

Parent Handbook
COVID-19 Edition
2021-2022 School Year

Indian Run Preschool

6305 Brand Rd
614-889-8862
juliestroup@indianrun.org
www.indianrunpreschool.org

**Indian Run Preschool
Parent Handbook
COVID-19 Edition**

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Introduction

Dear Parents,

The teachers and administration at Indian Run Preschool are committed to provide a safe environment for everyone. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by Ohio Department of Jobs and Family Services. This document is subject to change as it is a fluid document and, to keep our staff and children safe, we will update things as needed. We will communicate any changes to you through email and keep you informed to the best of our abilities. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. These procedures are in place to ensure that Indian Run Preschool is a safe and enjoyable place for your family.

Julie Stroup
Director
Indian Run Preschool

A. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility. Please practice handwashing with your child to help them be prepared to do this task while at school.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each session. Any toys that go into a child's mouth will be put into the disinfecting process as usual. All surfaces and toys will be sprayed prior to leaving the room at the end of each session. Each room will be sanitized by our cleaning staff before the start of the school day. The mid-day cleaning will be completed by teachers and staff to ensure the safety of all children in the building.
3. Mask wearing: Masks are optional for students, families, and staff. If you want your child to wear a mask this is your choice, but once a child takes the mask off, we will put it in a zip lock bag to be sent home to the parent. Please practice this skill if you are planning to send your child in a mask.
4. Social distancing: Each class is considered a "family." Each "family" will socially distance from other "families" to assure safety. Social distancing for young children will mean that we work and play within our "family", it is not developmentally appropriate to expect children to stay 3-6 feet apart while at school.

B. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our school by making necessary modifications to meet the child's special needs.

D. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease, or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 614-889-8862 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Indian Run Preschool until symptom free for at least 24 hours. Please be especially considerate of others when dealing with health concerns. We want to keep our staff and children healthy.

Permission for a child to be administered medicine in the school must be approved by the physician and parent utilizing the Request to Administer Medication #1217 (ODJFS) form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the preschool, we will inform ODJFS and Franklin County Health Department and our parents. We will follow the directions of the Franklin County Health Department on how we will deal with any exposure.

E. Personal Belongings

Children will be permitted to bring their own backpack and water bottle to school each day. Backpacks should be big enough to hold an 8 ½ x11 sheet of paper (NO WHEELIE BAGS), water bottles should be non-spill type. Please help your child to practice operating both items with independence. All personal items should be labeled with child's name. **No toys will be permitted.**

F. Arrival and Departure Procedures

Our facility is operational from 9:00-11:30am and 1:00-3:30pm, Monday through Friday.

While operating in this phase, drop-off will operate from the preschool door area of the building to allow children to have their temperature checked and review the health screening. We are going to have parents come into the building for pick-up to allow for more interaction between teachers and families. Please be prompt at arrival and pick up to help us get children into and out of classrooms. We know that some of you will be dropping off and picking up other children at other schools. Please let us know and we will be happy to wait for you in our drop-off lines or feel free to pick up early if you need to be in multiple places in a short window of time. We will be using this service to keep everyone safe.

Drop-Off Procedures

A designated check-in staff will greet your child and take their temperature and confirm that you have completed the daily health screening. Once these tasks are complete your child will walk into our building. (The check-in staff will confirm that you have completed the health screening on our parent engagement app or paper version. Please have the signature screen visible to staff. Your child will get their temperature taken.) Once these tasks are complete your child will walk into our building.

Pick-Up Procedures

We will release the children at each individual classroom. Please let our staff know by texting in the parent app, calling the office or emailing the director. (Teachers will not have access to their email during class) Please let us know if you need have requests for pick up and we will make sure to have your child ready.

G. Visitors

We will have specials this year and the children will attend with their class and sit a group to keep a social distance from other classes. We will limit the number of outside visitors we have in our building. Itinerate instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

H. Special Events

There will be no special events/gatherings at this time.

I. Lunch Bunch

We will not be offering lunch bunch at this time.

Indian Run Preschool

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook" COVID-19" edition for the 2021-2022 school year, which contains the policies and procedures for Indian Run Preschool while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Indian Run Preschool is following the guidelines of the CDC and ODJFS to provide a safe environment for children and staff.

Thank you in advance for your cooperation.

Sincerely,

Julie Stroup
Director
Indian Run Preschool

I, _____ (print your name), the parent/guardian

of _____ (print child's name), hereby
acknowledge receipt of Indian Run Preschool's Parent Handbook COVID-19 edition. I have read
and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____