



Westland Free Methodist Preschool Preparedness and Response Plan

Dear Parents

The following guidelines and plans were created for our program in conjunction with the guidelines from LARA (Licensing and Regulatory Affairs) for center based care and in accordance to all executive orders for the state of Michigan . These plans and guidelines are subject to change as new information arises or conditions change.

Student Drop Off and Pick Up

- **1 adult** may enter the building with the student during drop off and pick up.
- Older Siblings **may enter** the building , while wearing a mask, if:
 1. They are healthy. If the child can not go to their school building due to illness, they can not enter our building.
 2. They are learning from home (homeschool, doing virtual learning, on a staggered school schedule) and can not be left alone.
- Upon entry you will be asked to complete a COVID19 Daily Screening Questionnaire. These will be made available on a table. Once you have filled out the screening please wait in line to have your and your child's temperature taken. Please observe social distancing during this time.
- You will be asked if you or your child have/has any of the following symptoms: fever, cough, sore throat, diarrhea, chills, headache, shortness of breath, or muscle aches. If any of these symptoms are present in you or your child, you will need to return home. You or your child must be symptom free for 24 hours without the use of medication before returning.
- Temperatures will be taken of the child at drop off. You will then need to sign in your student.
- If either you or your child's temperature is 100.4 or higher, you will need to return home. You may return when you or your child is fever free for 24 hours without the use of medication.
- Please maintain 6 ft of distance between families while waiting for entrance into the classroom.
- The teachers will greet you at the classroom door. All good-byes will need to be said in the lobby.
- At pick up, please sign your student out and wait in the lobby using social distancing. The students will be released by the classroom teacher at the classroom door.

Mask Protocols:

- All adults (staff and caregivers) must wear a mask at all times while in the building.
- Students will be required to wear a mask during drop off and pick up times.
- It is *strongly recommended* that all students wear a mask while in the classroom space.
- Wearing of masks for students will be decided by the parents of the student. Student masks will be provided from home, labeled with the student name, and will be taken home daily.

Teachers and Staff

- Teachers and staff will also be following the same rules and protocols as parents and students when arriving and departing. They will have their temperatures taken and assessed for any of the symptoms listed in the section above. If their temperature is 100.4 or above or they have any symptoms they will be sent home. We currently are staffed with low adult to student ratios; which will allow flexibility with staffing. If we can not staff the day to maintain the state required ratio we will need to close the facility.

If Your Child Becomes Sick While at School

- The importance of keeping your child home when they are sick is vital. Please refer to our Policies and Procedures Handbook for our full sick policy. The staff will be vigilant in noticing any signs in your child feeling unwell.
- Staff will monitor student well being throughout the morning.
- If your child appears to be unwell, they will be removed from the classroom and taken to the Preschool Office. Their temperature will be taken and their symptoms assessed. They will be made comfortable and kept occupied.
- The Director will call the parents of the child and arrange pick up of the sick child.
- We ask that you arrive within 20 minutes to pick up your child once you have been called.
- Please make sure that all contact information of people whom your child can be released to are kept current on their child information card in the Preschool Office.
- Keep the preschool informed on your child's condition. **All communicable diseases must be reported to the Director.**
- Your child may return to school once they are symptom free for 24 hours without the use of medication.

Cleaning and Sanitizing

Our teachers and staff will supervise the following actions to prevent the spread of illness:

- Supervision of children as they wash their hands and when using hand sanitizer.
- Surfaces and objects that are frequently used and touched will be routinely cleaned, sanitized and/or disinfected. This includes, toys, door knobs, light switches, toilets, chairs and cubbies.
- The preschool and church building will be using a system called Halo Disinfection System. It will be used daily in the preschool classrooms.

Classroom Time:

- Staff will continue to utilize both classroom spaces, and at times the hallway outside of the classrooms, to provide plenty of play and learning areas to allow for group sizes to remain small.
- During whole group time staff will space children out, while using carpet squares throughout the classroom as well as the classroom rug.
- Staff will monitor all hand washing and/or hand sanitizing for the duration of the morning.
- Hand washing will take place on an as needed basis during activity time, before and after snack time, as well as before and after gym/playground time.
- Only toys and supplies that can be easily cleaned or sanitized will be used.

Snack Time:

- Staff will wash hands, wear a mask and use food prep gloves when preparing the snack trays.
- The snacks will be prepackaged food that will not involve in-depth prep. We are eliminating plans for snacks that involve student prep, washing of fruits and/or vegetables, etc.
- Students will wash hands before and after snack time.
- Staff will “plate and pour” the students snack and distribute. Students will not be using the easy pour pitchers to pour their own drinks.

Playground & Gym time:

- Hands will be washed or have hand sanitizer applied before and after large muscle time.
- We will take advantage of good weather days as much as possible by using the playground.
- Staff will monitor playground structures to ensure small groups in the spaces.
- Gym equipment will be sanitized at the end of the day.

Protocols for COVID 19 :

- Staff and families of children enrolled are required to report to the Director if they become symptomatic or receive positive COVID-19 test results.
- The preschool is required to report any cases of staff, family members, visitors or students to the local health department.
- The health department will advise the preschool of next steps and we will determine whether to close based on their guidance.
- Families will be notified if any cases are made known along with instructions on what to do next.
- Please refer to our Policies and Procedures Handbook for our full sick policy.
- Returning to the preschool for students and staff will be determined through the local health department, the physician who is caring for sick student or staff and the Director.

Tuition Agreement for COVID-19:

- In the instance of a 2 week COVID shut down no refunds for tuition will be given.
- If the state imposes a stay at home order or orders childcare places to shut down beyond 2 weeks, no tuition will be charged to families. Once we are able to reopen tuition will be prorated and due on the first day of class.