

First Friends

Updated Policies & Enhanced Health Practices

Updated August 12, 2020

First Friends Preschool and First Baptist Church Prosper will determine any situation that could result in school closure, and parents will be notified immediately by e-mail. Emergency situations could include, but are not limited to: illness, pandemic, family concerns, weather, or other unplanned interruptions. We recognize a document or handbook cannot identify or cover all situations, and First Friends could be ordered to close by the state, county, city, or Texas Child Care Licensing.

Arrival Procedures:

Children's Building (2's/3's): Upon arrival at First Friends Preschool, the parent or adult dropping the child off must sign the child into care on the sign-in sheet that will be located on tables in the breezeway. The child will then walk into the building where their temperature will be checked and their aide or FF staff member will escort them to class. They will wash their hands immediately upon entry. If the child presents with a temperature above 100.0 or signs of a possible illness, the child will be excluded from care.

Portables (PreK/TK): Aides will be waiting outside to sign-in your children. They will then walk up the ramp where a staff member will be waiting to assess their temperature. They will then walk to class where their teacher will be waiting for them. Hands will be immediately washed upon entry. If the child presents with a temperature above 100.0 or signs of a possible illness, the child will be excluded from care.

At this time, parents are not allowed into the building. By signing your child in, you attest that 1. Within the last 14-days, they have not experienced a fever, new cough, shortness of breath or muscle aches or pains that cannot be attributed to another health condition. 2. Within the last 14-days, they have not had a temperature at or above 100° or the sense of having a fever. 3. Within the last 14 days, they have not had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19. (Note: Close contact is defined as within 6' for more than 10 consecutive minutes).

Dismissal Procedures:

Children's Building: The parent or adult picking up the student will sign them out of care on the sign-out sheet located on tables in the breezeway. Each parent will have a pickup sign with their child and teacher's name. The aide will then bring out their child to them. The sign helps expediate the process so that we can be retrieving your child while parents are still walking to the building.

Portables: Aides will again be waiting outside to sign-out your children. Each parent will have a pickup sign with their child & teacher's name on it to show as they are signing out your child. They will then be called & walk down the ramp to their parent.

ALL PARENTS MUST WEAR MASKS WHEN DROPPING OFF AND PICKING UP THEIR CHILDREN, as well as practice social distancing

Sanitizer Stations: Children and employees (who also will have their temperature checked every morning) will wash their hands immediately upon entry of their classroom.

Illness Exclusion: Children and employees will not be admitted into care if they have the following symptoms: 1) Cough, 2) Shortness of breath or difficulty breathing, 3) Repeated shaking with chills, 4) Headache or muscle pain, 5) Sore throat, 6) Loss of taste or smell, 7) Diarrhea that cannot be contained in a diaper or more than 2 loose stools in a 24 hour period, 8) Feeling feverish or a measured temperature greater than or equal to 100.0 degrees.

When children and employees are ill, they must not return to the facility until they are symptom free without medication for 72 hours. If they are sent home due to illness, they cannot return for a minimum of 72 hours.

Illness Exposure Policy – In the event of a positive test of Covid-19, these steps will be followed:

- 1) Contact the local Health Department for regulations and guidance, 2) contact Texas Child Care Licensing, 3) contact pastoral staff at First Baptist Church Prosper, 4) contact members of classroom and any other points of exposure, 5) notify all First Friends families of confirmed positive case of Covid-19 within the school.

Closures of classroom or school will be based on recommendations from the Health Department, First Baptist Church Prosper, and Texas Child Care Licensing on a case by case basis.

Disclosure Statements: Parents and employees understand that outside of care, in order to control exposure in the community, all will comply with all state, county, or local stay-at-home orders and any other mandates.

