



**TRINITY PRESCHOOL**

**& PARENTS' MORNING OUT**

*Estd. 1947*

**Trinity Preschool and PMO**

**HANDBOOK OF**

**POLICIES AND PROCEDURES**

**2021-2022**

## **TRINITY PRESCHOOL/PMO POLICIES AND PROCEDURES 2021-22**

Trinity Preschool/PMO has updated the COVID -19 pandemic policies and procedures for the 2021-22 school year throughout this handbook.

We will monitor the COVID-19 pandemic situation and follow the guidance and suggestions from the CDC, federal and local government, the Virginia Department of Health, the Virginia Department of Social Services and/or VA Dept. of Ed., and the Virginia Conference of the United Methodist Church.

- If the authorities listed above recommend our school to close, Trinity will close.
- If the authorities listed above require PPE to be worn, PPE will be worn as recommended.
- As part of the strategy to limit the spread of COVID-19, parents will have limited access into the building unless they are dropping off/picking up children in the PMO program.
- If recommended by the above authorities, daily wellness monitoring and temperatures of staff and children will be taken upon arrival. If the staff or child has a fever of 100.4 or above with the No-Touch thermometer, they will be sent home. If a child shows signs of illness during the school day, they will be removed from the classroom and sent to the Preschool office until the parent can retrieve them.
- If a student or staff member at Trinity Preschool receives a confirmed positive COVID-19 test or has been exposed to someone who has tested positive for COVID-19, Trinity Preschool needs to be notified immediately. Trinity Preschool will notify the Virginia Dept. of Health and VDSS licensing inspector and follow all recommendations.
- All classrooms will remain as a “unit”, to mitigate the spread of an outbreak of the COVID-19 virus.
- Extra disinfecting measures of classrooms, toys, playground, etc. will be implemented throughout the school day. Our custodial staff will be doing a deep clean of all high touch surfaces throughout the school every evening.

## **HEALTH (GENERAL)**

The Commonwealth of Virginia School Entrance Health Form with updated immunizations must be completed and submitted to the school each year. If your child comes down with a contagious disease, please notify the school immediately. A child who is coughing, sneezing, complaining of stomach pain or sore throat, has had nausea, diarrhea or has had a fever measured orally (in the mouth): 100°F (37.8°C) measured rectally (in the bottom): 100.4°F (38°C): measured in an axillary position (under the arm): 99°F (37.2°C) within the past **24 hrs.** should not be in school.

## **MEDICATION**

If your child requires medication, you must complete the MAT Medication Consent Form. This form must be signed by a doctor. If your child requires more than one medication, a separate form must also be completed and signed for each medication.

If your child has an Epi-Pen or Auvi-Q, the Food Allergy & Anaphylaxis Emergency Care Plan must also be completed.

Your child's medication will be securely stored at the school. Please contact the director for a MAT Consent form before the start of school.

## **SECURITY**

The doors to the building are locked. The intercom system by the Preschool Office door or the main office door must be used to enter the building.

If there is a change in how your child will be going home, please send in a note with your child that morning or email/call the Preschool office, 288-6058, preschool@trinityumc.net.

## **STAFF**

Our staff is certified annually by a practicing physician, physician's assistant, or licensed nurse practitioner to be free from any disability which would prevent them from caring for children under their supervision. All of our staff are CPR and First Aide trained. MAT trained staff members are on site at all times.

## **TEACHER:CHILD RATIO**

- Turtles (1-2 year olds)      One staff member to four children
- Rabbits (2-3 year olds)      One staff member to seven children
- Preschool (3-6 year olds)      One staff member to ten children

## **CLOTHING**

Please label everything that will be taken off at school. Clothing should be labeled in a way that your child can recognize. We try to go outside to the playground every day, so please be sure your child is adequately dressed for the weather. Please do not send your child to school in clothes that cannot get dirty.

## **POTTY TRAINING**

PMO (1-2 year olds) – We do not expect children in our PMO program to be potty trained. We ask that parents provide disposable diapers in their child’s backpack on a daily basis. If a parent wants to begin potty training their PMO aged child, we are happy to work with the parent but cannot accommodate potty chairs from home.

