

Coppell Area Christian Preschools

Health and Safety and COVID-19 Policy and Response Plan

Prepared in Collaboration by the Following:
Angel Creek Preschool • Bright Beginnings
• Riverside Butterfly School • Stringfellow School •
The Hayes School of Wonder • Valley Ranch Baptist Preschool
(Hereinafter referred to as “Preschool”)

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1. COVID-19 Response Plan

The virus that causes COVID-19 can infect people of all ages. COVID-19 is spread from person-to-person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. We now know any adult or child with a mild or even asymptomatic case of COVID-19 can spread that infection to others who may be far more vulnerable and typically healthy people.

These facts are vitally important when considering returning to the Preschool environment and should be considered by each parent before returning their children to our program. The Preschool is taking specific measures, as recommended by the CDC and Texas health authorities, to promote a safe environment, but each family has to understand the inherent risk of their child participating in any kind of group care.

- We do not expect young children to effectively physical distance from other children in their small class.
- We expect that infants, toddlers, and preschool aged children will, for example, continue to play in proximity to one another, share toys, and touch surfaces that may not be sanitized.
- Young children also need help from their teacher requiring close contact, for example, putting on clothing items, putting their lunchbox away, or helping with restroom and diapering needs.
- Young children may also seek, and emotionally benefit from, comfort when sad or anxious. It is expected that children will need comfort at times, thus, there will be some physical contact

between teacher and children.

- To the extent possible, the teachers will remain with the same group of children. However, there will inevitably be times when, for example, the teacher needs to take a break or is out sick and another teacher will step in from another group to cover them.

All of these factors mean that while the Preschool will take certain precautions recommended to combat the spread of COVID-19, these measures will differ from those suitable for other social, business and commercial settings that adults may be more familiar with. The health and safety of our children, staff, and families are paramount. The policies and protocols listed below are designed to help parents understand their role and the Preschool's role in providing a safe and healthy Preschool environment.

These policies and protocols will generally be followed to the greatest extent possible, will be adjusted as we continue to receive updated recommendations, and will supersede the policies listed in the Parent Handbook where applicable. Each school will adapt these plans and policies based on their individual programs. Read through the policies and protocols carefully and keep a copy handy for review as necessary.

PARENTS: in order for your child to return to the Preschool, you must sign the Health and Safety Plan and COVID-19 Response Plan Parent Acknowledgement form located at the end of this document.

STAFF MEMBERS: in order for you to accept employment with the Preschool, you must sign the Health and Safety Plan and COVID-19 Response Plan Staff Acknowledgement form located at the end of this document.

2. Standard Health Protocols

We will continue to operate within the guidelines of the Texas Minimum Standards for Licensed Child Care Providers, as we previously have done, available at <https://www.hhs.texas.gov>.

In addition, we will closely follow the guidelines from the *Guidance for Child Care Programs* released by the Centers for Disease Control (CDC), available at <https://www.cdc.gov>. The CDC, Texas Minimum Standard Health Protocols and our Preschool Parent Handbook outline the following prevention measures:

- Implement [physical distancing strategies](#)
- Intensify [cleaning and disinfecting efforts](#)
- Modify [drop-off and pick-up procedures](#)
- Implement [screening procedures upon arrival](#).

3. Preventative Health Measures

Staying Home

It is vital that ***you keep your child home if they are ill or acting like they are becoming ill***. We encourage you to check your child's temperature before leaving for Preschool and for any symptoms associated with COVID-19 (listed in the Screening section below). We will first rely on

the social responsibility of each family to be as prudent as possible in sending their child to Preschool, only when healthy, but our second step is to screen each child and family upon drop-off. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with the Preschool Office if or when they start to feel sick. A doctor's note of clearance to return to Preschool may be required. Please email your director to communicate any concerns. Please refer to your Parent Handbook for the Preschool email address.

Allergies and Teething

Children or staff who show persistent signs of runny nose, coughing and other respiratory issues that may be due to seasonal allergies or a child's teething may be asked to obtain a doctor's note of clearance to participate in Preschool. This note will be dated, filed in the office, and shared with your child's classroom teachers as necessary. If symptoms are persistent, we will ask that you obtain another doctor's note of clearance to continue participating in Preschool. Please inform the Preschool during the daily screening process about any allergy or teething symptoms your child may be experiencing that day.

Do not give your child fever reducing medicine if they have an elevated temperature and send them to Preschool.

If a Child or Staff Member Is or Becomes Sick

If a child should become ill while at Preschool, the child will be isolated from others in a designated "sick" location **monitored by a staff member**. As stated in our Health and Safety policy in our Parent Handbook, a parent will be contacted to come pick-up the child. To the extent possible, we encourage the designated parent or caregiver who normally drops-off/picks-up, to pick up the ill child from the Preschool. An ill child must be picked-up **immediately** after the first communication from the Preschool. If a staff member should become ill, they will be sent home immediately. Additional cleaning and disinfecting will be completed in the affected classroom or space that an ill child or staff member has been present. We will continue to monitor the health of the children and staff during the day.

