

2020/2021 School Year

Due to the Covid-19 pandemic, Prince of Peace Preschool has made the tough decision to delay the opening of the Preschool until January 4, 2021. The decision to hold off on our typical start date in September was made for many reasons, however the main reason was for the health and safety of all of our students, families and staff. In addition, the Kindergarten program has been cancelled for the 2020/2021 school year.

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Prince of Peace Preschool & Kindergarten Program

The Prince of Peace Preschool & Kindergarten program has been of nurturing, educating, and providing a safe environment for young children starting in 1967. Since then we have been an integral part of the early childhood education programs in the Northwest suburbs. Our goal is to instill a lifetime of Christian values in discovery each day.

Below are the Prince of Peace Preschool and Kindergarten (POPPK) COVID 19 guidelines for the upcoming 2020-2021 school year. We have covered all of the present DCFS, IDPH and CDC guidelines in this document. It is our mission to follow the guidelines and create a safe, healthy and engaging learning environment for our students. Communication is always key, but during this pandemic it is crucial for all of us involved. We ask as we enter the school year that we all have patience, compassion, respect and kindness for one another. The confidentiality of all families will be a staff expectation at all times. At POPPK we know that if we all work together we will make it through this time of uncertainty stronger as individuals and as a community.

Sickness Policy for Children and Staff

The safety of your family and our staff has always been our top priority at Prince of Peace Preschool & Kindergarten. We will continue to monitor and update the guidelines from state and federal government agencies. These guidelines are subject to change without prior notification.

What Are the Common Symptoms of COVID-19

Any child or staff member who shows any signs or symptoms of illness should stay home. The common symptoms of COVID-19 include:

- Fever (temperature of 100.4 degrees Fahrenheit and greater)
- Shortness of Breath
- Cough
- Nasal Congestion or Runny Nose
- Fatigue
- Muscle Aches
- Headache
- Chills
- Sore Throat
- Loss of Taste or Smell
- Nausea
- Vomiting
- Diarrhea

When a Child or Staff Member is exposed to someone with COVID-19

All staff members and families of children are expected to immediately notify Prince of Peace Preschool & Kindergarten if someone in their home tests positive for COVID-19 or if the individual has been in close contact (within 6 feet for greater than 15 minutes) with someone

who has tested positive for COVID-19. All family members must isolate at home and monitor their symptoms for 14 days. After returning from isolation, all individuals will be expected to check in with the school director.

Emergency Travel Guidance

Any child or staff member who travels to a “COVID-19 Hotspot” where the incidence of COVID-19 infection is high will be required to isolate at home and monitor their symptoms for 14 days. After returning from isolation, all individuals will be expected to check in with the school director.

When a Staff Member or Child Becomes Sick at School

Any staff member who exhibits symptoms of COVID-19 while at school will be isolated and sent home immediately.

If a child exhibits any symptoms of COVID-19 while at school, the parents will be contacted immediately, and the child will be placed in an isolated waiting room to minimize exposure to others. A staff member will always be present with the child in an isolation room until they can be picked up from school.

All children and staff from the room of a person with diagnosed COVID 19, will be asked to quarantine for 14 days.

When Can a Child or Staff Member Return to School after an Illness

If a child or staff member is not likely to have a COVID-19 infection as determined by a medical professional, then the child or staff member may return to school if the following are met:

- It has been 10 days since the onset of illness first appeared.

- The individual is no longer showing any symptoms, including a cough or shortness of breath.
- No fever for 72 hours without the use of fever reducing medications (fever is a temperature greater than 100.4 degrees Fahrenheit).
- Negative test for COVID-19 or a note from a medical provider documenting no clinical suspicion of a COVID-19 infection

What Happens if a Child or Staff Member Tests Positive for COVID-19

If a child or staff member tests positive for COVID-19, they should notify Prince of Peace Preschool & Kindergarten immediately so that we can begin the process of contact tracing. We will be collaborating with the Illinois Department of Children and Family Services, the Illinois Department of Public Health, and the Cook County Board of Health and follow their guidance for initiating contact tracing, quarantine requirements, and the potential closure of a classroom or the entire school.

Any individual who tests positive for COVID-19 must isolate at home and monitor all symptoms for 14 days. The individual may not return to school until **ALL** of the following are met:

- It has been at least 14 days since the onset of the illness first appeared.
- The individual is no longer showing any symptoms, including a cough or shortness of breath.
- Individual is fever free for 72 hours, without the use of fever-reducing medications.
- Negative test for COVID-19 or a note from a medical provider documenting no clinical suspicion of a COVID-19 infection
- All children and staff returning from illness related to COVID-19 will be required to check in with the school director.

