



COVID HANDBOOK

VALLEY CHRISTIAN PRESCHOOL



SEPTEMBER 2021

2021-2022 SCHOOL YEAR



A SAFE SCHOOL YEAR

September 2021

The health and safety of our students is our first priority. In partnership with the parents, teachers, staff, and students, we're confident that we can continue to provide quality education in a safe and positive manner. Please carefully read this handbook to fully understand the changes and accommodations that Valley Christian Preschool will be implementing to create a welcoming, loving and above all, SAFE environment for your children. These policies and procedures are based on the recommendations and guidelines found in the Covid Health and Safety Plan created by the state of Oregon and CDC.



2021-2022 CLASS SCHEDULE

FIREFLIES - 2'S

Monday & Wednesday
Tuesdays & Thursdays
9:15 am - 11:45 am

LADYBUGS - 2.5-3'S

Mondays & Wednesdays & Fridays
9:15 am - 12:00 pm

BUMBLEBEES - 3'S

Monday, Wednesday & Friday
Tuesdays & Thursdays
9:00 am - 12:00 pm

DRAGONFLIES - 4'S

Monday, Wednesday & Friday
9:00 am - 12:00 pm
Tuesdays & Thursdays
9:00 - 2:00 pm

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- Hand Washing & Sanitizing
- Food & Nutrition
- Cleaning and Facilities
- Covid Response Plan & Potential Scenarios
- Tuition & Closure Policy



DROP OFF & PICK UP

WHERE DO WE DROP OFF AND PICK UP??

When you arrive at Valley, please enter through the "East Doors" facing the parking lot. These doors will be unlocked and monitored from 8:55-9:30, 11:40 - 12:15, 12:55-1:10 and 1:55 - 2:10 (T/TH) for drop-off and pick-up.

Once you arrive, head down the main hallway towards the big yellow door. Here you'll find our main preschool entrance. A table will be set up with hand sanitizer, and our check-in tablet. As you line up, please utilize the colorful dots on the ground to maintain social distancing between families.

As you reach the front of the line, you'll sign in/out, complete the health screening and your child will head into their classrooms or be brought to you! Please note: Ladybugs have a separate entrance,

DO I NEED TO WEAR A MASK AT DROP OFF?

Yes, since our students are at higher risk with the delta variant and cannot be vaccinated yet, we will be taking extra precautions in the area. All adults and children will still be required to wear a mask during drop-off and pick-up. Preschoolers will be allowed to take their masks off once they arrive in their classrooms. Staff will be masked while indoors.

DAILY HEALTH SCREENING

Once you reach the front of the line, **your child's temperature will be taken** and you will be prompted to complete the daily health screening through Brightwheel. These questions will be asked...

- **Does your child have a fever?**
- **Does your child have an unusual cough or shortness of breath?**
- **Has your child been exposed to a person with a positive case of COVID-19 in the last 14 days?**
- **Has your child been exposed to a person with a presumptive case of COVID-19 in the last 14 days?**
- **Does your child have symptoms of diarrhea, vomiting, headache, sore throat, or rash?**

If any answer is yes, they will not be able to attend Preschool that day. Please see the next page for information on when they would be able to return to class.

These health questions will be answered via our check-in system called Brightwheel. You can use your personal cell phone or our classroom tablet to check your child in and out each day.



Fireflies & Ladybugs Drop-Off/Pick-up



Our Fireflies classrooms will be utilizing a transitional classroom at drop-off and pick-up. You will still sign-in at the preschool entrance. They will transition to their normal classroom once all students have arrived.



Ladybugs drop-off and pick-up will take place at the classroom door nearest the East Doors. Please form a line down the side hallway.

An admin assistant or teacher will assist you with using the tablet. You're welcome to assist your child with putting their backpacks, coats, etc. in their cubbies located in the hall prior to drop-off.

HEALTH SCREENING QUESTIONS

WHAT IF THE ANSWER IS YES??

Question 1: Does your child have a fever?

If your child has a fever of 100.4 or higher, they may not return to preschool until they are fever free for at least 24 hours without the assistance of fever reducing pain medication and do not have any other symptoms.

Question 2: Has your child been exposed to a person with a positive case of COVID-19 in the past 14 days?

If the answer is yes, your child must quarantine for **10** days starting on the days of contact with the positive case.

Question 3: Has your child been exposed to a person with a presumptive case of COVID-19 in the past 14 days?

