

St. Timothy's Pre-School Pandemic Addendum to Parent Handbook 2020-2021

Last Page Must Be Signed and Given to School

**432 Van Buren Street
Herndon, VA 20170
703-437-4767**

This addendum to our agreement and parent handbook is designed help guide our policy making during an emergency pandemic. This handbook is fluid and may be adjusted based on the guidance of St. Timothy's Church and government officials. St. Timothy's Pre-School will follow all rules and regulations and requirements of the local, state, and federal government for the health and safety of students, families, and staff. We also reserve the right to make our own policies based on special situations that arise as a result of the pandemic situation within St. Timothy's Church and Pre-School.

Dropping off and Picking up of Students

Parents will drive up from Van Buren Street to the front door and remain in car for drop off and pick up of students. Parents are required to wear masks at time of dropping and picking up children. Children will have temperatures taken with touchless thermometer and will not be allowed to attend school if it is above 100.0 F. Teachers will then lead students into the school to wash hands before entering their classroom. At times staff may wait until a number of classmates are present before walking them down.

All parents will be required to complete a COVID-19 symptom survey each day about themselves, other household members and their child. Parents cannot have administered any fever reducing medications within the previous 24 hours. In addition, parents must report any positive or presumed positive COVID-19 cases in their household. They must also report any household contact with someone who has been diagnosed with COVID-19. Local health officials will help St. Timothy's Pre-School determine next steps if these situations come to pass.

CDC SYMPTOM SCREEN FOR COVID-19

Most common symptoms include:

Fever
Dry cough
Tiredness

Less common symptoms:

Aches and pains
Sore throat
Diarrhea
Conjunctivitis or similar symptoms
Headache
Loss of taste or smell
A rash on skin, or discoloration of fingers or toes

Serious symptoms:

Difficulty breathing or shortness of breath
Chest pain or pressure
Loss of speech or movement

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days

Parents will not be permitted to enter the classrooms for drop off or pick up. If parents need to speak with directors/teachers, they should call our office at 703-437-4767 for guidance. Communication with staff should be done by email or phone correspondence as often as possible to allow social distancing. As always, administrative staff and teachers will be available to talk regularly in order to answer all questions and address the needs of the students in our care.

At this time we are restricting visitors. Parents will not be able to enter the classrooms for drop off or pickup. If a parent is asked to enter the school we ask that when in the building they wear a mask and respect the personal space of students and staff.

We are encouraging parents not to send anyone other than parents or consistent caregivers to drop off and pick up children. If someone other than the parent is dropping off or picking up, please inform them of the safety policies we have in place and make sure they understand the importance of complying because your child may be denied admittance to the school.

Pick up and drop off may be staggered to allow for necessary protocols for all classes. Hours of operation may change to allow proper staffing as staff availability during this unprecedented time may be intermittently limited.

Student Supplies

Students should arrive in clean clothing. Students should wear a clean mask to school each day. Please wash masks daily. Students should bring any items needed in a labeled tote bag Please make sure water bottles and lunch bags/boxes are labeled and sprayed or wiped down daily with antibacterial wipes. Please do not send in any personal toys, blankets or stuffed animals from home. Students' cubbies will be sanitized daily. Children will be supplied with individual supply buckets to further reduce the sharing of items.

Classrooms

The number of children allowed in each classroom will likely be fewer than usual and may be limited according to the guidance set forth by state licensing and state and federal guidelines. Each classroom of children will only interact with their classmates and teachers and administrative staff when necessary. Classes will not be intermingled on the playground.

We will attempt to keep the children distant from each other within classrooms, but we will not significantly compromise the emotional health of children to do so. We will minimize the time children stand in lines and have social distancing protocols in place during snack time. We recommend children wears masks, but we will not require it as it may be difficult for many children. All staff will be wearing masks or face shields when engaging with the children indoors and when unable to maintain physical distance.

Toilet Training

Students attending St. Timothy's must be toilet trained as social distancing recommendations and staffing limitations will generally prohibit our ability to help train children while at school. Students who repeatedly have accidents may be asked to withdraw from school until fully trained or until our school procedures return to normal operations.

Support for Students with Behavioral or Developmental Concerns

Due to limitations and government regulations, it is likely that we will not be permitted to allow outside support (such as child psychologists and FCPS Child Find teachers) for students in our classrooms. This may impact our ability to provide an appropriate educational environment for some students. We reserve right to withdraw students for whom our pandemic-adjusted environment is not appropriate or compromises the safety of other students or staff. If you have concerns about your child's needs, please contact the Director for more information.

Illness Policy and Monitoring

Students will have their temperatures checked daily at drop-off. Also, temperature checks may be conducted randomly throughout the day. Any student with a fever of more than 100 F must remain out of school for 72 hours after the fever has broken without any fever reducing medications. We will not allow a doctor's note for a child to return before the 72 hours threshold.

Any student showing any symptoms associated with COVID-19 or signs of a respiratory illness (i.e., coughing, wheezing, runny nose, shortness of breath, lethargy, etc.) will be sent home immediately. All families must be available to pick children up within 15 minutes if called. We reserve the right dismiss any sick child left in our care for longer than 15 minutes due to staffing concerns. Sick children will be kept in a separate room with an adult until the parents arrive. That room will be disinfected after each use.

Students with a cough and a fever will be required to be seen by a medical professional within 24 hours. The student must remain out of school for 7 days. Parents will be required to contact the school within 24 hours to inform the school what the illness might be.

If a doctor has cleared your child to attend sooner, the medical professional **MUST** in writing state "That the child (Name) was seen and was evaluated for (Illness) . The child does NOT have COVID-19 and is able to return to school without placing another child or adult at risk."

