

## **Bethel Lutheran Preschool COVID-19 Policies & Procedures**

At Bethel Lutheran Preschool, we take the risk and dangers of COVID-19 very seriously and have set additional safety measures in place as recommended by the CDC, TEA, and Child Care Regulations to ensure the well-being of all of our children and staff. We promise to do all within our power to have as safe an environment as possible. With the help of the parents, we feel we can offer the children in our program the safe care and an exciting/fun preschool experience your child deserves.

### **PARENT RESPONSIBILITY:**

We are making several changes from previous years. Some of these changes, we hope, will be temporary and as time goes on, when the COVID-19 is no longer a public health emergency, some of these policies may be amended. The parents will be made aware of any amendments to this policy.

**CHILDREN WHO ARE ILL MUST STAY AT HOME.** While this has always been our policy, **NOW MORE THAN EVER**, it is vital that you keep your child at home if they are running a fever of 100.4 degrees or higher. You and your child will be screened every morning when you arrive at the preschool and will not be able to stay if **either of you** exhibit any of the following symptoms:

- fever of 100.4 degrees or higher
- uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline)
- discolored drainage
- diarrhea, vomiting, or abdominal pain
- sore throat
- fatigue or extreme fussiness
- body aches and/or chills
- loss of taste and/or smell

Your child's health and temperature will continue to be monitored throughout the day. While we understand that many of these symptoms can also be related to non- COVID-19 illnesses (ear infections, strep, etc.), we must proceed with an abundance of caution during this public health emergency. COVID-19 symptoms typically appear 2-7 days after being infected so please take them seriously.

### **CRITERIA FOR RETURNING TO SCHOOL IF TESTED POSITIVE FOR COVID-19:**

Conditions for return to school after your child shows symptoms or gets a positive test result: **(MUST MEET ALL 3 CRITERIA):**

- At least 24 hours has passed with no fever (resolution of fever without the use of fever-reducing medications); **and**
- Symptoms have improved; **and**
- At least ten days have passed since symptoms first appeared

**CONDITIONS FOR RETURNING TO SCHOOL FOR NON-COVID-19 ILLNESSES:**

- Obtain a medical professional's note clearing them for return based on an alternate diagnosis;

**Or:**

- Obtain an acute infection test at an approved testing location that comes back negative for COVID-19

**DROP OFF PROCEDURE:**

As required by the CDC and Child Care Regulations, we are taking some unusual steps this year. **Parents will NOT be issued access cards to enter the building. We will receive your child outside of the building.** When we feel it is safe to allow people to enter the preschool building, we will issue access cards at that time.

- Preschool staff will be present outside to screen temperatures and receive your child
- Preschool staff will wear face coverings during drop off
- Parents should practice social distancing when approaching the preschool door by either staying 6 feet apart from other parents or staying in your car until there is ample room to come up to the preschool door.
- Face masks are required for all parents or persons dropping off the child
- All items you bring for your child will be taken at the door when your child is dropped off.

**Because receiving children outside the preschool building requires additional staff, DROP OFF WILL BE FROM 7:15AM – 9:00AM DAILY. NO CHILD WILL BE ADMITTED TO SCHOOL AFTER 9:00AM.**

If there is a need or an emergency where you will have to come into the building, you may call or text the preschool cell phone (979-446-1578) or use the buzzer by the door and someone will come to the door. **WHEN ANYONE ENTERS THE BUILDING, THEY MUST:**

- Wear a face covering
- Wash their hands or use provided hand sanitizer
- Have their temperature checked
- Answer a health screening questionnaire

**PICK-UP PROCEDURE:**

- From 12:00–12:15 and from 2:45–3:15 we will have staff at the door to deliver your child to you for pick up.
- Please realize that it may take a few minutes to get your child to the door so give yourself a little extra time as needed for your pick-up routine.
- For the children who stay until 5:30, if a staff person is not at the door, we ask that you call/text the preschool phone or use the door buzzer for assistance. We will do our best to get your child to you as quickly and efficiently as possible. *Your patience will be greatly appreciated.*

- **IF YOU NEED TO PICK UP YOUR CHILD EARLIER THAN YOUR NORMAL PICK-UP TIME**, please call/text the preschool phone to make those arrangements.