A "presumptive case" means that the person was exposed to Covid-19 and has showed symptoms in the last **10** days. If the answer is yes, your child must quarantine for **10** days starting on the days of contact with the positive case.



Question 4: Is the child experiencing an unusual cough, shortness of breath, or fever?

An unusual cough means something not normal for this person (e.g. Asthma or Allergies). If yes, the child may not return to school for **10 days, and 24 hours symptom free**. However, if the person only has shortness of breath and cough, the person may be checked by a medical professional and if cleared, they may return to the program with a written doctor's note.

10 day quarantine may be shortened, if...

- The student takes a COVID test with a negative result. They may return 24 hours after the resolution of any cough or fever.
- If an individual's only symptom is fever and is advised by a medical professional they can return to school, Documentation from the medical professional is required. The person should be fever-free for at least 24 hours.

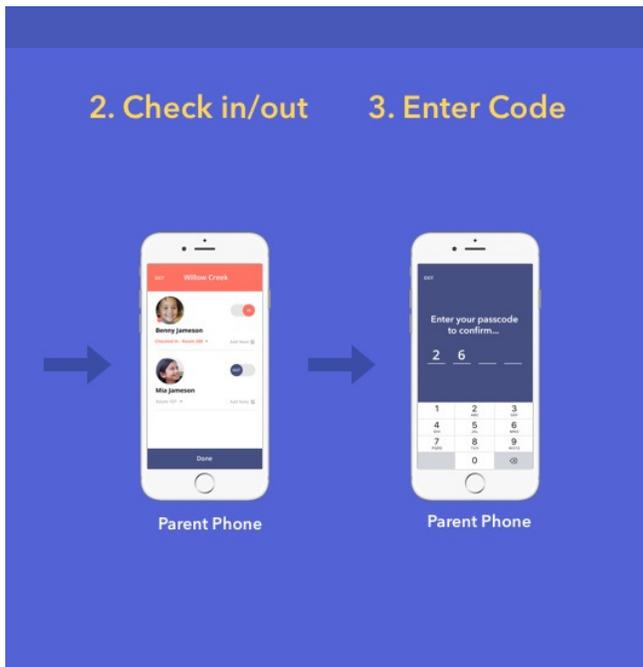
HONESTY POLICY

It is extremely important that you are 100% truthful when answering the health screening questions. Answering these questions with honest and integrity is the only way that we'll be able to provide a safe classroom environment for our students. If your child is experiencing symptoms, please do not bring them to school and risk the health and safety of their classmates. Thank you so much for your cooperation and diligence in protecting our students and community.

CHECKING IN & OUT WITH BRIGHTWHEEL

OUR CONTACTLESS PARENT ENGAGEMENT MOBILE APP

When it's your child's turn to be checked in and receive his/her health screening, you'll use your phone OR our tablet, to scan the QR code to get started. If you have multiple children enrolled at VCP, each child will have their own profile to utilize during checked in/out.



No fever

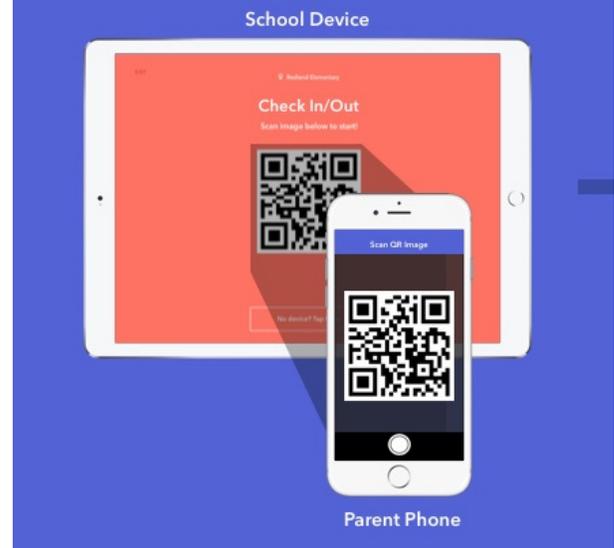
No unusual cough or shortness of breath

Not exposed to a person with a positive case of COVID-19 in the last 14 days

Not exposed to a person with a presumptive case of COVID-19 in the last 14 day

No symptoms of diarrhea, vomiting, headache, sore throat, or rash

1. Scan QR Image on school device or printout



Health screening questions

After you scan the QR code and select your child's profile, you'll be prompted with 5 check boxes as seen in the image to the left. This is the mandatory health screening. Please check the boxes, confirming that your child has NOT experienced the symptoms as described or been in contact with a presumptive or positive case of COVID-19.

