

Holy Comforter Preschool and Kindergarten

Pandemic Handbook 2022-2023

Holy Comforter Preschool and Kindergarten's primary goal is to have children in school learning, growing, and enjoying every minute of their childhood at preschool. Every guideline set forth in this Pandemic Handbook is to ensure protocols that keep the children and teachers healthy and safe at school while eliminating having to implement stricter health guidelines or to quarantine by closure.

This handbook is to help guide parents of Holy Comforter Preschool and Kindergarten during an emergency pandemic. This handbook may be adjusted based on State, Federal, Episcopal Diocese, and Preschool Board guidelines for the pandemic and emergency needs of Holy Comforter Preschool and Kindergarten. We follow all rules, regulations, and requirements as well as recommendations of the local, state, and federal government for the health and safety of students, families, and staff.

Teachers and Staff

All staff at HCEP & K are fully vaccinated and may follow a mask optional policy. This may be amended if guidelines change. If transmission levels in our area reach high levels of transmission or there is a CDC recommendation based on COVID demographics, mask requirements may be instituted for a period of time. Frequent handwashing or hand sanitizing is required when teachers move from one student to another. Teachers and staff will be required to stay home if they have tested positive for COVID-19. Return will occur with a negative COVID-19 result or after day 5. Masks will be worn up to day 10. If a teacher has been identified as a close contact, he/she will monitor for symptoms for 10 days. If a teacher is experiencing any COVID-19 symptoms, he/she is to remain home prior to returning to school until a negative test.

Students

Parents/Guardians of students will indicate on the commitment form if they choose their child to be mask optional. Teachers will have your child comply with parent wishes whether masked or unmasked. If at any point parent/guardian decision changes, they are to contact the office in writing via email to obtain a new commitment form. Students are required to have a mask in their bags at all times even if mask optional. If transmission levels in our area reach high or there is a CDC recommendation based on COVID demographics, mask requirements may be instituted for a period of time. **As last year, due to shared materials and space by many classes in a short amount of time, we will begin our year with masks required for science and music classes for Threes, PreK, and K classes. Every effort will be made to have these classes outdoors if possible so that no mask needs to be worn. This mask requirement will only be in effect through September and then reevaluated.**

Covid-19 Protocols based on CDC information dated August, 2022

(Protocols will be updated as CDC posts)

If staff or child was exposed to COVID-19 and is NOT up to date on vaccinations, he/she is to wear a mask for five days and may come to school. Watch for symptoms until day ten of your last contact. Testing to occur after five days post contact. If symptoms present themselves, he/she is to remain home until day ten or negative COVID-19 result.

If staff or child was exposed to COVID-19 and is up to date on vaccinations or in a 90-day period from a positive COVID-19 result, you do not need to stay home unless symptoms are present. Masking will be encouraged. Testing to occur at least five days after close contact. Symptoms are to be monitored for ten full days.

If staff or child was exposed to COVID-19 and had tested positive within the past 90 days, he/she does not need to stay home unless symptoms develop. Watch for symptoms up to day ten.

If child or staff tests positive for COVID-19 regardless of vaccination status, they are to remain home for five days. He/she can return to school when symptom free for 24 hours and test negative or after day ten. If return is prior to day ten masking will be required.

Daily Health Checklist

Each morning parent is to complete the online daily health checklist prior to their child arriving at school. Children will not be able to enter the building until this is completed. Link is on our website homepage at www.holycomforterpreschool.com or by following

https://docs.google.com/forms/d/e/1FAIpQLSeLa8JJmsmJyrw6_dzkDk3Tu5GlgJJtd_BPkdxr_HrDOQVxg/viewform

Dropping Off and Picking Up of Students

Parents of preschoolers will park their cars and walk their child/children to the correct designated entrance for their child. All students must use hand sanitizing stations prior to entering the building.

Kindergartners will use the driveway on the right in front of church accessed from the UPPER PARKING lot. Kiss and Ride procedures will be used to drop off and pick up child/children at the upper parking lot in front of the church. Parents are to remain in the car. Parents must have completed online health check prior to school. All morning drop-off occurs in this area as well as afternoon pickup on Mondays and Fridays. **Tuesdays through Thursdays will have pickup in the lower parking lot.**

The following classes will have entrances/exits accessed from the LOWER PARKING lot:

Twos: Parents of this age are the only ones allowed in building for drop-off and pick-up. Arrival time is 9:15 am and pick up time is 12:50 pm.

Threes classes will use the entrance at the end of the sidewalk that runs along the new structure.

Pre-Kindergarten students will use the entrance/exit at the new wing.

