



Parent Handbook Appendix 2020-2021

St. John Christian Preschool
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Introduction

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Introduction

Dear Parents,

In addition to the Parent Handbook available on our website (stjohndublin.org), we are providing this Parent Handbook Pandemic Appendix to explain changed and added policies and procedures for the 2020-2021 school year.

Many things will seem different with new procedures in place for the safety of all, but this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook appendix lays out the changes as we enter the next phase of the COVID-19 pandemic. It also reviews some procedures and policies that are continuing from prior years. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain until further notice. We will make sure that changes are realistic and feasible for staff and children by considering CDC (Center for Disease Control) guidelines as well as those put forth by our licensing agency, the Ohio Department of Job and Family Services (ODJFS), the American Association of Pediatricians and other respected groups. Please read through this document, then sign and return the last page.

Contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook Appendix or in the general Parent Handbook available at stjohndublin.org.

Looking forward to a great year!

Bonnie Stottlemyer, Director
St. John Christian Preschool

St. John Christian Preschool remains committed to these guiding principles:

Mission Statement

St. John Christian Preschool exists to help families carry out God's command to educate His children and prepare them for a Christ-centered life of learning and service.

Philosophy

At St. John Christian Preschool, we believe:

Each child is a gift of God, loved by Him and welcomed into His family through Jesus. (Matt. 19:14)

Children learn best in an emotionally and physically safe environment.

Children who are guided positively become responsible, caring individuals who are self-motivated and self-controlled.

Each child is created by God with an amazing capacity to learn and grow. (Psalm 139:14) We honor God's creation and serve children best when we understand these truths:

- Each child possesses unique gifts and needs.
- Children's growth follows developmental patterns that are sequential in nature and an orderly process.
- Children learn best when we educate the whole child, nurturing spiritual, physical, social, emotional, creative, and cognitive/language growth.
- Children learn best through play involving multi-sensory, hands-on activities.

Goals and Objectives of School and Staff

Goals for the preschool staff are to:

- Provide a happy, successful, early school experience for the young child in a warm, friendly, and loving atmosphere.
- Help each child feel good about him/herself and know success.
- Foster security with adults outside of his/her own family.
- Share with children God's Word, the Bible.
- Provide a developmentally appropriate environment and guidance to nurture each child toward the following goals.

Goals for the preschool child are to:

- Know the love of Jesus and see God's love in the world.
- Develop a love for learning.
- Learn to respect and cooperate with peers and teachers.
- Develop self-reliance and independence.

- Follow directions.
- Grow in small and large muscle skills.
- Develop conceptual foundations in math, science, language arts (reading readiness) and social science.

A. Enrollment

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a tour or video call. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of St. John Christian Preschool and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms must be filled out and mailed to or dropped off at the preschool to complete the enrollment process.

In the event of a class being at its full capacity, we will place you on the waiting list for the current school year. You will be called by the Director when an opening becomes available.

Ratios for Fall 2020 are 9:2 children:teachers.

B. Non-Discrimination and Inclusion Policies

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

C. Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive in the classroom, they will wash their hands properly for at least 20 seconds. Hands will also be washed throughout the day and before leaving the classroom for the day.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process. All surfaces and toys will be sprayed with disinfectant before classes, between classes, and after classes. Soft toys, pillows, and dress-up clothes will be put away during this phase of opening. Playground equipment and gym equipment will be sanitized between classes.

3. Mask wearing: Teachers and parents are required to wear masks at arrival and dismissal. Teachers are required to wear masks or face shields in the building. If you choose to have your child wear a mask at preschool, we will support that decision. If your child takes the mask off, we will put it in a zip-loc bag in his/her cubby.
4. Social distancing: Each class is considered a “family.” Each “family” will social distance from other “families” to assure safety. Classes will not intermix. Teachers will stay socially distanced from teachers in other classrooms.

D. Arrival and Departure Procedures

Our facility is operational from 9:00-11:15 am and 12:45-3:00 pm Monday through Thursday. Children in morning classes must be dropped off at 9 am and picked up at 11:15 am at the assigned door for that class.

Children in afternoon classes must be dropped off at 12:45 pm and picked up at 3:00 pm at the assigned door for that class.

Being prompt for arrival and dismissal is especially important this year.

Drop-Off Procedures

Parents review the health-check questions and take child’s temperature before leaving home. Parent/driver walks the child to the sidewalk by the assigned door and stands at the social-distancing marks on the sidewalk.

One classroom teacher will greet each child at the door, taking his/her temperature, and checking in.

The other teacher will be interacting with the children inside the doors until check-in is complete.

Pick-Up Procedures

At assigned pick-up door, parents/drivers will be ready on the marked sidewalk at 11:15 (am classes) or 3:00 (pm classes).

Teachers will bring the class to the doors and dismiss children individually to approved adults. Parents must notify the preschool if someone other than a previously approved person will be picking up the child. The person picking up needs to bring a photo ID.

E. Admission/Exclusion Due to Symptoms of Illness

Policies from General Parent Handbook

Children who would be considered contagious must remain at home. This is for your child’s protection and will prevent others from possible illness. A staff member trained by a Registered Nurse to recognize the common signs of communicable disease will observe each child daily as he/she enters the group.

