

Happy  
Child



PRESCHOOL

**PANDEMIC Policies &  
Procedures Addendum**

**2020-2021 School Year**

The following policies and procedures have been instituted by Happy Child Preschool for the 2020-2021 school year in an effort to reduce the risk of COVID-19 virus spread in our preschool. These policies and procedures incorporate the state required rules and restrictions as set forth by the Ohio Department of Job & Family Services (ODJFS), our licensing authority, through Ohio Child Care Center Rules, *5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care Center*. We have also worked with the Greene County Public Health Department to incorporate additional safety & health measures within our preschool.

Please note this plan is a “fluid” document and may be changed at any time based on new guidelines and best practices and/or rules and restrictions required by child care centers & the Bellbrook United Methodist Church. Parents will be notified of any changes to our pandemic policies and procedures by email and in writing. If you have any questions or need additional information about our Pandemic Policies and Procedures, please do not hesitate to contact the Director at 937-848-2990 or [office@happychildpreschool.org](mailto:office@happychildpreschool.org)

### **Class Ratios**

Happy Child is licensed for a maximum of 9 students to 1 Teacher per classroom. This ratio was the maximum pandemic ratio set forth by ODJFS per Ohio Child Care Center Rules, 5101:2-12-02.2 C.2.2 Transitional Pandemic Requirements for a Licensed Child Care Center. Centers were permitted to return to normal licensing ratios in early August; however the ratio reduction did not apply to Happy Child. Our normal licensing ratio remains 9:1.

### **Daily Temperature & Symptom Checks**

Upon arrival for the day, all staff and students will have their temperatures checked and logged. Any staff or student with a temperature of 100° or higher will be isolated and sent home immediately. *Students cannot return to our program until they are fever free for 24 hours, without the use of fever reducing medicine.* As part of our daily check in process, we will also do a daily symptom check at arrival. If your child is sick or showing any signs of illness, **PLEASE KEEP HIM/HER HOME**. The best way to avoid spreading any germs is to keep a child showing **any** signs of illness home and away from other students & staff.

### **Handwashing**

At the state minimum, staff and students will wash hands thoroughly upon arrival and before departing for the day. Staff and students will wash hands frequently throughout the day for optimal hygiene.

### **Masks**

Masks ~~or face shields~~ will be worn by staff at all times in the classroom during the preschool day. Students are not required to wear masks; however, if you choose to send your child to school in a mask or face covering, you may do so. All adults are required to wear masks while inside the Bellbrook United Methodist Church.

### **Curbside/At The Door Drop off & Pick up**

The Director or a Teacher will be at the red double doors during both drop off and pick up times. You may use the drop off curb area to let your child out onto the sidewalk so that he/she can walk into the school. You may also use this area to park at pick up and once the Director or Teacher sees you and has your attention, we will release your child to walk to your car on the curb side. Please **DO NOT** drop off your child in the parking lot or in the driveway lane of the entrance. If you wish to walk your child up to the door or meet your child at the door during pick up, please park in the parking lot and use the sidewalks. Also, please do not leave the school grounds until after your child has completed the temperature and symptom check upon arrival.

### **Staggered Arrival/Dismissal Times**

We have carefully divided our arrival and departure times so that each class can arrive together and leave together and remain away from the other classes and students in the common areas. We realize things come up and you may be delayed, but we request that you make every effort to drop off and pick up your child during your assigned times. Please call or text to let us know if you are delayed so that we can make the necessary precautions to keep everyone separate as the arrival or dismissal process continues. For families with siblings attending our school in different classrooms, please see the Director for more information on your drop off & pick up time. Also, if your assigned time conflicts with another regularly scheduled drop off or pick up, please see the Director so that a suitable time can be arranged.

