

COVID-19

PARENT HANDBOOK SUPPLEMENT

S A R A T O G A

2020-21 SCHOOL YEAR



KIRK HOUSE
PRESCHOOL



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Introduction



Dear Parents,

As we are getting ready to reopen, after being closed for over 6 months, we want to make sure that all families are well informed on the COVID-19 protocols that will be put into practice when Saratoga Kirk House Preschool reopens. While this can be a fearful time since none of us have ever experienced this before, the teachers and administration at SKP are committed to providing a quality program that is safe, educational, child-friendly, and fun!

As many things will seem different with new procedures in place for the safety of all, this will still be an environment that fosters compassion and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create and explore. We will continue to provide inspiration and support for building on each student's socialization skills, while doing so in a safe manner.

This handbook is a supplement to our "Parent Handbook" and will lay out the changes to our preschool program during the COVID-19 pandemic. This situation is unprecedented and constantly evolving, so all changes included in this supplemental handbook will remain as the "new normal" until further notice. If information or policy differs between the two handbooks, information in the COVID-19 Supplemental Handbook will take precedence over the Saratoga Kirk House Handbook. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the Santa Clara County Department of Public Health, the SCC Office of Education, and the Department of Social Services, Community Care Licensing. Please read through this and sign and return the last page electronically (scanned and emailed) or via the USPS.

Because of the fluid nature of the information regarding COVID-19, our preschool may receive new safety recommendations from our licensing agency, Public Health, and the CDC for running our program. Saratoga Kirk House Preschool reserves the right to amend the policies and procedures in this handbook. Parents will receive advance written notification of these changes.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in the COVID-19 Parent Handbook Supplement. They are in place to ensure that Saratoga Kirk House Preschool is a safe and enjoyable place for your family.

Sheri Smartt, Director
Saratoga Kirk House Preschool

Enrollment



At the beginning of the school year, Saratoga Kirk House Preschool will offer in-person learning classes from 9AM-12PM, Monday through Thursday. Fridays will be added as soon as feasible. We will not be offering Lunch Bunch or a longer school day at the start of the school year. We may add these additional programs if we believe we can do so safely. SKP will use Fridays and our afternoon hours to clean and disinfect the learning environment in order to help keep SKP children, families, and staff safe.

When you enroll your child, you are committing to being a part of our preschool community. Communities are built on respect and being responsible to its members. Teachers, students, and families deserve as much protection from the Covid-19 virus as possible.

- **IF YOUR CHILD IS NOT FEELING WELL, PLEASE KEEP THEM HOME**
- **PRACTICE GOOD HYGIENE AT HOME**
- **FOLLOW RULES FOR MASKS AND SOCIAL DISTANCING WHEN OUT IN THE COMMUNITY**
- **LIMIT GATHERINGS (STABLE “SOCIAL BUBBLES” ONLY)**
- **LIMIT TRAVEL WHERE POSSIBLE**

Please respect our preschool community and be a responsible member by preventing the spread of COVID-19. Every staff member and family will be asked to sign a “Community Commitment” regarding the above safety measures.

Extra Hygiene Measures and Procedures



1. HANDWASHING: As soon as students come into the classroom, they will wash their hands thoroughly with teacher assistance. Hands will be frequently washed throughout the day with soap and water for at least 20 seconds. Hand sanitizer will be used for situations when soap and water is not available. Handwashing stations are located throughout our facility.

2. SANITIZING/DISINFECTING: All hard surfaces will be wiped down or sprayed with a disinfectant throughout the day, especially high touch surfaces such as sinks and door handles. Bathroom surfaces will be disinfected after every use. Any learning materials used by more than one child will be disinfected often each day. The use of shared sensory bins, soft toys, pillows and dress-up clothes will be minimized during this time. The facility will be thoroughly cleaned and disinfected by a janitorial service each day, when children and staff are not present.

3. MASK WEARING: The staff will wear a mask, at all times during the school day. Each day a student must arrive to school in a clean mask, and our staff will encourage them to wear it as much as possible. Children need to wear a mask during arrival and departure, walking from one area to another, and in the bathrooms.

Children will be encouraged to wear their masks while playing outside, but they may be removed during playground activities if they are distanced from other children and staff. Masks will be removed during snack time.

We strongly encourage that student's masks have ear loops, or elastic that stretches around the child's head, which will enable the children to put them on and take them off independently. It is safer for the SKP children and staff if the teachers are not regularly asked to assist a child with their mask, but occasional assistance will be provided when necessary. If a student cannot tolerate wearing a mask, we will consult with the parent/guardian to work toward a solution.

