Shiloh UCC ELC Health and Safety Plan

As we plan for preschool during this unusual time, the ELC found it necessary to extend our current Parent Handbook and add our policies and procedures specific with COVID. Please read through this Health and Safety Plan to understand our new daily schedule and routines, health policy, cleaning and safety procedures, and tuition.

This plan was developed by the Shiloh ELC Advisory Board using information from the Center for Disease Control, Pennsylvania Department of Health, Pennsylvania Department of Education, and the Office of Child Development and Early Learning.

All families will have access to the Health and Safety Plan on our Shiloh UCC ELC web site. All families will be required to sign a COVID 19 Liability Release Waiver before any student can start attending the ELC.

Each class, here at Shiloh UCC ELC Preschool, will be considered a family. We will encourage social interactions such as elbow bumps, high fives, air hugs, spirit fingers, and winks, while also enjoying time playing and interacting together and learning about personal space. We do not know exactly what this year will look like, but we do know that we will love your children and teach them to the best of our abilities.

**Health and Safety**

* All staff members will have their temperatures taken as they enter the preschool each day.
* All students will have their temperatures taken by a staff member before entering the preschool each day.
* Anyone with a temperature of 100.4 degrees or higher will be asked to leave that day.
* Staff members and students are asked to remain home if they exhibit any symptoms of illness to include, but not limited to, those symptoms listed on the COVID 19 Waiver and the Shiloh UCC ELC Health Policy.
* Staff members and students must be fever free for a period of 24 hours without the aid of any medication. A fever will be defined as 100.4 degrees and higher.
* Pennsylvania has identified several states as “hot spots” or “highly impacted” by COVID-19. If travelling to one of these states (or if travelling anywhere internationally), families must inform the preschool and keep their child home for a period of 14 days from the day they return from that location.
* If a child is observed to be displaying signs or symptoms of illness, the child will be isolated (to the best of our ability) from the other children. The parents will be contacted and must pick up their child immediately.

**Face Masks or Shields**

* All staff members, students, and visitors must wear a mask/shield (that covers the mouth and nose) while in the preschool, as per the Governor’s mandate. A doctor’s note is required if a staff member or child cannot wear the face mask.
* Staff members will encourage and work with the children as they acquire the necessary skills to wear the masks appropriately. We understand that wearing a mask may be difficult, but it is the intention of the staff to remain as positive and encouraging as possible.
* In accordance with the mandate and the Department of Health guidelines, face mask breaks will be provided throughout the child’s time at the preschool.
* Each class will have a system in place for storing, placing, and hanging masks during mask breaks.
* Parents should provide at least one additional mask to be kept at the school and utilized when needed by their child.

**Drop Off & Pick Up**

* Each class will have their own designated door to enter and exit the preschool.
* Parents are asked to park in the parking lot and remain in their vehicles until a Shiloh UCC ELC staff member arrives at the class’s designated doors and opens it.
* Parents should walk their child to the designated door and wait for a staff member to escort the child into the building. No parents will be permitted into the building at this time.
* Pick up and drop off time is a busy time and is an easy place for parents to gather. Please keep in mind the importance of social distancing and remain 6 feet apart during these times to help keep all of our families safe.

**Personal Belongings**

* At this time no backpacks will be allowed in the building. Any backpacks can be brought to the door, but then parents are asked to remove the backpack from their child and take it back to the car with them.
* Parents are asked to provide the school with a Ziploc bag, clearly labeled with their child’s name. In the Ziploc bag, parents should place one complete change of clothes and an extra mask. This bag will remain at the school.
* At this time, children are not permitted to bring any toys or other items from home into the preschool unless requested by a Shiloh UCC ELC staff member.
* Each child may be asked to bring a personal water bottle to the preschool that he/she will be permitted to drink from throughout the day. We ask that only water be placed in this water bottle. Please be sure to place the child’s name on the water bottle. The water bottle will be sent home daily for it to be cleaned at home.

**Classroom Procedures and Routines**

* Upon entering the classroom, each student will sanitize their hands (with soap and water or hand sanitizer). This will be repeated before snack time, after using the bathroom, before and after using the playground, and at other times throughout the day.
* Children will be allowed to cooperatively play with students in their own class, as this is an important part of preschool and development.
* Social distancing will be implemented as much as possible. Extra items have been removed from the rooms to allow for more space for the students to spread out throughout the day. In addition, other areas of the school and the church may be used to permit smaller groupings.
* Each child will be provided with their own individual set of supplies, when feasible.
* The playground will be utilized by only one class at a time. The playground will be cleaned after each class is finished. Efforts will be made to reduce the number of students, within the class, that are on the playground at once.
* Snack time will still occur in most classes. All snacks provided must be individually wrapped and in an **unopened** package. Any snacks not individually wrapped must be in a sealed and **unopened** package. No homemade snacks will be permitted. Only teachers (wearing gloves) will hand out snacks.

**Sanitation**

* At the end of each day, as well as in between classes that meet in the same room, tables, chairs, and any surfaces frequently touched will be sanitized.
* Each class will have their own bin of outside toys that will be disinfected at the end of each class.
* Inside toys will only be used by one class at a time, and will be disinfected at the end of each class. Any toys that cannot be easily cleaned will be removed from the classroom.
* We will routinely clean and disinfect entrances to and from the classrooms and the building.
* Bathrooms will be sanitized between classes as well as periodically throughout the day.
* Windows will be open as much as possible for ventilation.
* Teachers will be using outdoor spaces more frequently.
* Cleaning products will not be used near the children and staff will ensure adequate ventilation.

**Possible COVID-19 Exposure**

* If a family or staff member suspects a possible exposure to Covid-19, they must inform the preschool. The preschool director will determine the course of action based on the guidelines established by the Department of Health. This could result in closing a classroom or asking individuals to quarantine for a period of time.

**Confirmed COVID-19 Case**

* If a student or staff member is tested and confirmed positive for COVID-19, the school will be closed for at least a period of 48 hours.
* The class of the student/staff member that tested positive will need to be closed for a period of 14 days. ELC Staff members will provide online learning during that class closure.
* All families will be notified of the confirmed case and school closure.
* During the 48 hour school closure (which could extend up to 2 weeks), the school will be cleaned, sanitized, and disinfected.
* In accordance with state guidelines, appropriate health officials will be notified and made aware of the confirmed case.

**Enrichment**

* The enrichment director will be meeting with her team to discuss the enrichment program. As details are decided about the enrichment program, information will be shared with the preschool families. It is the goal of Shiloh UCC ELC to offer these enrichment programs to our families, while also following the safety and health guidelines listed throughout this document.

**Tuition**

* No registration fees will be reimbursed.
* As long as the preschool remains open, monthly tuition will be due, in full, on the first of each month.
* No tuition will be refunded if a parent withdraws their child before the end of the month.
* If the ELC closes after the 15th of the month, for any reason, that current month’s tuition will not be reimbursed.
* If the ELC closes before the 15th of the month, for any reason, a refund of 50% will be returned.
* If an individual class closes due to a positive Covid case in that class, ELC staff members will provide online learning during that time and no refund will be issued.

**Online Learning**

* The ELC will provide Online Preschool if our school closes. Details to come.