**COVID-19 Parent/Family Handbook Addendum**

**August 2021**

**Preparing for Preschool During COVID-19**

Monarch Preschool College Park is deeply committed and prepared to provide high-quality education and care in these challenging times. We are also committed to providing a safe and healthy space for our students and staff while preserving the interactive nature of educational services. Our goals are to keep the environment clean, engage in rigorous hand hygiene, and to limit physical contact when possible.

We have been keeping abreast of recommendations to ensure student safety and well-being. We have closely monitored the guidelines issued from the Center for Disease Control and Prevention (CDC), Maryland State Department of Education (MSDE), and state and local health departments.

We expect that new information will continue to emerge related to COVID-19, and there may be ongoing updates and changes to our procedures. The information provided below outlines the steps we are implementing in order to open as safely as possible.

**School Information**

Our hours of operation are **Monday – Friday, 8 a.m. to 5:00 p.m.**

**Tuition**

**School day, 5 days per week (8:30 a.m. – 4 p.m.) :   $1,100**

**School day, 3 days per week (8:30 a.m. – 4 p.m.) :   $710**

**School day, 2 days per week (8:30 a.m. – 4 p.m.) :   $500**

**Before care 8 a.m. – 8:30 a.m.:   $0 dollars**

**After care 4 p.m. – 5 p.m.: $80**

**Summer program 8 a.m. – 5 p.m.: $1,290**

Late Fee Pickup: 5p.m-5:10 p.m. **$2** per minute/ after 5:10 **$5** per minute

\*Please refer to the Parent Handbook regarding the incidental fees and other charges.\*

We will have three classrooms open during the pandemic, and our staff will remain in their designated classroom throughout the academic day to prevent cross contamination.

* Classroom 1 Green Room:
  + 10 children / Ms. Santizo, Ms. Alexander, Ms. Martin
* Classroom 2 Red Room:
  + 20 children / Ms. Francois, Ms. Argueta
* Classroom 3 Yellow Room:
  + 20 children / Ms. Napitupulu, Ms. Daniels, Ms. L. Taylor

**Daily Drop-Off Health Screenings**

Every morning as a part of our drop-off procedures we will ask the person bringing the child to preschool a series of health screening questions. The health screening tool is located in the Procare Application in addition to the QR code posted on our front door. We ask for you to complete both surveys prior to arrival. Additionally, upon arrival, we will ask that person to take their child’s temperature with their own personal thermometer, per the guidelines of the Maryland Department of Health (MDH) and the Center of Disease Control and Prevention (CDC). Please record your child’s temperature in the ProCare Application screening. If your child has a temperature of 100.4 or higher, they will not be admitted to preschool until we have received confirmation from a health care provider that they can safely return.

For more information, please refer to our Health Screening Questionnaire: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-

childcare.html

All temperature readings and the results of the daily health screenings will be recorded. Please have patience with us during arrival. We will try to move as quickly as possible, so you can get to work!

**Face Masks**

All parents and guardians will be required to wear a face mask during arrival and

dismissal procedures. Per the guidance of the Maryland Department of Health, a child over the age of two will be required to wear a face mask during the day. All face

coverings can be removed during breakfast, snack, lunch and nap. Your child’s face mask will be safely stored in a labeled, sealed bag in the child’s cubby.

If reusable, be sure to wash and sanitize your child’s face mask each day to ensure no germs enter the building.

Please send your child in with 3 extra face masks to store in their cubbies. All face masks need to be labeled with your child’s first and last name.

All Monarch Staff will be required to wear face masks.

**Arrival Procedure**

Please arrive at your scheduled time, designated location and walk your child to the front door. A teacher will greet you at the door and check in your child per the following steps:

Step 1: Health Screening- Please complete the screening through our Procare Application. A QR code will be posted on the school front door should you need the code to use for completing the survey.

1. Has your child experienced a fever?
2. Has your child experienced any symptoms associated with COVID-19 since yesterday such as sore throat, nasal congestion, runny nose, cough, shortness of breath, fatigue, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell?
3. Has your child had close, prolonged contact (less than 6 feet for more than a few minutes) with anyone known to have COVID-19 or who has symptoms of COVID-19 since yesterday?

All parents are to sign in their child through the Procare Application.