In addition to the mask worn to school each day, children will have two extra masks (provided from home) which will be stored with their change of clothes. If a child is in need of an additional replacement mask during the day, a disposable one will be provided by the school.

4. PHYSICAL DISTANCING: Each class is considered a stable cohort or "family group" and the two groups will stay separate to assure safety. Families groups will not intermix and will have the same dedicated teachers to the fullest extent possible. Each family will have separate classrooms, arrival and departure times, bathroom use, and outdoor playground spaces.

5. "CLEAN" SHOES: Since children spend time on the floor, and we want it to be as clean and safe as possible, each child will disinfect the bottoms of the shoes they are wearing when they arrive at preschool. Before entering the classroom, all children will step into a disinfecting solution in a special tray and dry their shoes off on a mat. Teachers will also change into disinfect their shoes when they arrive at school as well.

Fee and Payment Policy



Saratoga Kirk House Preschool will be following the tuition policies and procedures listed below:

- 1.** Because arrival and departure times are important to safety, there may be a \$25 charge per child for every ten minutes elapsed after your scheduled pick-up time.
- 2.** As is standard SKP policy, full tuition is paid each month regardless of sickness, vacations, or holidays, including Thanksgiving, Christmas, Winter and Spring Breaks.
- 3.** If there is a non-scheduled pandemic or emergency related closure of two weeks or less, no tuition adjustment will be made.
- 4.** If a non-scheduled closure extends beyond two weeks, we will convert to a distance learning program for the duration of the closure. Tuition will be charged at a rate of 35% of regular tuition for the period of distance learning.
- 5.** As is standard SKP policy, if you need to terminate your child's enrollment, a 30-day written notice is required to be given to the school director. Tuition will be paid for this 30-day period.
- 6.** If you decide to take an extended leave of absence, we can only hold your child's space by paying full tuition during their absence. The extended leave of absence also applies to those who choose not to send their child to school after the reopening from a forced closure, like a pandemic or emergency-related closure.
- 7.** Attendance options available for all ages during the 2020-21 School Year, are 3-day, 4-day, and eventually 5-day classes from 9AM to 12PM. In the future, if possible due to the COVID-19 pandemic improving dramatically, the option of additional hours may be offered.

Admission/Exclusion Due to Symptoms of Illness



The Health Policy of Kirk House Preschool will be strictly observed. Please keep sick children at home!

Children who are ill with fever, diarrhea, vomiting, runny nose, or a communicable disease or condition (e.g. ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be allowed to attend school until they are healthy. If you have any doubts about your child's health, please call us at 408.741.5770 to be sure they may attend. If your child appears to be sick or has any symptoms of illness while at school, the child will be isolated, we will notify the parent or guardian immediately, and the child must be picked up within 30 minutes of notification. Because we need to keep the school as germ-free as possible, please ensure you have an adult who can pick up the child from the school within that time frame.

If a child is showing COVID-19 symptoms (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) **OR** if anyone in your immediate household has been in close contact with someone testing positive for COVID-19, you must keep your child home. The child must be isolated for a minimum of 14 days after symptom onset or exposure, and 72 hours after their fever resolves without fever-reducing medicine. A doctor's written and signed note and a negative COVID-19 test must be presented for the child to be allowed to return to class.

If the child has a non-respiratory related fever, he/she will be permitted to return when his/her temperature is normal for 72 hours without aid of fever-reducing medication. Your child must have taken any prescribed medication, such as antibiotics, for at least 24 hours before returning. They will not be permitted back to SKP without a doctor's note.

Parents must let us know of any potential exposure immediately. A potential exposure means being a household member **OR** having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 15 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present at our preschool, we will inform our county health department and licensing agency, as required, and our parents.

If there is a positive case of COVID-19 in our immediate community (students, staff, or their families with which they reside), the school will be closed and deep-cleaned before reopening. If it is a student, staff member, or parent/adult who has dropped off or picked up, the school will be closed for two weeks. If it is a family member who has not been on campus, the school may possibly reopen sooner, depending on circumstances and current Santa Clara County, CDC and State licensing guidelines.

Personal Belongings



While in this phase of operation, children may not bring to school any personal belongings aside from what is approved as follows. No toys or personal items from home will be permitted at this time. Approved items are:

- **CLEAN MASKS**
- **SNACK**
- **TWO FULL SETS OF SPARE CLOTHES WHICH WILL REMAIN AT SCHOOL**

Please clearly label all of these items with your child's name.

