



PRESTON HOLLOW UNITED METHODIST CHURCH

WHAT WE ARE DOING TO PROTECT YOUR CHILD AND FAMILY'S HEALTH & SAFETY

The health and safety of every person in our school is our primary concern. Every precaution is being taken to prevent potential exposure or spread of COVID-19 within our school. We are following the guidance of the Centers for Disease Control (CDC), the American Academy of Pediatrics (AAP), and the Texas Health and Human Services Commission (our childcare licensing authorities). Our school policies, described below, are derived from best practices and expert guidance. The following procedures have thus far kept COVID-19 from affecting our students, staff and school so we will continue to practice what has successfully worked for our school until the COVID-19 pandemic no longer affects the health, safety and welfare of our families, their children and our staff.

Hours of Operation

Our new hours of operation for the 2020-2021 school year will be 8:00 a.m. to 5:00 p.m. Texas Health and Human Services Commission and the Centers for Disease Control recommend one of the best ways for schools to keep cross contamination/germs from being spread during the COVID-19 pandemic is to keep children in their own classrooms. In order to fulfill this recommendation all teachers must have the same hours so they can maintain separate classrooms. This time frame allows consistency in parent/teacher interaction during drop off and pick up.

Curbside Drop-off & Pick-up

A staff member will greet families outside the front entrance of our school. Teachers will gather the children from the morning carpool drop off, take their temperature, sanitize their hands and then proceed to walk them down the hallway to their coworker who is waiting for their students.

Currently, we are asking all our families to not enter our school. This is to minimize spreading of extra germs inside our school. This practice will further protect the health and safety of all our children, teachers and families by limiting the number of people to which your child is exposed. To further limit exposure, we ask that you identify one parent, guardian or other individual to be the authorized person to always drop off/pick up your child, if possible.

Health Screening & Temperature Checks

Everyone who enters our school must be screened before being permitted entry. If a staff member or child exhibits any signs of illness we ask that they stay home. Those who come to the door will be asked a few simple health questions such as:

- Do you have any of the following symptoms? Cough, lethargy, drainage from the eyes or nose, wheezing or shortness of breath, loss of your sense of taste or smell, a recent fever within the past 24 hours, or headache?

- Has any medication been taken (or given to your child) within the past 24 hours? Have you had any interaction with anyone known to be COVID-19 positive in the last 14 days? For families who are in the healthcare field, have you interacted with anyone known to be COVID-19 positive within the last 14 days when you were NOT wearing appropriate personal protective gear?
- Is there anyone in your home showing signs of illness or who have any of the symptoms listed above?

Additional questions may be added over time or as required by local licensing and health departments. A staff member will also visually inspect for any signs of illness such as shortness of breath or difficulty breathing, tiredness, flushed cheeks, rash, runny nose, etc.

If a staff member or child has a temperature, they will not be allowed inside the school and will need to be seen by their primary health care provider. A temperature of 100.00 is considered a fever.

Face Masks

The Centers for Disease Control and American Academy of Pediatrics have both issued guidance regarding wearing face coverings in public when there is concern of community spread of COVID-19. Preston Hollow UMC Child Development Center is requiring our entire staff to wear their mask at all times with the exception of when they are eating their lunch during their break time. Staff take their lunch time break in small groups, spaced apart in the staff lounge, designated empty church rooms or off property.

Limiting School Access

For the duration of the current health pandemic, Preston Hollow UMC Child Development Center is limiting visitors inside our school. Extracurricular activities (Dance, Gymnastics, Happy Feet, Hola Spanish Academy, and Keyboard Kids) will not be conducted for the rest of the 2020 school year. Vendors and deliveries will continue to be accepted at the front door of the school. Extra services such as social workers, speech therapists, early intervention specialists, physical therapists, etc. will need to be scheduled for home visits as these workers will not be able to enter our school. Breastfeeding mothers are welcome, however they must successfully clear our Health and Temperature Screening before entering our school.

Tours

Tours were previously scheduled all day long on Tuesdays, by appointment only. Presently, we continue to do tours but only schedule 2 tours on a Tuesday and Thursday; a morning appointment and an afternoon appointment. We take the potential parent's temperature and only allow one parent at a time inside the school while conducting the tour. The potential parent must also wear a mask and they are not allowed inside any classroom.