How Will Families Be Notified If a Staff Member or Student in Their Child's Class Tests Positive for COVID-19

If your child has been exposed to someone who has tested positive for COVID-19, you will receive a phone call from the school director and receive guidance on the next steps. We will be utilizing the Johns Hopkins contact tracing program and utilizing all policies set forth by the Illinois Department of Children and Family Services, the Illinois Department of Public Health, and the Cook County Board of Health. We will notify the local DCFS licensing office and IDPH at 1800-889-3931 or IDPH.SICK@ILLINOIS.GOV. We will also follow up with the local DCFS office, in writing.

Please Note: We are asking all families to begin the school year with a plan in place should quarantine be necessary for your child. Your child may not return to school if they are required to quarantine.

Child Privacy Protection

If a child is required to isolate or quarantine at home, this will not be discussed in the classroom. Just as with other contagious diseases, families will be notified as required. As always, keeping the confidentiality of the family's privacy will be maintained. We ask that everyone maintain confidentiality and to be respectful of each person's privacy. These are very difficult times and compassion, kindness and respect are vital to the running of our program.

Pick-Up and Drop-Off Procedures

Arrival Procedures-Wellness Check

- Prince of Peace Preschool and Kindergarten will provide pick-up and drop-off procedures that ensure that safe distance is maintained.
- If needed, both entrances will be utilized for more efficient drop-off.

- POPPK will have a color coded system. Each class will be assigned a color and the teachers will hold up a flag with the class color to indicate when that class can pull their vehicle up for drop-off. Other families are to wait in the parking lot until the color of their class is displayed.
- All students, parents/guardians and employees are required to wear face masks upon arrival.
- Temperature check with a touchless thermometer will be conducted, by the director and administrative assistant on students in their vehicle. A student with a fever over 100.4 will be sent home. All temperatures will be recorded daily.
- Parents are asked not to exit their vehicle when dropping their student off, as this is for the safety of all.
- Students will wash their hands according to CDC guidelines when they arrive at their classroom. Teachers will ensure that proper handwashing is done by students.
- Parents should not enter the building to escort students to/from classrooms at arrival/dismissal unless approved by the Director.
- If a parent/guardian is permitted into the building, a temperature check will be conducted and documented. All individuals entering the facility must wear a face covering and wash their hands.

Dismissal Procedures

- Parents should remain in their vehicles and not congregate outside school exits.
- Schools may implement procedures for screening student pick-ups to ensure ongoing safety.
- Parents are asked to not exit their vehicle at dismissal. If communication needs to be made with parent/teacher, parents/guardians will be asked to move to a designated

parking area and wait for the teacher to speak with them. Email and phone communication will be highly encouraged to decrease the risk of exposure.

Staggered Start Time/Arrival and Dismissal Locations

- Staggered start times will be implemented to ensure safe distance between classes.
- There will be two arrival/dismissal locations for which each class will be assigned.
- Each class will have a designated flag that will be raised to notify parents they may begin forming their line for drop-off.
- Staff will not be responsible for buckling the children into car seats. Once the child is safely in the car, we will ask the parent to pull up one to two spaces and buckle the child in.

Hygiene and Health Practices for the classroom

- Use of shared water play activities will be postponed at this time. Other shared activities will be postponed until further notice such as sand tables, play dough etc.
- Each class will have playground toys that will not be shared between classes. All teachers and staff will wash their hands before and after use of the playground/gym
- Indoor gym times will be staggered by days and times. Cleaning of equipment will be done between classes. In class large motor activities will be done on days that children do not go to the gym.
- Classroom toys and play areas will be sanitized daily.
- No soft or plush toys will be allowed.
- Children will bring special day item (limit to 1 item only) in a bag from home. After the “show and tell” the bag will be returned to the child’s cubby and will remain there for the duration of the day.
- Each child will have a supply box, labeled with his/her name. POPPK families will have the option to pay a fee and have the supplies provided for their child or families can purchase on their own and a supply list will be provided.

Face Coverings for Children

Face coverings will be required for all children over 2 years of age. We ask that you begin practicing this routine with your children before the start of school. Parents will provide face coverings for their

children, however POPPK will have adequate supply of children's masks for those who do not have one on any given day. The child's masks should be clearly marked with his/her name.

Exceptions to the use of Face Coverings

- Children under 2 years of age
- Children who cannot safely and appropriately wear, remove and tolerate face coverings
- Children who have difficulty breathing with the face covering or who are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
- Children who have medical conditions or disabilities that prevent the use of a face covering.
- If the mask poses a choking or strangulation hazard.
- Behavioral health diagnosis prohibits the use of a face covering

Snack Guidelines

Prince of Peace Preschool & Kindergarten will follow the guidelines from state and federal government agencies. These guidelines are subject to change without prior notification.

