

# Herndon United Methodist Church

## Preschool

### Pandemic/Covid Addendum to Parent Handbook 2021-2022

**Please sign and return last page to**  
**preschool**

#### Carpool Procedures

**Arrival** – For the safety of both Preschool parents and church staff or visitors, we request that everyone using the Carpool Drop Off/Pick-Up System enter the Bennett Street parking lot using the entryway closest to Dranesville Road. *Parents and students are required to wear masks at time of dropping and picking up.* A staff member will assist your child in exiting your car after asking screening questions. PLEASE DO NOT ALLOW CHILDREN TO LEAVE YOUR CAR UNTIL A STAFF MEMBER IS THERE TO ASSIST THEM. If carpool has been completed, you must walk your child to the door, ring the call button, and wait for a staff member

**Departure**- After the first few weeks of school you will be given a card with your "carpool number". (You will have a name card for the first few weeks.) When you get in the pickup line, have your "carpool number" visible. A staff member will bring your child to your car. At arrival and departure, please put your car in park before your child gets in or out of the car. Afternoon (dismissal) carpool begins at 12:25. We must be able to load and unload children through a car door on the right hand side. For safety reasons, we will not be able to load children into the left side or rear doors of any vehicle. IT IS UNSAFE FOR THE CHILDREN TO BE WALKING AROUND THE CARS. During carpool, our driveway is a one way, single-file line. Please do not pass any other cars waiting in carpool line. Any child remaining at the end of carpool dismissal will be brought to the Preschool office to wait to be picked up. The pickup person must ring the call button and come to the office to pick up the child. We reserve the right to assess a \$20 fee per occurrence for children who are repeatedly not picked up by school dismissal time.

\*\*Parents will not be permitted to enter the building for drop off or pick up. If parents need to speak with teachers/staff, they should call our office at 703-435-5688. We encourage 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 protocols 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 unprecedeted time may be intermittently limited.

**Daily Screening-** Staff will screen children for symptoms as they arrive and ask health check questions. Parents cannot have administered any fever reducing medications within the previous 24 hours. In addition, parents must report a positive or presumed positive COVID-19 cases in their household. They must also report any household contact with someone who had been diagnosed with COVID-19. The health department will help HUMC Preschool in determining next steps.

**Cleaning-** As always done above and beyond licensing standards, staff will routinely disinfect items played with and used by students and high touch surfaces such as door handles, light switches, and faucets. Toys that cannot be disinfected will not be used in the classroom (e.g., stuffed animals, cloth toys). Students are not allowed to bring items from home including toys, stuffed animals, or blankets. Staff and students will wash their hands with soap and water for at least 20 seconds upon arrival, before eating, after using the toilet, and following any contact with bodily fluid (including blowing/wiping noses/coughing),prior to dismissal, and any other time deemed useful by a preschool staff member. The main preschool bathrooms will be disinfected in between each class use. All eating and preparation surfaces will be disinfected before and after snack is served. All snacks must be prepackaged and will be provided on a rotating basis by parents. Drinking fountains will not be used. Disposable napkins, place mats, and cups will be provided.

**Masks and student supplies-** Students should wear a clean mask to school every day. Please make sure that students have an extra mask in their red bag every day. Students will have a separated space to hang their labeled coats, hats, gloves, and/or lunch boxes. Personal item storage spaces will be sanitized daily.

**Classrooms-** The number of children in each classroom will be fewer than usual and be limited according to the guidance set forth by state licensing, HUMC, and state and federal guidelines.

We will attempt to keep the children distant from each other within the classrooms, but we will not significantly compromise the emotional health of children to do so. We will keep airflow fresh in the classes with open windows. We will minimize the time children stand in lines and have social distancing protocols in place during snack time. All staff will be wearing masks. All restrooms will be sanitized in between class use.

All children will begin their preschool day by washing their hands and will wash frequently while at the preschool. Per licensing we are not allowed to apply lotion to a child's hand. We encourage you to put lotion on your child's hand every night to prevent chapped or dry hands.

**Visitors and Child Find Support-** Due to limitations and government regulations, it is likely that we will not be permitted to allow outside support (such as children 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 the 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 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 to school before the 72 hour threshold.

Any child showing symptoms associated with COVID-19 or signs of a respiratory illness (i.e., coughing, wheezing, runny nose, shortness of breath, lethargy, etc.) will be separated from their class and sent home immediately. All families must be available to pick children up within 15 minutes if called. We reserve the right to 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 parents arrive that 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 state in writing "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 any child or any household member or close contact is diagnosed with COVID-19, families must inform HUMC Preschool via email 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 Department of Social Services and the Virginia Department of Health to report any child, parent or staff member who becomes ill with COVID-19. All of our preschool staff has had the COVID-19 vaccine. 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. Staff members with any COVID-19 symptoms will not be allowed to work. We have a few substitutes that also have had the COVID-19 vaccine.

\*\*Parents will be required to notify the preschool if their child is to travel to a state or country that is deemed high risk. HUMC Preschool 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 will not be possible.

**Closing of the preschool-** It is possible that we may have to close HUMC Preschool 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 the Virginia Annual Conference of the United Methodist Church and the leadership of our local church, 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 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 a class, there will be no tuition reimbursement and teacher will provide some sort of distance learning opportunity. If HUMC Preschool 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 and advanced tuition will be refunded.

## **Waiver of Liability and Hold Harmless Clause**

For the health and safety of our staff and families, there is a ZERO SYMPTOM POLICY in effect during the 2021-2022 school year. This is not because we think every symptom is related to COVID-19, but mainly to limit the exposure to 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 the HUMC Preschool Office 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 preschool 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 HUMC Preschool, release HUMC Preschool, 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 HUMC Preschool and the use of HUMC Preschool'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 parties related to Herndon UMC in place at any given time throughout the 2021-2022 school year.

This addendum is in addition to our current handbook and does not prevent HUMC Preschool and Herndon UMC from implementing additional policies after the enrollment of your child. In the event of any conflict or ambiguity between both documents, the addendum shall control. This document is to be signed and dated by the parent(s) or guardian(s). By bringing your child to HUMC Preschool under these terms effective September 1, 2021, you agree and acknowledge that you will comply with this Pandemic Addendum.

Parent Name: \_\_\_\_\_ Signature \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

Received in Office by: \_\_\_\_\_