

# COVID-19 Addendum to 2020-2021 BABP Parent Handbook



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# Introduction

September 01, 2020

Dear BABP Families,

As we are getting ready to reopen after being closed since the unprecedented COVID-19 shutdown in March, I want to make sure we are all on the same page. My goal is to maintain open and transparent communication with families. While I know this can be a fearful time as none of us have ever experienced this before, the teachers and administration at Bel-Aire Baptist Preschool are committed to providing a quality program that is safe, Christ-honoring, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, BABP will still be a Christ-centered environment where littles learn to love and love to learn! The BABP community (families, students, teachers, etc.) is a life-long family, and that will never change.

This handbook addendum will lay out the changes made due to COVID-19 as we open for the 2020-2021 school year. The COVID-19 situation is constantly evolving, so please understand that procedure and policy changes may be necessary during the school year. We will adhere to CDC (Center for Disease Control) and MSDH ((Mississippi State Department of Health) guidelines while making sure that all changes implemented are feasible and appropriate for staff, families, and students.

Please be sure to read through this and sign and return the last page electronically.

Please be sure to read through this Parent Handbook Addendum. Feel free to contact me if you have any questions about the policies and procedures. You will be asked to send electronic confirmation via the REMIND app and written confirmation via signature at check-in that you have read and understand this information.

Thank you for trusting us to provide your child's first educational experience! It is going to be a great year at BABP!

Blessings,

Melanie Walton  
Bel-Aire Baptist Preschool Director

## A. HEALTH AND SAFETY PROTOCOL FOR COVID-19

1. Handwashing: As students enter the building after screening and check-in, they will wash their hands before entering the classroom. Hands will also be washed throughout the day, including after restroom use, before and after snack, after recess, etc. Hand sanitizer will be used when soap and water is not available. Student use of hand sanitizer will be monitored to ensure safety.
2. Sanitizing/Disinfecting: Classrooms will be disinfected daily with EPA-approved products. BABP staff will disinfect high-touch surfaces, such as doorknobs and light switches, throughout the day as needed. No spray disinfectants will be applied while students are nearby. Any toys that go into a child's mouth will be cleaned and sanitized. Items such as soft toys, reading center pillows, etc., will be put away during this phase of opening.
3. Mask wearing: The director will wear required protective equipment during arrival screening and dismissal. Adults will wear masks during arrival screening, dismissal, Open House, and any other time allowed entry to the building. Staff may wear masks/shields during the school day when necessary and feasible. The CDC and MSDH recommend masks for children ages 2-5 but also state that it is not always feasible for this age group. The current government mask mandate (as of August 2020) in Mississippi does not apply to children under the age of 6. Families are asked to communicate with the director before school starts regarding their student wearing a mask. BABP staff will support families who expect their students to wear masks in the preschool setting; however, masks must be appropriate for the child's development, the child must be able to put on and remove the mask by him/herself, and he/she must wear the mask properly without distraction.
4. Social distancing: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Children will not need to wear a mask when they are in their "home" (classroom), on the playground during their designated time, away from other classes, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible.
5. Daily Screenings: Staff and students will have temperatures taken and answer screening questions before beginning each school day. Anyone unable to successfully pass screening will not be allowed to attend. The director will keep record of daily screenings and attendance to aid in contact tracing if needed.

## B. Arrival and Dismissal Procedures

In order to stagger schedules, our arrival and dismissal times are temporarily changing. The arrival and dismissal times may change further as the school year progresses, according to how well the schedule works and how the COVID situation changes. If you have students in more than one class, please follow the arrival and dismissal schedule for your oldest student.

At this time, Early Care will be offered for PreK3 and PreK4 beginning at 7:30 A.M. The fee is \$2 per day, and drop-off ends at 8:10 A.M. Early Care is not open to PreK2, regardless of potty training status or having a sibling in PreK3 or PreK4. If you plan to use Early Care, you **MUST RESERVE** your spot by sending the director a REMIND message at least 24 hours in advance.

We will begin the school year with arrivals scheduled in 10-minute increments beginning at 8:20 A.M. If that schedule does not flow smoothly, we will adjust to longer increments. Each class will have an assigned time and will be signaled with a colored traffic cone on the director's screening table to show it is their turn to line up on social distancing marker for arrival screening. **PLEASE** say your goodbyes before exiting your vehicle and explain to your student that you will leave as soon as screening is done and will not enter the building.

Students must be accompanied by only one adult, and all adults must wear masks (until further notice). Adults who attempt to enter the screening area without a mask will be asked to return to their vehicle; if the adult refuses to return properly wearing a mask, he/she will be asked to leave and his/her student will not be allowed to attend.

The director will call each student and accompanying adult to the screening table. Student and adult will apply hand sanitizer, and the adult will answer screening questions pertaining to the student, close-contacts, and household members. The child will then have temp checked with no-contact thermometer. Once screening is completed successfully, the adult will sign for the student's arrival. Pens will be placed in a bin to be disinfected after single use. **PLEASE DO NOT LEAVE WITHOUT SIGNING IN YOUR STUDENT!** Once approved for entry, the director will take the student to the teacher assistant who will then escort/observe the child as he/she walks directly to his/her class's assigned area with classroom teacher.