Preschool (3-5 year olds) – We expect children in our preschool program to be trained. We understand that there may be accidents. It is important that parents send a change of clothes with their child daily.

Lunch Bunch (3-5 year olds) –Children in our after-school Lunch Bunch program MUST be fully trained.

## **SNACKS**

We are a **NUT/PEANUT FREE** school. The school provides snacks for all one and two year old children. If your child has an allergy, please check with your child’s teacher to make sure your child can eat the provided snacks. All preschool aged children (3-5 years old) bring their own snack to school. Each child should bring in a healthy snack, clearly labeled with their name, preferably in an enclosed, reusable container.

## **CLASS PARTIES**

Due to the COVID-19 pandemic, we will not have parents in the building for class parties. Each preschool class celebrates four holiday parties during the year, Halloween, Christmas, Valentine’s Day, and Easter. Parents may sign up to contribute a **NUT /PEANUT FREE**, store purchased snack, goodie bag, paper products for their child’s class parties. Sign-up sheets are available in the classroom on Visitation Day.

*Birthday Parties:* Due to the COVID-19 pandemic, we will not have parents in the building for class birthday parties. During the year, each child's birthday is celebrated by the class. Parents may send in a birthday treat after getting approval from the classroom teacher. Summer birthdays may be celebrated with a “pretend” birthday during the school year. Birthday party invitations will only be distributed to classmates in school if the entire class is invited.

## **FIELD TRIPS**

The school provides in-house field trips for our preschool aged children. We are planning for Nature Club, Cooking Class, and Stretch-n-Grow to take place this year. The instructors will have a wellness check and temperature check before entry and face coverings will be worn if required by state and local authorities. Teddy Bear Clinic (4/5 year olds) and Maymont field trips (3-5 year olds) will be determined if they will take place at a later date.

## **DISCIPLINE**

In the event that discipline is needed, positive methods of discipline are used such as redirection and active listening. If a child is having a behavior problem at school, the teacher will notify the parents.

## **INCLEMENT WEATHER**

Closings will be posted on the Preschool Facebook page([www.facebook.com/trinitypreschoolrichmond](http://www.facebook.com/trinitypreschoolrichmond)) Days missed due to inclement weather will not be refunded.

## **WITHDRAWAL**

You are responsible for the full year's tuition. If it becomes necessary to withdraw your child during the school year, thirty days written notice should be given to the Director. Release from the contract is given at the discretion of the school's administration only. Trinity Preschool reserves the right to withdraw your child from our enrollment if tuition is not paid for two consecutive months. Please contact the school if there is a problem with making payments to discuss.

## **CONTRACT CHANGES**

Any changes to the contract, such as changing your child from a 3-day program to a 5-day program, changing your payment schedule (i.e. semester to monthly), adding or dropping Lunch Bunch Days, must be done in writing, approved by the Director, and a new contract must be signed.

## **TUITION**

Trinity Preschool currently offers 3 ways to pay tuition;

1. In full
  2. In 2 installments
  3. In 10 installments
- If an individual, classroom, or entire school must quarantine for 14 consecutive days, tuition shall not be subject to a refund and tuition shall remain fully due and payable.
  - If Trinity Preschool must close and remains closed for more than 14 consecutive days, no tuition payments will be due for the period of closure and any pre-paid tuition will be refunded on a pro-rated basis from the initial date of closure. This refund will be issued 1 month after initial closure.

With regards to inclement weather, Trinity Preschool's current policy of no tuition refunds will remain in effect.

## **FACILITIES**

Trinity Preschool operates in the education wing of Trinity United Methodist Church. Map and room square footage is available upon request.

The playground is designed for children between the ages of 1-6. Our playground is divided into two areas: One smaller section for children 1-2 years old and one section for children 2-6 years old.

The playground goes through an annual maintenance inspection. Playground certified mulch is used.

