



Preparing Children for Kindergarten → Teaching them about Jesus

## COVID-19 Policy Update

*Revised October 19, 2020*

**ALL HIGHLIGHTED INFORMATION ARE THE AMENDED POLICIES**

First Flight Preschool (FFP) will always consider the health and safety of our children and of our staff our first priority. We are committed to providing a safe environment for our children during the coronavirus (COVID-19) pandemic. We are continuously monitoring the latest developments in and around our community. As more information becomes available, we are adapting and making changes to our safety measures and protocols. We are following guidance from the Texas Health and Human Services Commission (HHSC), Tarrant County Health Department, our neighboring district Northwest ISD, The Centers for Disease Control and Prevention (CDC), and leadership of First Flight Preschool and Alliance Community Fellowship.

In line with safety measures, we are implementing the following protocols and policies in place to prevent the spread of COVID-19.

\*These protocols are subject to change at any time based on local, state and national guidance.

## Wellness Check for Staff and Children

First Flight Preschool has implemented screening procedures for our staff and children. This includes asking all individuals about any symptoms (primarily fever, cough, difficulty breathing or other signs of illness within the last 24 hours) – that they, or someone in their homes, might have. All individuals will be asked if they have had any exposure to another individual with suspected or confirmed COVID-19 cases.

- Illness Exclusions for Staff and Children
  - Persistent Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea or vomiting (in the last 24 hours)
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
- Parents must notify the school if a child has taken any fever reducing medications in the last 24 hours and must not bring the child to school.
- School will take children and staff's temperature each morning by using a non-touch thermometer. If a child or staff has a temperature of 100°F/38°C or higher or exhibits signs of illness, we will follow the facility procedures for isolation from the general room population and notify the parents immediately to pick up the child and the staff member will be sent home immediately.

## Drop Off and Pick Up Policies and Procedures

- Parents are required to wear a face mask during drop-off and pick-up based on local, state and national guidance.
- Parents are required to maintain 6 feet distance from other parents/families
- Staff will check in the child(ren) at the health and wellness station.
  - Infants-3 years (Building 2 foyer, 5 families inside at a time)
  - Prek (In front of portable 9 at ramp)
- Staff will go over brief questionnaires regarding the health of the child as well as the child's immediate family daily.
- Staff will make a visual inspection of the child for signs of illness which could include the exclusions listed above.
- Staff will use a touchless thermometer to take the temperature of the child(ren) and guardian dropping off. Forehead temperature of the child(ren) and guardian must be less than 100°F/38°C to be admitted into the school.
- Parent's visits should be as brief as possible, and parents are discouraged from entering the facility.
- Parents should wash their own hands and assist in washing the hands of their children before drop-off, prior to coming for pick up, and when they get home.
- Hand sanitizers will be out of the reach of children, but near all entry doors, classrooms, and other high traffic areas.
- Ideally, the same parent should drop off and pick up the child every day. If possible, people with underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
- For pick up parents will show the child's pick up card either on their phone or original card and a staff member will bring the child out to them along with their basket of belongings.
  - Infants-3 years (5 families will be allowed in the foyer at a time)
  - Prek (Staff members will monitor 4 parents up the ramp for pick up at the same time)
- Drop off begins at 8:45 am and pick up begins at 1:45 pm. We encourage you to wait in your car if the line does not allow for social distancing.
- FFP now requires contactless check-in and check-out of the child. This will be done through the Sandbox parent app/QR codes.

## **Protocol for Positive COVID-19 in Staff or Child of First Flight**

- First Flight Preschool will contact Tarrant County Health Department about the presence of COVID-19 in our facility. The local health authority will advise First Flight on operational procedures.
- First Flight Preschool will contact Child Care Regulation. The notification must occur as soon as possible, but no later than 48 hours after the school becomes aware.
- First Flight Preschool will coordinate with leadership of Alliance Community Fellowship and local health officials to notify all parents within 48 hours of becoming aware that a child or employee has contracted COVID-19.
- First Flight Preschool must maintain confidentiality of the child or employee.
- Children or employees will not be allowed to return to school until:
  - i. At least 10 days have passed *since symptoms first appeared*.
  - ii. At least 3 days (72 hours) have passed *since recovery* (resolution of fever-reducing medications)
  - iii. the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)
  - In the case of an employee or child of First Flight who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19; the individual is assumed to have COVID-19, and may not return to work or school until the same 3 step criteria listed above is completed.
  - If the employee or child of First Flight has symptoms that could be COVID-19 and wants to return to school before completing the 3-step criteria, the individual must obtain a medical professional's note clearing the individual to return on an alternative diagnosis.

#### **Additional Protocol for COVID-19 cases:**

- **If a parent or a member of the same household** tests positive for COVID-19 they will be required to notify the school and the child or staff member must self quarantine for 14 days.
- If an employee believes they have had close contact with someone with COVID-19 (**not in the same household**) but the employee is not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19. This employee will still be allowed to come to school as long as no symptoms are present.

- If a parent believes they or their child has had close contact with someone with COVID-19 (**not in the same household**) but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19. This child will still be allowed to come to school as long as no symptoms are present.