Step 2: Temperature Check

Your child’s temperature will be verified that it was noted in the Procare Application upon arrival. To expedite drop-off process & wait times, please take your child’s temperature at home or prior to arrival and record it into Procare App. If your child’s temperature is 100.4°F or higher, they will not be allowed to attend school. The

temperature check will be taken with a no-touch school thermometer. All parents need to submit their temperature checks from home prior to arriving through the ProCare Application. Staff will also be available to take temperatures at arrival if needed.

Please note, at this time, parents and guardians will not be allowed to enter the school building. Once your child has been checked in, you may return to your vehicle and safely depart. All children will wash their hands upon arrival and before entering their classroom.

**Dismissal Procedure**

Please arrive at your scheduled time and pick up at your designated location. Upon arrival, park at the location that has been assigned to your departure schedule. Please meet the Monarch Preschool staff member at the door. You will need to sign your child out for the day through our ProCare Application.

Those children who are scheduled for the academic day only, must be picked up by 4:00pm. Late fees will apply if you do not sign your child out by 4:00pm.

All children must be picked up by their scheduled pick-up time. If you are late, late fees will be applied. Departures after 4:00/ 5:00 p.m. will result in a $2 per minute fee being charged to your child’s account. If you arrive after 4:10/5:10 pm, a $5 per minute fee will be charged. If your child is not picked up by 5:30 p.m., and we are unable to contact the parents/guardian or emergency contact designated on your child’s emergency form, we will contact the police and child protective services. A child will be released only to those persons authorized in writing by the parent. Monarch Preschool College Park will refuse the release of a child to any person other than those on file. Please advise us of any changes in writing.

**Items Allowed in the Building**

For everyone’s safety, we cannot allow backpacks and personal toys from home at this time. However, children may bring one blanket or lovey for rest time. Everything brought

to school must be placed in plastic, sealable bags (such as Ziploc bags) and washed daily. Please provide a change of clothing, including shoes and socks and place them in

a plastic, sealable bag with their first and last name to be stored in the classroom. All lunch boxes/bags will be stored in the classroom. Car seats do not have to be placed in plastic bags; they will be stored outside of the classroom. Please notify the classroom teacher if you are leaving such items so we can make proper arrangements.

**Social Distancing**

Our teachers will discuss social distancing with your child at school, and we encourage you to reinforce these practices with your child at home. Some examples include waving at our friends, air high-fives, flying kisses, distant hugs, etc. Please review these techniques with your child at home prior to coming to school.

**Mealtimes**

Mealtimes have always been a great way for children and teachers to interact and converse. During the pandemic, children will be seated with adequate spacing while they are eating meals and snacks. All sanitary guidelines will be followed as usual while serving food. Gloves will be worn, and handwashing will be done as normal. Please provide a lunch bag/box with an ice pack and added insulation for storing in the classrooms. Lunches brought from home will not be stored in the kitchen to prevent cross contamination.

**Nap Time**

Please provide a cot sheet and/or a blanket or lovey for nap time in a sealable, plastic bag. (Please note, pillows are not permitted at school.) We will send these items home every day for daily washing. All of our cots and blankets will be washed and sanitized daily. During nap time, we will space children 6 feet apart, toe to toe, to decrease the spread of germs. Children will not wear masks during naptime.

**Outside Play**

We will be sanitizing our outdoor play equipment before and after each use. We will encourage six feet of social distancing, and teachers will monitor children while they are playing. Children will be instructed to wait in line using markings on the floor to remain 6

feet apart while waiting to enter or exit the playground. Our classrooms will be kept separate for outdoor play and have scheduled times for being outside that do not overlap. There will be only one class permitted on the playground at a time.

**Handwashing**

We will have each child wash their hands upon entering the classroom. Children will use soap and warm water, while singing for 20 seconds to ensure proper handwashing procedures. They will also be washing their hands before and after each meal, after outdoor play, sensory play, restroom use, and wiping their noses. We will have markings on the floor to enable children to remain socially distant while waiting for their turn.

**Bathrooms**

Our teachers will closely monitor the bathrooms when children are using the facilities, and the bathrooms will be cleaned and sanitized after each use to prevent the spread of germs. Children will be required to wash their hands before returning to their activities.

**Communicating with the Administration Team**

The best way to communicate with our administrative team, is to call us at 301-886-8929 or email the director at [taylorkr@monarchpreschool.com](mailto:taylorkr@monarchpreschool.com). If you have an emergency or an issue that needs immediate attention, please call us ASAP. If you are at the front door, and there is no one to greet you, please call. If you need to drop off or pick up your child earlier or later than your scheduled time, please contact our director. Scheduled drop off and pick up times are closely monitored. Our staggered arrival and pick up time assist with social distancing and reduce crowds.

