

Hosanna Lutheran Childhood Center - Reopening Plan

2020-2021
Programs
&
Pandemic
Operations



Drop Off & Pick Up Routines

- Designated drop off will be at main glass church doors.
 - Classroom A & B: Drop off time is 8:45 a.m. & 12:15 p.m.
 - Classroom C & D: Drop off time is 9:00 a.m. & 12:30 p.m.
- Students will have their temperature taken upon arrival everyday.
- Staff will sign students in and out when they arrive.
- By dropping your child, you will attest that you have monitored them for symptoms, and you believe they are well enough to attend.
- Students will wash hands with their classmates before they go to class. Hand sanitizer is also available throughout the building.
- Children will be brought to vehicles at the end of their class time.
 - Classroom A & B: Pick up time is 11:15 a.m. & 2:45 p.m.
 - Classroom C & D: Pick up time is 11:30 a.m. & 3:00 p.m.

Classroom Groups & Ratios

Enrolled children will remain in a care group with peers and the same grouping of staff members. Children will remain together during the program day, this includes indoor and outdoor activities.

- Groups of eight (8) will be adhered to in all classrooms - eight (8) students and one (1) teacher.
- Each two classrooms will have a floating aide to assist with any emergencies and/or bathroom breaks, etc.
- Each group will have
 - A designated playground time.
 - Their own interchangeable toy bins separate for AM & PM classes, disinfected each day after use.
- Each student will have their own supply box with crayons, scissors, markers, etc.
- Outdoor items will be cleaned daily with disinfectant.

Handwashing

Students will wash hands with soap and water:

- Upon arrival.
- Prior to snack.
- After toileting.
- After transitioning, playground time.
- Whenever a staff member feels it is necessary.
- Hand sanitizers are also available throughout the building.
- Hands will be washed with soap and water when they are visibly dirty.

Masks & Face Coverings

- Teachers will wear face coverings in accordance with state requirements, unless they meet a specific exemption.
- Staff will keep social distance from each other at all times, both inside the building and while supervising students on the playground.
- Staff will not be required to wear masks on the playground where social distance is maintained. If a teacher attends to a student, or must break social distance protocol, they will don their mask.
- Students will not be required to wear masks at any time during the school day:
 - The effectiveness of masks and other face coverings is impacted by proper handling and use, and children are more likely to play with the masks, adjust them or remove them without washing their hands before or after touching the masks, touch their face, etc.
 - Staff would need to increasingly be in close contact with children to aid with face coverings, which can be counter-productive to maintaining distance as much as possible.
- HLCC will minimize outside visitors during the school day. Any visitor to the building will be required to wear a face covering.

Cleaning & Sanitizing

- All high touch surfaces will be cleaned regularly during class periods and between AM/PM class sessions.
- AM & PM classes will have separate sets of toys/materials. AM materials will be closed and disinfected each afternoon and ready for the next day of class. PM materials will be closed and disinfected each following morning to be ready for that afternoon's class.
- Students will have their own pencil/supply boxes for crayons, scissors, etc. that will be kept in divided bins. Students will not share these supplies, only hard toys and books that are easily cleaned/disinfected.
- The playground will be disinfected between each class group. Our floating classroom aides will assist with this process to ensure it is cleaned.
- If there is more than one group on the playground at one time, for any reason, the outdoor play space will be divided so that students will not intermingle between classes.
- Bathrooms will be disinfected between each group, and the floating aide will disinfect the bathroom after each individual student visit.

When to Stay Home

If your child is showing any of the following symptoms, they should NOT come to school:

- Fever, above 100 degrees.
- Headache, body or muscle aches.
- Cough, persistent upper respiratory symptoms, runny nose.
- Skin rash.
- Gastrointestinal issues including vomiting and diarrhea.
- Loss of taste or smell.
- Other documented symptoms.