- All staff will be up to date on food handling procedures and training.
- Staff will wash their hands before preparing food and after distribution of food.
- Staff will ensure children wash hands prior to and immediately after eating.
- Students will have snack in shifts depending on the number of children and space constraints.
- Students will be seated three to six feet apart at tables. There will be no more than three students per table.
- Students will not need to wear face coverings while eating / drinking. Students will be encouraged to put masks on before leaving the table and will put trash in a designated food garbage bin.
- Staff will wear masks and gloves throughout snack time. Staff will wash hands after snack.
- Tables will be cleaned with bleach before and after each seating.
- Students will bring their own water bottles to school each day. Their names will be clearly on the bottle for easy identification. All water bottles will be kept in a designated area in the classroom when not in use.
- Snacks will be served on a paper napkin by teacher with gloved hands.
- Filtered water will be available for students needing a beverage. It will be provided to them with a paper cup or in their water bottle.
- Students will remain seated until finished.

- Students will be encouraged to put masks on before leaving the table and will put trash in a designated food garbage bin. Students will return water bottle to own cubby.

Cleaning and Sanitizing

Prince of Peace Preschool and Kindergarten will follow all guidelines set by Prince of Peace Lutheran Church, which are in compliance with the CDC and IDPH. They are listed below. Also included are the enhanced procedures set by DCFS for Daycare Centers.

- Fully disinfect all areas used (including high touch areas and surfaces) after each use while following CDC guidelines. High touch surfaces should be cleaned every two hours, including but are not limited to: doorknobs, light switches, toilet flushes, sink handles.
- Telephones and computers/computer components should be wiped down before each use.
- Provide cleaning supplies to staff to disinfect work spaces and classrooms, toys, tables etc after use.
- All rooms should be cleaned and sanitized between use by different groups.
- Discontinue use of water fountains.
- Before resuming building activities after a period of non-use, faucets will be run continuously for 5 minutes to prevent waterborne illnesses.
- Rooms not currently needed should be locked to limit the scope of the more frequent cleanings required.
- Staff must keep a “cleaning log” indicating who cleaned, what was cleaned, and when it was cleaned.
- Each child will have a supply box, labeled with his/her name. POPPK families will have the option to pay a fee and have the supplies provided for their child or families can purchase on their own and a supply list will be provided. The fee will be (?)

Staff Guidelines

- Staff will answer pre-screening questions upon entering the building.
- Temperature checks will be conducted on all staff as they enter the building and documented.
- All staff will be required to wear a mask at all times. Transparent face masks will be provided for staff members and worn whenever possible. This is important for the teaching of small children.

- Additional adult masks will be available for any staff member who does not have one on any given day.
- Staff must wash their hands according to CDC guidelines when entering the building.
- Staff will maintain social distancing when possible.
- The same staff member assigned to a class will stay with the same group for the duration of the day, while children are in their care.
- Staff who become ill will be required to stay home and report symptoms to the Director.
- Adequate substitute teachers will be available at all times.
- A “floater” teacher will be in the building daily to assist with any situations that arise and need additional help. This teacher will change all PPE and wash hands when entering classrooms. The “floating” staff will be qualified in accordance with DCFS Admin Codes 406,407 and 408.
- The Director and administrative assistant will change all PPE and wash hands upon entering classrooms.
- All staff is required to have CPR and First Aid certification.
- POPPK employees will have a training on COVID 10 protocol prior to school resuming.
- In the event of a class quarantine, e-learning and supply bags will be sent home for continued learning and support. Tuition will not be reimbursed for the at-home learning. If the teacher is ill, a substitute teacher or the Director will conduct the e-learning.

Enhanced Staffing Plan

- Adequate staffing will be available at all times.
- Plan to keep all children in the same group with the same teacher(s) throughout the day, including snack, play, mealtime and rest.
- Children will not be combined at any time, including on playgrounds/gym.
- All staff must be qualified according to DCFS licensing standards.
- Group sizes will in accordance with the DCFS guidelines and will be evaluated for maximum allowable size as Illinois proceeds through the Restore Illinois phase for COVID 19.

DAY CARE CENTERS Ages Minimum Staff to Child ratio Maximum Group Size (Children)

Infant 1:4	Max of 8
Toddler 1:5	Max of 12
Two 1:8	Max of 12

Three 1:10	Max of 15
Four 1:10	Max of 15
Five 1:15	Max of 15
School Age 1:15	Max of 15

Off-site learning

- We will have a backup learning plan for all classes, which will include supply bags and v-learning. This will be used for quarantine situations and emergency closures.