

**Kirkwood United Methodist Preschool
Covid-19
Policies and Procedures
For Staff and Families**



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Introduction

As we prepare for the 2021-2022 school year at KUM Preschool, our main objective is to put the health and safety of children, families and staff first. It is also our goal to provide a sense of love, belonging and well-being for all in our school and community.

These plans and procedures have been created based on the latest information regarding the COVID-19 virus from the St. Louis County Health Department, the Center for Disease Control (CDC), the MO Department of Health and Senior Services (MODHSS), and the American Academy of Pediatrics. KUM Preschool will use the guidelines, recommendations and regulations from these organizations to establish best practices as stated in this document. Constant communication between these organizations is required to have the most up-to-date information in order to make informed decisions.

These policies and procedures are subject to change as new information, guidelines, recommendations and regulations are shared.

All policies and procedures addressed in the 2021-2022 KUM Preschool Handbook will apply unless otherwise changed or clarified in this document.

Enrollment and Tuition

Enrollment numbers will return to its original capacity. The capacity is 30 square feet per child, which is recommended by the Missouri Dept. of Health and Senior Services. KUM Preschool's enrollment is below the state's recommendation for capacity based on the classroom's square footage. The maximum number of students for each class:

Young 3's - 12 students

Regular 3's - 12 students

Young 4's - 14 students

PreK- 16 students

Tuition Payment Expectations

All tuition is due regardless of sickness, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break).

Full Tuition is due if:

- A student must isolate at home due to exposure of Covid-19 outside of school, has been diagnosed with Covid-19, or is ill with a non-Covid illness.
- There is a school closure for 1 to 14 days.

50% Tuition is due if:

- There is a school closure for 15 to 42 days.

25% Tuition is due if:

- There is a school closure that lasts longer than 42 days.

In the event of a Stay-at-Home Order, CDO and KUM Preschool will work towards remaining open in some capacity as an Essential Worker Child Care Provider with regular tuition for the participating families.

In the event that the school must close to the fault of the school (lack of subs, building malfunction) the families will be credited the cost of the day(s) missed in their tuition bill. This does not include closure due to an "Act of God" (snow days, illness, etc.)

Calendar

KUM Preschool will follow the proposed school calendar as planned.

KUM Preschool Programs

Classes

- Classes will resume at full capacity with intermixing of students at recess, Lunch Bunch, and Early Drop Off.

Special Classes

- **Music and Movement**- Movement will be incorporated during Music time. Extra time will be allowed for gross motor play on the playground and in the garden. When possible, the music teacher will provide music activities outdoors, in a large space for social distancing, and as a push-in opportunity for the classes.
- **Atelier**- Classes will be allowed to visit the Atelier as a whole group at a scheduled time. When finished, the materials used will be sanitized for the next group.
- **Lunch Bunch and Clubs**- These classes are enrolled groups, but will be comprised of children from other classrooms .
- **Early Drop Off**- Early drop off will be offered M-F from 8-9. The cost is \$7.
- All Special Classes will be offered beginning in September.

The Co-Op Program

- Our Co-Op program is a unique, yet valuable, asset to our preschool. It allows teachers and families to form strong relationships as they become partners in their child's overall development. Due to these uncertain times, and our pledge to keep all families safe and healthy, we will continue to place the Co-Op program on hold for the 2021-2022 school year. There will be scheduled opportunities for families to visit the classrooms and be part of the classroom community throughout the year.

Classroom Space

- The classroom environment will continue to be organized and orderly for easy cleaning of toys and manipulatives.
 - "Line spots" will be used to physically distance children in line.

Outdoor Spaces/Playground

Spending time outside is an important time of the day. Classes will play on the playground with another class scheduled at the same time. The patio and the church grounds will be used for Music/Movement/Atelier, snack and nature scavenger hunts.

Indoor Play Areas

Classes will play in the gym with another class scheduled at the same time. The Gathering Place may be used for gross motor play, and Music/Movement.

Field Trips and Special Events

- Formal field trips will be reviewed based on the recommendations of the CDC and County guidelines, and allowed if deemed safe.

Revised 8/17/21

- Neighborhood walks will be permitted for classes to study nature and communities.
- Large community gatherings, such as the Back-To-School Picnic, VIP Night, Carnival, and musical performances will be reviewed based on the recommendations of the CDC and County guidelines and allowed if deemed safe.
- The Scholastic Book Fair will be scheduled for in-person shopping.
- In-house field trips such as the Zoo and Springboard to Learning will be reviewed based on the recommendations of the CDC and County guidelines, and allowed if deemed safe.
- VISIT DAY will still be scheduled, but families will schedule an individual time through Sign Up Genius to meet the teacher at a designated area using social distancing.
- Conferences will be done in January via Zoom, or in person with masks if necessary.