After the health screening questions, you'll be prompted to input your person 4 digit PIN number assigned to you at the beginning of the school year. This indicates who dropped off and picked up your child.

Don't have your phone?

No worries! If you don't have the app downloaded, or someone from your authorized pick-up list is coming, as long as you/they have their 4 digit code, you can sign-in manually using our tablet.

Can't find your code? Login to the Brightwheel app or website to find and customize your code. See the parent handbook for more instructions.

FAMILY ENGAGEMENT

HOW WE'LL COMMUNICATE DURING COVID-19



HEALTH & SAFETY PLAN

This COVID Handbook is our method of communicating the contents of our Health and Safety Plan in an easy to read and understand format. The COVID-19 Health and Safety plan contains the rules and regulations and how we plan to implement the guidelines recommended for all certified care centers in Oregon. If you'd like to see a copy of the Health & Safety Plan, there is a copy located in the entrance of Valley Christian Preschool and can be sent via email per request.

PARENT VISITS & CONFERENCES

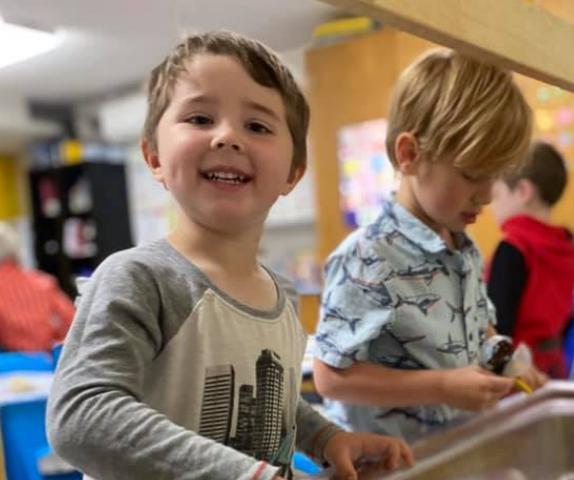
Parent involvement within the classroom is extremely valuable. With Covid, we've had to reinvent the wheel in terms of parent presence within the classroom. Our hope is to begin to allow the designated snack parents to drop-off at the classroom door with an invitation to stay for the first hour to observe. This would begin mid-October if the COVID guidelines allow. The visiting parent would need to pass a health screening, sign the adult visitor log, and remained masked for the entirety of their visit regardless of vaccination status.

Teacher meet and greets (September) and Parent-Teacher Conferences (November) are planned to be in-person. At this time, all participants over 2 years old will need to be masked and pass the health screening.

CONCERNS

If there is a concern for the health, safety, or well-being of your child, you may be allowed to enter the facilities but must adhere to the guidelines for adults by passing a health screening, wearing a mask, remaining 6 feet apart for others, and only entering the necessary classroom or space.





STABLE GROUPS & RATIOS

What is a stable group??

A stable group is a designated group of students that does not intermingle with other classrooms or stable groups. Each stable group has "assigned teachers" that only teach in that specific classroom to limit the amount of exposure to each grouping.

Do students in the same stable group need to social distance from each other?

No! The students and teachers within a stable group DO NOT need to social distance from each other and are welcome to play and engage in preschool activities. We have implemented additional cleaning and safety precautions and activity accommodations.

Will classes combine outside?

We've adapted our schedule to ensure that stable groups will rarely share space. We've staggered drop off times and locations, and changed the schedule to allow ample time in between to clean and prep the space for a new stable group



FIREFLIES : 2'S CLASS

24 MONTHS +

8 STUDENTS MAXIMUM WITH 2 TEACHERS



Ladybugs : 2.5 - 3'S CLASS

30 MONTHS +

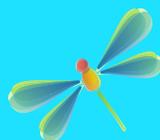
10 STUDENTS MAXIMUM WITH 2 TEACHERS



Bumblebees : 3'S CLASS

3 years old +

16 STUDENTS MAXIMUM WITH 2 TEACHERS



Dragonflies : 4'S CLASS

4 years old +

18 STUDENTS MAXIMUM WITH 2 TEACHERS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

MASKING UP AT DROP-OFF & PICK-UP

During pick up and drop off, all adults, students, and younger siblings (over 2 years old) are required to wear a mask.

Masks will be kept in your child's backpack and will put on again while getting ready for pick-up

PPE FOR TEACHERS & STAFF

Our teachers and staff are required to wear a new disposable face mask each day (or clean reusable mask) while indoors with students present.

