

Family Handbook
COVID-19 Edition
2020 School Year

Family Handbook COVID-19 Edition

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Introduction

Dear Families,

As we are getting ready to start school under new state requirements and guidelines, 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 Hope Ridge Preschool are committed to providing a quality program that is safe, educational, child-friendly.

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters love 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. We will continue to be a place where children love to learn and learn with love.

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 until further notice. 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 our local health department and government. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Hope Ridge Preschool is a safe and enjoyable place for your family.

Nikki Davis
Director
Hope Ridge Preschool

A. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds
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 class. All toys in a classroom will be disinfected daily. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask wearing: All staff and teachers will be wearing a mask, per the Governor's recommendations for school. Masks are not required for students.
4. Social distancing: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Classes will not intermix and will be with the same teachers as much as possible. Class sizes will be limited to 9 children.

B. Fee and Payment Policy

Hope Ridge Preschool enforces the following policies and procedures for tuition payments:

1. Tuition for all classes is due the 1st of the Month
2. All tuition is due regardless of sickness, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), **emergency-related closings mandated by the state/local government, like a pandemic.**
3. All tuition needs to be paid either online or through the mail. If you need to make a cash payment arrangements will need to be made.

C. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please keep your child at home. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the Lake County Health Department and our parents.

We will not be responsible nor will be held liable if your child or someone in your family contracts COVID-19.

D. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings. This includes backpacks. Students necessary paperwork will be sent home weekly and will be handed to you at pick up.

E. Arrival and Departure Procedures

Unlike previous years we will be using the back door preschool entrance. To limit exposure for everyone. While operating in this phase, drop-off times and pick-up times will be staggered. You will be given a time specific to your child's class. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time. You will be given a family card that has your name on it. Please keep it visible so staff can bring your child out to your car at pick up.

Drop-Off Procedures

Please drive around to the back of the building, cars will drive in a U pattern and stop where the staff will greet you. All drivers and passengers other than the student 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 then ask a series of yes/no questions regarding symptoms and travel. Your child will get their temperature taken through the open window. If it is below 100F, the runner will unbuckle and take your child to his/her classroom.

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. All families will be provided with a name card to help with the pick-up process Please have your provided name card visible so that staff can see it. Your child will be brought out to your car. It is the driver's responsibility to assure that children are buckled in properly. Drivers and other passengers should wear a face covering/mask until child is secured in the car seat.

F. Visitors

Visitors will not be permitted at this time.

G. Special Events

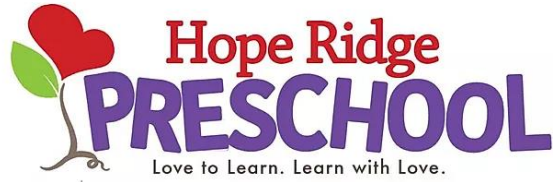
There will be no special events/gatherings at this time. There will be no lunch bunch or Fun Friday's at this time. There will be no before or after care at this time.

H. Parties and Celebrations

Your child's birthday will be celebrated in class. Your class teacher will contact you about your child's special day however this will not include a snack or a parent visit.

I. Food

We will not be serving snack of any kind at this time. Please make sure that your child eats before they come to school.



Family COVID-19 Handbook Receipt Form

Hope Ridge Preschool Families,

Please thoroughly review the Family Handbook "COVID-19" edition for the 2020- 2021 school year, which contains the policies and procedures for Hope Ridge Preschool operating under the requirements of our State and Local Government and CDC . After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Nikki Davis
Director
Hope Ridge Preschool

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby
acknowledge receipt of Hope Ridge Preschool's Parent Handbook COVID-19 edition. I have
read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____