



**Christ Lutheran
Church Preschool**

CLCP Reopening Plan 2020-2021 School Year

07/23/2020

Revision History:

- 07/23/2020: Revised slide 5 with our reopening key dates after the Boone County schools pushed back their start dates by 1 week
- 07/23/2020: Revised slide 13 regarding masks for adults after Governor Holcomb's state-wide mask mandate

Notes About Our Reopening Plan:

- When creating our reopening plan, we took guidance from the Centers for Disease Control (CDC), the Office of Early Childhood & Out of School Learning, state & local health agencies, the Zionsville Community Schools & other schools in the area, & our church task force, as well as feedback from staff member & parent surveys.
- Because COVID-19 is still a fluid situation, **this reopening plan & our calendars are subject to change.**

Come Back Stronger Grant:

I wanted to share the wonderful news that we received a \$20,000 grant as part of the Come Back Stronger Fund, supported by Lilly Endowment & Early Learning Indiana. The Come Back Stronger Fund was designed to support Indiana's early child care & learning providers with safety-related expenses & challenges related to COVID-19 so that we can better serve families & communities in coming back stronger.

We will use our grant to offset new safety-related expenses, such as enhancing sanitation practices, altering key aspects of the physical environment to support social distancing, adopting new staffing models that minimize exposure, expanding to serve more children in response to a depletion in community supply, & investing in personalized sets of materials & toys to limit cross-contamination among children while maintaining an environment that stimulates child development.

The health & safety of our families, children, & staff members are our top priorities, & we are grateful that this grant will help us provide better service to all of the families that we serve.

Sincerely,
Kathryn Singer, Director of Preschool



COME BACK

STRONGER

FUND



Reopening Key Dates:

- **Staff members return: Monday, August 10** for staff trainings, to work in their classrooms, etc.
- **Parent Information Nights (for parents/guardians via Zoom): Tuesday & Wednesday, August 18 & 19, between 6-8pm both evenings** (your child(-ren)'s registration confirmation e-mail(s) will have your date(s) & time(s))
- **Open Houses (for parents/guardians & children) drive-through style: Thursday & Friday, August 20 & 21, between 9-11am both mornings** (your child(-ren)'s registration confirmation e-mail(s) will have your date(s) & time(s))
- **First official day of school: Monday, August 24** (your child(-ren)'s registration confirmation e-mail(s) will have your child(-ren)'s first official day(s) of school listed)
- **We will plan to offer in-person classes 5 days/week & will plan to follow our holiday/break schedule, as listed on our calendars.**



Staff Member Arrival:

- **Screening:** Prior to arrival, **staff members will be required to screen themselves.** If staff members are exhibiting any of the following symptoms, they will be required to stay home & substitutes will be found:

- fever of 100 degrees Fahrenheit or higher/chills
- headache/body aches
- cough/persistent upper respiratory symptoms/sore throat
- runny nose
- skin rash
- gastrointestinal issues, including vomiting & diarrhea
- loss of sense of smell &/or taste

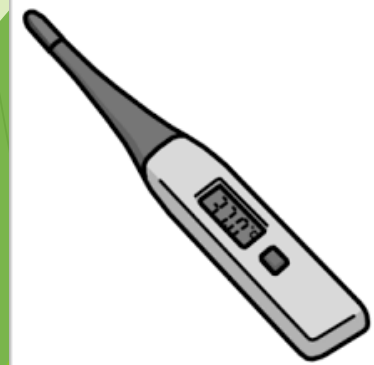
Staff members must be symptom-free for at least 72 hours or have a negative COVID-19 test before returning to work!

- Staff members will call or text the Director of Preschool & will give the Director of Preschool as much notice as possible if they are unable to come to work (at least 2 hours before the start of their shifts).



Staff Member Arrival Continued:

- **Temperatures:** Upon arrival each day, all **staff members will have their temperatures taken with a contactless thermometer at the front entrance.** If a staff member has a temperature of 100 degrees Fahrenheit or higher when screened, he or she will be sent home immediately & a substitute will be found.
- **Hand Washing:** Also upon arrival each day, all **staff members will wash their hands.** Frequent handwashing will be required.
- **Attendance:** The **Director of Preschool will take staff member attendance** & input timesheet information in Procure.



Child Arrival:

- **Screening:** Prior to arrival, **parents/guardians will be required to screen their children.** If children are exhibiting any of the following symptoms, they will be required to stay home:

- fever of 100 degrees Fahrenheit or higher/chills
- headache/body aches
- cough/persistent upper respiratory symptoms/sore throat
- runny nose
- skin rash
- gastrointestinal issues, including vomiting & diarrhea
- loss of sense of smell or taste

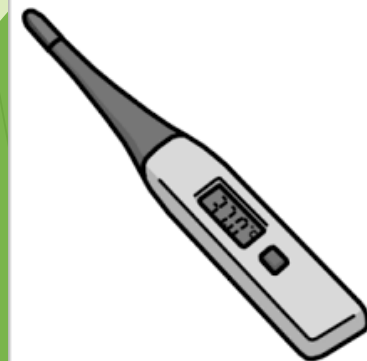
Children must be symptom-free for at least 72 hours or have a negative COVID-19 test before returning to school.

