



2021–2022 Health & Safety Guidelines & Policies

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Welcome

Dear Preschool Pals Families,

We are so excited to welcome your children into our preschool and look forward to a great year of learning, growing, and fun! We know this year continues to be an uncertain time, and want to assure you we will be doing all we can to keep your children safe and healthy while they grow and learn at SPP. We had a very successful year last year due to our safety measures and the cooperation of parents keeping children home when they were sick. We are confident that with the cooperation of our parents, we will be able to have the same level of success in keeping everyone healthy

I'm sure there are many questions regarding the return to school and hopefully this email and list of 2021-2022 SPP Health and Safety Guidelines and Policies will help. We want to make you aware of the safety protocols we are continuing to implement in order to make this school year a positive learning environment for our children while also keeping everyone safe. We will continue to assess information from federal, state, and local agencies and update our policies to meet or exceed their recommendations for this upcoming school year. Please take time to read these policies and procedures carefully.

We cannot wait to have your children in our program! Please do not hesitate to contact the SPP office if you have any questions or concerns. You can always reach us by email or leave a message on our phone, and someone will contact you promptly.

In His service,



Kelley Wilkinson
SPP Director

We will continue to monitor the recommendations of the CDC, HHSC (Texas Health and Human Services Commission, the state department through whom we are licensed), and Collin County Health Department, and adjust our policies as needed.

BUILDING ACCESS

Access to the Children’s Building will be limited at this time. Reducing the number of people in the building will reduce the possibility of exposure to COVID-19. We strongly recommend that all people entering the building, regardless of vaccination status, wear a mask in the hallways during afternoon pick-up and anywhere that social distancing cannot be implemented. This is for the safety of our young students and even younger siblings.

In person tours for prospective new families will only be conducted after school hours.

DROP-OFF & PICK-UP PROCEDURES

SPP children will be dropped off from a drive-through line outside the north doors of the Children’s Building. (Building C, the far north entrance by the playgrounds across from the fields)

Until further notice, parents will pick up through the carpool line in the afternoon and not at the classroom.

Children will have their temperature taken and answers to the COVID-19 screening questions will occur prior to parent’s departure.

A detailed video showing our drop-off process will be sent out before the start of the school year.

DAILY HEALTH CHECK SCREENING QUESTIONS

All children’s temperatures will be taken before they are removed from their vehicle during drop-off. The following health screening questions will also need to be answered daily:

Within the last 14 days, has your child:

- been diagnosed with COVID-19?
- been in **contact** with someone recently diagnosed with COVID-19 or is a potential positive case regardless of symptom presentation?
- been exposed to anyone who had **contact** with someone recently diagnosed with COVID-19?
- had **contact** with, or was a participant in international travel to a country requiring a 14-day self-quarantine as designated by the CDC?

***Contact** is defined as interactions within six (6) feet of an infected person for at least 15 minutes.

HEALTH REQUIREMENTS

To maintain the healthiest environment at our school, it is vital that children who display symptoms of illness remain at home. We will conduct a health screening daily before anyone can enter the building.

Children with any of the following symptoms will not be allowed to attend:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
- Dry cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Nausea/vomiting
- Known close contact with a person that is lab-confirmed to have COVID-19 or awaiting test results

We will require a doctor's note for anyone that visits their doctor for any of the symptoms to assure they are negative for COVID-19, and to be aware of what illness might be causing their symptoms.

While we know that some COVID-19 symptoms are similar to those of allergies or colds, we reserve the right to deny entrance to those we feel have symptoms that are concerning. This will also apply if any person(s) dropping off a child each day is showing symptoms.

When a child becomes ill, the child cannot return to the program until he or she is symptom free without medication for 48 hours. SPP reserves the right to request a doctor's note prior to returning to the program.

ILLNESS DURING THE DAY

- If a child begins to exhibit symptoms of illness, we will isolate the child in a safe, secure, caring environment until he/she is picked up.
- Parents must be available for immediate pick-up or make arrangements for their sick child to be picked up as quickly as possible, but within no more than 30 minutes of being notified.
- We will follow health and safety guidelines from the state and local public health authorities to determine when a return to the school is appropriate.

CASE OF COVID-19

If your child has been exposed to anyone who has been confirmed as a positive case of COVID-19, the family must inform the SPP office via email or phone call as soon as possible. The child will be required to stay home for 10 days.

If there is a confirmed case of COVID-19 in any SPP staff or student, we will notify the following:

- HHSC and the Collin County Health Dept.
- Stonebriar Community Church Leadership
- SPP families and staff

After notification, SPP will follow the instructions set out by the health department, which *may* include:

- closing the classroom for up to 3 days for disinfecting
- self-quarantining at home of teachers and children in the affected classroom for up to 14 days

With regards to the person diagnosed with COVID-19, SPP will keep his or her identity confidential to the extent possible as required by law.

The above information/criteria will apply to the SPP staff as well.

RETURN TO STONEBRIAR PRESCHOOL PALS

For any child with confirmed or suspected COVID-19, SPP will follow the procedures below as to when the child can return to Preschool Pals.