Monitoring Absenteeism

The Preschool will continue monitoring absenteeism. Parents are required to email the Preschool Office as soon as possible stating the reason for your child's absence.

4. Lab-Confirmed Case of COVID-19

If your **child, a member of your child's household or person your child has had close contact** with is lab-confirmed with COVID-19, you are **required** by the Dallas County Health Department and Child Care Regulations to inform the Preschool via email **immediately and no later than 24** hours of the diagnosis. Staff will follow the same required notifications.

Parents and staff should pay particular attention to

- Fever (temperature 100.4 °F or higher)
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for a child with chronic allergic/asthmatic cough, see if there is a change from their usual cough)

- Diarrhea, vomiting, or stomachache
- New onset of severe headache, especially with a fever

People who have a fever of 100.4 °F (38.0 °C) or above or other signs of illness will not be admitted to our facilities.

If a child or staff member is lab-confirmed with COVID-19, the Preschool will seek guidance on how to respond by contacting the Dallas County Health Department and Child Care Regulations in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements. The Preschool will notify all staff members and families of students if a lab-confirmed COVID-19 case is identified among students or staff members who participate in Preschool activities.

Children or staff with new or worsening signs or symptoms of possible COVID-19 (listed in the Screening section below) may not return to Preschool until ALL of the following criteria are met:

- 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

Close Contacts of Persons with COVID-19

Whether and for how long to stay home for people who have been exposed to a person with COVID-19 depends on a variation of circumstances. The following may be considered based on current guidelines but are not absolute.

- Children and unvaccinated staff who had close contact with someone who has (suspected or confirmed) COVID-19 should stay home (quarantine) for 14 days **after their last exposure** to that person. Close contact is defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.
- People who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine or get tested after an exposure to someone with COVID-19.

5. Physical Distancing Strategies

Since the grouping method allows for children within each group to intermingle, all stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in our Preschool. Staff and parents are asked to maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face coverings, hand hygiene, coughing etiquette, cleanliness and sanitation should be rigorously practiced. In the event of an emergency, the Emergency Plan outlined in your Parent Handbook would supersede these physical distancing strategies for COVID-19.

Class Sizes and Classroom Space

The Preschool maintains small, individual class groupings. The children will meet in individual classrooms, have the same children each class day, and have the same regular teachers. Hallway traffic will be minimized.

Enrichment Classes

The teachers for our enrichment classes will stagger all class times so that proper cleaning can be completed between each group of children. Any materials will be disinfected before use with another class.

Outside Playtime

We will stagger the outside playtime, as feasible for each program. High touched metal and plastic surfaces will be cleaned routinely.

Naptime (as needed)

Children's nap mats will be spaced out and positioned head-to-toe. As always, the mats are disinfected after each use.

6. Parent Drop-Off & Pick-Up

Drop-Off / Pick-Up Protocols

Drop-Off and Pick-Up of children will occur at the times listed in the Parent Handbook. These times may be adjusted due to extending our safety procedures. Each Preschool will be using a "check in / check out" system, which may include health screenings that follow the state protocols. The limiting of parent access into the building will also apply to drop-off and pick-up. More details will be provided by each individual Preschool. **It is essential for the efficiency of the drop-off and pick-up processes for parents & caregivers to be on time.**

Communication

We highly value clear and frequent communication between parents and teachers and will do our best in these circumstances to maintain the level we are used to as a Preschool. Questions related to policies and/or procedures should be directed to the Preschool office.

7. Screening: Children, Parents and Staff

Limited Access and Screening

We will be limiting the number of people allowed into the Preschool in attempt to minimize the exposure to any infectious disease. The following people will be allowed to enter the Preschool:

- a. Preschool Staff (teachers and administrators)
- b. Enrolled children
- c. Parents of enrolled children only when necessary, masked and escorted by Preschool staff. *A parent may visit unannounced during hours of operation unless directed by any ordinance superseding this document to observe their child, the program activities, the building, the premises, and the equipment without prior approval. We do ask parents to limit this time to the most necessary visits.*
- d. Non-enrolled siblings or other children are discouraged from entering; however, **no child should be left unattended in a vehicle.**
- e. Persons with legal authority to enter (Health and Human Services Staff, Law Enforcement Officers, Emergency Responders, Licensing Staff, and Department of Family and Protective Services Staff)
- f. Church Personnel (when necessary)
- g. Professionals providing services to children (when necessary).

