

Jacob's Ladder Preschool Parent Handbook Addendum during Covid-19 Pandemic

This information supersedes information in the 2020-2021 Parent Handbook.

BEGINNING OF DAY PROCEDURE

- All areas of church used by the preschool will be sanitized before the beginning of each school day. This will include but not limited to bathrooms, classrooms, door handles, walkie talkies, phones, iPad, light switches and any other high touch surfaces.
- High touch surfaces will be cleaned often throughout the preschool day.
- Staff will have their temperatures taken with no touch thermal thermometer as well as answering health screen questions before the start of each scheduled work day.
- **If a staff member has a fever and/or answers yes to any of the health screen questions she will not be able to enter building. Must wait 72 hours fever free and/or symptom free before returning, and must have a doctor's note clearing them to return.**
- Staff will use hand sanitizer before entering building.
- Staff will wash hands upon entering building.
- Staff will wear masks at all times in the church building. Changing these masks if they become damp or contaminated in any way. Staff may choose to wear cloth masks or the preschool will provide disposable masks. If they choose to wear a cloth mask, the mask must be laundered daily or a different mask worn daily.

STUDENT CHECK- IN PROCEDURE

- Students will have temperatures taken as well as answering health screen questions and if they are unable to answer questions the parent/guardian will be asked to answer on his/her child's behalf while still in their family's vehicle.
- Here are the health screen questions that will be asked of student or parent:
 - Has anyone in your household been in close contact with a person who has a confirmed diagnosis of Covid19?
 - Do you have a cough, shortness of breath, or difficulty breathing?
 - Have you had a fever of 100°F or greater in the past 72 hours?
 - Have you had any vomiting or diarrhea in the past 24 hours?
 - Have you taken medication for a fever in the last 24 hours?
 - Have you taken any cough suppressant medication in the past 24 hours?
- **REMIND PARENT/GUARDIAN THAT IF THEIR CHILD SHOWS ANY OF THE SYMPTOMS LISTED IN THE JACOB'S LADDER ILLNESS GUIDELINES DURING COVID19 THEY WILL BE CALLED TO COME PICK UP CHILD IMMEDIATELY.**
- If any student has a fever of 100°F or above OR answers yes to any of the health screen questions he/she will not be allowed to enter building. **Must wait 72 hours fever free**

and/or symptom free without aid of medication to return, and must have a doctor's note clearing them to return.

- Upon entering building, they will be given hand sanitizer.
- Students will wash hands for 20 seconds before entering their classrooms.
- Students will be required to wear masks when in church building unless eating snack. Masks will not be worn during outdoor recess nor when students are engaged in an outdoor learning experience.

**Jacob's Ladder Preschool
Illness Guidelines during COVID-19**

Symptoms/Illness	Should NOT attend school or work:	May attend school or work when:
Runny nose	-Discharge is often, thick, and greenish/yellowish in color	- Discharge is infrequent and clear in color
Fever	-Temperature at 100°F or above -Student unable to participate in school activities as determined by staff	-Temperature is below 100°F <u>without the use of a medicine that reduces fever</u> (Advil or Tylenol) for 72 hours
Conjunctivitis (Pink Eye)	-Eye redness, itching, irritation, swelling in one or both eyes -Thick and purulent discharge -Matted eyelashes	- <u>Bacterial Conjunctivitis</u> -after 24 hours of starting antibiotics drops - <u>Viral Conjunctivitis</u> -note from the doctor stating "no longer contagious"
Cough	-Frequent, uncontrollable, disruptive -Temperature at 100 or above	-Infrequent, non-disruptive -No fever for 72 hours
Diarrhea or Vomiting	-Diarrhea/Vomiting occurs within 24 hours of school start time	-Free from diarrhea/vomiting for greater than 24 hours -Able to tolerate regular food -No fever for 72 hours
Head Lice	-Live lice are present and/or nits are present	-Proof treatment is provided; release from doctor or lice treatment center -Director examines head confirming lice-free
Rash or skin infection	-Rash or signs of skin infection that have not been seen by a doctor -Temperature at 100 °F or above	-Rash-free or written release from doctor -After 24 hours on antibiotics/antifungals for skin infection -No fever for 72 hours