At the end of the day or when moving in between rooms, dirty/used masks will be disposed of in the designated garbage can out of reach from children.

Hand sanitizer must be used before and after putting on a new mask.



I'D LIKE MY CHILD TO WEAR THEIR MASK ALL DAY.

Great! We will absolutely encourage, assist and support your child in keeping their mask on for the duration of the program with exception of snack and lunch (if signed up for Lunch Bunch). We have multiple families who have requested this and absolutely support this decision.

Everyone has different comfort levels, experiences, and risks. At Valley, we strive to make everyone feel safe, welcome and supported as much as possible.



Staff Vaccinations

A POLICY OF VALLEY CHRISTIAN PRESCHOOL & VALLEY COMMUNITY PRESBYTERIAN CHURCH.

As of August 2021, all staff at Valley Christian Preschool and Valley Community Presbyterian Church are required to be vaccinated against COVID-19. Staff members with a verified medical exemption will be tested every Monday morning and must have a negative result before entering the building.

All staff will be tested prior to the beginning of school and after all major gathering holidays such as Halloween, Thanksgiving and before returning from Christmas break.



HAND WASHING

HAND WASHING AND HAND SANITIZING



When do we wash our hands?

We must wash our hands for at least 20 seconds....

- Before we eat snack or lunch
- After we eat snack or lunch
- After using the restroom

Be sure to use the light-up 20 second timer next to the sink, soap, and water! A hand washing sink is available in every classroom.

In addition, adults are required to wash their hands before and after prepping and serving food, assisting with the restroom or diapering, and administering medication.

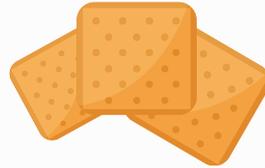
When do we use hand sanitizer?

It is safe to use hand sanitizer....

- During our health screening and check-in
- Coming in from playing outside
- Before and After playing in the gym
- After playing with shared material like dress up or blocks and before starting a new activity
- After coughing or sneezing
- After touching our face/mask
- As we leave preschool at the end of the day

In addition, adults are required to use hand sanitizer after wiping a nose, coughing, or sneezing, and moving between stable groups.

FOOD & NUTRITION



PLEASE NOTE:

WE ARE A
PEANUT
FREE
SCHOOL



SNACK TIME

Snack time at Valley Christian Preschool will remain fairly similar as past years! Families will take turns providing healthy snacks for their entire classroom / stable group. When you are on for snack, please place your items in the designated snack bin located near the check-in table. When it comes time for snack, every student will take turns washing their hands for 20 seconds. With gloves, teachers will serve each child individually. There will be no family style sharing or communal platters for the children to grab from. Children will be carefully monitored during snack time to prevent the sharing of food. Students are required to wash their hands for 20 seconds after snack as well. Each child has their own labeled waterbottle.

LUNCH BUNCH

Lunch Bunch will be available Mondays, Wednesdays, and Fridays in the 4's classroom, and select days in the 3's classroom. At this time, we will not be combing stable groups for lunch bunch to prevent increased exposure.



CLEANING & BUILDING MAINTENANCE



CLEANING GUIDELINES

- Increase air circulation by opening windows and doors or using fans.
- All cleaning products will be kept locked up and away from children.
- Products approved by the EPA against SARS-COV-2
- Bleach solutions will be made daily and dated
- Disposable gloves will be used during all cleaning procedures
- Dirty masks and gloves will be disposed of daily
- Dirty aprons will be laundered each day

CLEANING SCHEDULE

SANITIZED DAILY

- ALL TOYS
- FOOD PREP COUNTERTOPS
- FOOD PREP SINK
- GYM EQUIPMENT
- PLAYGROUND EQUIPMENT

SANITIZED BEFORE/AFTER USE

- FOOD PREP SURFACES
- MOUTHED TOYS/DIRTY TOYS
- EATING UTENSILS & DISHES
- SNACK TABLES
- MULTI-USE TABLES

DISINFECTED DAILY

- HIGH TOUCH AREAS: DOORKNOBS, LIGHT SWITCHES, NON-FOOD COUNTER TOPS, HANDLES, PHONES, KEYBOARDS
- VACUUM CARPETED SURFACES
- DIAPER PAILS/GARBAGE CANS
- BATHROOM FLOORS
- BATHROOM COUNTERS
- TOILETS
- CLASSROOM TABLETS

DISINFECTED AFTER USE

- HANDWASHING SINK & FAUCETS AFTER TOILETING
- CHANGING TABLES
- POTTY CHAIRS

SANITIZE MONTHLY

- REFRIGERATOR



COVID-19 RESPONSE PLAN

At Valley Christian Preschool, we take the health and safety of our students and staff very seriously. With the recommended guidelines and requirements from the State of Oregon, Public Health Authority, and Early Learning Department, **we've created a response plan if a positive case of COVID-19 is present at VCP.** It is imperative that every person involved with our program is fully aware of and understand this plan and willing to cooperate with the new policies in place.