## TRINITY PRESCHOOL/PMO PROCEDURES

### COVID 19 EXPOSURE

If a student or staff member at Trinity Preschool receives a confirmed positive COVID-19 test or has been exposed to someone who has tested positive for COVID-19, Trinity Preschool needs to be notified immediately. Trinity Preschool will notify the local health department and VDSS licensing inspector and follow all recommendations.

### RETURN TO SCHOOL AFTER COVID 19 EXPOSURE

CDC recommendations and Trinity Preschool's criteria for when children and staff can return to school if they have been sick with COVID-19:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving

For children and staff who has had close contact (within 6 feet for a cumulative total of fifteen minutes or more over a 24-hour period) with a person with COVID-19:

- Notify Trinity Preschool's Director
- Stay home for 14 days after their last exposure to that person.

**However**, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to stay home.

- Someone who has been fully vaccinated and shows no symptoms of COVID-19

**Or:**

- Someone who has COVID-19 illness within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

## **DISINFECTING**

Each classroom will have 2 staff members.

Between the 2 staff members, they will coordinate daily disinfecting procedures to include the following:

1. Sanitizing hands upon arrival to school and through-out day as needed.
2. Immediately removing toys that have been placed in a child's mouth, to be cleaned before returning to classroom use.
3. Clean and disinfect surfaces multiple times a day with EPA approved, Quick Dry disinfectants, including all toys, books, and other shared classroom materials.
4. Sanitizing children's hands before entering and exiting the playground.
5. After school hours there will be deep cleaning of each classroom, restrooms, and all high touch areas throughout the school.

## **DISTANCING/FACE COVERINGS:**

1. Face Coverings: It is not recommended that children under the age of two wear face coverings. Trinity Preschool will follow the guidance and recommendation from the state and local authorities on face coverings worn by children 3 years and older, teachers, aides, and parents.
2. All classrooms will remain as a "unit", to mitigate the spread of an outbreak of the virus.
3. Playground time (indoor and outdoor) will be scheduled among age groups. Each class "unit" will play on a designated area while on the playground.
4. During Lunch Bunch, children will eat at their designated classroom table with children from their regular class.



## **PRESCHOOL DROP-OFF & PICK-UP PROCEDURES (3-5 year olds)**

### **Morning Drop-Off**

1. Parents will drive up to the brick area in front of the Welcome Center.
2. The laminated carpool name card needs to be in the passenger window.
3. If required by state or local authorities, a Trinity Staff member will take the child's temperature with the No-Touch thermometer and record.

**If the child has a temperature of 100.4 or above, they must go home.**

4. If the child does not have a temperature, the child will exit the parent's car and proceed into the building.
5. A staff member will greet each child with a squirt of Hand Sanitizer.
6. The child will proceed to their classroom where the teacher will take the child's temperature and record if required by state or local authorities.

### **Afternoon Pick-Up**

1. Parents will enter the parking lot from Rock Creek and drive up to the Trinity staff member standing in the parking lot.
2. The laminated carpool name card needs to be in the passenger window.
3. A Trinity Staff member will Walkie-Talkie the child's name and classroom number into the building.
4. Parents in the carpool line need to allow a break for the PMO parents to park.
5. Parents will drive up to the brick area in front of the Welcome Center.
6. The child will be sent out to the parent's car, where the parent will buckle them in.

## **PMO DROP-OFF & PICK-UP PROCEDURES (1-2 year olds)**

### **Morning Drop-Off**

1. Parents will walk their child into the building through the Welcome Center doors. A sign-in table will be set up where a Trinity Staff member will take the child's temperature with the No-Touch thermometer and record if required by state or local authorities.

**If the child has a temperature of 100.4 or above, they must go home.**

2. If the child does not have a temperature, the parent will use the hand sanitizer provided on the child and self and will walk directly to the child's classroom.
3. A staff member will greet each child at the classroom door. Parents will not be allowed into the classrooms.
4. Parents will continue through the building to the EXIT door next to the parking lot.

### **Afternoon Pick-Up**

1. Parents will walk into the building through the Welcome Center doors. Parents will walk directly to their child's classroom where the staff member will hand the child and their belongings to the parent.
2. Parents and child will continue through the building to the EXIT door next to the parking lot.