In cases where a child has a confirmed case of COVID-19, the child will:

- Self-quarantine for a total of 10 days
- Return to SPP when the following three (3) criteria are met:
 1. Two days (48 hours) have passed since resolution of fever without fever reducing medication
 2. Improvement in respiratory symptoms (cough, shortness of breath)
 3. Ten (10) days of quarantine. Day 1 of quarantine will be the first day symptoms appeared.

In cases where a child who has symptoms that could be COVID-19, and does not get evaluated by a medical professional, or tested for COVID-19, the child is assumed to have COVID-19, and the child may not return to SPP until the child has completed the same three-step criteria listed above. If the child has symptoms that could be COVID-19 and wants to return to SPP before completing the above self-quarantine period, then the child's parent/guardian must obtain a medical professional's note clearing the child for return based on an alternative diagnosis.

The criteria above will apply to all SPP staff members as well.

HEALTH AND SAFETY GUIDELINES

- Children and staff will wash hands thoroughly with soap and water upon arrival in the classroom and frequently throughout the day.
- Children in the 3-year-old, 4-year-old, and TK classes are strongly recommended to wear a mask to and from their classroom during the transition of drop-off and pick-up only. Children in the two-year-old and toddler classes will not be required to wear a mask.
- Children will be allowed to wear a mask to school, but SPP will not require it. If you desire to have your child wear a mask all day, the teacher will make reasonable attempts to keep the mask on. However, if it becomes disruptive or is not able to be worn safely, teachers will ask the child to remove the mask and place it in their backpack. If you want your child to wear a mask all day, begin to practice that now so that they will be used to wearing it for prolonged periods.
- SPP staff will wear a mask when in close proximity to a child/children. They will be allowed, but not required, to remove their mask during times when they can maintain a six-foot social distance or when they are outside. It is optional for staff to wear masks in the morning at drop-off since it is outside. We love to greet our students with a smile!
- SPP staff will undergo a temperature check/health screening prior to reporting to work each day.
- Signage describing proper hand washing technique will be posted at all sink areas.
- There will be alcohol-based hand sanitizer available in the lobbies and throughout the Stonebriar campus.
- All frequently touched surfaces (faucets, light switches, doorknobs, classroom restrooms, counters, tables, chairs) will be disinfected throughout the day. Teachers will also disinfect toys used in the classroom throughout the day.
- Center items will be cleaned throughout the day.
- Teachers will spread the children out appropriately during classroom activities, lunch, and naptime.
- We will continue to have all specials classes and they will be taught in compliance with distancing and sanitizing CDC guidelines. Any room used by more than one class during the day will be sanitized in between each use, before the next class arrives. Keyboard covers will be used on computers and cleaned after each use.
- There will only be one class on the playground at a time to keep exposure to others to a minimum.
- There will be a planned traffic flow in the hallways a children move throughout the school day.
- In addition to the routine procedures of the cleaning staff, we will continue the increased sanitization and disinfecting process conducted nightly in each classroom.
- SPP will not hold group events in the near future. (This includes program-wide functions or individual class parties where parents are invited.)

PARENT COMMUNICATION

It is very important to us to have face to face communication between parents and teachers. For this reason, at this time, we will have parents come in the school for afternoon pick-up at their child's classroom. We are asking parents and teachers to wear a mask during this pick-up time (regardless of vaccination status) in order to keep everyone safe and healthy. This in-person pick-up is subject to change.

ITEMS FROM HOME

Due to our carpool drop-off system, we ask that you help us by sending **all items** in a backpack large enough to accommodate the following:

- lunch box
- water bottle/sippy cup
- take-home folder
- rest time items
 - 3–5-year-olds may bring a bath or beach towel for rest time.
 - Toddlers and 2-year-olds may bring a rolled nap mat as a separate item from the backpack.
 - Toddlers and 2-year-olds may send, if needed, a labeled pacifier that has a safety clip to attach to clothes and a lovie for naptime.
- **two complete changes** of clothes (packed in a large Ziploc bag inside the backpack)
2 changes of clothing includes:
 - 2 shirts
 - 2 pants/shorts
 - 2 underwear
 - 2 socks
 - 1 extra pair of shoes

Please refrain from bringing toys or other items from home.

A detailed video about packing the backpack will be sent out before the start of the school year.

TUITION POLICY:

Should SPP need to close due to instruction of local, state, or federal authorities, full tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 50% of tuition will be due. Parents may give a 30-day paid tuition notice to withdraw from the program if they feel it is in the best interest of their family. The amount of paid tuition due will be calculated based on the date we receive your written notice to withdraw. This policy also applies in the case of decisions by the Frisco ISD to refrain from in-person classes or to an individual class if there is a need for temporary closure.

Tuition payments are automatically drafted on the fifth of each month from Tuition Express. You may also pay by cash or check before it is drafted on the fifth. If entering the building to make a payment, please wear a mask if you cannot social distance.

This policy does not otherwise modify or amend the 2021–2022 Stonebriar Preschool Pals Parent Handbook.



**PRECHOOL
PALS**

Stonebriar
community church

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