We will take your child's temperature at your vehicle at drop off, and any time during the day that we feel it is warranted. If your child's temperature is above 100 degrees, we will not allow your child into the school .

If they are found to have a temperature of 100 degrees or more, or any of the above symptoms of COVID-19, they will be isolated from other staff and students, and sent home immediately.

Each Day at Drop Off, You Will Attest That Your Child:

- Is NOT showing, or has not shown, symptoms of COVID-19 in the last fourteen (14) days.
- Has NOT tested positive for COVID-19.
- Has NOT knowingly encountered someone with COVID-19.
- Has NOT traveled to any area known as a "hot spot" for COVID-19.

There is some risk involved with sending your child to preschool. However, we will do everything we are required to do to keep your child and our staff safe.

We ask that you cooperate with this mission by following CDC, state, and local guidelines to help minimize your risks outside of HLCC. This will contribute to overall safety and wellness of all staff, students, and their families. This will also help us to operate as many days as possible and give your child the most fulfilling preschool experience possible during the pandemic.

Contact Tracing & Quarantine Period

HLCC will follow guidelines for "Return to School" provided by the Licking County Health Department (LCHD), adopted by Licking County schools.

Contact Tracing:

- To be classified as a close contact, an individual must be within 6' of an individual with a confirmed case of COVID-19 for at least 15 minutes.
- All close contacts will be contacted by LCHD and provided with a quarantine notice.
- All individuals who meet the definition of a close contact will be quarantined for fourteen (14) days from the date of their exposure to the individual with a confirmed case.
- Students and staff testing positive for COVID-19 and/or classified as close contacts will not be permitted to return to school until their quarantine period has ended according to LCHD guidelines.
- Students who are home ill but NOT diagnosed with COVID-19 must be fever free from other illness for 72 HOURS before returning to school. (NOTE: This is an increase from the 24 hours normally required.)

Disruption of Services

Tuition refunds will not be granted for disruption of less than 30 consecutive days. Tuition payment schedules will remain in effect during any disruption of service.

If any classroom section or HLCC as a whole experiences a disruption of services greater than 30 consecutive days during the school year, we will evaluate tuition due/refunds based on the length of time and services that are provided during disruption.

HLCC's normal student withdrawal policy of 30-days notice applies during pandemic operations.

Unless otherwise noted in this Programs & Pandemic Policies document, the policies in the Family Handbook will be followed. Some exceptions:

- There will not be a two hour delay for inclement weather this year. As we are on half day classes only, if SWL calls a two hour delay, morning classes are cancelled.
- The Late Pick Up policy & fees will be enforced. Because of the pandemic situation and altered drop off/pickup procedures, fees will be assessed beginning with the very first late pick up.

Orientation & Year Opening Activities

Parent Orientation will be a virtual meeting and tour. A link will be sent out for you to view a video after August 25th.

Meet the Teacher day will be Drive In / Drop Off of student supplies and spare clothing. Each class will have a pop up in the church lot to "meet" their teacher from your vehicle.

At this time, we will not schedule in person conferences, field trips, visit days, or the holiday program.

Teachers will communicate with parents frequently. If you have questions about your child's progress or experience, you may contact their teacher by email at any time.

Student Accounts & Payment Policies

You will receive an invoice for enhancement fees by August 15 if you have not already paid this fee. If you paid a \$100 enhancement fee for a full day class, a \$20 credit will be applied to September's tuition.

You will also receive an invoice for tuition each month around the 25th of the month for the next month due. It comes from Quickbooks/Intuit and will have a payment link where you can pay by EFT (checking or savings account).

If you would like to pay using a credit card, there will be a convenience fee for that method. You would need to contact the office when you receive your first invoice to be set up for tuition plus convenience fee.

You may pay by paper check. At drop off/pickup, we won't be taking things from parents to bring into the building. You would need to mail it in time to be received by the 1st. We are not making arrangements to accept cash payments at this time due to pandemic procedures.