

St. Timothy's Pre-School Pandemic Addendum to Parent Handbook 2022-2023

Last Page Must Be Signed and Given to School

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

As we end the third year with COVID-19 among us, we are striving to return to normal operations while protecting the health of our students, staff and community. This addendum to the St. Timothy's Pre-School Parent/School Agreement and the St. Timothy's Pre-School Parent Handbook is designed to communicate our current protocols for mitigating the risk of spreading COVID-19. 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.

Stay Home When Sick

As stated in the Parent Handbook, children who have any of the following symptoms may not attend school:

- Excessive coughing
- Excessive runny nose
- Stomach Ache
- Diarrhea
- Inflamed or watery eyes
- Undiagnosed skin rash
- Fever or vomiting in the previous 24 hours

Any student with a fever of more than 100.4 F must remain out of school for 24 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 24 hours threshold.

The symptoms for COVID-19 overlap with the symptoms of a common cold or allergies:

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

To reduce the chance of spreading COVID-19, we ask that parents either keep a child with mild symptoms (coughing, runny nose) at home OR have the child take a home COVID-19 test with a negative result prior to coming to school.

Children with non-contagious conditions (allergies, etc.) may bring a doctor's note to be exempt from the masking requirement.

Exhibiting Symptoms At School

A student showing any symptoms associated with COVID-19 or signs of a respiratory illness (coughing, runny nose.) **will be required to wear a mask while in school** to prevent the spread of whatever is causing those symptoms. If symptoms are severe, or if the child develops a fever, diarrhea or begins vomiting, they 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 to 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.

COVID-19 Diagnosis and Exposure

Parents are required to contact the school immediately via email or phone

- **If a student tests positive for COVID-19.** A student who tests positive for COVID-19 is required to stay home at least five (5) full days from the onset of symptoms or the date of the positive test, whichever is earlier. The school will advise the parent(s) of the requirements for returning to school, which may include a negative COVID-19 test or masking.
- **If the student's household member or close contact is diagnosed with COVID-19.** The school will advise the parent(s) of any quarantine requirements based on the student's vaccination status, symptoms (if any), and possibly a COVID-19 test.

Masking

As a general rule, St. Timothy's Pre-School is following a "Masks Optional" policy. There are some exceptions to this rule:

- Masks may be required for a time when returning to school after testing positive for COVID-19 or after being identified as a close contact of someone who tests positive for COVID-19.
- A student will be required to wear a mask when exhibiting mild symptoms of a respiratory infection, as discussed above.

- Students and staff will be encouraged to wear masks during open time (large group interaction) when Community Transmission of COVID-19 in Fairfax County is MEDIUM.
- Students and staff will be required to wear masks indoors when Community Transmission of COVID-19 is HIGH.

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.

St. Timothy's Pre-School will vary its daily routine based on the level of community transmission of COVID-19. When the level is LOW, we will operate as we did before the pandemic, with snack being part of Open Time and students freely interacting. When the level is MEDIUM, we will serve snack in homeroom and encourage students to wear masks during Open Time, when they interact with students from other homerooms. When the level is HIGH, everyone will wear masks and students will remain in their homerooms for the morning, with Open Time projects being brought to each homeroom.

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 community levels are HIGH, and by practicing social distancing in public or group settings.

Closing of the School

It is possible that COVID-19 might force us to close (quarantine) a class or the whole preschool for a time per CDC and VDOE guidelines, recommendations and/or regulations. As stated in the Parent Handbook St. Timothy's Pre-School will close if the number of ill students (from COVID-19 or another illness or combination of illnesses) at pre-school exceeds 20%, or if an appropriate teacher/student ratio cannot be maintained, the pre-school will close. This more than likely will be 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 continued patience during this challenging time.

Tuition Payments during a Pandemic

In case of closure of part or all of the school, 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 2022-23 school year, St. Timothy's Pre-School will operate under the guidance of FCHD and the Virginia Department of Health's recommendations for disease prevention strategies based on community transmission levels of Low, Medium, and High.

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, test results 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. 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 while at school. 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 2022-23 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, 2022, 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. I understand that my child will be asked to wear a mask at school if exhibiting mild symptoms of a respiratory illness such as coughing and/or a runny nose. I also understand that masking may be encouraged during times of MEDIUM community transmission of COVID-19, and that indoor masking may be required during times of HIGH community transmission of COVID-19.
- 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** _____