Enhanced Cleaning/Disinfecting Protocols

Our teachers and staff clean and sanitize throughout the day, paying close attention to high touch areas such as doorknobs, countertops, toilet flushers, sink handles, and toys. Toys are sanitized before school opens, during the

children's rest period and at the end of the day. At this time, dress up clothes and fabric made toys will be removed from the classrooms to minimize germs being spread from one person to another.

Our cleaning crew cleans our school after school hours. Monday thru Friday. In addition to their regular cleaning, the crew now use a special disinfectant machine that sprays a fine mist of sanitizer in all the classrooms and hallways.

Social Distancing

We are committed to creating the safest possible childcare environment for your child and for our staff. We have now changed some of our practices to reduce contact and promote safe distancing between children and classrooms. Previously we would blend same age classrooms at opening and closing times as children were being dropped off or picked up. We would also have children in same age classrooms playing together outside on the playground.

Consistent grouping of children and teachers will be maintained whenever possible to reduce movement around the school and unnecessary exposure to different individuals. Since April 6, 2020, we have kept the children in their own rooms and they have not blended with other classes or on the playground. The additional practices we have now implemented are:

- Playground time is scheduled for one group at a time.
- To the best of our ability we keep the children's primary teachers as the only teachers entering their classroom. This exception is when their teacher has vacation/days off scheduled and are absent from the classroom.
- Nap time cots or mats are arranged so that children are sleeping 6 feet apart and "head to toe" whenever possible.
- We have postponed any upcoming community or school events to limit group gatherings.
- Extracurricular activities (Happy Feet, Dance, Computer, and Spanish) is cancelled until January 2021 or longer if determined extended time is needed.
- Outside social service providers such as speech therapists, physical therapists, early intervention specialists, etc... will no longer be able to come inside the school. Please schedule these appointments for home visits.

Attention to Hand Hygiene

All staff and children who enter our building have access to hand sanitizer at the front door entrance. Immediately upon arrival into their classroom they wash their hands with soap and water. Hand washing is practiced before and after eating, while handling food, before administering medication, before and after using the bathroom, before and after having their diaper changed, after playing outside and after handling any garbage. We will ensure hand washing procedures are thorough and consistently followed.

Exclusion and Isolation Practices

In addition to our general health guidelines and exclusion practices for illness stated in our family handbook on school policies, we will complete a wellness check of all students and staff at lunchtime each day. Any symptom related to COVID-19 (cough, shortness of breath, or lethargy) requires the student or staff member to be symptom free for 48 hours. If a child or staff member has a fever they will be required to see their pediatrician/primary doctor stating they are clear of the virus or what they were diagnosed with, and able to return to school.

Potential or Confirmed Exposure to COVID-19

In the event there is a known or suspected case of COVID-19 within our school, we will notify local health officials and licensing and follow their guidance. We will then notify families of any cases as well and share the guidance given by local health officials and licensing. Anyone with suspected or confirmed cases of COVID-19 in their household must remain out of our school for 14 days, and confirmed cases must receive medical clearance to return.

Our school is prepared to close when necessary to limit the risk of exposure to COVID-19. The CDC (Center For Disease Control) currently recommends closing for 24 hours if a school uses a cleaning company that cleans the school building. A school that strictly relies on teachers cleaning their classrooms and not using a cleaning company would need to be closed longer.

Preston Hollow UMC Child Development Center has a cleaning crew that cleans and disinfects our school every evening after school hours and additionally uses a disinfectant machine that spray mists everything in the classrooms and hallways. If there was exposure to COVID-19, our school would close for 24 hours in order for us to disinfect the entire school and let the disinfectant have time to clear of any harsh chemical smells.

Our Mission

Our goal is to continue to provide a Child Development program which maintains the health and safety of your children and our staff. We appreciate your support as we have made changes to procedures which allow us to follow mandated guidelines. We look forward to working with you this coming school year.

Blessings sent to all our families,

Laura and Dana