

August 2021

Dear Parent,

Attached you will find a copy of our updated COVID-19 Pandemic addendum. Please read this carefully as it contains useful information concerning what our Program will continue to do during this COVID crisis. As we all know, the future of this pandemic is uncertain. Many of the procedures we have listed in this addendum were used last year and are already in place in our preschool handbook. We will continue to have only one carline in the morning (off Barnwell Ave) as we will need more staff available to help. Our 1:30 pickup for Kindergartners and other children being picked up at that time will be dismissed off Newberry Street, by the playground. At this time, we will limit parent volunteers in the building; however, we are going to hold Preschool programs again. We are also adding our Music and Learning Through Movement (LTM) classes back to our year!

Please sign and date this letter below, acknowledging that you have received this addendum to our handbook and are familiar with its contents. Then please return this letter by Friday, August 27<sup>th</sup>. One letter per family must be turned in. This letter must be on file at the beginning of the school year for your child to participate in our program.

Thank you,  
Mary Maddrey  
Preschool Director

I, \_\_\_\_\_, parent/guardian of

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have read and am aware of the procedures outlined in the First Presbyterian COVID Pandemic addendum.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

First Presbyterian Preschool  
COVID-19 Pandemic Addendum

2021-2022

Updated 7/25/2021

This addendum is to help guide in an emergency pandemic. It is very fluid and may be adjusted based on the pandemic and emergency needs of the Preschool. It was written to help guide families and staff with open communication. The Preschool will adjust this handbook as needed due to State and Federal guidelines. We will follow the rules, regulations, and requirements of the state and federal government for the health and safety of students, families and staff.

### Dropping off/Picking up Students

Early Riser drop off children will be brought to the fire door outside Room #5 (this room will be clearly marked, as it is next to our Barnwell Avenue entrance (our normal car line door). There they will be met by a teacher and brought into the room.

Our car line will begin at 8:30 where all children will be dropped off in carline on Barnwell Ave (this includes our infant, toddlers, and two years olds). Children will have their hands washed when they arrive at school.

Our 11:45 and 2:45 pick up will be done at the Barnwell Ave car line. Our 1:30 pick up, which includes our Kindergartners and other children being picked up at that time, will be done on Newberry Street by the playground. Parents will have to get out of their cars, social distancing from other parents if necessary. Your child will walk or be carried to you outside. Parents will not be allowed to enter the building for drop off or pick up. Our playground will be available for you to enjoy at pick up time, keeping in mind that when our afternoon children are ready to come out to play, you will need to exit the playground.

Communication with staff should be done by email or phone to allow social distancing. Keep in mind that teachers will not be able to communicate with you during their working hours. If it is an emergency, please contact a Director and a message will be shared.

### Late arrivals/Early pick ups

A parent must speak with a director to gain access to the preschool wing. You may call Mary Maddrey (803-648-3311 <office>, 803-292-6571 <cell> or email [marym@aikenpresbyterian.org](mailto:marym@aikenpresbyterian.org) ) or Chris McDanel (803-507-3646). If you arrive late with your child (after 8:45), you will have to come in the building by our church office and make contact with one of the directors (see above). One of us, or another staffer, will come to get your child(ren) and escort them to their rooms. If you are picking up your child early, you must speak with a director; your child will be brought to you by our church office. Parents are not to go to the child's classroom.

### Student Supplies

Preschool student supplies will be labeled and kept for each child in the classroom. **ALL students should have at least one complete change of clothes at school, including shoes and socks.**

### Other Changes During this Time

During this time, we will limit parent volunteers in the classrooms, including Holiday parties. We ask that when in the building parents respect the personal space of students and staff by standing at least 6 feet away and wear a mask. We do plan to hold our traditional Preschool programs, such as our Thanksgiving Feast, Christmas Program, and Spring Program. We will once again have field trips for our older preschoolers.

### Illness Policy and Monitoring

Staff and students should do a health screening before arriving to school. Any staffer or student with one of the following: fever of more than 100.4, shortness of breath or difficulty breathing, loss of taste or smell, or new or worsening cough and/or any two of the following: sore throat, muscle or body aches, chills, fatigue, headache, congestion or runny nose, diarrhea, or nausea or vomiting will not be permitted to stay and must remain home for 24 hours after the fever has broken without fever reducing medications or if symptoms are explainable by an underlying condition (such as shortness of breath or cough due to asthma).

Any staff or student showing any signs of respiratory issues, (excessive coughing, tightness in the chest, wheezing, shortness of breath, etc.), cough, or fever will be sent home and should not return until asymptomatic and/or seen by a medical professional. A doctor's written clearance is required to return to school. Parents should contact the Director within 24 hours to inform the school what the illness may be.

Staff and children who test positive for COVID-19 AND staff and children with symptoms of COVID-19 who do not get tested, should isolate until 10 days have passed since symptoms started and twenty-four (24) hours have passed since last fever without taking medicine to reduce fever and overall improvement in symptoms.

If a staffer, student, or anyone in the home has been in direct contact with someone who has a positive COVID-19 diagnosis, the family must inform the director and follow the quarantine guidelines DHEC will provide for that family, depending on their case. A note stating that they have been cleared from quarantine will be needed to allow the child to return to school.

People who are fully vaccinated and do not have COVID symptoms may not need to quarantine or get tested after an exposure to someone with COVID.

### Keeping Healthy

First Presbyterian Preschool will take every precaution to keep your child healthy! Consistent handwashing and cleaning will be done many times during the day.

The staff will practice social distancing as much as possible while in the classrooms. We are fortunate that our rooms are large and our ratios in each classroom are below those set by DSS. We are spacing our Preschoolers during car line and taking our CDO children directly into the classrooms as they arrive for school.

While we would encourage children above the age of 2 to wear masks, we will not require it since the masks may cause more germs (running noses) and distractions in the classroom. If you do choose to send your child to school with a mask, please be sure to include several in his/her bookbag as the child may have to replace dirty ones. We also ask that you review mask wearing protocol with your child before the start of the school year. Our program will follow our church's mask protocol which asks all staff (fully vaccinated and non-vaccinated) wear a mask while in public spaces in the building. Staff will not wear one in their classrooms since much of the learning that is going on in the classrooms requires the children to see their caregiver's face and mouth with the exception of times when a teacher will be working one-on-one with a child.

The teachers will be washing toys and surfaces that are being used daily, while our church will do a deep cleaning each night.

We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with our staff about any illnesses the child or parent may be experiencing. **It is also the responsibility of the parents to do a daily assessment of the children before bringing them to school. If we find that this not the case, students will be asked to not attend school.**

The best way to prevent illness is to avoid exposure to the virus. We ask all families to practice social distancing. Wash your hands often and avoid close contact with those who are ill. Cover coughs and sneezes. Disinfect and clean frequently touched surfaces Monitor your families' health.

#### **Closing of the Preschool**

The Preschool may be forced to close if an outbreak of COVID-19 is reported in children, staff and/or families in the Preschool. Cleaning and disinfecting over a 24-hour period may be required if students or staff become ill at school. If the Aiken County School System is forced to close during the Pandemic, First Presbyterian Preschool may have to close if we do not have adequate staffing for our students.

#### **Tuition Payments during a Pandemic**

Tuition payments will be adjusted as necessary if we are forced to close for an extended period of time. We will keep all families updated with payments.