*Parents will be required to notify HCEP and K if their child is to travel to a state/country that is deemed high risk by CDC or state governing bodies prior to departure. HCEP and K reserves the right to ask a child to mask for five days after travel to a high-risk area. During these times, refunds will not be issued and individual distance learning will not be possible. However, daily activities will be provided for the students. This is for the protection of all.

Illness Policy and Monitoring

Any student with a temperature of 100 degrees Fahrenheit or above, diarrhea, respiratory illnesses, constant nasal discharge, etc. must remain out of school for 24 hours after the fever has broken without any fever reducing medications or symptom free.

We will notify parent/guardian immediately for pickup if any student is showing any concerning signs of illness when at school. Parents will be asked to contact the office within 24 hours via email or phone to inform the school of diagnosis. Readmittance will be based on the child being fever free without medication and symptom free for 24 hours.

If any household member is awaiting results of a COVID-19 test, the child may be required to be masked based on his/her COVID-19 vaccination status.

We are required to report to the Department of Health when 3 COVID-19 positive cases in a 14-day period occur in a single class. It may be determined that the class would need to pause for a period of time if instructed by the Department of Health.

IMPORTANT: For health and wellness protection, there is a ZERO SYMPTOM POLICY in effect until further notice. This is NOT because we think every symptom is related to COVID-19 yet rather to limit exposure of bodily fluids in a shared environment. This is to protect our school community and keep children in school.

Tuition Payments during a Pandemic

There will not be a tuition reimbursement for individual or class quarantines. Teachers will supply activities to continue instruction in these instances but no virtual instruction. Holy Comforter Preschool and Kindergarten reserves the right to amend this handbook due to

situation and pandemic. In cases of complete school closure, all months will be charged at 50 percent of your child's tuition and teachers will support learning via technology.

Holy Comforter Preschool and Kindergarten will take every precaution for your child to stay healthy. Consistent hand washing and cleaning of centers and materials will be performed many times throughout the day. In addition, all surfaces and floors will be cleaned daily with a CDC recommended spray.

Release of Liability

HCEP and K will take all feasible precautions possible to our knowledge and best of our abilities to protect everyone at school. We CANNOT guarantee that there will be an unknown or unintentional exposure during school care. Therefore, families who choose to attend HCEP and K release liability and accept responsibility as well as medical expenses for treatment and transportation for their child should this need present itself. Policies and procedures may be adjusted as needed to increase safety and provide stability to your child's care and daily routines.

Please sign, date, and return the Holy Comforter Parent Commitment Form by your child's first day of school. Please retain this handbook for your referral of protocols and guidelines.

Thank you for ensuring the safety of our staff, your children, and our school so that we may continue to provide an environment where the children can have an important part of childhood- the freedom to learn and be with friends in a safe, energizing, and loving environment. Our goal is to remain in-person to give your child a wonderful part of childhood!

Holy Comforter Episcopal Preschool and Kindergarten Board

Lisa Arnold, President

and

Linda Meyers, Director

August 2022

Holy Comforter Preschool and Kindergarten

Parent Pandemic Commitment Form 2022-2023

I, _____, parent of _____,

received a copy and have read the Holy Comforter Preschool and Kindergarten Pandemic Handbook and agree to follow safety protocols. To protect our children and staff, I agree not to send my child to school when he/she is sick or feeling unwell with the symptoms consistent with COVID-19 or any other illness. I agree to screen my child each day prior to sending him/her to school and agree to keep my child at home if he/she has any of the following:

- *Feeling feverish and/or having chills (if documented temperature/fever of 100F or greater)
- *A new cough, sore throat, or chills not due to another health condition
- *Muscle pain not due to another health condition or caused by a specific activity such as physical exercise
- *New loss of taste or smell
- *Diarrhea
- *Increased lethargy
- *Unexplained headache

I agree to inform the school via email if my child has been determined to be a close contact of a COVID-19 positive individual.

I understand that HCEP & K reserves the right to change the mask optional policy in times of high levels of transmission.

I agree not to send my child back to school if he/she has been diagnosed with COVID-19 until:

My child has a negative test for COVID-19 and symptom free for 24 hours OR a healthcare provider has seen my child. If returning prior to day ten I agree my child will remain masked up to day ten.

I choose for my child to be **mask optional** **not mask optional** at this time. I understand there will be instances of mask wearing in science and music classes.

Vaccination levels help us determine the protocols for our school. Please indicate:
My child **is** **is not** vaccinated for COVID-19. If my child receives the vaccine, I will supply the office with that information to be placed with my child's health records.

Printed Name _____ Signature _____

Printed Name _____ Signature _____

Date Received in office _____ by _____