Listed below are your child's class arrival and dismissal times

**Mrs. Snyder AM CLASS** (classroom #1 – Green Circle Classroom)

Arrival time: 9:10am

Dismissal time: 11:30am

**Mrs. Hurst or Mrs. Bridges AM CLASS** (classroom #2 – Purple Square classroom)

Arrival time: 9:00am

Dismissal time: 11:25am

**Mrs. Petric AM CLASS** (classroom #3 – Blue Diamond Classroom)

Arrival time: 8:50am

Dismissal time: 11:20am

**Mrs. Petric PM Class** (classroom #3 – Blue Diamond Classroom)

Arrival time: 12:35pm

Dismissal time: 3:00pm

### **No Visitors Policy**

In an effort to reduce the number of people & exposure risks inside the preschool, Happy Child is asking that parents refrain from entering the preschool at this time. Only staff and students are to enter the preschool area during school times. We will not be able to have visitors for special events, parties and programs this year. ***If you must enter the church, please remember mask wearing, hand sanitizing and temperature checks are REQUIRED upon entry.***

### **Nothing From Home**

Please do not send anything other than your student and his/her jacket to school each day. If you sign up your child for enrichment, lunches may be brought in on his/her assigned enrichment day. We will collect all lunches at arrival and place them in the community room where lunchtime enrichment occurs. We will send home your child's papers, art projects and any handouts once weekly using recyclable plastic bags. If you would like to send in an extra set of clothes for your child, please do so at the beginning of the year so that your teacher can store them in the classroom.

### **Enhanced sanitizing and disinfecting routines**

Our preschool is professionally cleaned twice weekly. We will disinfect high touch and popular toys/manipulative regularly throughout the day. Our bathrooms will be disinfected after each use, especially after group/class bathroom breaks before the next class's break time. Classrooms will be thoroughly cleaned at the end of each class session. For classrooms that share an AM and PM class or share a space on different days, most toys and manipulatives will be divided between the 2 classes so that they are not shared until thoroughly cleaned and sanitized.

### **Revised Enrichment**

Our popular Lunchtime Enrichment Program has been revised and modified to allow as many students as possible to have an opportunity to participate in our optional program with a smaller group of students and in reducing the exposure to students in other classes. At this time, we are not allowing our youngest students, our 3-year-olds, to participate in enrichment. Your child's optional enrichment day will be based on his/her class.

Please see our *Lunchtime Enrichment Information for 2020* handout for more specific information on the cost and your child's assigned day for enrichment. Each week covers a different program. The same teacher will be teaching the program for the entire week, covering the same topic each day as students from the different classes attend. The 4 programs that we will rotate this year are: STEAM, Art & Literature, Chapel, & Movement.

We must have at least 4 students sign up from your child's class to make the class happen. We will continue to offer enrichment this way thru December. At that time we will assess where we are in terms of health & safety guidelines and decide if we will continue to offer enrichment this way the remainder of the school year, or if we are able to revert to the regular way of offering enrichment (allowing students from any classes to sign up any day of the week and the programs offered are based on the day of the week). Maximum ratios for group settings will apply.

### Snacks

Because we are asking that nothing from home be brought into the preschool at this time, Happy Child will be providing snacks for all the classes. **Happy Child Preschool will charge a \$7/month snack fee while we provide snacks.** This will be added to your monthly tuition invoice. For parents who pay tuition in full at the beginning of the year, snacks invoices will be sent in September and January. If we are able to revert to allowing families to provide snacks for their student's class, we will no longer charge a monthly snack fee. If your child has an allergy and you prefer to send in his/her snacks separately, we request that you send in 1-2 weeks worth of snacks one week in advance. Please work with the Director to determine the best way to drop off your child's snacks.

