Klein Weekday Ministries Preschool

Parent Handbook Amendments during the Covid-19

Pandemic Public Health Emergency

In effect from August 12, 2020, until Public Health Emergency is lifted by the State of Texas Health and Human Services Commission and Klein Weekday School Board votes to return to “normal” Parent Handbook procedures.

A Covid-19 Acknowledgement and Disclosure Statement for Family/Child requires both a parent before the child can be allowed to participate in Klein Weekday Preschool’s program. This form will be emailed for parents to ready, but will need to be signed at meet the teacher.

***If a Child, Staff Member, or Family Members Test Positive for COVID-19***
***proper community health authorities will be notified, and instructions followed by the health authorities. This may include classroom closures and/or self-quarantine periods.***

Regular communication with parents will continue via classroom calendars and newsletters, emails, and phone calls (when appropriate). During the health emergency, we are limiting visitation into Klein Weekday.

**ACTIVITIES / STAY and PLAY**

*Field Trips*

Kindergarten and Transition field trips will be reconfigured for the health and safety of the staff and children. We will monitor our community closely to determine by October, if a fall field trip will be possible based on current status from our health officials.

*Stay and Play*

The stay and play after school program will start as planned for the 2021-2022 school year. Stay & Play can be halted for the health and safety of the staff and children in the event of a rise in COVID-19 cases in our local communities or if directed by local health authorities.

**FAMILY PARTICIPATION**

During the health emergency, family participation inside the building and classrooms will remain halted during the 2021-2022 school year. Family participation may be reconfigured when appropriate and Klein Weekday has been given permission by licensing to do so. All parents will be notified once family participation resumes.

 **HEALTH ASSESSMENTS, POLICIES AND ROUTINES**

*School Records*

Each child will have their temperature taken before entry into the school and anytime during our school day if the child does not act like they feel well.

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*Health*

 Children must be fever-free (below 100.4) without fever reducing medication for 72 hours.

Children must be symptom free for 72 hours from the below whether they are COVID related or not:

 dry cough fever

 shortness of breath headaches

 chills fatigue

 loss of taste or smell

 sore throat

 muscle/body aches

 nausea

 diarrhea

Parents will be called to pick up their child if any of the above symptoms occur while the child is at school. The child will be separated from their class and kept in a healthy and safe place away from other children. The child MUST be picked up as soon as possible.

Non-methanol hand sanitizing stations are available at all entrances used for Preschool.

All children and staff members will use non-methanol hand sanitizer upon entry into the building, then will immediately wash their hands according to CDC recommendations upon entry to the classroom. CDC hand washing recommendations will continue to be followed throughout the Preschool day.

*Preschool Hours*

Preschool main hours will remain from 9:00am-1:00pm. It may be necessary to stagger drop off and pick up times depending on the current status of The CDC, Texas Governor's office and The Texas Health and Human Services Health and Safety Procedures. Notifications of any changes will be communicated promptly if necessary.

*Cell Phone Policy*

**NO CELL PHONES CAN BE IN USE DURING DROP OFF OR PICK UP. This policy will STRICTLY be enforced.**

*School Cancelation Policy*

Klein Weekday Ministries Preschool will continue to follow Klein I.S.D. cancellations due to weather, holidays, unforeseeable circumstances, but Klein Weekday with assess additional closures due to COVID-19 for the preschool on as needed basis for the health and safety of all staff, children, and families. Information concerning tuition and fees is in the *Tuition and Fees* section of this document below.

*Transmittable Illness*

IT IS ESSENTAL that parents/caregivers notify the school if a child or family member is suspected to have, has come in contact with someone that is suspected to have, or comes in contact with someone that has tested positive for COVID-19. This is in addition to the other illnesses listed in the Parent Handbook. Page 2

If any child or staff member tests positive for COVID-19 the following procedures will be followed:

* 1. Local health officials will be notified. Klein Weekday will follow all health official recommendations which may include self-quarantine, classroom closure or school closure.
	2. All school parents will be notified. The identity of the infected person will be kept confidential.
	3. All areas where the infected person had contact will undergo a deep disinfectant cleaning.
	4. The classroom or school will stay open or reopen as directed by local health officials.

Any child or staff member who (a) is lab-confirmed to have COVID-19; (b) experiences the symptoms of COVID-19 (listed below), must stay at home throughout the infection period, and cannot return to school until the school screens the individual to determine that the below conditions have been met.