- **Parents/guardians will contact the Director of Preschool via telephone or e-mail if their children will be absent.**



Child Arrival Continued:

- **Temperatures:** Upon arrival each day, all **children will have their temperatures taken with contactless thermometers at their respective entrances.** If a child has a temperature of 100 degrees Fahrenheit or higher when screened, he or she will be sent home immediately. The **children in the Toddler 1 & 2/3s classes will be dropped off between 9:10-9:20am at door #7 (in the back), & the children in the 3/4s & Pre-K classes will be dropped off between 9-9:10am at door #8 (also in the back)** each day.
- **Late Drop-Off:** If parents/guardians will be later than 9:20am dropping off, they will need to inform the Director of Preschool & come to door #8 & ring the doorbell.
- **Parents/guardians & children will be asked to park & wait in their vehicles in the back parking lot until the doors open & practice social distancing when approaching the doors.**



Child Arrival Continued:

- To help reduce the number of people in the building & to help with contact tracing efforts if someone tests positive for COVID-19, **parents/guardians dropping off children will be required to remain outside, & staff members will take children to their classrooms.**
- **Hand Washing:** Also upon arrival each day, all **children will wash their hands.** Frequent handwashing will be required.
- **Attendance:** The **Director of Preschool will take child attendance & input attendance in Procure.**



Child Dismissal:

- The **children in the Toddler 1 & 2/3s classes will be picked up between 11:40-11:50am (half day) & 2:40-2:50pm (full day) at door #7 (in the back), & the children in the 3/4s & Pre-K classes will be picked up between 11:50am-12pm (half day) & 2:50-3pm (full day) at door #8 (also in the back) each day.**
- **Parents/guardians & children will be asked to park & wait in their vehicles in the back parking lot until the doors open & practice social distancing during dismissal.**
- To help reduce the number of people in the building & to help with contact tracing efforts if someone tests positive for COVID-19, **parents/guardians picking up children will be required to remain outside, & staff members will bring children to them.**
- **Attendance:** The **Director of Preschool will take child attendance & input attendance in Procare.**



Masks for Children:

- **Children will NOT be required to wear masks** for the following reasons (unless mandated by the city or state):
 - Guidance from the CDC states, “Cloth face coverings should not be placed on young children under the age of 2; anyone who has trouble breathing; or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.”
 - There are safety issues with children having cloth, ties, elastics, etc. around their mouths & necks, which can pose choking or strangulation hazards.
 - The effectiveness of masks & other face coverings is impacted by proper handling & use, & children are more likely to play with the masks, adjust them or remove them without washing their hands before or after touching the masks, touch their faces, etc. Touching their faces & then touching other objects (e.g. toys) can potentially put the other children in a group at risk.
 - Staff members would need to increasingly be in close contact with children to aid with face coverings, which can be counterproductive to maintaining distance as much as possible.
 - We value children's social-emotional well-being.
- **If parents/guardians would like their children over the age of 2 to wear masks, they will need to provide appropriate-sized masks for their children (children will need to have at least 2 clean masks/day).** We will do our best to encourage those children to wear masks, but we cannot enforce this. **If these are washable masks, parents/guardians will be responsible for washing these.**



Masks for Adults:

- **All staff members will be provided with up to 5 washable masks (1 for each day of the week) & will be required to wear masks most of the day, in following the state-wide mask mandate. They will not be required to wear masks when they are outside (as long as they practice social distancing) or when eating.**
- **Staff members will be responsible for washing their masks each week.**
- We will evaluate the mask guidelines for staff members as needed.
- **All parents/guardians dropping children off/picking children up will be required to wear masks.**



Groupings:

- **Ratios: Staff: child ratios will be maintained at all times**, with no more than 10 children in our Toddler 1 & 2/3s classes & no more than 14 children in our 3/4s & Pre-K classes.
- **We will make every effort to keep groupings of staff members & children consistent**, & for this reason, **will not be allowing children to “drop in” on different days**. The only exception to this would be if a staff member was absent, & we had to find a substitute.
- **Designated Times: Each group will have designated times for gross motor play, chapel, & special events.**
- **Breaking Out:** To reduce group sizes & encourage social distancing, **we will encourage groups to break out to 1 of our 4 breakout spaces &/or outside as much as possible.**



Activities:

- **Designated Times:** Each group will have designated times for gross motor play, chapel, & special events.
- **Sensory Play:** Children will still be provided with the same types of activities that you would typically see, including sensory activities. We will provide each child with his or her own sensory bag or tub, & these bags or tubs will be labeled with the children's names.
- **Nap/Rest Times:** Full day children in the Toddler 1 & 2/3s classes will still nap, & full day children in the 3/4s class will still have a 30-minute rest period. Cots will be labeled with the children's names & spaced 6 feet apart. Parents/guardians will be responsible for taking used bedding home & providing their children with clean bedding (in their labeled cubbies) each day.



