

# COVID-19 Parent Handbook Addendum 2021-2022 School Year

## **New Hope Preschool and Education Center**

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## Introduction

Dear Parents,

New Hope Preschool and Education Center is committed to providing a quality program that is Christian based, safe, educational, child-friendly, and fun! We look forward to teaching your children this year.

This addendum to our handbook lays out the changes as we begin our new year. The COVID-19 situation is constantly evolving, so all changes included in this addendum will remain as the “new normal” until further notice. The Board and I will be carefully following COVID-19 and its variants and the impact on our community. NHPEC reserves the right to make changes to these policies if needed. Please be sure to read through this and sign 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 Addendum. They are in place to ensure that New Hope Preschool and Education Center is a safe and enjoyable place for your family.

Suzie Stalter  
Director  
New Hope Preschool and Education Center

# New Hope Preschool and Education Center Covid-19 Addendum

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## A. Child/Parent Information

All forms must be turned in before your child can attend class. It is critical that we have all parent contact information up to date. If you have any changes to your personal information (i.e.: phone number, address, people authorized to pick up your child, etc.), please inform the office immediately.

## B. Healthy Environment and Additional Precautions

1. Handwashing/Hand Sanitizer: Children will wash their hands throughout the day: upon arrival to the classroom, before snack, after toileting, if visibly dirty and clean with hand sanitizer prior to leaving for the day. Hand sanitizer will also be available for use throughout the day if needed.
2. Sanitizing/Disinfecting: All hard surfaces will be sanitized throughout the day. Any toys that go into a child's mouth will be put into the disinfecting process as usual. Frequently used surfaces will be cleaned throughout the class time. All surfaces and toys will be sanitized prior to another class using the classroom.
3. Mask facial coverings: Facial masks are not required for students. Staff will be required to wear masks while indoors. If a family wants their child to wear a mask, he or she may do so as long as they are able to remove and reapply it independently. If a child removes the mask and cannot reapply it or if it falls to the ground, the mask will be placed in a baggie and sent home.

## C. Fee and Payment Policy

New Hope Preschool and Education Center enforces the following policies and procedures for tuition payments:

1. All tuition is due the first of every month from September, 2021 to April, 2022 regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), **emergency-related closings mandated by the state/local government/DHS, like a pandemic.**
2. If we are open and your child is in attendance, or if forced to close and we continue to provide at home learning options for your child, tuition will be due in full unless otherwise notified.
3. If you need to terminate your child's enrollment, a 30-day written notice is to be given to the school director and the May 2022 payment will be used for the final payment; otherwise, you will continue to be charged your monthly tuition. No reimbursement of tuition will be granted.

## D. Admission/Exclusion due to symptoms of illness

During this time, we have developed a stricter illness policy to increase a healthy environment for children, families, and staff. 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. Similarly, if your child appears to be sick or has any of the above while at school, we will notify the parent or guardian

immediately, isolate the child from other children until he/she can be picked up from our program. It is necessary that the child be picked up within 30 minutes of notification. A child who develops a fever at school or at home will be permitted to return when his/her temperature is normal for 48 hours without the aid of fever-reducing medication.

In addition, 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 New Hope Preschool and Education Center without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious. As in the past, parents will be notified in writing when your child's class has been exposed to a communicable disease.

We ask that all parents and staff let us know of any COVID-19 potential exposure immediately. If a child is showing COVID-19 symptoms (fever, cough, shortness of breath, loss of taste or smell) OR if you've been in close contact with a person or child testing positive for COVID- 19, you must keep your child home. Following guidance of the department of health to maintain a safe environment, parents will need to contact their local health department if they or their child has been exposed to someone who tested positive for COVID-19.

If an employee or child tests positive for COVID-19, they must complete isolation or quarantine procedures for COVID-19 in coordination with their local health department prior to returning to the program. NHPEC will notify the Delaware General Health District and will work in union with them regarding isolation/quarantine procedures, sanitizing and class reopening. Our licensing agency, the Ohio Department of Jobs and Family Services will also be notified. In addition, NHPEC will notify all families in our program that their child may have been exposed to the virus. We will maintain confidentiality if these notifications become necessary.