Screening Process

Upon dropping your child off, parent and child may be screened for the following:

a. Temperature Check:

Using the Preschool's non-contact infrared thermometer, each person's temperature may be checked. For children, we will follow the State Requirement which is, if a child has a temperature of 100.4* or higher they may not attend Preschool must be fever and medication free for at least 72 hours before returning to Preschool. In addition, if the parent or caregiver dropping the child off at Preschool has a temperature of 100.4* or higher, the child may not attend Preschool for at least 72 hours so the child can be monitored for any potential symptoms while at home.

b. Symptoms of COVID-19 that will be monitored each Preschool day include:

Cough, shortness of breath or difficulty breathing, chills, repeating shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, vomiting or stomachache, feeling feverish or measured temperature 100.4* Fahrenheit or higher, has had known contact with a person lab-confirmed to have COVID-19.

c. Review of a child's close contacts:

If a child has been in contact with anyone having a suspected or lab-confirmed case of COVID-19, the child may not return to Preschool until the end of the 14-day self-quarantine period from the last date of exposure. If a parent believes that they or their child has had close contact to someone with COVID-19 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.

d. Staff members will follow the same protocols.

As a result of this screening process, the Preschool will only require the individual to provide a "yes" or "no" to the overall statements that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom confirmation. The screening results will be logged and kept in accordance with confidentiality requirements.

Familiarize yourself with the Preschool's Health/Illness policy listed in the Parent Handbook. We will be enforcing our policy of exclusion if your child has any of the listed symptoms. We appreciate your diligence and understanding when we must exclude a child because they have an illness symptom present.

Travel Alerts

- a. If anyone in a child's household or a close personal contact travels, consider notifying the Preschool so we can help monitor for any possible development of symptoms. The parents should consider keeping their child home for 5 days as an added precaution to other families.
- b. Stay up-to-date with the recommendations from the Centers for Disease Control – Travel information website available at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

8. Enhanced Cleaning & Disinfecting Measures

Cleaning Products and Supplies

The Preschool will clean, sanitize and disinfect following the recommended guidelines. Products will be used following proper procedures and following manufacturing instructions. The staff will be trained how to use these products effectively and safely in accordance with manufacturer instructions.

Cleaning and Sanitizing Toys, Materials and Surfaces

We will continue our practice of collecting toys throughout the Preschool day that have been put in a child's mouth (or that are otherwise contaminated) and place them in the "to be cleaned" bin to be sanitized at the end of the day. Staff will be cleaning and sanitizing other toys and surfaces frequently throughout the day.

Our staff will be focused on cleaning and sanitizing surfaces such as doorknobs, light switches, classroom sink handles, counter tops, toilet areas, tables, desks, chairs, cubbies, and high-touch areas on the playground. Restrooms will be cleaned throughout the day. The Preschool will disinfect each classroom at the end of the day.

9. Caring for Children

Holding, Feeding and Helping

The hardest part about social distancing is the thought that we will not be able to comfort children like we are used to. We know it is still important to comfort crying, sad and anxious children. In order to provide the safest environment possible for our children and staff, they will exercise the best respiratory practices, like covering their mouth if they have to cough, not talking directly in the child's face, and washing their hands and the child's hands as soon as able.

10. Healthy Hygiene

Hand Washing Frequency

Hand washing is the number one method of stopping the spread of an infectious disease. The Preschool has always placed high value on good hand washing practices, and we will continue to emphasize healthy hygiene habits. Children and staff will wash or sanitize their hands multiple times throughout the Preschool day: including, but not limited to, upon entering Preschool, after using the restroom or diaper changing, before and after eating, and after outside playtime.

Hand Washing Method

When hand washing, the staff will have the children wash with soap and water for at least 20 seconds and then use a paper towel to dry their hands. Alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

Face Coverings

Unless otherwise stated by superseding mandates, all adults should wear face coverings at drop-off, pick-up and in all common areas, including classrooms, regardless of vaccination status. Children over 2 years old should wear a face covering, but will not be forced or pressured to do so. Children under 2 years old will NOT wear a face covering due to the potential suffocation danger.

Clothing

All staff and children will be required to leave a change of clothes at Preschool so they can change into clean clothes, if or when needed.

Snack and Lunch

Reference the policy in the Parent Handbook for complete details about providing a snack and lunch for your child. We are also asking that EACH serving container (top and bottom) be labeled with your child's name or initials so they can be easily identified if separated from your child during lunchtime. Children should not bring food to share with others.

Water

Provide a water bottle that is clean with fresh water for your child each Preschool day. Clearly label the bottle with your child's name in a manner that it will not rub or come off. Water fountains will not be used at this time.

