

Parent Handbook
Addendum
COVID-19 Policies
2020 School Year

ST. PAUL EARLY CHILDHOOD CENTER

7960 ST RT 38 Milford Center

937-349-5939

stpaulearlychildhoodcenter@gmail.com

<https://stpaulchuckery.360unite.com/ecc-home>

**ST. PAUL EARLY CHILDHOOD CENTER
Parent Handbook
COVID-19 Edition**

Introduction	3
A. Extra Hygiene Measures and Procedures	4
B. Fee and Payment Policy	4
C. Admission/Exclusion due to symptoms of illness	Error! Bookmark not defined.
D. Personal Belongings	4
E. Arrival and Departure Procedures	4
F. Visitors	5
G. Field Trips/Special Events	5
H. Food	7

Introduction

Dear Parents,

As we are getting ready to reopen after being closed since the middle of March, 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 St. Paul Early Childhood Center 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. We will make sure that all changes are realistic and feasible for staff and children by taking into consideration CDC (Center for Disease Control) guidelines as well as those put forth by Union County Health Department and the state of Ohio. Please be sure to read through this and sign and return the last page.

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 St. Paul Early Childhood Center is a safe and enjoyable place for your family.

Belinda Allen
Teacher/Director
St. Paul Early Childhood Center

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. Hand sanitizer will be used when soap and water is not available. Sanitizing stations are located throughout our facility.
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 put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room and throughout the day. All soft toys, pillows, and dress-up clothes will be put away during this phase of opening.
3. Mask wearing: All the staff at St. Paul Early Childhood Center will be wearing cloth face coverings while they are in the classroom and all areas of the building. The staff will have the option to take a break when they are outside on the playground with the children and able to social distance. At this time children will not be required to wear facemasks, but families have the option to send their child to school with a mask.
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.

B. Fee and Payment Policy

St. Paul Early Childhood Center has the following policies and procedures for tuition payments:

1. Tuition is due on the 1st of the month. There is a grace period until the 10th.
2. A \$30.00 per month late fee will be charged when a payment is received after the 10th
3. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), **emergency-related closings mandated by the state/local government/DHS, like a pandemic**. If the closure lasts more than 30 continuous days, then tuition will be reduced to 50% for the remainder of the shutdown.
4. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition.

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 call us

at 937-349-5939 to be sure they may attend. 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.

The child will be permitted to return when his/her temperature is normal for 24 hours **without** aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to St. Paul Early Childhood Center without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the medication administration form found in the school handbook. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Teacher in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

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. This policy could change at the advice of the Union County Health Department.

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 Union County Health Department and our parents.

D. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. A beach towel for enrichment lunch and rest time will be sent home on the last day of each week, and it is **mandatory** that it be laundered before returning the next week.

E. Arrival and Departure Procedures

Our facility is operational from 7:15am-2:45pm Monday Wednesday and Friday and 8am-11:30pm on Tuesday and Thursday. All morning preschool children must be dropped off between 8:20-8:30 am. Enrichment Children need to be dropped off between 11:00- 11:10am.

Drop-Off Procedures

Please drive to the double doors by the school entrance. Drivers and all passengers over 5 years of age must wear a face covering during drop-off. A designated check-in staff member will come directly to your car wearing proper PPE. Check-in staff will look in through your child's window for a visual health assessment. The check-in staff will confirm your answer is no to Covid questions previously provided. If so, your child will get their temperature check taken through the open window. At this time, the check-in staff will determine if the child has met the eligibility requirements to attend class. The parent will unbuckle the child and the staff member will take your child to his/her classroom. Please have your child on the passenger side of the car for the safety of our staff.

Pick-Up Procedures

Please drive to the double doors on the education wing. The children will be brought out to the car. All drivers and passengers over the age of 5 years of age must be wearing face coverings while we are helping your child into the car. The driver will then pull forward and buckle their child in properly.

F. Visitors

Visitors will not be permitted at this time.

G. Field Trips/Special Events

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

H. Food

- A. Lunch: **We ask that you do not bring in lunches that need to be heated or refrigerated.** We will be eating in the classroom and not have access to a microwave or refrigerator.
- B. Snack: We will be having a daily snack in each class. This year we will ask families to send in large boxes of individual snacks to be used throughout the year. These can be sent in at any time and we will store them here at school. Each child will provide their own water bottle that will be taken home after every class and properly cleaned.

ST. PAUL EARLY CHILDHOOD CENTER

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook" COVID-19" addendum for the 2020- 2021 school year, which contains the policies and procedures for St. Paul Early Childhood Center while in the process of reopening. 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,

Belinda Allen
Teacher/Director
St. Paul Early Childhood Center

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of St. Paul Early Childhood Center Parent Handbook COVID-19 Addendum. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____