



Living Way Preschool COVID-19 policies & procedures

Our goal is to create a safe and healthy place for the students to learn and grow. To do so there are many factors to take into consideration, including the focus and function of Preschool & Pre-K.

Living Way Preschool is striving to protect its students and teachers during the pandemic of COVID-19. It is our mission to serve the students in our school to the very best of our ability. The following policies and procedures are being put into place to protect the health and safety of the students & teachers.

Cohorting / Stable Grouping of Students

Young children are likely unable to practice physical distancing effectively. Therefore limiting the size of and maintaining a cohort / stable group is critical.

Cohort ratios will be strictly maintained. There will be NO more than 10 students per cohort / stable group.

Each class will be a cohort / stable group – meaning there will be NO fluctuation in who is part of the class. Only registered students will be in the cohort / stable group. Different classes will NOT overlap others. A new school schedule will ensure this.

PreK:

Monday, Wednesday & Friday
8:00-12:00

Preschool

Tuesday & Thursday
8:00-12:00

The new schedule will have similar overall hours per week as the old schedule.

Hand washing / Hand sanitizing

Hand washing will be taught and practiced – using soap, warm water, and washing for at least 20 seconds.

Hand washing will be required after using the restroom, sneezing, coughing, wiping nose/face, and between activities.

Hand sanitizing will be required upon entry to the school, before eating and between activities and when hand washing is not available.

Screening for Symptoms

Teacher will meet student at the car (wearing a mask – having freshly sanitized hands)
Childs Temperature will be taken with an infrared thermometer, (at the forehead) no touch.
Parents will be asked to verify that their child has not had any other symptoms in the last 72 hours:

- Fever
- Cough
- shortness of breath
- nasal drainage - anything other than clear
- vomiting
- diahera

If the health screening is passed, the teacher will then escort the student into school to the waiting teacher in the classroom.

Only 1 Teacher will interact with parents (Head Teacher / Director).

The staff will health check each other upon arrival in the school building. Staff will be excluded for 72 hours if they have a temperature above 100 degrees or have had any other symptoms in the last 72 hours

Record Keeping

Living Way Preschool will conform to Oregon Health Authority health check, and recording of such health checks.

- Child Name
- Drop off / Pick up time
- Adult dropping off / picking up
- Health check information
 - Temperature upon arrival
 - Verification of other symptoms
- Staff for the cohort / stable group
- Time worked
- Health check information

What if Someone is Sick?

If a child displays symptoms at the health check, meaning a temperature of 100 degrees or above, or any other symptom has been present in the last 72 hours the child will be excluded from school until they are symptom free for 72 hours.

If a child begins to exhibit symptoms while at school, the child will be isolated from the rest of the class (a teacher will stay with the child at a distance of 6 feet) and the parent will be contacted immediately to come and pick up the child. The child may return to class after 72 hours of being symptom free.

If a teacher exhibits symptoms they will be excluded until they are symptom free as well. School will be closed if one of the Teachers is unable to work due to illness. During COVID-19 having a substitute is NOT possible. They would not be familiar with our extensive policies & procedures, and would not be part of our existing cohort.

If a child or his/her family has been exposed to COVID-19, please do NOT bring the child to school. The child and family should be in quarantine for at least 14 days after their last date of exposure. If they show no symptoms after the quarantine period is up, students may return to school.

If a teacher or their family is exposed to COVID-19 the same 14 day quarantine period will be observed. School will be closed if a Teacher must quarantine.

If a child or teacher develops a case of COVID-19 the school will automatically be closed and a 14 day quarantine will be necessary for all students and teachers and their families who had any contact with the individual with COVID-19. School will be disinfected thoroughly during the quarantine period. After the 14 day quarantine period all students and staff with NO symptoms will resume school.

Parents will be notified if a child or teacher is quarantined for exposure to COVID-19 and, or if a child or teacher is sick and being tested for COVID-19. Notification will come via email and via the REMIND app.

Limiting Physical interaction / Providing Adequate space

Staff will limit interaction between themselves and anyone NOT part of the cohort / class during school hours.

Only the staff and cohort shall be allowed in the classroom.

Adults, other than staff, will not be allowed into the classroom area. If in an emergency, another adult is present in the school building, they will be required to wear a mask and practice social distancing of 6 feet from the classroom or students.

Our outdoor space is enclosed, not accessible to the public, the outdoor play equipment will be available to the students. Hands will be sanitized before and after play. The playground will be wiped down each day.

Air circulation will be increased in the classrooms, windows will be opened frequently and a small fan will be used to provide a steady flow of fresh air.