11. Preparing Your Child to Begin Preschool

To help your child prepare for Preschool, begin teaching the following practices:

- a. Proper ways of coughing or sneezing (our preferred method is into your elbow)
- b. Let them practice wiping their nose and place the tissue in the trash
- c. Washing their hands for 20 seconds with soap and water
- d. Always reassure them that you will return to pick them up

12. COVID-19 Financial Responsibility Policy

Prolonged personal absence because of COVID-19 illness or any other reasons will NOT be eligible for refunds or credits. Refunds or credits due to Preschool closures will be at the discretion of each Preschool.

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PARENT ACKNOWLEDGEMENT

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• Riverside Butterfly School • Stringfellow School •
The Hayes School of Wonder • Valley Ranch Baptist Preschool

As a parent or guardian, I agree, understand and acknowledge that:

1. I will monitor the health of my child(ren) and NOT send them to the Preschool if my child(ren) is/are displaying any symptoms of COVID-19.
2. I will NOT give my child(ren) fever reducing medication to lower their body temperature in order to send them to the Preschool.
3. I will NOT send my child(ren) to the Preschool if my child(ren), or any other member of our household, or any other person with whom we have been in close contact, is/are showing symptoms of COVID-19.
4. I will obtain COVID-19 testing promptly for my child(ren) or other household members who is/are experiencing symptoms, or have had direct exposure to a confirmed case of COVID-19, and report results to the Preschool given the implications for other children, families, and staff.
5. Participating in the Preschool or accessing the facilities could increase the risk of contracting COVID-19. The Preschool, and any affiliated church, can in no way assure, guarantee or warrant that COVID-19 infection will not occur though participation in the Preschool or by accessing the facilities.
6. I may and should consult my family's health care providers about the risks of COVID-19 and participation in the Preschool. I should continue to do so as conditions surrounding COVID-19 change.
7. Participation in the Preschool may increase the risk of COVID-19 exposure to my child, myself, members of my family, and those I have close contact with.
8. Medical research regarding the potential for infection with and harm caused by COVID-19 is ongoing.

I agree, understand and acknowledge that the potential risks associated with exposure to or infection with COVID-19 are not fully known, but may include significant or serious illness, bodily injury, disfigurement, temporary or permanent disability, and/or death. Having considered the risks of participation in the Preschool, including those outlined in this Health and Safety Plan and COVID-19 Response Plan, I have determined that I desire for my child(ren) to participate in the Preschool, of my own free will and out of my voluntary desire for my child(ren) to have the benefit of the Preschool.

FOR GOOD AND VALUABLE CONSIDERATION, INCLUDING WITHOUT LIMITATION THE OPPORTUNITY TO PARTICIPATE IN THE PRESCHOOL, I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN THE PRESCHOOL, INCLUDING WITHOUT LIMITATION THE RISK THAT I, MY CHILD(REN), FAMILY OR OTHER PERSONS WITH WHOM MY CHILD(REN) OR I MAY COME IN CLOSE CONTACT, MAY BE EXPOSED TO OR BECOME INFECTED WITH COVID-19. I HEREBY, FOR MYSELF AND MY CHILD(REN) AND MY AND THEIR RESPECTIVE HEIRS, SUCCESSORS, AND ASSIGNS, AND ALL THOSE CLAIMING BY OR THROUGH ME OR MY CHILD(REN), WAIVE, RELEASE, AND AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE PRESCHOOL, AFFILIATED CHURCHES, AND THEIR RESPECTIVE AGENTS, EMPLOYEES, MINISTERS, TEACHERS, TRUSTEES AND VOLUNTEERS (COLLECTIVELY, "INDEMNITEES") FROM AND AGAINST ANY LIABILITY, LOSS, EXPENSE, OR OTHER DAMAGE – INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURIES, MEDICAL EXPENSES, PROPERTY DAMAGE, DEATH, COSTS OF COURT, AND ATTORNEY'S FEES – ARISING FROM, RELATING TO, OR IN CONNECTION WITH THE PARTICIPATION OF MY CHILD(REN) IN THE PRESCHOOL, INCLUDING THOSE WHICH ARISE OR ARE ALLEGED TO ARISE FROM THE NEGLIGENCE OF ANY INDEMNITEE.

I have read, understand, and agree to abide by the above Health and Safety Plan and COVID-19 Response Plan and any subsequent modifications. By signing below, I acknowledge receipt of the Preschool Health and Safety Plan and COVID-19 Response Plan. I am 18 years of age or older and of sound mind. An opportunity to ask questions regarding this plan is available. I may review the contents of this Plan with an attorney of my choosing, and I am under no legal obligation whatsoever to enroll my child(ren) in the Preschool.

NAMES & AGES of CHILD(REN) ATTENDING:

PARENT/GUARDIAN (1):

Parent/Guardian (1) Signature

Today's Date

Parent/Guardian (1) Printed Name

PARENT/GUARDIAN (2):

Parent/Guardian (2) Signature

Today's Date

Parent/Guardian (2) Printed Name