive COVID-19 test results FAP must be informed. Failure to inform FAP of the illness within the household could result in the child's removal from enrollment.
4. Children with household members who are known or suspect to have COVID-19 must be excluded from FAP until the household member is fever free without the use of fever reducing medication and/or until a doctor note giving the child the "all clear" to return to school has been given to FAP director.
5. Should an enrolled child or staff member test positive for COVID-19 we will notify the local health department, our licensing inspector, contact the VAUMC Superintendent (or another representative) as well as inform all FAP families. We will follow all recommendations made by these departments regarding closure.
6. All families who are having their children attend FAP for the 2020 - 2021 school year must have a Release from Liability form signed before the first day of school. A form must be signed for each child in attendance.
7. Daily check-ins. Each family will be required to answer "No" to the following questions each day for their child's entry to FAP. We will provide each family with a car sign with the following questions that will need to be dated and checked "NO". In order to keep the car line moving as quickly and safely as possible the questions must be answered on the car sign PRIOR to the arrival of the car line.
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing or recently experienced any acute respiratory illness symptoms such as coughing, fever (above 100.0F), shortness of breath, difficulty breathing, chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose?
 - Have you been in close contact with any person who has been confirmed positive for COVID-19?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?

F. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from a lunch box (with handle) to school. This includes but is not limited to backpacks, lovies, blankets, toys or other personal items. FAP policy - All lunch boxes and coats must fit inside each child's designated cubby. At the start of the school year each child must have a change of clothes supplied. This will be stored within the classroom.

G. Arrival and Departure Procedures

FAP facility is operational from 8:30am - 12:30pm, Monday through Friday.

Drop-Off Procedures

Please drive to FAUMC if possible. All drivers and passengers must wear a face covering during drop-off. A designated check-in staff will come directly to your car wearing proper PPE. This check-in staff will look in through your child's window for a visual assessment. The check-in staff will review your car sign to ensure that all questions have been answered and dated. Your child/ren will get their temperature taken through the open window. If it is below 100.0F, the runner will unbuckle and take your child to his/her classroom. All children are asked to wear their mask (to the best of their ability) while walking to their classroom. Once in the classroom, the mask will be placed safely in a bag specific to each child. Due to the need of staffing for this drop off procedure late arrivals will not be permitted. Drop-off time is between 8:30am – 8:50am. Additionally, for the safety of all drivers both FAP families and cars heading down Great Neck Rd. We ask that parents DO NOT turn into the first FAUMC entrance when coming from Shore Dr. We ask that you turn into the 2nd entrance and loop around the building. We do not want a backup on Great Neck Rd.

* This is one item that may have to be adjusted based on how the car line flow is. If there is too much of a backup or we cannot unload all cars before 8:50am we reserve the right to make adjustments to this process and all parents will be informed of any changes that will need to occur.

Pick-Up Procedures

All children will be brought out to the car line at pick up time. It is essential that all cars have their color-coded car sign in their window. It is the driver's responsibility to assure that children are buckled in properly. Drivers and passengers should wear a face covering/mask until the child is secured in the car seat. Children will wear face coverings (to the best of their ability) while walking up to the car.

H. Visitors

Unfortunately, in order to limit the exposure to the classroom setting we are limiting parents and other family members to the school. The FAP staff will work diligently to find creative ways to include parents for special events like Mystery Reader / reading support volunteers and class parties. All online interactions i.e. zoom parties or zoom readers will have safety protocols i.e. password protected. Please speak directly with your classroom teacher or pod facilitator to learn more about the safety precautions.

Due to the lack of face to face interactions each classroom will be extra diligent utilizing email and our classroom app as a means of communication. Sending home papers (i.e. weekly newsletters and monthly calendars) will be limited as well. We are kindly asking for your support in checking your classroom app and email weekly if not daily as regular communication with your classroom teacher and Pod facilitator is an essential part of your child's success!

I. Field Trips/Special Events/ Extracurriculars

There will be no field trips or special events/gatherings at this time.

FAP families: At this time, and until the FAUMC Preschool Committee gives permission, FAP will not be holding our normal face-to-face extracurricular activities during school hours, this includes but is not limited to Spanish, French, STEM, STEAM, Music and Chapel. However, these extracurriculars are an extremely important part of our curriculum therefore, we will be investigating the safest way to offer these in a virtual fashion during school hours.

Furthermore, after school extracurriculars will not be offered in a face-to- face fashion until the FAUMC Preschool Committee grants permission. These include but are not limited to KidFit, Soccer Shots, Pottery, Art Class, and Dance.

J. Mask Requirement after Travel and Holidays

All students will be required to wear their face coverings, to the best of their ability, while in the school building for 2 weeks immediately following the return of a holiday break (Thanksgiving, Christmas, Easter).

Should parents prefer to not have their child wear a face covering the parents have the option to have their child "quarantine" at home for 2 weeks after a holiday break. FAP staff will send home any activities missed during the 2 week quarantine.

