

# **St. Timothy's Pre-School Pandemic Addendum to Parent Handbook 2021-2022**

**Last Page Must Be Signed and Given to School**

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

This addendum to the St. Timothy's Pre-School Parent/School Agreement and the St. Timothy's Pre-School Parent Handbook is designed help guide our policy making during an emergency pandemic. This addendum 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. Teachers will assist students in exiting the car. Students will then enter the school, place their belongings in their assigned bin outside the classroom, and wash hands before entering their classroom.

All parents will be required to complete a COVID-19 symptom and exposure survey (in writing or verbally) each week about themselves, other household members and their child. Students may NOT come to school if they have been 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:**

Runny Nose  
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

At this time we are restricting visitors to vaccinated individuals. Vaccinated parents will be permitted to enter the classrooms for special events. 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 for 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.

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.

### **Student Supplies**

Students should arrive in clean clothing. Students should wear a clean mask to school each day and bring one or more extra clean masks in their school bags. Please send a water bottle with your student each day. Please make sure water bottles and lunch bags/boxes are **labeled** with your student's name. Students should bring any items needed in a **labeled** tote bag or backpack.

### **Classrooms**

We are asking students to wear masks inside the school. Exceptions would be when students are sitting at the table where they are separated by partitions and when they are eating or drinking. When eating or drinking, students will be separated by partitions or by physical distance. All staff will be wearing masks when engaging with the children indoors and when unable to maintain physical distance.

### **Toilet Training**

Students 3 years and older attending St. Timothy's must be toilet trained. Toilet trained is defined as the ability to consistently control bladder and bowel functions **WITHOUT** the use of Pull-Ups. It is understood that occasional accidents may occur. Younger students may still be in pull-ups, but not diapers, and will be expected to participate in their own toileting (e.g., manipulating clothing, getting on the toilet, wiping self). Staff will assist students who have not mastered these skills, but it is expected that parents are actively working to help students accomplish toilet training by age 3.

## **Support for Students with Behavioral or Developmental Concerns**

Due to limitations and government regulations, it is possible 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**

Any student with a fever of more than 100.4 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 of being called. Due to staffing concerns we reserve the right dismiss any sick child left in our care for longer than 15 minutes. 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 runny nose, cough and/or a fever will be required to be seen by a medical professional within 24 hours. The student must remain out of school until cleared by a medical professional. Parents will be required to contact the school within 24 hours to inform the school what the illness might be. When cleared by a medical professional to attend school, a note must be given to the Director from the the medical professional stating, "That the child \_\_\_ (Name) \_\_\_\_\_ was seen and medically cleared to attend school without placing another child or adult at risk." This does not mean that the child can automatically return to school; the return must be cleared with the school office, first.

If the child or any household member or close contact is diagnosed with COVID-19, families must inform St. Timothy's immediately, via email or phone. The child will be required to stay home for a minimum of 10 days and have a clearance note from the physician.

We are required by Virginia Department of Education (DOE) and the Virginia Department of Health (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 10 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 consider using 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 strive to minimize your child's risk of contracting COVID-19 by having all eligible members of your household vaccinated, by having unvaccinated family members over 2 years old wear facemasks indoors when away from home, and by practicing social distancing in public or group settings.

## **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 may 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 10 day period in instances where classes and teachers are to quarantine. If an entire class and teacher is placed on a 10 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 2021-22 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 10 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 2021-22 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, 2021, 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 St. Timothy's Pre-School's 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 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** \_\_\_\_\_