## **E. Snack and Water**

For preschool classes that have snack, a safe snack list and a snack calendar will be provided at the beginning of the year listing your assigned weeks to bring in snack for the entire class. All snacks must be pre-packaged by the manufacturer. (They do not need to be individual servings) Please do not open packages or prepare any homemade snacks. NHPEC is a nut-free facility. Please make sure to check all labels and bring in items that do not contain nuts and/or are not processed in a facility with nuts.

All children will need to bring a water bottle labeled with their name. It needs to be spill-proof and the child must be able to independently open and close it.

## **F. Arrival and Departure Procedures**

We will be exclusively utilizing our stop, drop and roll for drop-off and operating on a staggered schedule for pick-up. It is important that you arrive on time.

### **Drop-Off Procedures**

1. Our stop, drop and roll, beginning at 8:55 am for the morning and 12:25 in the afternoon, will be the only option for children to enter our school. All families will remain in their cars and we will get

your child out of your car for he or she to walk into the building. Children will walk to their specific classrooms with the help of teachers in the hallway.

- Children will wash their hands inside the classroom after they have removed their coat and placed their belongings in their cubby.

## Pick-up procedures

- Parents will pick up their child at a designated door listed in the chart below.
- Teachers will give a brief summary of the day to the parents standing outside before the children are dismissed. They will dismiss your child when you are at the front of the line. If you have two children to pick-up, you will need to go to both door locations.
- If a parent is not on time to pick-up, their child will return to the classroom and the parent will have to call to get their child brought out to them. It is critical that the teachers can sanitize for the next group. Please arrive a few minutes before your pick-up time.

Class	Location	Door	Time
Purple 4's am	Front of building	Church entrance	11:35 am
Red 3.5/4's am, Red 3's am	Back of building	Playground entrance	11:30 am
Yellow 4.5/5's am	Side of building	Main preschool entrance	11:30 am
Rainbow 3's am	Front of building	Door of classroom	11:30 am
Green 3's am, Young 3's am	Front of building	Church Entrance	11:30 am
Orange Ext. 5's	Back of building	Playground entrance	12:45 pm
Blue Ext. 4's	Side of building	Main preschool entrance	12:45 pm
Wed KE (Blue)	Front of building	Church entrance	3:00 pm
Purple 4's pm	Front of building	Church entrance	3:00 pm
2-day Kindergarten enrichment (Green)	Front of building	Church entrance	M/T/Th 3:00 pm Friday 11:30 am
Kindergarten	Front of building	Kindergarten cubby entrance	3:00 pm
Red 3.5/4's pm	Back of building	Playground entrance	3:00 pm
Yellow 4.5/5's pm	Side of building	Main preschool entrance	3:00 pm

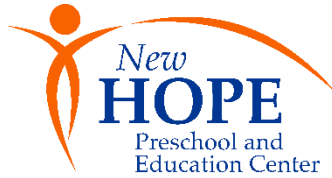
If your family is going to have a consistent problem arriving at the above times, please contact the office immediately (614-766-2446)

## G. Communications

Bloomz, Shutterfly and emails will be our main source of communication this year. Please regularly check the various ways we communicate with you to stay up to date. You may always reach out to the office at 614-766-2446 should you need immediate assistance. We understand you may have information you wish to share with your teachers. In order to expedite drop-off and pick-up, we kindly ask you to use the above forms of communication.

## H. Conferences

At this time, we are planning on having in person conferences for the 2021-2022 school year. Your teacher will send home our student assessment form in the Fall and Spring prior to the conference days. If you do not prefer to be in person, you may request a Zoom conference call with your child's teachers. As always, please feel free to contact your child's teacher at any time regarding your child.



# New Hope Preschool and Education Center

## Parent or Guardian COVID-19 Addendum Receipt Form

2021-2022 School Year

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I, hereby acknowledge receipt of New Hope Preschool and Education Center's Parent Handbook COVID-19 addendum. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_