Like anything these days, attending school provides and added risk of exposure. It's imperative that we work together to maintain a safe and healthy environment for our students with as little exposure as possible.

Non-Discrimination Policy & Care Plan

In addition to Oregon laws prohibiting discrimination, Valley Christian Preschool cannot refuse to enroll a child in the program based on a belief that the child is more susceptible to contracting COVID-19 due to the child's or parent's occupation, race, ethnicity, geographic location, disability, or pre-existing health condition.

If your child has particular health needs or susceptibility to disease, including COVID-19, we must work together to develop a care plan for your child. All engaged staff, teachers, and parents must fully understand the care plan prior to the beginning of care.

If your child exhibits symptoms of illness with fever, new loss of smell, unusual cough, or shortness of breath in the last 10 days...

UNUSUAL COUGH MEANS OUT OF THE ORDINARY FOR THIS PERSON, EXAMPLE: ALLERGIES ASTHMA, OR COMMON COLD

FEVER MEANS 100.4 DEGREES FAHRENHEIT OR MORE, WITHOUT THE USE OF FEVER REDUCING MEDICATION

THEN WHAT??

The student must stay home for 10 days after the onset of symptoms. They can return once the 10-day quarantine is complete and 24 hours after both fever and cough resolve, without the use of a fever reducing medication.

HOWEVER....

The 10-day exclusion period can be shortened if ...

- The individual tests negative at any time during the 10-day period.
- They can return to school 24 hours after resolution of cough and fever without the use of fever-reducing medication.
- If an individual's only symptom is fever and is advised by a medical professional that they can return to the child care program. Documentation from the medical professional is recommended. The person should be fever-free for at least 24 hours.
- A child who has received routine childhood vaccinations in the last 48 hours can return to care at the direction of a medical professional once they are fever-free. Documentation of vaccination from the medical professional is recommended.

The adult or child has been exposed to someone with a current presumptive or positive COVID-19 case

An exposure is defined as an individual who has close contact (less than six feet) for longer than 15 minutes (in 24 hours) with a COVID-19 case.

A presumptive case is defined as a person who was exposed to a positive COVID-19 case and developed symptoms.

THEN WHAT??

The exposed person must quarantine for 10 days starting from the last time they had contact with the person with the presumptive or positive COVID-19 case.

The individual may return to school upon receiving a negative covid test, or after 10 days of quarantine with no symptoms.

If a person develops covid symptoms while at the facility or learns they have been exposed to a positive case while at the facility...

If a child or staff member develops symptoms while at Valley Christian Preschool, they will be removed from the classroom, given a clean mask to wear, and isolated in a separate safe, supervised space until picked up by a parent/guardian as soon as possible.

The student must be tested immediately with a rapid/PCR or antigen test. If they receive a positive test result, they will need to quarantine for 10 days.

All students within the stable group and teachers or adults that came in "contact" (less than 6' for more than 15 minutes) with the student may likely need to quarantine as well. The Oregon Health Authority and Washington County will help determine who exactly will need to quarantine with each exposure.

Closure Communication & Class Quarantine

If there is a confirmed exposure at VCP, we will be promptly communicating in coordination with local public health authority, with all families and other individuals who have been in the facility in the past 14 days about the confirmed case. Decisions about required closure will be made in conjunction with ELD staff and the local public health authority.

Tuition & Closure Policy

In the event that your stable group or the entire preschool would need to quarantine/close temporarily because of a positive case of COVID-19, **a credit or refund will not be given for the FIRST/INITIAL classroom closure**. However, with any additional classroom closures, you are eligible to receive the percentage of class time missed as a credit to your account for future tuition. If the credit is un-used by the end of the year and has not been applied to the registration and last month deposit for the following school year, a refund can be processed with a written request.

In the event that your child will need to individually quarantine or miss school because of illness, you would not be eligible for a refund due to this absence.