Birthdays

- Birthdays are a special event in a child's life. Children will celebrate their birthday in class according to the classroom traditions. The birthday child may bring in special store-bought, individually wrapped treats for the snack that day.

Snacks/Lunch

- Each child will bring a class snack as suggested by his/her teacher.
- Each child will bring a water bottle.
- Lunches are to be brought from home in a lunchbox. Please put an ice pack in your child's lunch. The children will keep their lunch boxes in their cubbies. Please do not send lunches that need to be heated.
- Food Allergies: **Please fill out the allergy forms to let us know if your child has an allergy.** All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free." Please check with your child's teacher or Lunch Bunch and Club teacher to determine if your classroom has a nut allergy. If so, lunches and snacks must be PEANUT FREE.

What to Bring to School

1. A full change of clothes for all ages (clothes, underwear, socks). Please put them in a large ziplock bag and label the bag. This will be kept in their cubby.
2. A lunch box for those having lunch. Please label the lunch box and use an ice pack.
3. A refillable water bottle.
4. Appropriate outerwear. (Coats, hats, etc.)
5. Children may bring a back pack to school. We are trying to minimize the amount of items from home that may crowd the cubbies. No toys please!
6. Papers will be distributed at pick up time by the teacher.
7. Special LOVIE- A child may bring a special transitional item if necessary. The lovie must be laundered before coming to school and stay in the cubby and can be visited throughout the day. Please DO NOT send toys, and other items to school with your child.
8. If you would like your child to bring/wear a mask, please send an extra one if possible.

Prevention Plan

Hand Washing

- 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. Hand sanitizer will be used when soap and water is not available. Sanitizing stations are located throughout the school as well.

Cleaning/Sanitation

- Nightly deep cleaning and sanitizing will occur.
- 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 put into the disinfecting process like usual. 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 returned to the classrooms environment.
- Bathrooms and other high contact areas will be sanitized throughout the day.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- All cleaning materials are to be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Personal Protective Equipment /Mask Use

- PPE is used to reduce the likelihood of the transmission of germs and the virus to other staff members and children.
- Because children are not eligible for vaccination, the preschool staff will wear cloth / disposable masks or face shields while in the building where they cannot safely social distance from the children or other staff members.
- The adult mask requirement will be reviewed as federal, state and local governments review and change their mask policies for vaccinated individuals.
- Adults assisting with toileting, diapering, or attending to a sick child will wear a mask along with gloves.
- KUM Preschool encourages children ages 3-5 to wear masks to the best of their ability while they are at school. The school will not require, nor will they exclude any child ages 3-5 to wear a mask.
- KUM Preschool acknowledges that children are at very different places in their development and may not be developmentally ready to wear a mask now, but have the potential to learn to wear a mask in the future.
- Families and staff at KUM Preschool will support others for their decision regarding mask use, and will not condemn or criticize others for their decision.

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- The expectation for the child to wear a mask must first come from the parents. Parents should supply their child with a clean mask every day and discuss with their child why they should wear a mask at school.
- Teachers will support children in appropriate mask-wearing at school. Teachers will provide social stories about why masks are helpful, demonstrate appropriate mask wearing, and give reminders to children regarding their mask. If the child is unable to continue wearing the mask, it will be stored in their bag/backpack and sent home.
- The school will provide paper masks if a child's mask becomes dirty or lost during the day. Dirty masks will be placed in a baggie and put in the child's bag/backpack to be sent home.
- *Wearing a mask is another layer of protection, but is in NO WAY a reason to send your child to school when he/she is having symptoms. The BEST way to keep others healthy is to keep your child home when exhibiting Covid-19 symptoms, even JUST a runny nose.*

Vaccination Information

- KUM Preschool does not require teachers and staff to be vaccinated for COVID-19. The COVID-19 vaccination is still under emergency use authorization and does not have full approval from the Food and Drug Administration. KUM Preschool and CDO will review the vaccine requirement when the status of the vaccine changes.
- KUM Preschool and CDO reserve the right to ask anyone who enters the building if he/she is vaccinated for COVID-19. Teachers who are vaccinated will have their vaccine card added to their personnel file.
- KUM Preschool and CDO will not disclose an individual teacher's or staff member's vaccination status, but can share the percentage of vaccinated staff with parents.
- If a student has a health condition that puts him/her at greater risk for COVID-19 symptoms, please consult with the Director regarding safe placement of the student.