**Communicating with Your Child’s Teacher**

The best way to communicate with your child’s teacher is through our ProCare application. Parents and Guardians are welcome to call their child’s classroom.

Classroom phone directory is available.

**Cleaning Procedures**

Our teachers and administrative team have been diligently trained on how to clean and sanitize each of the classrooms, bathrooms, and high-touch surfaces in accordance with the CDC guidelines. This will allow for all of our classrooms to stay clean, healthy, and safe for your child. For example, as toys are used, they will be placed in a disinfection bucket in the hallway for a staff member to sanitize and return to circulation.

**Open Door Policy**

To minimize potential risks to our staff and students, we are only allowing staff and students inside the school. We cannot permit parents or guardians to enter our building at this time.

**Family Travel**

For everyone’s safety, families must inform our director if a child, or a member of the child’s household, will be traveling outside of the United States or to any location deemed “at risk” by the MDH guidelines. Depending on the means and destination of travel, Monarch Preschool College Park may require that a child stay home for a reasonable period to mitigate any potential exposure to COVID-19. As this is a rapidly changing situation, we strongly encourage transparency and open communication to ensure the safety and well-being of our staff and students.

**Visitors Policy**

To minimize exposure to our staff and children, we cannot allow visitors at this time, and all school tours will be conducted virtually. If there is an urgent need to allow access to our building, for example, first responders, plumbers, etc., anyone permitted to enter must first pass a health screening.

**Illness/Sick Child at School Policy**

We are always vigilant about your child’s health, and we will be carefully watching for COVID-19 symptoms along with common signs of illness. If symptoms begin while at school, a staff member will call you and request that you immediately pick up your child. A child with a temperature of 100.4° F or higher, will also be sent home. We are

required by the Maryland State Department of Education to report your child’s fever to the Maryland Department of Health, and they will provide us with guidance as to when your child can return to school or if there is a class or school shutdown. Children that

have a fever of 100.4 F will be isolated in the administrative office until a family member or authorized person arrives to pick them up.

**COVID-19 Cases at School**

Every effort is being made to keep our school community safe. Should we have a confirmed case of COVID-19 at our school, we will notify the families of children who have had contact with that individual. The names of any children or staff with COVID-19 will be kept confidential.

We will also consult with the Maryland Department of Health and follow their guidelines to mitigate potential exposure. We may implement one or more of the following safety measures:

* Close off areas used by the sick child/staff.
* Open outside doors and windows to increase air circulation in areas used by the sick child/staff.
* Clean and disinfect all areas used by the sick child/staff.
* Close the classroom used by the sick child/staff for 24 hours or longer.

**What to Do if Your Child is Sick**

Families are expected to keep their child home if they are sick. Children should also remain home if they have COVID-19 symptoms, are diagnosed with COVID-19 or have been in close contact with a person who has tested positive for COVID-19.

**Positive COVID-19 test results need to be reported to our director, so additional action steps can be taken as needed in coordination with the local Department of Health. The names of any individuals with suspected or confirmed COVID-19 will be kept confidential.**

Your child can return to school after the following conditions are met:

* If your child has a fever, cough, or shortness of breath and has NOT been around anyone who has been diagnosed with COVID-19, they can return to

preschool no sooner than 24 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If your child’s symptoms worsen, contact their healthcare provider to determine if they should be tested for COVID-19.

* If your child has been in close contact with a person who has tested positive for COVID-19, they must complete a 10-day quarantine period since the last day they were in close contact with that person.
* A child who is symptomatic or has confirmed COVID-19 may not return to school until:
  + 24 hours after the fever has resolved without the use of fever-reducing medication and at least 10 days after symptoms first appeared, *whichever is later* OR
  + They have had a negative COVID-19 test and met the standard criteria to return to school after an illness OR
  + They have been cleared to return to school by a healthcare provider.

**COVID-19 Parent/Family Handbook Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Parent/Guardian) have read the COVID-19 Parent/Family Handbook Addendum and agree to adhere to its policies and procedures. I understand these health and safety measures are being implemented for the safety of our children, families, and staff at Monarch Preschool College Park.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature Date