Sore Throat	<ul style="list-style-type: none"> -Sore throat with swollen lymph nodes, headache, nausea and/or fever -Positive culture for Strep Throat 	<ul style="list-style-type: none"> -Resolution of accompanying symptoms at least 24 hours. -24 hours on antibiotics if positive for Strep –No fever for 72 HOURS.
Chicken Pox	<ul style="list-style-type: none"> -Itchy pink/red rash with small fluid-filled blisters -Temperature at 100 °F or above 	<ul style="list-style-type: none"> -All lesions are crusted over and dry with no new lesions, usually 5-7 days -No fever for 72 hours.
Positive Test or Symptoms of Covid 19	<p><u>Positive Test or Two or more symptoms</u></p> <ul style="list-style-type: none"> -Fever -Cough -Shortness of breath or difficulty breathing -Fatigue -Muscle or body aches -New loss of taste or smell -Sore throat, congestion, runny nose -Nausea or vomiting, diarrhea 	<ul style="list-style-type: none"> -10 days have passed since symptoms first appeared plus symptom-free for 72 hours regardless of test result <u>OR</u> -TWO negative COVID-19 tests at least 24 hours apart plus symptom-free for 72 hours <u>OR</u> -Note of release from healthcare provider with alternative diagnosis
Known exposure to Close contact who tested Positive or has probable Case of Covid-19	<ul style="list-style-type: none"> -Exposure to close contact (within 6 feet for at least 10 minutes) or living in same household (from 2 days before symptom onset or positive test, if asymptomatic) -Consult healthcare provider or local health department for specific guidance 	<ul style="list-style-type: none"> -Home Isolation complete for 14 days after last exposure to close contact. -No symptoms of Covid-19 have developed during the home isolation period

***Any child or staff member sent home must wait 72 hours before returning, and must have a doctor's note clearing them to return. ***

COVID-19 RESPONSE GUIDELINE

(if student starts exhibiting symptoms at Jacob's Ladder)

***Any child or staff member sent home must wait 72 hours before returning, and must have a doctor's note clearing them to return. ***

Symptom	Monitor Child	Pick-up Required
Fever	99.0-99.9	100 °F or above
Cough	<ul style="list-style-type: none">• Infrequent• Non- disruptive• No Fever• No shortness of breath	<ul style="list-style-type: none">• Frequent• Uncontrollable• Fever of 100 °F or above• Disruptive
Shortness of Breath	Monitor to watch for worsening symptoms	If accompanied by a frequent and disruptive cough
Sore Throat	If only symptom	When accompanied by 1 other COVID-19 symptom
Headache	If only symptom	When accompanied by 1 other COVID-19 symptom
Loss of Taste/Smell	If only symptom	When accompanied by 1 other COVID-19 symptom
Chills	If only symptom	When accompanied by 1 other COVID-19 symptom
Muscle Aches	If only symptom	When accompanied by 1 other COVID-19 symptom

***Parent will be contacted to pick up their sick child immediately. When parent arrives at Jacob's Ladder, they will call the preschool at 615-776-7362 to alert the Director of arrival. The Director will take the sick child out the closest door to their parent's vehicle. ***

Jacob's Ladder will follow the same metric as Williamson County Schools in response to the level of active COVID-19 cases in our community.

Normal Operation	0 positive COVID-19 <i>active cases</i> in our community	Normal operations and procedures followed
Low Spread	Less than 0.5% of positive COVID-19 <i>active cases</i> in our community	Preschool will be in-person session with COVID-19 procedures followed.
Medium Spread	Between 0.5%-1% of positive COVID-19 <i>active cases</i> in our community	Preschool will not be in-person. Students will utilize take home materials.
High Spread	Greater than 1% of positive COVID-19 <i>active cases</i> in our community	Preschool will not be in-person. Students will utilize take home materials.