Health

Vulnerable/High Risk Groups

- It is recommended that employees or students at a higher risk for severe illness from COVID-19 (older adults and people of any age who have serious underlying medical conditions) consult with their medical provider to assess their risk and to determine if they should be working with children, or attending school in person.

Healthy Child Assessment

- A family member or guardian will check his/her child for fever or symptoms before leaving for school.

If a Child / Staff Member is Sick

- If a child or staff member is sick, with an illness other than Covid-19 symptoms, for the policies in the Preschool Handbook on pg. 7 and call your health care provider.
- Notify the school for the reason of absence.
- Decisions regarding illnesses will be based on recommendations from the physician and the St. Louis County Health Department.
- If a child / staff member or a household member is sick with COVID-19, the Director will follow the guidelines and policies from the St. Louis County Health Department for vaccinated and unvaccinated individuals.
- If an individual tests positive with Covid-19, and exposes a class, class will have to quarantine according to St. Louis Co. Health guidelines.
- Staff will continually monitor the health of all children throughout the day. If a child displays any symptoms, the parent or guardian will be notified and the child will be escorted with a staff member to the designated sick room.
- If a child or employee is prescribed medication, such as antibiotics, it must be in his/her system for at least 24 hours before returning.
- Please be aware that there may be instances where a student must be excused from school due to illnesses other than their own. Please have alternative childcare in place should this type of event occur.

The school's best defense in protecting its staff and students from illness is to STAY HOME when you or your child is sick.

Cleaning Procedures

- Clean and disinfect all areas used by the child or staff member who is sick, such as offices, bathrooms, and common areas.
- Continue routine cleaning and disinfection.

Parent Drop Off and Pick Up Procedures

- Children will be dropped off at a designated door by a parent or guardian. **Parents, guardians, and outside visitors will not be allowed in the building at drop off.**
- Drop-off and pick-up times will return to the original times: 9:00-11:30 for morning classes, and 1:30 or 3:00 for extended day or Lunch Bunch.
- Parents will walk their child to the designated EXTERIOR DOOR, where the child's teacher/assistant will greet him/her.
- Children will clean their hands before they enter with hand sanitizer (for children over two years old while supervised by an adult).
- Children will enter the building, then wait with the assistant in a designated area while their classmates arrive. They will walk up to the classroom together.
- If you are also dropping off a CDO sibling, a Preschool employee will meet you at the end of the CDO hallway and escort your child to his/her class line.
- Parents/Guardians may **pick up their child AT THE CLASSROOM DOOR at the scheduled time.**
- All Parents/Guardians must wear a mask while in the building.
- **DO NOT BRING SICK SIBLINGS IN THE BUILDING FOR PICK UP. Please call the office, and someone will escort your child to your car.**
- **If a child is late, please bring your child to the Preschool Entrance or the Playground Door and ring the doorbell.** If someone does not come to the door, please call the office 966-5223, or send a message via the ProCare app. Someone will be out to assist as soon as possible.