Children's Belongings:

- **Extra Clothes:** Parents/guardians will also be responsible for providing their children with a complete, seasonally-appropriate clean change of clothes (including socks & shoes) each day. Clothes should be in large Ziploc bags, labeled with children's names.
- **Drinks/Food:** Since water fountains will be used for refilling containers only, **parents/guardians are encouraged to send their children with labeled sippy cups or water bottles each day.** If children stay all day, lunch boxes should also be labeled with children's names.



Cleaning/Disinfecting by Staff Members:

- **Classroom Cleaning:** Staff members will be responsible for ensuring that all preschool surfaces (doorknobs, light switches, counters, tables, chairs, & cots) are wiped down using approved Quat sanitizer, all toys are disinfected using Quat sanitizer (or run through the dishwasher or washing machine), & that dishes & laundry are done every day. We will have “yuck buckets” in each classroom for items that need to be run through the dishwasher & washing machine, & the transitional teacher for the day can help with keeping the dishwasher & washing machine going.
- **Gross Motor Equipment:** Staff members will also be responsible for spraying down gross motor equipment between groups. The transitional teacher for the day can also help with this.



Additional Cleaning:

- **Building Cleaning:** We also have a regular custodian, who will be responsible for daily cleaning (wiping down surfaces, dusting, vacuuming, mopping, etc.) of all areas used by the preschool (including all breakout spaces, the Fellowship Hall, & all restrooms). The custodian will also clean after church services/events before preschool resumes.
- **Carpets will still be professionally cleaned as scheduled.**



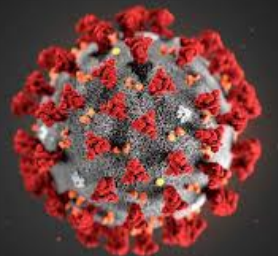
Illness While at School:

- **Staff Members:** If a staff member becomes ill while at school, he or she will be sent home, & a substitute will be found.
- **Children:** If a child becomes ill while at school, he or she will be taken to the sick area (outside of the preschool office), & a staff member will wait with him or her until he or she is picked up. Sick children will need to be picked up within 30 minutes of us notifying parents/emergency contacts.
- **Parents/emergency contacts** should come to door #8 & ring the doorbell.



Exposure to COVID-19:

- If anyone thinks that he or she may have been **exposed** to COVID-19, it is his or her responsibility to inform the Director of Preschool immediately & to self-quarantine for at least 14 days before returning to work/school. This includes anyone traveling to any area known as a current “hot spot” for COVID-19. We will inform anyone that may have come into contact with the individual.
- If anyone **tests positive** for COVID-19, it is also his or her responsibility to inform the Director of Preschool immediately. We will contact the health department & everyone who was in the building & close the building (possibly for up to 7-14 days, depending on guidance from the health department), during which time the building will be deep cleaned.



Closure of CLCP:

- If we have to close CLCP due to someone testing positive for COVID-19 or due to a stay at home order, **we will maintain connections via e-mail & class Zoom meetings & will offer preschool e-learning activities every day.**



Tuition Payments:

- **Due Dates:** Monthly tuition payments are due the first of each month (but August is a half payment due by the first day of school) & running through May 1, unless told otherwise.
- **Tuition rates are based off of a 9.5 month commitment.** Payment is required in full each month (except August, as that is a half payment) for the duration of the school year. **No refunds or adjustments will be made for missed days or cancellations, such as illnesses, vacations, holidays/school breaks, closures, snow days, & staff professional development days, as we still need to be fiscally responsible & keep up with our ongoing operational costs & pay our dedicated staff members.**
- **Payment Options:** We can accept payments in the form of cash, checks, money orders, or ACH payments.



Questions/Concerns?:

- Please feel free to reach out with any questions or concerns: (317)-873-3232 or kathryns@clczionsville.org!
- We will communicate any changes to this reopening plan ASAP!
- All staff members & parents/guardians will be provided with electronic copies of this reopening plan & will be asked to sign off that they have read & understood it on the follow-up staff & parent surveys. All staff members & parents/guardians will also be provided with hard copies of this reopening plan in their orientation packets.