Jacob's Ladder Preschool will reserve the right to close preschool at any given time if we are experiencing a high level of active Covid-19 cases within our preschool, inability to staff classrooms safely due to staff illness, staff children's school(s) closed while WCS schools remain open or Bishop, District Superintendent for United Methodist Church and/or Trustees of Nolensville First UMC requires church building closure. If preschool is closed, the families will receive a text and/or call by 8 am the morning of closure.

Morning Drop Off Procedure:

- Two lines of vehicles will be formed in the back parking lot of the church. One line of vehicles will form under the breezeway. The second line of vehicles will form at the East Entrance covered entry. **Staff will start getting students out of vehicles at 8:50 until 9:05.**
- Students are to remain in their vehicles until a staff member has unbuckled and taken them out of car.
- A staff member while wearing a mask will take each student's temperature with the no contact thermal thermometer and health screening questions will be asked to student and parent/guardian may answer if student is unable to.
- Once the student has completed the temperature and health screening questionnaire and is cleared to attend, he/she will be removed from the car, given hand sanitizer .and enter through the door closest to their vehicle with staff member's assistance.
- Each student will be taken by staff member to wash their hands upon entering the building.

Dismissal Procedure:

- Two lines of vehicles will be formed in the back parking lot of church. One line of vehicles will form under the breezeway. The second line of vehicles will form at the East Entrance covered entry. **Staff will start dismissal to vehicles at 11:50.**
- Parent/guardian will remain in vehicle until their child is brought to vehicle by a staff member.
- Staff members will escort each student individually to their vehicle.
- When staff member gets to front driver's side of vehicle, parent/guardian can then get out of car to greet child and help them into vehicle.
- Once every child is safely buckled in to car restraint seat by their parent/guardian then those vehicles will be dismissed.

PLEASE PUT YOUR VEHICLE IN PARK WHILE WAITING IN DROP OFF AND DISMISSAL LINE TO ENSURE SAFETY OF STUDENTS AND STAFF.

Masks

- Staff will wear masks while inside the church building.
- Students will wear masks while inside the church building except during snack time.
- Students will not be required to wear masks during outside recess or any other outdoor activities.
- Students may wear their own masks whether disposable or cloth. Cloth masks must be laundered after each use. Jacob's Ladder will have a supply of kid sized masks in case a student forgets their mask or worn mask becomes damp, dirty or otherwise unusable in the proper, safe way.

Book Bags

- Jacob's Ladder provides each student with a book bag and folder.
- Book bags will be brought on the first day of the week with folder.
- Book bags will go home with folder at the end of each week.

Snacks

- Daily each student will bring their own snack in a disposable container labeled with their name which are easily opened by student. If a student's snack needs refrigeration, we can safely store snack in our designated refrigerator.
- Daily each student will bring their own water bottle labeled with their name. If it is a reusable water bottle, we will send it home with he/she each day to be washed.

Birthday Celebrations

- We absolutely want to make each student's birthday is a special time for them!
- Jacob's Ladder will provide a special snack for the class when a friend is celebrating a birthday. The special snack will be individually sealed not homemade such as Little Debbie treats.

Parent Helpers

- We will not have Parent Helpers at this time to minimize the number of people in the Preschool wing/church building. **Parents, guardians and visitors will not be entering the church building at any time.**

Late Arrival/Early Dismissal

- If student will be arriving late, parent will call preschool number 615-776-7362 upon arrival to preschool. Parent will need to park in parking area nearest to Jacob's Ladder entrance door. The Director will come out to vehicle where student's temperature will be taken and health screen questions asked.
- If student needs to be dismissed early, parent will send email to Director and child's teacher communicating what time student will be picked up. Upon arrival, parent needs to park in parking area nearest to Jacob's Ladder entrance door. Parent will call preschool number 615-776-7362 to make the Director aware of arrival. The Director will walk the student to their parent's vehicle.

- If a student unexpectedly needs to be dismissed early, parent will need to call preschool 615-776-7362 to let the Director upon arrival. Park in the parking area nearest the Jacob's Ladder entrance door. The Director will walk the student to their parent's vehicle.