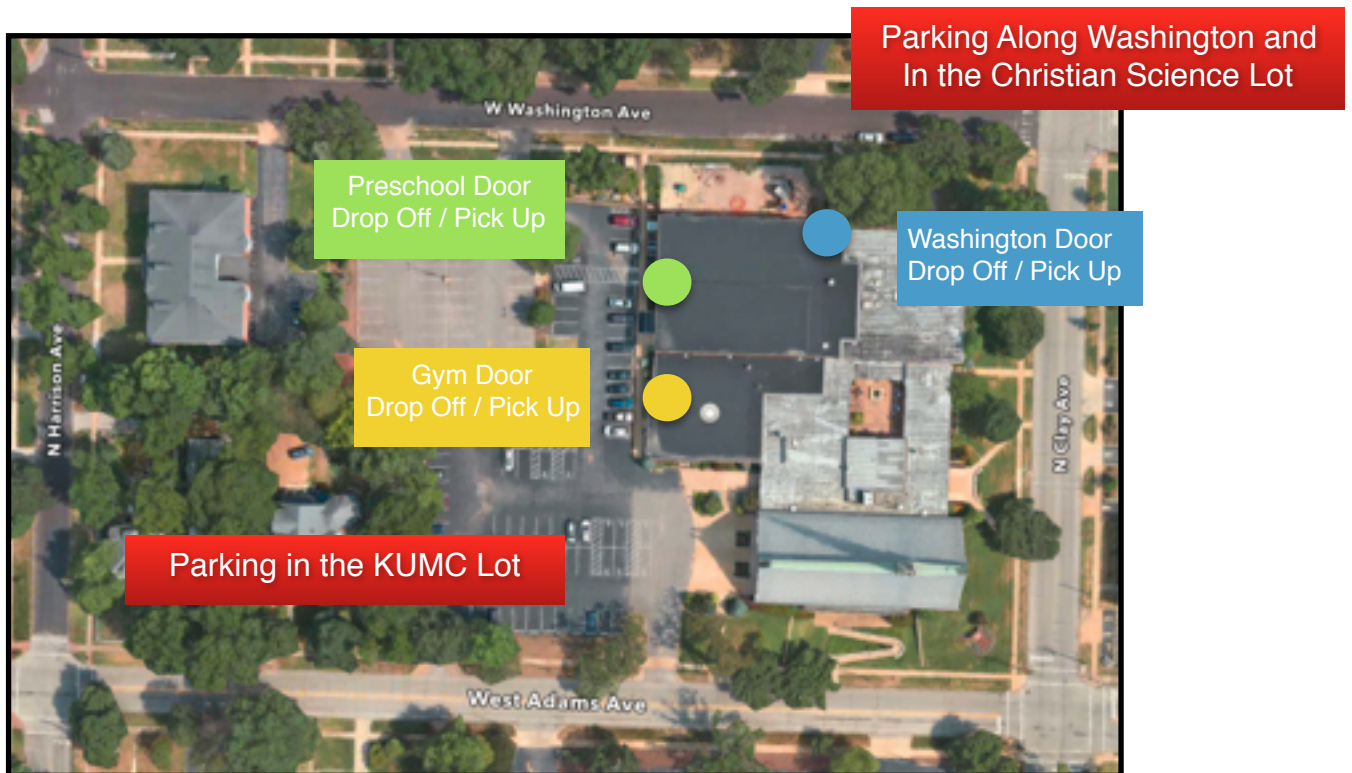
Children will have different reactions when separating from their loved ones after such a long, fun summer. There are a few things that families and teachers can do to support children through this transition process. The first is to allow your child to express their feelings, whatever they are. We can listen openly to children and be there to help them process their experience. Next, parents and teachers need to communicate and partner together. We will work together to be able to provide a consistent, supportive message to children. Also, please be aware of your own emotions during this separation period. Children will read our emotions and often will mirror them. Finally, try to create a consistent routine as you and your child restart coming to school. Consistent routines for morning, drop off, goodbyes, etc. help children feel safe. If your child is crying, we will ask for you to give hugs and kisses and let a staff member take over from there. We will help them transition to an activity and provide comfort. We encourage statements like:

- “You will have a great day playing at school and I will be back at ____ time.
- “Your teacher will send me pictures of you playing and I can't wait to see them.”
- “If you need a hug, Ms. (Teacher's name) can give you a big hug, just like me.”

Drop-Off Location

	Monday	Tuesday	Wednesday	Thursday	Friday
Mrs. Armstrong	Parking Lot Door	Parking Lot Door	Parking Lot Door	Parking Lot Door	Parking Lot Door
Mrs. Capes	Parking Lot Door		Parking Lot Door		Parking Lot Door
Mrs, Rodriguez		Parking Lot Door		Parking Lot Door	
Mrs. LaGrand	Gym Door		Gym Door		Gym Door
Mrs. Poelker	Gym Door		Gym Door		Gym Door
Mrs. Cruz		Washington Door		Washington Door	
Mrs. Chen	Washington Door		Washington Door		Washington Door
Mrs. Byrd	Parking Lot Door	Parking Lot Door	Parking Lot Door	Parking Lot Door	Parking Lot Door
Mrs. Crnko	Gym Door	Gym Door	Gym Door	Gym Door	
Mrs. Buckley	Washington Door		Washington Door		Washington Door
Mrs. Thompson		Washington Door	Washington Door	Washington Door	

Drop off / Pick Up Map



KUM Preschool Drop Off/ Pick Up Procedures

Back Pack Tags

Please attach this colored tag to your child's back pack or bag. The tag will help quickly identify which class your child is in during our morning drop off.

Drop Off Instructions

Parents/Guardians will walk their child to their assigned drop off door. Your classroom teacher will be there to greet you. She will have the same colored tag as your child. Your child will find their class sign (in the same color as their tag) and stand in line there. The classroom assistant will be at the class sign to greet your child and wait with them until all of their friends arrive. Once everyone is accounted for, the class will walk to their classroom and begin their day.

* If your child is in our Early Drop Off program, the teacher will walk your child(ren) to their class line at 8:55am.