Arrival and Departure Procedures



While operating in this phase, drop-off times will be staggered, and parents will not be permitted to enter the building. You will be given a time between 8:45AM to 9AM or 9AM to 9:15AM to drop off your child and between 12PM to 12:15PM or 12:15PM to 12:30PM to pick them up. Please only come at your designated drop-off or pick-up time to keep everyone safe and increase efficiency.

Whenever possible, we ask that the same person drop off and pick up the child every day and that the person not be considered vulnerable or high risk (someone older or with a serious underlying medical condition).

If it is necessary for you to drop off or pick up your child outside of the above time frames, you must arrange it in advance with the director. Please be patient with us as we learn this new routine.

As soon as feasible, SKP will have a new electronic sign in and out system. This check-in/out system will replace our previous paper and pen system. By signing the Admission Agreement, parents recognize the electronic sign in/out as the equivalent of their hand-written signature. Only adults who have written permission from the parents may sign in or sign out a child. Having a signed note or a persons' name on the ID and Emergency Contact form are the only acceptable forms of written permission.

DROP-OFF PROCEDURES

Thirty to sixty minutes prior to coming to school, parents must take their child's temperature and then fill out and submit an electronic health pre-screening form, which will be provided by SKP/Menlo Church. If the check-in staff has not received your electronic form by the time you arrive at preschool, you will be asked to leave the drop off queue to complete it electronically.

Please wash your hands and your child's hands before leaving home. All drivers and passengers over two years of age must wear a face covering during drop-off and pick up.

SKP will be doing a valet-style drop off and pick up process and adults will not leave the car. When you arrive, please drive your car to the end of the queue along the outside perimeter of the parking lot. A designated check-in staff will come directly to your car wearing PPE. The staff member will greet your child, do a visual health assessment, and take their temperature through an open car window. If their temperature is below 100F, the staff member will unbuckle and remove your child from the car. SKP staff will take your child to his/her classroom and help them change into their "school shoes." Children need to wear a mask while walking from their car into their classroom.

PICK-UP PROCEDURES

Pick-up times will be staggered to allow for safety. Please abide by your pick-up time window and be patient with staff and fellow parents until it is your turn. Display your child's name placard where staff can see it and we can bring your child more quickly to your car. Children will wear face coverings while walking up to the car and drivers and passengers should wear a face covering/mask. A staff member will place the child into the car, but it is the driver's responsibility to assure the child is safely buckled into their car seat. Please drive to a parking place and buckle your child in properly before leaving the parking lot.

Visitors



Visitors will not be permitted at this time.

Field Trips/Special Events/ Birthdays



There will not be any field trips or special events/gatherings at this time.

Celebrating a student's birthday at school is important and the teachers will make the day special for your child. Sharing food is not currently a safe practice and food treats are not allowed.

Snacks/Food



1. SNACK: Each child will bring their own snack from home in a fresh, disposable bag; no lunch boxes or backpacks will be permitted. Children must be able to manage the food and the packaging themselves since it is safer if a staff member does not handle their food in any way. Food should not require refrigeration or heating. The snack must arrive with the child when they are dropped off at school. The school will have pre-packaged snack items available in the event a family has forgotten to send a child with their food.

Please send healthy food items for your child's snack. Items to avoid are: dessert items (cookies, candy, gummies, etc.), snack bars containing chocolate (many students will assume it is a dessert), nuts and snack bars that contain nuts.

2. FOOD ALLERGY: Nut products are not permitted at SKP at this time so all snack items must be nut-free. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and you have communicated with the Director.

3. While eating, children will be outside and physically distanced whenever possible.

4. If/when we are ready to begin our Lunch Bunch program, we will communicate with you concerning our policies for lunch at that time.



COVID-19 Parent Handbook Supplement

SARATOGA SIGNED FAMILY AGREEMENT

Dear Parents or Guardians,

Please thoroughly review the "COVID-19 Parent Handbook Supplement" for the 2020- 21 school year, which contains the policies and procedures for Saratoga Kirk House Preschool reopening criteria. After reading the supplement, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Sheri Smartt, Director
Saratoga Kirk House Preschool

I, _____, the parent/guardian
(Print full name)

of _____,
(Print child's name),

hereby acknowledge the receipt of Saratoga Kirk House Preschool's COVID-19 Parent Handbook Supplement. I have read and agree to adhere to all the policies and regulations set forth in this Supplement.

Parent/Guardian Signature:

Date: _____



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