If you arrive later than your student's window for arrival, you must wait until the last class is checked in for arrival; when the colored cones are removed from the table top, please escort your student to the screening area. If you arrive later than 9 A.M., you must enter through the church office. Please escort your student and wait with them until the director or designee comes to the office to conduct screening.

Dismissals are also scheduled in 10-minute increments. A colored traffic cone will be displayed outside the preschool door to show which class is ready for pick-up. When it is your student's dismissal time and the appropriate cone is displayed, please be sure you are properly wearing a mask and make your way to a social distancing marker on either sidewalk outside the

preschool. No adults will enter the preschool for pickup. Please wait at a social distance marker until your student is brought to you.

If you are late for pick-up, you must wait until all scheduled dismissal times have passed and then make your way to a social distancing marker. Your student will be brought to you. Once we get into a routine with these changes, repeated late pickups will be charged a fee.

BABP 2020-2021 Arrival/Dismissal Schedule **These times may change.**		
Class	Arrival	Dismissal
PreK4_M/W/F and PreK4_M/W	8:20 A.M.	11:20 A.M.
PreK2_M/W and PreK2_T/Th	8:30 A.M.	11:30 A.M.
PreK4_5-Day	8:40 A.M.	11:40 A.M.
PreK3_5-Day, PreK3_M/W/F, and PreK3_T/Th	8:50 A.M.	11:50 A.M.

## C. Celebrations & Special Events

There will be no field trips or gatherings at this time. Events will be celebrated by individual classes within the preschool.

If you wish to provide a special class snack for your student's birthday, please send your student's teacher and the director a REMIND message at least one week in advance. Notice must be given to accommodate students with food allergies. Only pre-packaged treats, no homemade, will be allowed. Suggested birthday treats are mini-cupcakes, donut holes, mini-muffins, etc. Treats must be dropped off with student at arrival.

## D. Chapel

Chapel: Classes will not meet together for chapel. Instead, chapel will be held inside each classroom.

## E. Parent Conferences/Conversations

Parent Conversations/Conferences: BABP thrives on good communication with families; we are committed to continuing that despite constraints! Teachers and the director will be available via the REMIND message system. In-person conversations/conferences may be scheduled with the classroom teacher and/or the director; adults will wear masks during conferences. Families will not be able to hold impromptu meetings with the teacher or director at arrival or dismissal due to the staggered schedule.

## F. Playground

Classes will have staggered recess times so that classes are not together on the playground. Playground toys will be rotated and disinfected as needed.

## G. Personal Belongings

Students may not bring personal belongings to preschool other than 1) backpack, 2) diapers for PreK2 if needed, and 3) emergency change of clothes. Absolutely no blankets, stuffies, toys, etc. will be allowed to be carried in or brought in backpacks.

## H. Substitute Teachers

Substitute Teachers: A list of trusted substitute teachers will be maintained. Substitute teachers will be screened for symptoms before receiving an assignment and will have temp checks upon arrival. All attempts will be made to have a substitute teacher when the classroom teacher is absent, but please be understanding if a class is unable to meet for a day due to such situation. Please be understanding that this year's changes require all hands-on-deck for BABP staff for normal operations.

## I. Tuition & Other Payments

Families are urged to utilize online payment with debit/credit card when possible. If payment with cash or check is necessary, 1) the payment must be enclosed in an envelope or sandwich bag, 2) the payment must be labeled with the student's name and type of payment (ex. tuition, fundraiser, etc.), and a parent/guardian MUST send the director a REMIND message by 9 A.M. that a payment is in the student's backpack. Due to the new arrival/dismissal procedures that will require involvement of all BABP staff, no payments will be handed to staff and no notices about payments will be made verbally to staff.

In the case of a school closure due to health concerns, issues concerning tuition payments will be addressed as soon as possible. The PreK will not attempt to charge tuition fees during extended closures of the entire school and surrounding school system. If a virtual learning program is offered by BABP, families will be given an option to continue tuition payments in order to be included in this program.

In the case of voluntary or necessary quarantine (typically 14 days or fewer), tuition will not be refunded and will continue to be collected to maintain enrollment.

## J. Visitors

Visitors will not be permitted at this time. Support service teachers will be screened before entering the preschool. When deemed safe, special visits from community helpers may be held outside with individual classes.

## K. Open House

Each class will be assigned a specific time for Open House. Students will follow “Student Arrival” protocol to become familiar with how their school days will begin. Students may be accompanied by a maximum of 2 adults for Open House. Adults accompanying students must wear masks for the duration of Open House. Adults not wearing a mask or wearing a mask improperly (such as below nose or below chin) will be asked to leave. It is deemed unsafe for adults unable to wear masks, for medical or other reasons, to attend Open House. No student will be admitted to Open House without an accompanying mask-wearing adult.