* + In the case of an individual who was diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:
		- At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever reducing medications);
		- The individual has improvement in symptoms (e.g., cough, shortness of breath, …); and
		- At least 10 days have passed since symptoms first appeared.
	+ In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to school until the individual has completed the same three-step set of criteria listed above.
	+ If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis.
	+ COVID-19 symptoms include:

fever of 100.4 Fahrenheit or higher

dry cough

shortness of breath

chills

loss of taste or smell

sore throat

muscle aches

Children who have known close contact (within 6 feet) with a person who is confirmed to have COVID-19, must quarantine away from Klein Weekday Preschool for a period of 14 days. The quarantined child should be monitored for signs and symptoms of the COVID-19 illness and follow the criteria for returning if any signs or symptoms appear.

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*Pick-up and Drop-off Routines*

* Masks MUST be worn by all person's age 10 and above in the vehicle during morning carline drop off.
* Parent/caregiver will be asked a list of Daily Health Check questions each day upon arrival and may be turned away if any answers to the questions put others at risk of contracting COVID-19.
* A staff member will take your child’s temperature and will remove the student(s) from the car.
* All children in the 3’s, 4’s, Kindergarten and Transition classes will be required to be dropped off in morning carline starting the 2nd day of school and picked up at a designated area on the campus. Your child’s teacher will let you know of your pick up location at Meet the teacher day. First day of school procedures will be given out at Meet the Teacher. This will consist of a staggered drop off.
* All children in the 2’s classes will enter through the door closest to their classrooms. All parents must wear a mask and have a temperature checked upon entering. Only 3 parents will be allowed in the hallway at one time. Once the 2’s classes have adjusted to drop-off, they will be allowed to do morning carline drop-off. This will be announced after the first week of school.
* Siblings: We will arrange for your children to be together for afternoon pick-up so that the parent/caregiver does not have to head different directions.
* Stay and Play pick up is as follows: Kindergarten and Transition classes along with younger siblings will be picked up through carline.

3’s and 4’s will be picked up at a designated stay and play door. This schedule will be given out at meet the teacher.

If a child needs to be dropped off late or picked up early, please come to the ring door bell. The parent/caregiver must wear a mask. Temperatures will be taken both of child and parent/caregiver.

**NO CHILD SHOULD BE DROPPED OFF AND ALLOWED TO WALK TO THE DOOR ON THEIR OWN**.

**Late Pickup Guidelines**

If there is a need to pick up your child past 1:15 YOU MUST NOTIFY THE OFFICE asap. If the office is NOT notified of an emergency situation that causes the child to be picked up late, the regular late fee as stated in Parent handbook will be charged after 1:15.

*What to Bring to School*

A full-size **PLASTIC OR VINYL** backpack is preferred, but not required, for the 2020/2021 school year. Each backpack will be wiped down upon arrival.

A **PLASTIC OR METAL** lunch box is preferred, but not required. Lunch boxes will be wiped down each day.

*Snacks and Lunches*

Snacks must come from home in a container that is easy for the child to open. Klein Weekday will not be able to provide snack for your child during this health emergency.

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 **TUITION AND FEES**

The registration fee and the supply fee for the 2020/2021 school year remains a non-refundable/non-transferable fee.  This will not change for any closures and shutdowns that may occur due to a Public Health Emergency.

In the event that we have an exposure or positive COVID-19, Klein Weekday will follow the instructions given by our local Health Department.

In the event Klein Weekday is advised to close no longer than a 2-week period:

-Klein Weekday can close up to 2 weeks without issuing family refunds. Klein Weekday will continue to provide learning packets and/or home activities.

In the event Klein Weekday is advised to close for longer than a 2-week period:

-Klein Weekday families may be reimbursed tuition for regular scheduled school days missed, less the initial 2 weeks as stated above. Days reimbursed will consist of regular planned school days and will not include planned holidays.

In the event that school is canceled or shutdown and classes do not resume for the 2020-2021 school year, refunds, if any, will be determined and handled based on the circumstances at the time.

If you choose to withdraw your child from the program for COVID-19, or any other reason, a 30 day written notice is required, and tuition is required to be paid during this 30 day time period. No tuition credits or reimbursements will be given.

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