### **Cleaning Protocol for Positive COVID-19 in Staff or Child of First Flight**

- First Flight will close off the areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before FFP cleans or disinfects to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as classrooms, offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited the school, additional cleaning and disinfecting is not necessary.
- Continue routine cleaning and disinfection.

### **Pandemic Tuition Policy**

- Should FFP be required to close for COVID-19 reasons:
  - If the school and/or a classroom is closed for more than 8 school days a 50% credit of the child's monthly tuition will be applied to their account.
- Should an individual student be required to stay home due to COVID-19 requirements or any illness, no credit will be given.

Parents may give a 30-day written notice to withdraw from the program if they feel it is the best interest of their family. You are responsible for the current month your child is enrolled. **No supply fee or registration fee will be refunded.**

### Teacher to Child Ratio & Small Group Size

- The same teachers will remain with the child(ren) throughout the day unless coverage is needed for the teacher during school hours.
- Furniture and children’s play area will be arranged to provide ample space.
- School will adhere to the following teacher child ratios and small group size outlined below for prevention, containment, and mitigation measures:

<u>Age Group</u>	<u>1 Teacher in Classroom</u>	<u>2 Teachers in Classroom</u>
0-11 months	4 students	8 students
12-17 months	5 students	10 students
18-23 months	9 students	10 students
2 years	11 students	12 students
3 years	14 students	14 students
4-5 years	16 students	16 students

### Social and Physical Distancing

**(UPDATE in this paragraph, Masking tape for social distancing is omitted.)**

Children will remain in groups as small as possible not to exceed ratio and capacity requirements in the charts above. We will keep the same children and teacher or staff with each group to the greatest extent possible. Extend the indoor environment to outdoors, if applicable and weather permitting. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-feet

separation, when possible. Limit the number of children per table to maintain separation during activities or meal/snack times. Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising. Educate children about social distancing and give verbal reminders. Implement strategies to model and reinforce social and physical distancing and movement as best as possible.

### **Healthy Hygiene Behavior/Hand Washing**

Signs are posted in restrooms and near sinks that convey proper handwashing techniques. Children will be lined up for hand washing with soap and water, while keeping a safe distance from one another. Faucet will be kept running, so that children do not need to touch the faucet. Staff will practice frequent hand washing by teaching a popular child-friendly song or counting to 20 (hand washing should last 20 seconds) and use paper towels to dry hands thoroughly.

### **All Children and Staff will engage in hand hygiene at the following times:**

Arrival at the school.

Before and after preparing food or drinks.

Before and after eating or handling food or feeding children.

Before and after administering medication or medical ointment.

Before and after diapering.

After using the toilet or helping a child use the bathroom.

After coming in contact with bodily fluid.

After playing outdoors.

After handling garbage.

### **Routine Cleaning, Sanitizing, and Disinfecting**

Windows and doors (where possible) will be kept open to allow for increased air circulation. On top of our regular daily cleaning, the school will routinely clean and disinfect frequently touched surfaces and objects throughout the day (e.g., doorknobs, light switches, classroom sink handles, countertops, shared toys).

## **Personal Protective Equipment (PPE)**

Staff will have access to Personal Protective Equipment (PPE), including masks, gloves and face shields to prevent the spread of germs. **All staff will be required to wear a clear face shield or mask.** Children are not required to wear masks while at school, but if parents want them to wear a mask, it is the parent's responsibility to provide the school with a clean cloth mask every day. Parents must wash the mask daily. If parents choose to bring their child with a face mask, and the child decides to take it off, staff can only encourage but will not force the child to wear the mask.

## **Food Preparation and Meals**

Parents will be required to provide lunch and a snack from home to eliminate cross-contamination as well as their own personal water bottle. **DO NOT** pack foods containing nuts, seeds, shellfish, eggs, sugary snacks or desserts. Please refer to our parent handbook for snack suggestions.

## **Personal Items**

All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others.

## **Napping**

Nap Mats will be spaced 6 feet apart from each other or if space does not allow children will be arranged with the head of each bed alternating, in opposite directions, to lessen the possible spread of illness between children from coughing or sneezing. All nap mats will be sent home daily and must be washed at home before returning to school. All infant sheets will be washed at school daily or the parent may choose to take home each day to wash.

## **Outdoor Play Time**

Outdoor play activity will be staggered to reduce the number of children in the same area. More outdoor learning will be given to children, weather permitting. Frequently used surfaces will be cleaned as frequently as possible.

**Conclusion**

The COVID-19 pandemic is a challenging and fluid situation. Federal, state, and local orders and guidance may change frequently, therefore our policies and procedures are subject to change accordingly.

First Flight Preschool has established reasonable and preventative measures to reduce the spread of COVID-19; however, First Flight Preschool cannot guarantee that your child(ren) will not become exposed to or even infected with COVID-19 in the course of their use of the First Flight Preschool childcare services and facilities.

**Disclosure Statement**

I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local health and safety orders.

I will immediately notify First Flight Preschool Administration if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in this document, is advised to self- isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness.

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Child(ren) Name

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Parent Signature

Date