

Preschool families,

We are so excited to be back and to soon see all our Preschool families. We are thankful for your patience as we have been trying to stay on top of ongoing changes to prepare for the new school year. The following are the procedures we are implementing to ensure the health and safety of our students as well as our staff. They were created with the guidelines the CDC and child care licensing have issued in our area. Please be patient with us as this is definitely new to all of us and some areas might need changes after our first week. If there are any changes we will communicate in your child's folder as well as email.

Drop-off and Pick-up

Only staff and students may enter the building.

Drop-off and Pick-up will take place outside the doors of the Preschool. This will be a walk up system and times will be staggered by last name. Each age group will have a visibly marked designated drop off/pick up spot for our children that come 9:00-2:00. (See the last page for the schedule as well as our Before-School and After-School procedures)

Drop-off Procedures:

There will be a sign-in table with the sign-in sheet on it so you can get your child signed in before the teacher comes out to get the class. Please bring your own pen each day in order to sign-in. When it is your child's designated time the teachers will come out to take temperatures, double check the sign in sheet, and pick up the class.

Temperatures of parents/students will be taken each day at drop-off and at least one other time during their day at preschool. If either the parent or the child has a temperature of 100.0 or higher the child will not be allowed to attend school for the next 72 hours. They may return after this time period as long as they stay fever and symptom free for the last 24 hours without fever reduce medication.

Parents will need to wear a mask to drop-off and pick-up their children.

Pick-up Procedures:

Please wait at your students designated area and the teachers will bring the students out in a line. Please be patient as the teacher will need to check off each kid that is being picked up and make contact with you before the child can leave with you.

Masks

Students will NOT be required to wear masks.

We feel it is important for Preschoolers to see their teachers' face and expressions, especially the babies and toddlers. However, teachers will wear masks as follows:

Anytime they are not in their own classroom

Inside their classrooms when prepping lunches, diapering a child, assisting a child in the bathroom, or working closely one on one with a student.

Cleaning/Disinfecting/Sanitizing

Staff and children will wash hands anytime they enter the classroom and regularly throughout the day.

Hand sanitizer may be used in addition to handwashing for children over age 2.

Commonly touched surfaces (door knobs, faucets, tables, etc.) will be disinfected multiple times throughout the day.

Students 3 and older will be utilizing pencil boxes for crayons, markers, glue, scissors, etc. so they will not be sharing those supplies.

Crayons, markers, paint brushes, etc. used by students 2 and younger will be disinfected and sanitized after every use.

Toys and manipulatives will be rotated each day to allow for proper cleaning before they are used again.

Students will leave their rooms to go outside and to the bathroom (if their room does not have one). Any other activities will take place in their classrooms.

Communication

All students will have a folder that should be brought with them each day. This is a means for parents, teachers and office staff to communicate about things that may be handled without a phone call, email, text or face to face visit (i.e. tuition payment, daily sheets about your child's day, exchange of paperwork, etc.)

Information sheets will be sent home daily to let parents know about their child's day. (i.e. toileting, lunch, daily activities, behavior, etc.)

Classroom Facebook pages- we encourage each class to have one so please check with your teacher for access to these.

Emails-we will be able to send out school wide emails this year. Please let us know if yours changes.

Sickness

Children sent home from Preschool with a fever cannot return for a minimum of 72 hours with the final 24 hours being fever-free without fever reducing meds. Children must also be completely symptom free.

If a teacher or student tests positive for Covid and they have been in our facility within the past 7 days:

1. Health Department will be notified and we will follow their orders regarding quarantine and/or closure. This is a case by case basis and we are at their mercy.
2. All parents of students in our program will be notified by letter and e-mail.
3. Classroom and all affected areas will be disinfected and sanitized. Medical grade foggers will be used in addition to regular disinfectant and sanitizing solutions.

Conditions before that student or teacher can return:

1. Minimum of 10 days quarantine since 1st symptoms began
2. Fever free for 3 consecutive days without fever reducing medications.
3. Completely symptom free.
4. Any other stipulations given by Health Department once we have reported it.

If a household member of one of our students or a household member of one of our teachers tests positive, the following conditions must be met before student or teacher returns to the preschool:

1. That student or teacher should remain in quarantine for a minimum of 10 days.
2. That student or teacher must be fever free for 3 consecutive days without fever reducing medications.
3. That student or teacher must be completely symptom free.

Helpful from home:

Please send a bag or backpack that can contain your child's items needed each day. If they are age 2 or older please practice with them being able to carry or wear their bag. We will have extra hands the first couple of weeks but the staff will not be able to carry every bag in and out of the building each day.

Also, we are not allowing the rolled up nap mats this year. We provide the foldable mats that we sanitize each day and they may bring a small blanket and/or pillow as long as it can fit securely in their backpack. The reasoning behind this is we have to send home or launder any cloth items every day.

Thank you all for helping us in making this year run smoothly as well as keep everyone healthy and safe. Please contact the Preschool office at 817-295-0635 ext. 140 or at cari@fumcburleson.org if there are any questions.

<u>Classes</u>	<u>Drop off area/door</u>	<u>Students Last name</u>	<u>Drop-off</u>	<u>Pick-up</u>
Nursery	Portico	A-L	9:00 a.m.	2:00 p.m.
Trans. Nursery	Portico	A-L	9:00 a.m.	2:00 p.m.
3's M-F	Portico	A-L	9:00 a.m.	2:00 p.m.
2's T/Th & M-W-F	Preschool office	A-L	9:00 a.m.	2:00 p.m.
2's M-F	Preschool office	A-L	9:00 a.m.	2:00 p.m.
Toddlers	Preschool office	A-L	9:00 a.m.	2:00 p.m.
3's T/Th & M/W/F	Preschool office	A-L	9:00 a.m.	2:00 p.m.
Trans. Kinder	Preschool office	A-L	9:00 a.m.	2:00 p.m.
Pre-K M-F	Church office	A-L	9:00 a.m.	2:00 p.m.
Pre-K T/Th & M/W/F	Church office	A-L	9:00 a.m.	2:00 p.m.
Nursery	Portico	M-Z	9:15 a.m.	2:15 p.m.
Trans. Nursery	Portico	M-Z	9:15 a.m.	2:15 p.m.
3's M-F	Portico	M-Z	9:15 a.m.	2:15 p.m.
2's T/Th & M-W-F	Preschool office	M-Z	9:15 a.m.	2:15 p.m.
2's M-F	Preschool office	M-Z	9:15 a.m.	2:15 p.m.
Toddlers	Preschool office	M-Z	9:15 a.m.	2:15 p.m.
3's T/Th & M/W/F	Preschool office	M-Z	9:15 a.m.	2:15 p.m.
Trans. Kinder	Preschool office	M-Z	9:15 a.m.	2:15 p.m.
Pre-K M-F	Church office	M-Z	9:15 a.m.	2:15 p.m.
Pre-K T/Th & M/W/F	Church office	M-Z	9:15 a.m.	2:15 p.m.

Before School:

All students enrolled in our Before School program will have one drop off spot at the Preschool Office doors. They can arrive as early as 7:00 a.m. but no later than 8:30a.m. After 8:30, we will have to ask you to wait until our 9:00 drop off time. The same protocols will need to be followed as listed in our regular day drop-off as far as masks, temp. checks, etc.

After School:

All parents/ guardians of students enrolled in our After School program can first call the Preschool office at 817-295-0635 ext. 140 and give your child's name and age. Someone will bring them out to you under the portico, check your I.D (until we get to know you) and have you sign the child out.

If the phone is not answered because we have had to step out of the office then please come to the Preschool office doors and somebody will help you as quickly as possible.