*If you have a younger child attending CDO, enter through the CDO doors and walk your preschool child to the interior double doors by the Welcome Desk. A preschool employee will meet you there and escort your child to their class line.

*If you have siblings in our preschool program, please bring BOTH children to the YOUNGEST child's drop off door. We will escort the older sibling to their class line. *When only one sibling comes to school, please take that sibling to their class' assigned drop off door.*

***If you are arriving late, please ring the doorbell at the exterior door and an employee will greet you and walk your child to his/her classroom.**

Pick Up Instructions

Parents/Guardians will enter the building through any door and walk to their child's classroom door. Please wear a mask. If you forget a mask, we have extras at the doors. Teachers will dismiss your child to you at the classroom door.

*If you have siblings in the preschool program, please pick up your youngest child first, then go to your oldest child's class.

*If you have a younger child attending CDO, please pick up your CDO child first, then pick up your preschool child.

***If you are arriving late for pick up, please call the office, and we will escort your child and meet you at the exterior door.**

***If you or a sibling are exhibiting any symptoms, please call the office and we will escort your child and meet you at the exterior door**

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Communication

Regular communication with families is important. It will be even more difficult now that the Co-Op program is postponed for the year. As always, general information will come in the form of mass emails, newsletters, and snail mail. Our new software, ProCare, will have communication features such as whole-school texting, announcements, and emails.

Teachers will be communicating in a variety of ways as well. Classroom teachers will also be introducing children to the classroom virtually in the weeks prior to school starting and working to establish their relationships with children. Monthly newsletters, weekly emails, photos and phone check-ins are a few ways that teachers will reach out. You may also schedule a one-on-one zoom with your classroom teacher. Teachers will also be walking your child to the door at pick up to have face-to-face contact with you.

We are asking each family to send in a family photo on the child's first day of school. The teachers will be putting them up in the classroom to help establish a sense of family within the classroom. Teachers will be sending photos of children while at school. These photos are a great way to talk about your child's day once at home or before coming back to school.

Please call the office at 966-5223 with questions for either Kristen Blaine, Assistant Director, or Jenny Goff, Director at any time. We can also be reached by email:

kristen@kirkwoodumc.org

jenny@kirkwoodumc.org

KUM Preschool Parental Notice of Policies and Procedures

My signature on this paper confirms I understand and agree to adhere to the following guidelines throughout the 2021-2022 school year.




1. I have read, understand and agree to adhere to the KUM Preschool Handbook (online), and the Covid-19 specific Policies and Procedures.
2. I understand that all policies and procedures addressed in the 2021-2022 KUM Preschool Handbook will apply, unless otherwise changed or clarified in the Covid-19 Policies and Procedures.
3. I understand that my child's health will be monitored during the day to ensure he/she is healthy to remain at school.
4. I will assess my child's health before I send him/her to school.
5. I WILL NOT send my child(ren) to school if he/she is exhibiting any of the following symptoms:
 - A. A fever of 100.4 degrees or higher
 - B. Headache, body or muscle aches
 - C. Cough, short ness of breath or difficulty breathing
 - D. Thick nasal discharge
 - E. Sore throat, skin rash, chills and/or repeated shaking with chills
 - F. Gastrointestinal issues including vomiting and diarrhea
 - G. Loss of taste or smell
 - H. Any other documented symptoms
6. I understand that if my child exhibits any of the above symptoms while at school, they will be isolated in the designated sick room, and picked up within the hour from school.
7. I understand that if my child is home with a Covid or non-Covid related illness, or is under quarantine due to a close contact, I will follow the policies and procedures for returning to school.
8. I understand drop off will take place outside of the building and pick up is at the classroom door.
9. I understand handwashing will occur upon arrival for all children and employees, anytime anyone leaves the classroom and returns, after using the restroom or diaper changing, before snack time and lunch time, etc...
10. I understand hand sanitizer will be used when soap and water are not available.
11. I understand that if my child(ren) attends Early Drop Off, CDO, Lunch Bunch and/or Clubs, these groups are created from other students in the school.
12. Lastly, I understand these guidelines might change throughout the 2021-2022 school year and I will be notified if any changes occur.

Signature _____ Date _____

Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

Low risk symptoms

-  Fever ($\geq 100.4^{\circ}\text{F}$)
-  Congestion/runny nose
-  Nausea/vomiting/diarrhea

-  Sore throat
-  Headache
-  Body aches

High risk symptoms

-  **Cough**
-  **Difficulty breathing**
-  **Loss of taste/smell**

Exposure to COVID-19 positive person?

Close contact: less than 6 feet, more than 15 min

