

# Shiloh UCC ELC Health and Safety Plan

## Covid-19

Revised September 10, 2021

As we plan for preschool during this unusual time, the ELC found it necessary to extend our current Parent Handbook and add our policies and procedures specific with COVID. Please read through this Health and Safety Plan to understand our new daily schedule and routines, health policy, cleaning and safety procedures, and tuition.

This plan was developed by the Shiloh ELC Advisory Board using information from the Center for Disease Control, Pennsylvania Department of Health, Pennsylvania Department of Education, and the Office of Child Development and Early Learning.

All families will have access to the Health and Safety Plan on our Shiloh UCC ELC web site.

Each class, here at Shiloh UCC ELC Preschool, will be considered a family. We will encourage social interactions such as elbow bumps, high fives, air hugs, spirit fingers, and winks, while also enjoying time playing and interacting together and learning about personal space. We do not know exactly what this year will look like, but we do know that we will love your children and teach them to the best of our abilities.

### **Health and Safety**

- Staff members and students are asked to remain home if they exhibit any symptoms of illness to include, but not limited to, and the Shiloh UCC ELC Health Policy.
- Staff members and students must be fever free for a period of 24 hours without the aid of any medication. A fever will be defined as 100.4 degrees and higher.
- If a child is observed to be displaying signs or symptoms of illness, the child will be isolated (to the best of our ability) from the other children. The parents will be contacted and must pick up their child immediately.

### **Face Masks or Shields**

- As of September 7, 2021 all individuals 2 years and older to wear a face covering while *indoors* in school. This includes students, parents, teachers and volunteers who enter the Early Learning Center.

### **Drop Off & Pick Up**

- Each class will have their own designated door to enter and exit the preschool.
- Parents are asked to park in the parking lot and remain in their vehicles until a Shiloh UCC ELC staff member arrives at the class's designated doors and opens it.

- Parents should walk their child to the designated door and wait for a staff member to escort the child into the building.

### **Classroom Procedures and Routines**

- Upon entering the classroom, each student will sanitize their hands (with soap and water or hand sanitizer). This will be repeated before snack time, after using the bathroom, before and after using the playground, and at other times throughout the day.
- Children will be allowed to cooperatively play with students in their own class, as this is an important part of preschool and development.
- The playground will be utilized by only one class at a time

### **Sanitation**

- At the end of each day, as well as in between classes that meet in the same room, tables, chairs, and any surfaces frequently touched will be sanitized.
- Inside toys will only be used by one class at a time, and will be disinfected at the end of each week.

### **Possible COVID-19 Exposure**

- If a family or staff member suspects a possible exposure to Covid-19, they must inform the preschool. The preschool director will determine the course of action based on the guidelines established by the Department of Health. This could result in closing a classroom or asking individuals to quarantine for a period of time.

### **Confirmed COVID-19 Case**

- **If there is a confirmed positive case within our school, the preschool director will contact the PA Department of Health for guidance and to determine the course of action.**
- All families will be notified of the confirmed case, the plan of action and any class or school closures.

### **Enrichment**

- Students entering Enrichment from outside the building will use door #5 and immediately sanitize their hands.
- During the time a student is in Enrichment, every effort will be made to keep each “class” together so that the students are not “mixing” with children from other preschool classes.
- Lunches will be eaten, socially distant, using the large tables in room 100.

### **Tuition**

- No registration fees will be reimbursed.
- As long as the preschool remains open, **(this includes a temporary closing in which Online Learning will be provided)**, monthly tuition will be due, in full, on the first of each month.

- No tuition will be refunded if a parent withdraws their child before the end of the month.
- If the ELC closes (**indefinitely or for a period of 1 month or more**) after the 15<sup>th</sup> of the month, for any reason, that current month's tuition will not be reimbursed.
- If the ELC closes (**indefinitely or for a period of 1 month or more**) before the 15<sup>th</sup> of the month, for any reason, a refund of 50% will be returned.
- **In the event of a temporary closure of a class or the school**, ELC staff members will provide Online Learning during that time and no refund will be issued.

### **Virtual Preschool**

- The ELC will provide Virtual Preschool if our school closes indefinitely. Details to come.