Closure Tuition Policy: Should First Friends need to close for Pandemic or any other unforeseen reasons, monthly tuition for the current month will be due. Teachers will offer virtual learning to complete the current month during the closure. Virtual learning is not guaranteed

to continue during a prolonged closure period. Tuition in full will be due for the month when First Friends reopens. Parents may give a 30-day notice to withdraw from the program if they feel it is in the best interest of their family. If a single class is closed for a period longer than 14 days, tuition will be reassessed. If a specific class is closed for 14 days or less, tuition will be due as normal and online resources will be provided.

Notification: Parents and employees will immediately notify the First Friends Preschool Director if they become aware of any person within their household or anyone whom they have had contact exhibits any of the symptoms listed above. If an individual has tested positive or is presumed positive for COVID-19 or any other infectious illness, they are advised to self-isolate and/or quarantine. Further, parents will immediately notify the First Friends Preschool Director if anyone from their place of employment is presumed positive or tests positive for COVID-19 or any other infectious illness whether or not they have had direct contact with that person. If anyone in your immediate household is diagnosed with COVID-19, we ask that you keep your child home for 14 days.

Out of the State or Country Travel: Parents & employees will notify First Friends Preschool management anytime they have traveled outside of the United States or to any U.S. state that is considered "at risk." First Friends Preschool has a right to exclude the child or employee from care if they or a member of the household has traveled to a country or state that has been identified by the CDC as "at risk".

Waiver: A signed Covid-19 Waiver provided by First Friends Preschool must be on file for each employee and child signed by a parent or guardian by the first day of school.

Health Practices: Children and Employees will follow hand washing procedures throughout the day including upon arrival, after restroom and diaper changes, before eating, and before and after outside activities, and any other time necessary. Hand sanitizer will be used when soap and water is not available.

Cleaning: Building will be professionally cleaned/sanitized each evening prior to a school day & multiple times throughout the day.

Material Sharing: It is inevitable that materials will be shared. Whenever possible, children will be given individual trays or boxes of materials. Items used will be separated & disinfected at the end of each school day.

Lunch: No reusable containers will be allowed. All lunch items (including a lunch box) will need to be disposable (think old school paper bag). Nothing will be sent back home, including uneaten food. Water bottles are required but do not need to be disposable.

Pizza & Special Days: Due to current restrictions on family style meals, pizza will not be served on our special days at this time. Student birthdays will be celebrated, but outside food items are not allowed at this time.

Nap Mats: First Friends will require every child in our 2's and 3's program to bring a plastic "KinderMat" (found at WalMart or Target for \$10 <https://www.walmart.com/ip/KinderMat-1-Thick-Basic-Rest-Mat-Red-Blue-1-x-19-x-45/29425731>). These will be marked with the students first and last name. Nap mats will be brought during Meet the Teacher and then left at school for the remainder of the school year. They will be sanitized at the end of every school day. Children may bring a small blanket or "lovie" from home as long as it fits in a zipped backpack. If the backpack cannot be zipped, please choose a smaller blanket/"lovie".

Mixing Classrooms/Combining Children: Employees are not to combine classrooms or mix groups without approval from center management. Combining classrooms and mixing groups is strongly discouraged unless necessary. Group bathroom breaks will only be conducted in the portables and will be sanitized after each group. Classrooms in the children's building will utilize bathrooms in their classrooms & will be sanitized after each bathroom break. Music and chapel will take place in the student's primary classroom in order to prevent mixing of groups or areas.

Recess: Students will still receive recess daily, but multiple classes will not use the playground at one time.

Personal Protection Equipment: Employees will use Personal Protection Equipment such as masks, faces shields, and gloves as needed. This will be done in a way that does not harm or scare the children to our best ability. Children 10 and under are not required to wear face masks unless mandated.

Tuition Increase: Tuition will increase by \$15 for each child enrolled at First Friends to help cover the additional costs of cleaning and supplies needed. This extra fee will be dropped in the event that regulations change.

I have read all of the above updated policies and understand they supersede regular handbook policies for the 2020-21 school year or until they are withdrawn by First Friends Preschool.

Students Name (Printed): _____

Parents Signature: _____ Date: _____