**CLEANING AND DISINFECTING:**

- Upon entering the building, all staff, children and any other persons will be required to thoroughly wash their hands.
- Hands will be washed throughout the day. The children will receive training on how to effectively wash their hands.
- On the playground an approved alcohol-based hand sanitizer will be used, if needed. Children will wash their hands upon returning to the classroom from outside.
- Additional efforts will be taken throughout the day to clean and sanitize high touch areas (such as door knobs, light switches, faucet handles, bathrooms and playground equipment).
- Our building is currently being professionally cleaned every evening. Additional daily cleaning will also take place by the preschool staff.
- Toys, games and educational items will be cleaned/disinfected throughout the day.
- Please do not allow your child to bring toys or other items from home. Stuffed animals for nap time are allowed.
- Cloth toys, dolls and dress up clothes will NOT be used in the classrooms at this time.

**IF A CHILD BECOMES ILL WHILE AT PRESCHOOL:**

- Your child will be removed from the classroom and separated from the other children.
- Parents will be called and asked to come **WITHIN ONE HOUR** to pick up your child.
- Any items your child has at the preschool, such as nap mat supplies, will be sent home to be laundered.
- The room and area that the child was in will be cleaned and disinfected as soon possible.
- See “PARENT RESPONSIBILITY” section above for guidance on when your child can return to preschool.

**PROCEDURES FOR CONFIRMED CASES AND CLOSE CONTACT:**

For the purpose of this section “**close contact**” is defined as:

-being directly exposed to infectious secretions (e.g., being coughed/sneezed on) from an infectious COVID-19 individual while not wearing proper protective equipment; or

-being within 6 feet for a cumulative duration of 15 minutes with an infectious COVID-19 individual while not wearing proper protective equipment;

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

- If a **staff member, child, or household member of either** has had close contact with a confirmed COVID-19 individual, the staff member or child will be excluded from our preschool program until they have met CDC criteria to discontinue home isolation.
- If a **staff member, child, or household member of either** at our center tests positive for COVID-19, we will contact our local Health Department and Child Care Regulations for guidance, closure requirements, and re-opening procedures.\*
- All pertinent information regarding a confirmed case scenario will be communicated to our families in a timely manner.
- If the Health Department deems that it is necessary to close a classroom or the preschool center for a required length of time due to a confirmed COVID-19 case, **tuition will not be refunded or discounted.**

\*Closure requirements will vary based on the details surrounding the confirmed case.

#### **ADDITIONAL STAFF REQUIREMENTS:**

- Staff must wash their hands upon entering the building.
- Staff must have their temperature taken and complete a health questionnaire upon entering the building.
- All staff will wear face coverings and practice physical distancing with other staff members.
- All staff will receive additional hours of training on these policies and procedures as well as additional information on the COVID-19 pandemic.

At this time, we are not allowed to host preschool functions that bring a large number of people together nor have any activities that would mix all of the children together for an extended period of time. This, of course, saddens us as this means we cannot have our “Moms Night Out” group or activities such as our Thanksgiving Feast. It is our hope and prayer that the severity of the COVID-19 pandemic will soon diminish, and we will be able to go back to “normal” soon. Until then, we will work extra hard to make the classroom experience the very best it can be for your child.

Please feel free to ask us questions or talk about concerns. *We so appreciate that your child is a part of our preschool. We look forward to a wonderful year!*

*Acknowledgement page to be signed and returned to Bethel Lutheran Preschool.  
This page must be completed before your child attends our program.*

## **Bethel Lutheran Preschool COVID-19 Policies & Procedures Acknowledgement**

- I understand that while present in the facility my child will be in contact with children, families and staff who are also at risk of community exposure.
- I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection.
- I understand that my family and I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.
- I understand that if the preschool is required to close for a required period of time due to a COVID case, tuition payments will not be reimbursed.
- I understand that these guidelines can and will be updated and changed related to developments and updates to the Public Health Emergency on the national, state, and local level and based on best practices, CDC guidance and Child Care Regulations recommendations and/or requirements.
- I acknowledge that the center administrators have the right and responsibility to enact and enforce policies and procedures to keep all employees, children and their families as safe as possible.
- Updates to this policy will be made available to me through the Bethel Lutheran Preschool website: [www.blcbcs.org/preschool](http://www.blcbcs.org/preschool).

**By signing below, I acknowledge that I have received, read, understand, and been given the opportunity to ask questions about Bethel Lutheran Preschool COVID-19 Policies & Procedures**

\_\_\_\_\_  
Staff/Parent's Name (signature)

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Staff/Parent's Name (print)

\_\_\_\_\_  
Today's Date

**I consent to allow Bethel Lutheran Preschool to use approved hand sanitizer on my child's hands as needed to help reduce the spread of germs.**

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Parent's Name (signature)

\_\_\_\_\_  
Today's Date