If the child or any household member or close contact is diagnosed with COVID-19, families must inform St. Timothy's via email or phone immediately. The child will be required to stay home for a minimum of 14 days and have a clearance note from the physician.

We are required by Virginia DSS and the Virginia DOH to report any child, parent or staff member who becomes ill with COVID-19. If a staff member has a positive COVID-19 diagnosis, they will need to stay home for 14 days and we will inform all families immediately, as well. Staff members with any of the COVID-19 symptoms will not be allowed to work.

*Parents will be required to notify the school if their child is to travel to a state or country that is deemed high risk. St. Timothy's Pre-School reserves the right to ask a child to stay home and quarantine after travel to a high risk area. During these times, refunds will not be issued and individual distance learning may not be possible. However, daily activities will be provided for the students.

Staying Healthy

St. Timothy's Pre-School will take every precaution to keep your child safe and healthy. Consistent hand-washing and CDC-recommended protocols for cleaning will be followed. Students will be required to wash their hands several times throughout the day. This may cause a child's hands to become dry. We ask that you use lotion on your child's hands nightly to help keep the child's hands from becoming overly dry or chapped. St. Timothy's staff are not permitted to apply lotion to children's hands, per licensing requirements.

We need your help in keeping our students and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students may be dismissed.

To the extent possible, we request that all families practice social distancing. For example, consider limiting your child's exposure by not going to public places such as playgrounds and group gatherings.

Closing of the School

It is possible that we may have to close St. Timothy's during this unprecedented time of pandemic. For example, the Virginia DOH may require us to close for additional cleaning if a child comes down with a cough and a fever during the school day. In addition, if a staff member, child or close contact of a staff member or child tests positive for COVID-19, we may have to close as well for some period of time. Also, if Fairfax County Public Schools close in response to increasing community spread of COVID-19, we will also close, possibly, with very limited notice. Please understand that we have no control over the guidance on closing that we receive from government and local agencies. We must comply with their requirements and policies, even though it may be inconvenient for our families. We ask for your patience during this challenging time.

Tuition Payments during a Pandemic

In any cases above, there will be no tuition reimbursement for the 14 day period in instances where classes and teachers are to quarantine. If an entire class and teacher is placed on a 14 day quarantine due to direct contact with child or teacher in class, there will be no tuition reimbursement and teacher will provide distance learning. If St. Timothy's Pre-School is forced to close due to COVID-19 or any other pandemic, tuition that has been paid for the current month will not be refunded. No further tuition payments will be due after that current month. Families may be offered the possibility of online learning at a reduced tuition payment for the following months.

Waiver of Liability

For the health and safety of our staff and families, there is a ZERO SYMPTOM POLICY in effect during the 2020-21 school year. This is not because we think every symptom is related to COVID-19, but mainly to limit the exposure of bodily fluids in our shared environment. If your child is sent home with symptoms of any illness, he/she may be required to stay home from school for up to 14 days, depending on their symptoms or diagnosis by a doctor. As always, all diagnoses of communicable diseases, including but not limited to COVID-19, must be reported to St. Timothy's administrative staff within 24 hours. A signed statement by a doctor will be required to return to school. This policy is to protect others participating in our school and their families.

Despite our best efforts, your child and family may be unintentionally exposed to COVID-19 during care. Therefore, families who choose to have their children attend the Pre-School, release St. Timothy's Pre-School, and its officers, directors, managers and employees, from any and all claims and liability arising in connection with exposure, infection, and/or spread of COVID-19 related to your child's attendance at St. Timothy's Pre-School and the use of St. Timothy's facilities..

Please be assured that we are doing all that we can to keep your child and our staff safe. Policies and procedures may be adjusted as needed, to increase safety and provide stability to your child's care and daily routines. Agreement with this contract stipulates that you will adhere to any and all policies of St. Timothy's Pre-School in place at any given time throughout the 2020-21 school year.

This addendum is **in addition** to our current handbook and does not prevent the Pre-School from implementing additional policies after your enrollment of your child... This document is to be signed and dated by the parent(s) or guardian(s). By bringing your child to St. Timothy's Pre-School under these terms effective September 1, 2020, you agree and acknowledge that you will comply with this Pandemic Addendum, with or without your signature.

**Acknowledgement of Parent Responsibilities Regarding Operations
During COVID-19 Pandemic**

I _____, parent/guardian
of _____, have received a copy and have read and fully
understand all of the St. Timothy's Pre-School Pandemic Addendum and agree to adhere
to all policies and procedures described therein including the following:

- I voluntarily accept the risk of my child and my family members being exposed to, contracting and or spreading COVID-19 in order for my child to attend St. Timothy's Pre-School. To protect our children and staff, I agree not to send my child to school when he/she is sick or feeling unwell with the symptoms consistent with COVID-19 as explained more fully in the Pandemic Addendum.
- I will provide my child with a clean, appropriately sized facemask each day.
- I agree that staff will take my child's temperature each day when entering school. I agree to screen my child each day prior to sending him/her to school and will not send him/her to school if the child has taken any fever reducing medication within the last 24 hours prior to being dropped off for school.
- I will promptly notify St. Timothy's Pre-School if a case of COVID-19 has been diagnosed in my child, any member of my household, or any persons that my household members have been exposed to. (Exposure is defined as being within 6 feet of an individual who tested positive for COVID-19 for 15 minutes or more.)

We require that both parents and/or guardians sign below.

Printed Name: _____ **Signature** _____

Printed Name: _____ **Signature** _____

Date: _____

Received in office by _____ **on** _____