



Hope Lutheran Preschool Handbook Addendum 2020-2021

Start Times and Program Changes

Our day will start with **carpool at 8:30am**, all classes will begin by 9:00am. Pick-up for 2's, 2/3's and 3's will begin at 12:00pm. For our 3/4's, 4's and 4/5's classes lunch will remain part of their day and pick up will begin at 12:30pm. Lunch Bunch will only be for the children who are participating in our Extended Care program for the afternoon. Early Care will be offered from 7:00am to 8:15am, and Extended Care will be offered from 12:00pm to 5:00pm. Due to the nature of our new COVID-19 policies and other considerations, we will not be offering Early and Extended Care Drop-In. We are sorry for any inconvenience this may cause. If you would like to add Early or Extended Care on a consistent basis, please call for availability. Stay & Play will not be offered this year.

Drop-Off & Pick-Up Car-Pool Procedures

Due to new licensing restrictions, only staff and children are allowed to enter the preschool building. We have therefore transitioned to a carpool system, and parents are required to stay in their cars. Parents will need to follow the new traffic patterns (please see Carpool Diagram and Instructions) in order to complete carpool safely and efficiently. There will be signs and staff members to help direct traffic.

Families with **GREEN** carpool tags will drop off in the circle drive at the front of the school, and families with **YELLOW** carpool tags will drop off in the back of the school. Please make sure you follow the carpool directions for your color tag. If you have siblings and have both Green and Yellow tags, you will drop off in the back of the school. Carpool will begin at 8:30am. Please **do not arrive for carpool prior to 8:15am**. Parents will come in the front entrance (Rogers Road), veer right, and follow the carpool signs. Please familiarize yourself with the Carpool Diagram and Instructions prior to the first day of school.

For everyone's safety the following carpool rules will need to be followed by everyone:

1. Cell phone use is not permitted. We will not load or unload your child if you are on the phone.
2. Passing and/or going around another car is not allowed. Once you enter the carpool lane you will have to follow the traffic pattern until you can safely exit the parking lot.
3. Please enter and exit from Rogers Road as this helps with traffic flow.
4. Traffic is single file, following the pattern through the parking lot until you reach the sign to split.

At drop off, parents are required to stay in their vehicles, and they must **hang** their carpool tag from the rear view mirror or attach to the passenger side visor, so their child's name and number is clearly visible to the outside. If you have two tags, please hang on one the mirror and one on

the visor. A staff member will come to the passenger side window and go through a health check with the parent about the child (please see the Health and Safety section below).

Circumstances in which a child may not stay at school: 1) If you answer yes to any of the questions regarding the health status of your family, 2) we take a temperature and it is 100 or higher, and/or 3) the child is exhibiting any signs of not feeling well (flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking, or not engaging in play when they normally do). It will be discussed how long your child will need to be home before coming back to school. This will be dependent upon the reasons why they are not allowed to attend.

Once it is assessed that your child is well enough to attend, a staff member will open the car door and help your child exit the vehicle with any items that need to come into the school (backpack, sleep items, lunch, etc.). Your child will be escorted to a waiting area where one of their teachers will be waiting with a few other classmates. Children's hands will be sanitized at this time. Once we have a small group gathered for the same class, their teacher will escort them into the preschool building to the classroom. Once children arrive in their classroom, they will need to put their items away and wash their hands.

Pick-up procedures will be similar to drop-off. Carpool for 2's, 2/3's and 3's will at 12:00pm (**please do not arrive before 11:45am**). Carpool for 3/4's, 4's and 4/5's will begin at 12:30pm (**please do not arrive before 12:15pm**). Please follow the same carpool traffic patterns and have your carpool tag visible. Children will be brought out as vehicles enter the Drop Off/Pick Up Zone. Staff will walk your child to the vehicle, open the door for them, and help them into their seat. Due to liability issues, staff are not allowed to buckle children into their car seats. For the safety of your child, please pull forward to the designated **Buckle-Up Zone** (per map) and properly buckle them into their car seat.

Health and Safety Measures throughout the day

Daily Health Screening for staff and children will include questions and a health check.

