

# Parent Handbook (Addition) COVID-19 Edition 2020 School Year

**FUMC Preschool**



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**FUMC Preschool - Parent Handbook  
COVID-19 Edition**

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## Introduction

Dear Parents,

As we are getting ready to reopen after being closed for over three months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and I at FUMC Preschool are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters safety, fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. 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 El Paso County Public Health Department and the Colorado Office of Early Childhood/Department of Human Services. Please be sure to read through this and sign and return the last page.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that FUMC Preschool is a safe and enjoyable place for your family.

Dianna Flaherty  
Preschool Director  
FUMC Preschool

## A. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening. Outside play equipment will be sanitized/disinfected after each classroom use.
3. Mask wearing/Preventive Clothing: Teachers must wear mask, unless doing so would represent a serious risk to their health or safety or they are more than 6 ft. away from another individual. Children, over the age of 3 years old, may wear a mask but are not required. Parents and family members entering the Church are required to wear a mask. Teacher smocks are available if requested.
4. Physical distancing: We will adhere to physical distancing (6 feet apart) whenever possible. Each classroom will physically distance from other classroom to assure safety. Children will not need to wear a mask when they are in their classroom, on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. Limited number of staff in a certain area.
5. Temperature Checks: We will conduct temperature checks with no-touch thermometers upon arrival and monitor any symptoms throughout the day, anyone entering the preschool will need to stop in the office to have their temperature taken. If over 100.4, then you will be asked to leave and be excluded from school for the day (sick policy procedures).
6. Ventilation/Outside time: Open classroom windows throughout the day for ventilation and each class may spend more time outside if permitted.

## B. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

## C. Admission/Exclusion due to symptoms of illness

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath, etc.) OR if you have been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 14 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 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 in the childcare center, we will inform our State licensing and Health specialist, El Paso County Public Health Department, CDC and our parents.

## D. Personal Belongings

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

## E. Arrival and Departure Procedures

While operating in this phase, we will have drop-off and pick-up at our outside classroom doors or at other separate entrances. This will be designated in your Welcome Packet. This procedure might also require us to have staggered classroom times to allow for safe social distancing, you will be informed if this happens. If this happens, please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time and remember physical distancing (6 feet apart). There will be tape on the sidewalk to insure six-foot increments.

### **Drop-Off Procedures**

All parents MUST wear face covers and we ask that you use the hand sanitizer before signing in. There will be a pen for each use, and it will be disinfected before pick-up. Our check-in staff will do a visual assessment and temperature check before allowing your child into the classroom. If it is below 100.4, then the child can attend school. In your Welcome Packet, you will also be asked to fill out the COVID-19 questionnaire and it will be put on file. If things change from this questionnaire, you will not initial the COVID-19 box when signing in your child. If nothing has change, then please initial the box.

### **Pick-Up Procedures**

All parents MUST wear face covers and we ask that you use the hand sanitizer before signing out. There will be a disinfectant pen for each use. If you see another family being helped, please be patient until it is your turn. A staff member will bring your child to the door.

### **F. Visitors/Volunteers**

Visitors/volunteers will not be permitted at this time. Only staff and children will be able to enter the classrooms.

### **G. Special Events**

During this phase, we will not be holding any group gatherings or events.

### **H. Office Visits**

During this phase, office visits are permitted with only one visitor/family at a time. Visitor's must wear a mask, have their temperature checked and use hand sanitizer when entering the office.

### **I. Preschool Tours**

Tours of the preschool will only be conducted after attended school hours.

### **J. Early Morning Drop Off**

Early Morning Drop Off will be available by signing up in advance with classroom teachers.

### **K. Lunch Bunch**

At this time, during this phase (July 2020), Lunch Bunch will be on hold as the Health and State Department does not want schools to intermix classes and wants the children to stay with the same teacher.

### **L. Parties and Celebrations**

During this phase -Birthday Parties: If you wish to celebrate your child's birthday, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

# FUMC Preschool

## Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook" COVID-19" edition for the 2020- 2021 school year, which contains the policies and procedures for FUMC Preschool while in the process of reopening. After reading the handbook, please complete this form and return it to the school, 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,

FUMC Preschool Director  
Dianna Flaherty  
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I, \_\_\_\_\_ (print your name), the parent/guardian  
of \_\_\_\_\_ (print child's name), hereby  
acknowledge receipt of FUMC Preschool's Parent Handbook COVID-19 edition. I have read and  
agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_