## L. First Days

First Days: It is important to help students develop routines from the very first day of school. We ask that families say their goodbyes before exiting their vehicles and then leave students with BABP staff as soon as screening is complete. This will allow us to develop routines and stay on schedule. If needed, a single family member (must be correctly wearing a mask) may escort the student inside ONLY during the first days. The family member will only be allowed to walk the student to the hallway area where the class is meeting to complete handwashing before entering the classroom. The family member will not be allowed to enter classrooms, restrooms, etc. and must leave promptly. Caution—I encourage you to begin your school routine even on the first day. It may cause the child to be upset when you are unable to walk them inside the next time.

## M. Admission/Exclusion Due to Symptoms of Illness

It is more important than ever that families keep sick students at home. Students who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be allowed to attend. It is a danger to other students and staff members at our facility. If you have any doubts about your child’s health, please speak with the director before arriving at the school to be sure it is appropriate to attend. BABP staff will be on high alert to notice symptoms of illness. If a student appears to be sick or has any of the above symptoms or conditions while at school, we will notify the parent or guardian immediately. The student will be moved away from other students, and parent/guardian will come for pick-up within one hour of notification. For illnesses deemed unrelated to COVID, the child will be

permitted to return when 1) his/her temperature is normal for 24 hours without aid of fever-reducing medication, 2) any prescribed medication, such as antibiotics, are in his/her system for at least 24 hours, 3) he/she feels well, and 4) a doctor's note is provided. The doctor's note must state that the student is no longer contagious and a date for return to school.

## N. Symptoms of or Exposure to COVID-19

Quarantine periods may be necessary for individuals or even classes. An individual directed to quarantine by the BABP director and/or healthcare professionals will not be allowed at the preschool during the quarantine period. Individuals in quarantine should stay home, separate themselves from others as much as possible, monitor their health, and follow directs from their state or local health department.

If an individual has contact with someone who is quarantined due to possible COVID-19 exposure, he/she is not required to quarantine. Families may wish to voluntarily quarantine at times.

If a student or staff is showing COVID-19 symptoms (fever, cough, shortness of breath) OR has been exposed as a close contact to an individual who is positive for COVID-19, the student or staff must stay home for a 14-day quarantine from time of exposure. Close contact is defined as being 1) within 6 feet for a total of 15 minutes or more, 2) in direct physical contact such as hug or kiss, 3) in contact with respiratory droplets such as through cough or sneeze, 4) shared eating or drinking utensils, or 5) living in the same household. At this time, the only exception allowing the student/staff to return before the end of the 14-day quarantine is if he/she 1) had documented Covid-19 within the previous 3 months, 2) has recovered, AND 3) remains without COVID-19 symptoms.

If a student or staff member tests positive for COVID-19, he/she must stay home for a minimum 14-day quarantine.

Families and staff members must immediately notify the director of any of the following conditions: 1) close contact or household contact exposure to an individual with suspected COVID-19, 2) close contact or household contact to an individual positive for COVID-19, or 3) symptoms of COVID-19.

We ask that all parents and staff let the director know immediately of any potential exposure. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 15 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform MSDH and our families; families will not receive details such as name of positive case.



## O. Quarantine Due to Suspected or Confirmed Exposure

Quarantine Due to Suspected or Confirmed Exposure: PreK families must notify the director as soon as possible of any suspected or confirmed Covid exposure. If there is a suspected or confirmed Covid exposure within the PreK that may affect your child, you will be notified as soon as possible via REMIND. Details of necessary quarantine will be based upon specific situation. Tuition will not be refunded during quarantine periods (typically 14 days or fewer).

## P. Response to a Covid-Positive Individual at the Preschool

If the director determines that a Covid-positive individual has been present at the preschool, the building will close for at least two days for proper disinfecting. Families will be notified as quickly as possible of such closure by REMIND message.

## Q. Closures Due to Public Health Concerns

If the state and/or county school district closes school due to health concerns, PreK families will be notified as soon as possible via REMIND. Issues concerning tuition payments will be addressed as soon as possible after a closure. The PreK will not attempt to charge tuition fees during extended closures of the entire school and surrounding school system. If a virtual learning program is offered by BABP, families will be given an option to continue tuition payments in order to be included in this program.

## R. Liability

BABP takes the health and safety of children, families, and teachers of utmost importance. The PreK will do due diligence in enacting our health and safety protocols. If exposure to Covid occurs, the PreK will not be responsible for payment for testing, loss of family wages due to necessary quarantine, etc.

# Parent/Guardian Receipt of COVID-19 Addendum to 2020-2021 BABP Parent Handbook



Parents or Guardians,

Please thoroughly review the COVID-19 Addendum to the 2020-2021 Parent Handbook, which contains the policies and procedures for Bel-Aire Baptist Preschool while in the process of reopening. After reading the COVID-19 Addendum, please complete this form and return it to the preschool in your child's backpack during the first week of school. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Blessings,

Melanie Walton  
Director, BABP

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I, \_\_\_\_\_ (print your name), the  
parent/guardian of \_\_\_\_\_ (print  
child's name), hereby acknowledge receipt of the COVID-19 Addendum to the  
2020-2021 BABP Parent Handbook. I have read and agree to adhere to all the  
policies and regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_