Health Questions (please review at home prior to coming):

1. Does anyone in your family have:
 - a. **a fever, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell, or (vomiting or diarrhea, children only)?**
 - b. If Yes, you need to stay home.
2. Has anyone in your family been in contact with someone diagnosed with COVID-19 or has any health provider advised you to quarantine?
3. Since your child was here last, has anyone in your family been diagnosed with COVID-19?
 - a. If Yes to questions 2 or 3, you need to stay home.

Health check:

1. Temperature will be checked before the child exits the car.
2. Visual inspection for signs of infection such as flushed cheeks, fatigue, or extreme irritability.

Administrative staff and teachers will be conducting formal and informal health checks throughout the day. If your child becomes ill or shows signs of not feeling well during the day, you will be contacted by the administration of the preschool. You will be notified of what has been observed and whether your child is being sent home. If your child is being sent home, administrative staff will retrieve your child with their belongings and have them stay in the office until picked up. An illness report will be completed with information about why they are being sent home and when they may return. Admin will sign this as well as the parent upon pick-up. This form is in duplicate so a copy will be given immediately to the parent and a copy will be at school. In our current situation, children may need to be out longer for things like fever to ensure that they and their families know they are healthy enough to return to school. We may ask you to have a doctor's note to return to school to ensure the safety of all children and staff. The health of staff will be monitored as well and subs will be called if needed.

Changes in the classrooms

Social distancing for children in the classrooms will be challenging. However, the teachers will create a plan where children are in small groups for play with the same children for the day. Large group activities will be minimized in the classroom, and when they occur we will have them spread out through the classroom or seated at tables in groups.

Only the classroom teachers and the children enrolled in the classroom will be allowed in the room. Admin will not be going into the classrooms, unless it is deemed necessary. We will retrieve children at the door for carpool or if they are sick and need to be removed from the classroom. We will call down to the classroom if communication is needed. Only one classroom at a time will be allowed on the playground.

Masks are required for staff if they are unable to social distance themselves from everyone. Staff are not required to wear them for circle time or when addressing the large group with instructions. Children over the age of 2 are encouraged but not required to use a mask. If your child has never used a mask and/or never seen a person in a mask, please begin to work with your child on this so their comfort level is increased. They will need to get used to seeing adults with masks on and not be afraid.

Parent Orientation and Zoom "Meet the Teacher"

Parents will have access to our Parent Orientation video from our school website. This will include all of the policies and procedures that parents need to know for the school year.

We will also have a Zoom “Meet the Teacher”. This will be an opportunity for teachers to introduce themselves, show the classroom, and let the parents and children introduce themselves to the teachers. More information regarding the Zoom “Meet the Teacher” will be sent at a later date.

Paperwork

Paperwork will need to be turned in by July 31st to complete each child’s file. Paperwork can be mailed in, or dropped off at the preschool between 9:30AM-11:30PM and 1:00PM–4:00PM Monday through Friday.

Tuition Payments

We are excited to offer MyProcure, a free online portal for you to access your account information and easily pay tuition. MyProcure is safe, secure and easy to use! Follow the steps below to sign up:

1. Go to MyProcure.com
2. Enter the email address you have on file with the preschool.
3. Enter the confirmation code sent to your email and choose a password.
4. You may now view your account information and make payments with a credit or debit card (processing fees apply).

You can still pay by check (via mail), however, we can no longer accept cash payments. If you choose to pay by check, please mail your payment to the Preschool so that it arrives prior to the first of each month. Our address is:

Hope Lutheran Preschool
3525 Rogers Road
Wake Forest, NC 27587

Tuition payments will be made month to month. Tuition will be due the 1st of each month and late after the 5th. Your first payment will be due August 1st which will be paying for half of the month of August. Classes will start on August 19th. If you have any questions, please contact the preschool office at 919-453-0388 or email Regina Fisher at rfisher@hopelutheranwf.org.

Parent Signature Page

On the next page is a Parent Signature Page. Please read through all of these new policies and then fill out this page. This Signature page will need to be turned in with the rest of the paperwork that is required for your child to attend 2020-2021 school year.



**Hope Lutheran Preschool Handbook Addendum 2020-2021
Parent Signature Page**

I have read, understood and will follow all of the policies and procedures in the **Hope Lutheran Preschool Handbook Addendum 2020-2021.**

Child's Name _____

Parent Signature _____

Date _____