After all students have arrived at the school the outside doors will be locked, for safety and for limiting exposure to others. (The pastor of the church will be onsite periodically but will have no contact with the students during school hours)

Field Trips will be cancelled or postponed.

All program activities will be adjusted to allow for the maximum distancing child to child. Group activities at our “carpet area” will have assigned seating spots, with the maximum distance between students. Table activities will also have assigned seating areas, with maximum distance between students.

Free play & recess time is more open ended and less structured for students. We will however have students practice keeping their hands to themselves during play. All students will sanitize or wash their hand before and after free play & recess time.

Drop off & Pick up

All students and parents will wait in their cars, until drop off time, in the morning. Cars should line up in front of the covered entrance area. Teacher will come to your car and conduct the health screening and escort the student inside.

At pick up parents will again wait in their car. Line up in front of the covered entrance area. Teacher will escort the student to their respective car.

Food and Nutrition

Snack will be served to each child, individually, by a teacher with a gloved hand into a clean and sanitized plate or cup each day.

Students will sit at the table in their assigned spaces to provide the maximum distance between students.

Cleaning & Sanitation

The classroom will be sanitized everyday and between cohorts.

Toys will be cleaned and cohorted for each class. Toys that are available to one class will NOT be available to another class during the same time period. The toys will be rotated between classes – before rotation they will be fully sanitized. Toys will also be cleaned during the week to keep them clean for each class.

Individualized supplies

All students will have their own supplies for ALL learning activities. There will be no common or community supplies shared between students or between cohorts. There will

be an additional fee to cover the extra supplies needed during COVID-19. A one time fee of \$50 will apply.

The \$50 fee will cover, teacher & student face shields, teacher face masks, infrared thermometer, fans for air circulation, hand sanitizer, extra cleaning supplies, individual scissors, individual markers, individual pencils, individual set of colored pencils, writing center supplies, individual writing center boxes, individual glue sticks, individual glue bottles, individual book boxes, individual journal boxes, individual journal writing supplies, individual play dough, individual play dough tools, individual play dough boxes, individual paint brushes, plastic take home folder that can be sanitized, and school supplied clothes for accidents.

Face coverings: Masks / Face Shield

The teacher doing pick up and drop off will be required to wear a face mask. During school hours a mask will also be required during any interaction between teacher and anyone outside the cohort.

During School hours inside of our classrooms face coverings will NOT be required for the students. Teachers will wear face shields during classtime.

A main function of preschool and pre-K is to help students learn the social and emotional skills they will use in school and in life. To learn social / emotional skills the face is a tool that is vital. If, we cannot see our friends face when we take a toy away, one of our main tools in learning is lost. Expression and emotion are displayed mostly on the face. Learning to see and understand others by their facial expressions is HUGE for this age group.

The academic goals of preschool are language acquisition, pre-reading skills (letter names & sounds), and pre-math skills (counting, number names and quantities). These skills cannot be taught effectively without seeing the teachers face and how the sounds are formed in the mouth. If the teacher cannot see the child's face, helping to guide the child in correct enunciation and formation of sound is very limited.

If an activity is planned that requires student to be in close proximity to one another students will be required to wear a face shield. Child size face shields will be provided by the school for each student to wear. Each student will have their own dedicated face shield. The face shields will be sanitized after each use. Students will be taught how to be self-sufficient with the face shield, being able to put on and take off on their own.

School Closures / Tuition

If school is closed due to Teacher illness, COVID-19 exposure, or a confirmed COVID-19 case, tuition will NOT be reimbursed for the time lost.

If school is closed due to government order tuition will NOT be reimbursed for time lost.

Tuition Payment

All tuition payments will now need to be made online. Directions for making payments online on the Living Way Fellowship Church website will be available.

Continually Changing information

These policies and procedures are being put together in an effort to allow the students to continue to attend preschool even in the uncertain circumstances of COVID-19. Each policy and procedure has been based on the most current information available. Some policies and/or procedures may change if new information comes to light. If changes need to be made to these policies and procedures it will be communicated to parents.

Respecting the Cohort

In creating a cohort / stable group we are essentially creating an extension to our “family” group. Meaning we are all managing our risk factors by only associating with a small group of people. This is only effective if everyone in the “family” group is respecting the cohort by continuing to minimize contact with others. We ask that each family do all they can to keep their exposure low in an effort to keep themselves and all of the other students in the cohort protected.

I have read and understand the following guidelines that Living Way Preschool will be abiding by to create a safe and healthy learning environment. I am choosing to send my child to Living Way Preschool during the COVID-19 pandemic knowing the risks associated, and will NOT hold Living Way Preschool liable if my child contracts COVID-19.

Child's Name: _____

Parent Signature: _____

Date: _____