### No Mass Gatherings or Field Trips

As ordered by Governor DeWine and under the on-going recommendation from the Centers for Disease Control, we will not be having any mass gatherings for parties, programs, parent coffee breaks, or other major group settings at this time. Our students will enjoy parties in their classrooms with their teachers, and we are working on creative ways to incorporate our popular Christmas and Year-End programs with a virtual aspect. At this time we are not planning any field trips for the 2020-2021 school year. ***Please be advised that parents and students gathering outside the preschool on church grounds prior to school or at dismissal are strongly discouraged at this time.***

### Positive COVID-19 Case/Quarantine Requirements

As required by the new Pandemic Rules for Child Care Centers, we must notify the Ohio Department of Job & Family Services and the Greene County Public Health Department if any of our students or staff tests positive for COVID-19. **If your child tests positive for COVID-19, please notify us immediately.** We will notify all families of students registered at Happy Child Preschool that we've had a positive case. We will work in coordination with the local health department to determine how to proceed with quarantines and follow their guidelines on when it is safe to re-start the class that had the positive case. Because we are "clustering" our classes and limiting the exposure of students from other classes, it is our hope and plan that only the students & staff directly in contact with a positive exposure will be required to quarantine; however, because these guidelines and processes are changing rapidly, we will follow the direction of our local health officials on how to proceed with all quarantine requirements for our school.

### Quarantine/Shut down

Happy Child Preschool is licensed by the Ohio Department of Job & Family Services as a Child Care Center. In the event that our local K-12 schools shut down or go to 100% remote learning, it is the intent of our preschool to stay open and continue to provide our preschool services. We will close if the Governor orders Child Care Centers closed, or if we are required to do so in a quarantine situation. In the event of a closure or quarantine situation, we will have "quarantine bags" available for our students. These "bags" will include lessons, activities and materials for our students to do while at home during a closure or quarantine. Any closure lasting longer than 2 weeks may result in an adjusted tuition.

### Communication

Communication between parents and their child's preschool teacher is important for so many reasons, and it will be all the more important this year, during this unsettling time with the Pandemic. Because we are limiting what is physically coming in and out of our school on a daily basis, the majority of our communication this year will be through emails, texts and phone calls. We will send home your child's papers, art projects and any handouts once weekly using recyclable plastic bags. Our teachers will send out weekly emails about things going on in the classrooms. We will text photos and updates as time permits. Each month, we will email a newsletter recapping all our accomplishments with lots of pictures.

### Liability/Waiver

Happy Child Preschool & the Bellbrook United Methodist Church have incorporated many new health & safety restrictions, guidelines and rules to slow the spread of the COVID-19 Virus and minimize exposures and risks to our staff, students and their families. Happy Child Preschool has incorporated the new mandatory rules & restrictions and will follow all the new guidelines as set forth by the Ohio Department of Job & Family Services to ensure that we provide a safe and healthy environment while protecting the safety and well-being of our students and staff; however, children in child care settings are at risk of communicable disease spread, including COVID-19. Please read and sign the attached release and waiver form.

**Happy Child Preschool/Bellbrook United Methodist Church  
COVID-19 RELEASE AND WAIVER OF CLAIMS ADDENDUM (“Release”)**

The undersigned, in my capacity as parent or legal guardian, hereby acknowledges the health risks and dangers associated with the transmission of the COVID-19 virus, and other communicable diseases, and recognizes that exposure to the COVID-19 virus, or other communicable diseases, could occur while my child is in the care of Happy Child Preschool (the “Program”).

As such, and in consideration for child care services to be provided by Happy Child Preschool, the undersigned, for myself and my minor children enrolled in the Program fully assumes all of the risks associated with participation in the Program, including the possibility of COVID-19 (or the novel coronavirus) community spread.

I, as a parent and/or legal guardian, have read and fully understand and acknowledge the contents of the release and agree that I am voluntarily waiving, releasing, indemnifying and discharging Happy Child Preschool and The Bellbrook United Methodist Church for any and all liability, damages, and each and every action (collectively, “claims”) by participation in and/or associated with the Program including but not limited to transmission of the COVID-19 virus.

I represent that I have full authority to sign on behalf of my child(ren) and that my signature binds each other person having authority to make decisions on behalf of the child(ren). My signature below is confirmation that I have read and fully understand and acknowledge the contents of the release and agree that I am voluntarily waiving, releasing, indemnifying and discharging Happy Child Preschool and the Bellbrook United Methodist Church from the claims.

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*date*

***Child(ren) Names:***

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***Please return this form to the Director PRIOR to the 1<sup>st</sup> day of school.***