

Parent COVID-19 Handbook

2020-2021 School Year



LAUNCHPAD
PRESCHOOL
AT Foothills Church

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**Launchpad Preschool
Parent Handbook
COVID-19 Edition**

Introduction

Dear Parents,

As we are getting ready to reopen after being closed for five months, 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 Launchpad Preschool 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 faith, 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 Covid-19 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 following CDC (Center for Disease Control) guidelines as well as those put forth by state, local governments and FC. 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 Launchpad is a safe and enjoyable place for your family.

Renee Citrone
Preschool Director
Launchpad Preschool

A. Extra Hygiene Measures and Procedures

1. Handwashing: Once you enter the lobby, please use the hand sanitizer station for you and your child. 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 (sneezed or coughed on) 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 sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening. Each child will have a clear plastic pencil bag with materials and school supplies, for their individual use (ex. crayons, pencils, playdough, glue). These items will not be shared items.
3. 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. Students will eat lunch in their classrooms. Each class will have their own individual recess time. Our class sizes will not exceed 9 students.
4. Temperature Checks: Each child will have their temperature checked during the course of our preschool day. If a child registers a fever of 100.4 then a parent will be notified and ask to pick their child up from preschool immediately. Children will also be monitored for symptoms throughout the day and parents will be notified of any persistent symptoms.

B. Admission/Exclusion due to symptoms of illness

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 14 days after symptom onset/exposure, and 72 hours after their fever/symptoms resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 12, the person can return on day 15.) For most, this will be 14 days after the household contact with COVID-19. You must receive a negative test results in a row, at least 24hrs apart.

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 proper organizations and our parents. We will then follow guidelines laid out by the CDC.

C. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is needed/approved. No toys or personal items from home will be permitted at this time.

D. Arrival and Departure Procedures

Our facility is operational from 9:00am – 2:00pm (5hrs), Monday through Friday. Extended Care options may be available upon request (Morning Care 8:00-9:00 a.m. and After Care 2:00 – 3:00 p.m.). While operating in this phase, we are going to attempt drop-off with staggering drop-off times (beginning at 8:45 a.m.) and pick up times (beginning at 1:45 p.m.). This will help reduce the number of students/parents dropping off at once.

Only one adult may enter the building for drop off and pick up. We ask that as much as possible that you limit the number of different persons dropping off and picking up. Please try and have the same person drop off and pick up as much as possible.

Please respect social distancing during drop off and pick up. If you see another family being checked in, please be patient during this time. Please allow families room to drop off their child in the classroom without crowding, in return please be respectful of families waiting to drop off. If you need to discuss a matter with the teacher, please be brief. You may always make an appointment to discuss a matter at length.

Please utilize the hand sanitizing stations, before going to your child's classroom.

Drop-Off Procedures

Drop off times

Yellow/Purple 8:45 – 8:55 a.m.

Orange/Green 8:55 – 9:05 a.m.

Blue/Red 9:05 – 9:15 a.m.

Please try and abide by this time. We realize that this may not work for every family. If these times do not work for you contact the director. Our preschool days are 6 hours long. Our drop off and pick up times will reflect a 5-hour day for each class.

Our staff will do a visual assessment as you arrive. Once you enter the lobby, please use the hand sanitizer station. Through our Brightwheel system you will be asked a series of yes/no questions regarding symptoms. Your child will get their temperature taken and logged. If it is below 100.4F, you may proceed to take your child to his/her classroom. Please use social distancing.

Masks are optional for you and your child, as well as our staff. If you send your child in a mask we cannot be responsible for lost or damage to their personal mask. Every effort will be made to keep up with and keep mask(s) in good condition.

If you have two children, they may both be dropped off at the same time during one of their scheduled drop offs.

We ask if possible that the designated drop-off and pick up person not be a “vulnerable” person (older person or person with a serious underlying medical condition).

Pick-Up Procedures

Pick up times

Yellow/Purple 1:45 – 1:55 p.m.

Orange/Green 1:55 – 2:05 p.m.

Blue/Red 2:05 – 2:15 p.m.

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.

Please use hand sanitizer before proceeding to the classroom for pick up.

I. Visitors

Visitors will not be permitted at this time.

J. In house Field Trips/Special Events

There will be no inhouse field trips or special events/gatherings at this time. We will keep you updated on any plans for special events (open house, Fall or Christmas programs)

K. Parties and Celebrations

Birthdays- If you wish to celebrate your child’s birthday at Launchpad, please check with your child’s teacher at least one week in advance with what your plans will be for that celebration.

During this time, children may only distribute pre-packaged treats as opposed to homemade.

Note: All birthday treats must be nut-free.

L. Staff

Our staff will be screened upon arrival and will have their temperature checked at the beginning of each day. Our staff will adhere to the same policy as listed above for children under Admission/Exclusion due to symptoms/illness.

These policies and procedures are subject to change as evolving information and guidelines are updated by the CDC and government officials.



Launchpad Preschool

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2020- 2021 school year, which contains the policies and procedures for Launchpad Preschool at Foothills Church while in the process of reopening. After reading the handbook, please complete this form and return it to the school 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.

Yours in Service,

Renee Citrone
Preschool Director
Launchpad Preschool

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

I, _____ (print your name), on behalf of myself and my dependents, hereby assume all risks of requesting this service, including any risk that may arise from contracting COVID-19. This waiver and release of liability covers any circumstance/situation in relation to exposing me or my dependents to the COVID-19 virus from Launchpad Preschool at Foothills Church.

Parent/Guardian Signature: _____

Date: _____