Children with the following symptoms should not come to school:

fever of 100 deg. or over, now or in the past 24 hours

diarrhea

discharges of or inflamed eyes or ears

<i>vomiting</i>	<i>stomachache</i>
<i>consistently runny nose</i>	<i>persistent or severe cough</i>
<i>headache</i>	<i>sore throat</i>
<i>head lice infestation</i>	<i>skin rashes</i>

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to a parent or guardian:

- (a) Diarrhea (3 or more abnormally loose stools within a twenty-four-hour period.)*
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.*
- (c) Difficult or rapid breathing.*
- (d) Yellowish skin or eyes.*
- (e) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.*
- (f) Temperature of 101 degrees digital on forehead or 100 degrees taken by auxiliary method.*
- (g) Untreated infected skin patch(es).*
- (h) Unusually dark urine and/or gray or white stool.*
- (i) Stiff neck with elevated temperature.*
- (j) Evidence of untreated lice, scabies, or other parasitic infestations.*
- (k) Sore throat or difficulty in swallowing.*
- (l) Vomiting*

If your child contracts a communicable disease, please let us know, in order that we might be aware of a possible outbreak of the disease in school. You will be notified by a note sent home with your child of any communicable disease exposure. We are required by State law to display the "Communicable Disease Chart". It is located outside the Preschool Workroom. A child may re-enter school when he/she no longer exhibits any signs of communicable disease, 24 hours after vomiting, 24 hours after having a fever 100 degrees or over, or 24 hours after the first dose of an antibiotic.

We ask parents to notify the school of their child's absence. *Please call the preschool (614-889-5893) or the church office (614-889-2284) by the starting time of class on the day your child will not be in attendance. In addition, this gives us an opportunity to pray for your child if he/she is sick.*

If your child should become ill at preschool, we will make him/her comfortable and call you. A child isolated due to suspected communicable disease will be:

- (a) Cared for in a room or portion of a room not being used for other types of childcare.*
- (b) Within sight and hearing of an adult at all times. No child will ever be left alone or unsupervised.*

- (c) *Made comfortable and provided with a cot if needed. All linens and blankets used by the ill child will be laundered before being used by another child. After use, the cot will be disinfected with an appropriate germicidal agent. If soiled with blood, feces, vomit or other body fluids, the cot will be cleaned with soap and water and then disinfected with an appropriate germicidal agent.*

If unable to reach the parent, we will call the emergency phone number listed on your child's enrollment form. If your child is mildly ill with minor common cold symptoms yet no fever, we will restrict his large muscle activity and make him/her as comfortable as possible until we can reach you.

If a child has not been immunized for any reason from a communicable disease that is reported in the school, that child is not allowed to attend school until the outbreak is over.

In Addition for 2020-2021

If your child is showing any of these specific COVID-19 symptoms, keep him/her at home and contact the preschool office. (614-889-5893)

- temperature of at least 100 degrees F
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

In addition to contacting the school if your child is staying home, we ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 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 ODJFS and our families and contact the Franklin County Department of Health to give guidance on next steps for the specific situation.

Returning to School

Children or staff members sent home (or kept at home) with symptoms may return to preschool after they have been symptom free for 24 hours without the use of medication. The course of action for returning to school after contracting COVID 19 or being exposed to COVID 19 will be determined by the Franklin County Department of Health.

F. Items from Home to School and School to Home

Coats, jackets, etc. will be stored on hooks and shelves in the hallway.

While in this phase of operation, children may not bring any other personal belongings to school. One exception is a change of clothes (shirt, pants, underwear, socks) in a gallon ziplock bag labeled with the child's name. These will be kept at preschool. Items sent home will be limited to art work and projects. Children will carry items to the dismissal door to hand to drivers. If your child has a backpack or bookbag, his/her driver can bring it to the dismissal door. All newsletters, calendars, and reminders will be sent via email. The classroom book check-out, toy check-out, and "share bag" practices are suspended until pandemic rules are lifted.

G. Visitors

Visitors will not be permitted at this time.

H. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

I. Food

Water will be available at all times. Snacks will not be served. Food allergies will be listed in classrooms. For occasional cooking projects, parents of children with allergies will be contacted to approve ingredients.

J. Parent/Teacher Conferences

Fall parent/teacher chats will be held via phone calls.

The process for winter/spring parent teacher conferences will be determined during the year.

K. Fee and Payment Policy

St. John Christian Preschool enforces the following policies and procedures for tuition payments:

1. Tuition is automatically deducted on the 1st of the month through Tuition Express. Registration fees and initial tuition payment are made by check.
2. A \$25.00 per month late fee will be charged when a payment is declined.
3. All tuition is due regardless of sickness, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), **emergency-related closings mandated by the state/local government, like a pandemic. If closings**

longer than 4 weeks are expected, parents will be advised of revised requirements.

4. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition.
5. If you decide to take an extended leave of absence, we can only hold your child's spot by paying tuition while you are gone. ***The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.***
6. To ensure your child's enrollment, you must re-register your child for the following year.

St. John Christian Preschool

Parent Handbook Appendix 2020-2021 Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook Appendix 2020-2021 school year, which contains the policies and procedures for St. John Christian Preschool while in the process of reopening. After reading the handbook appendix, please complete this form and return it to the school at your Meet the Teacher appointment or send a signed copy via email to preschool@stjohndublin.org. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Bonnie Stottlemyer, Director
St. John Christian Preschool

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby

acknowledge receipt of St. John Christian Preschool's Parent Handbook Appendix 2020-2021. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____