

## Fairlington Preschool Policies and Procedures Addendum

This Addendum to the Parent Handbook addresses some important updates put in place for the preschool to reopen. Please keep in mind that this is an unprecedented situation that seems to change often, and the updates outlined here may need to be changed. You will be notified via email of any changes that need to be made to this addendum and the Parent Handbook.

Prior to entry each day, staff will have their temperature taken and will answer the Covid -19 questionnaire. All staff will wash or sanitize their hands upon entrance to their classrooms.

### **Drop off procedures**

- Drop off will be 2 places; the third-floor hallway, outside room 308 for the Orange room and in the alcove near the parlor on the second floor for Green and Yellow room.
- Parents and children must wear masks. Temperatures will be taken for anyone entering building. Parents will be asked standard questions about symptoms and travel. Parents may have siblings accompany them but if the sibling is over 2 years old, they need to wear masks inside the building.

Once children are inside the classrooms, they are inside their “pod”. Each “pod will social distance from other classroom “pods” to ensure health and safety. Teachers will monitor the health of children throughout the day, including monitoring for symptoms and taking temperatures as needed. If a child shows signs of illness, he or she will be removed from the class into another space until a parent can get to the school to pick up the ill child. The child will be supervised by an office staff member.

### Cleaning and Sanitizing Procedures

- Rooms will be sanitized and disinfected each day before everyone arrives and as needed during the day
- All surfaces will be wiped down as needed throughout the day. Any toys that go into a child’s mouth will be removed and disinfected at the time the incident happens. Soft toys, dress-ups and things that cannot be easily disinfected will not be available
- Shared bathrooms will be wiped down between classes.
- The playground will be disinfected as is feasible and necessary.

### Masks

- While wearing masks is suggested, children will be encouraged to wear masks when in the classroom and in common areas in the church
- Staff will wear masks throughout the day as is feasible and necessary
- Staff will wear masks in common areas; Hallways, stairwells
- Parents and any visitors will wear masks at all times if they are in the Preschool.

## Food

- Parents will provide a small snack for their child each day. We ask that it be in packaging that children can open easily and does not require refrigeration. Parents also need to send in a water bottle for their child every day.
- All food items MUST be nut-free
- Parents who wish to send in birthday treats, must send in a single serving sized prepackaged treat as opposed to homemade treats.
- Classroom cooking activities will be suspended at this time.

## Pick up Procedures

- Parents will pick up their child at the end of the day from the child's classroom. Parents are asked to be mindful of social distancing in the hallways and must wear masks when inside the preschool

## Health and Wellness

- We expect, as a community and family, that our preschool families, including staff, practice safe behaviors, so we can keep our school open. Honest answers to the questions at drop-off are required by law.
- Staff and children are required to stay home if they are sick
- Staff and children who have been in close contact with a person testing positive for Covid-19 are asked to stay home. Staff and children must quarantine for 14 days following contact with a person who has tested positive for Covid-19
- We request that staff and parents let the preschool office know of any exposure to the virus within 24 hours.

If an adult or child in the preschool tests positive for Covid-19, we will inform parents, staff, FUMC leadership and the Alexandria Health Department. If there is a confirmed case of Covid -19 in the school community, every family will be notified without breaching confidentiality and we will follow Alexandria Health Department guidelines which may include closing an individual class or the whole preschool for an undetermined amount of time.

- Families who have travelled overseas or domestically to a "hotspot" as determined by the governor of Virginia will be required to quarantine for 14 days upon their return before they can come back to the preschool.
- Anyone presenting with the following symptoms will not be admitted to the preschool: Fever over 99.5, diarrhea, vomiting, green runny nose, pus/oozing eyes, disease or condition such as fifth's disease, measles, chicken pox, pink eye, etc. Staff and children may return when their symptoms are gone for 24 hours without medication.
- Children with seasonal allergies that may present with any of the above symptoms need to have a note from a health care provider that the symptoms are not related to Covid-19, and that your child is free from a potentially contagious illness.

Communication Plan during the Pandemic:

Communication is important and will be imperative as we engage in partnership and community during this time.

How do parents notify the school?

Please use email or phone as the primary source of communication.

Preschool office: [preschool@fairlingtonumc.org](mailto:preschool@fairlingtonumc.org)

Preschool office phone: 703-671-3939

Classroom teachers will give parents their email contacts as school begins.

Parents are encouraged to set up times to talk with teachers via phone or by Zoom instead of in person (depending on the issue) during this time.

Fairlington Preschool will notify you by the following sources:

Email is the primary source of communication. Please ensure that your email address is correct with the office. Please give the office the email address that you check regularly.

Newsletter: Monthly newsletters are emailed at the beginning of the month

Phone Calls: When a child is sick or gets hurt, the preschool will call you.

Please sign this form and return to the preschool office

I have read the Fairlington Preschool Policies and Procedures Addendum

Parent Signature; \_\_\_\_\_