



Recommendation for mask type

It is the staff's recommendation that children wear clips that can attach to clothing (like binky clips, short lanyard, etc.) so that they can attach their mask to their person when not in use, eliminating the need for storage of the masks b/c it never leaves the child's body. Little Friends Preschool will have back-up masks available for student families who may have forgotten to bring theirs to school, or in the event that masks get dropped on the floor. We recommend all families send their child with a minimum of 2 masks daily.

Staff Arrival

All Staff will have their temperature taken before entering the building.

- Anyone with a temperature of 100.3 or below can report to their classroom. Facilitator will document acceptable temperature.
- Anyone with a temperature of 100.4 or higher will be sent home for 72-hours. Temperature will be documented and staff will sign off.

Drop Off Procedures

Parents will no longer exit their vehicle to drop off their child. All families will be given a set of color-coded placards to place on their dashboard identifying their student.

- Class times will be staggered to allow for limited numbers of students arriving simultaneously.
 - Pre-K & 4-Year-Old Class will arrive at 9:00am and be dismissed at 11:30am.
 - Pre-K will have a drop off location at the side doors of the church in the alley.
 - 4-Year-Old Class will have a drop off location at the playground by the main entrance of the church.
 - 2-Year-Old/3-Year-Old Combo Class (Class name is 3K) will arrive at 9:15am and be dismissed at 11:45am.
 - 2-Year-Old/3-Year-Old Combo Class will have a drop off location at the playground by the main entrance of the church.
 - Special consideration will be given to our littlest friends for the first weeks of school where parents may have to escort their children to the classroom.

- 3-Year-Old Class (class name 3M) will arrive at 9:30am and be dismissed at 12pm.
 - 3M Class will have a drop off location at the side doors of the church in the alley.
- Each class will have a color coded placard that should be placed on your dashboard for easy traffic flow.
 - Pre-K (morning and afternoon) will be purple.
 - 4-Year-Old Class will be teal.
 - 3-Year-Old Class will be yellow.
 - 2's/3's Combo Class will be pink.
- A staff member of Little Friends will meet parents at car, take the temperature of everyone present in the car. Please refer to the section "Temperature Checks" below.
- If student cannot get out of car seat unassisted, parent can help get student out of the car after temperature check. Ideally, Little Friends staff will help get child out of car so parent/caregiver can remain in driver seat and help traffic flow.
- Once out of carseat, LFP Staff will escort child to their classroom. Staff will not escort more than 3 children at a time from different families.
- Student will wear a mask in hallways, and in their classroom.
- Student will sanitize or wash hands immediately upon entering classroom.

Temperature Checks

All teachers, staff, students and ALL student family members present at drop off will have their temperature taken daily BEFORE entry to Little Friends Preschool.

- Anyone with a temperature of 100.3 or below can report to their classroom. Facilitator will document acceptable temperature.
- Anyone with a temperature of 100.4 or higher will be sent home for 72-hours. If anyone in the vehicle with the student is found to have a fever, the child will be sent home for 72-hours for observation.
 - Temperature will be documented and staff and parent/drop off adult will sign off.
 - Parent will sign a waiver stating that they understand that their child MUST remain home for 72-hours.
 - If student or family member's temperature breaks in that 72-hour period WITHOUT the use of ibuprofen or acetaminophen, the student may return to school at the end of the 72-hour period.
- If student displays symptoms of COVID-19 during the 72-hour Shelter at Home period, it is highly recommended that the student be tested for COVID-19, with results being reported to the Pennsylvania Department of Health and the Little Friends Director via email at lfns@fumchurch.com.
- If a student has a fever, and is taken for appropriate medical care and is found to have something non-contagious (example: ear infection), the student may return to class after

being placed on antibiotics for 24-hours. A doctor's note will be required for re-entry to school.

- While we understand the nature of childhood illnesses and viruses, we must put specific processes in place during this time of COVID-19 to keep our students, staff and church safe during a time of pandemic. If you, your child or any member of your household who resides together has a fever, please self-quarantine for 72 hours and report the illness to the Director of Little Friends.
- Parents will be expected to complete a Student Screening Survey before heading to school each morning. Please see Exhibit A at the end of this document.

Classroom Procedures

Classroom time will still focus on learning and fun, with free play and creative time. But classroom supplies and strategies will be different for this school year.

- Children will wear masks in all common areas including hallways, bathrooms and gym, and any other shared spaces where social distancing is not an option.
- Children will be required to wear masks in the classrooms as tolerated.
 - We acknowledge the age and abilities of each of our students and will work with them to develop ways to counter mask-wearing fatigue, but will try our best to wear masks whenever feasible.
 - We also recognize the special circumstances that may make it impossible for some of our students to wear masks per CDC and Department of Education recommendations (children with speech difficulties, special needs, IEP/504 Plan etc.)
- Teachers will wear masks in the classrooms and all common areas.
 - Special consideration will be given for times like circle time where children are learning by watching teachers' speech patterns and mouth.
 - Teachers will have the option to switch to a face shield during these instruction times.
- Students will be given their own supplies to use during the school day, examples: markers, pencils, crayons, playdoh, dry erase markers and boards, chalk and chalk boards, scissors, glue sticks. These were supplies that were formerly shared between students, but current guidelines prevent sharing and comingling of these materials.
- Students will **NO LONGER bring backpacks** from home.
 - Classroom paperwork, art projects and any other items will be given to parents at pick up on the last day of class for that week (either Thursday or Friday depending on the class meeting schedule).
 - Coats and drinks will be stowed in cubbies in each classroom.
- Students will have assigned seats on the carpet for circle time (distanced as far as feasible), as well as at their classroom tables. This applies for all students in all age groups.
- Students will be given access to free-play toys with every consideration given to the types of toys available.

- Children will be asked to “parallel play” (where children play next to each other but don’t comingle toys), and cooperative play will be limited (where children are touching and comingling toys together in very close proximity).
- Toys will be cleaned, disinfected and sanitized between uses.
- We will still sing and dance in our individual classrooms, but our music program has been put on hold for the entirety of our 2020-21 school year, including use of the music room for group instruction, as well as both concerts.

Common Area Usage

- All common areas will be disinfected between classes, including the playground, ride-on toys in the gym and bathrooms.
 - Whenever possible, classes will be assigned bathrooms that are exclusively for that class of students.
- We will have extra staff members available during the school day to make sure that extra precautions are used whenever possible to help facilitate the needs of the children, and the needs of meeting our State’s guidelines for cleaning and disinfection.

Snack

- Snack time is a time when children will not wear masks.
- Children will be socially distanced whenever possible, and will have personal lap trays for their snack/drink.
- Snacks will now be provided by the school and is included in the price of tuition.
- If your child has special food restrictions, please contact their teachers and the Director.
- Children will use disposable containers at snack time to limit cross contamination from surfaces. Children will be asked to bring a spill proof water bottle from home.

Pick up Procedures

Students will be brought from their classrooms to their respective pick up doors to wait for their parents.

- Parents should have Little Friends Preschool colored placard visible on dashboard to help aide staff in getting children to cars quickly.
- Parents will remain in vehicles, teacher/staff will escort student to their car.
- Teacher/staff will assist getting child into car seat.
- Parent can assist getting carseat secured if necessary.

End of Class Day Cleaning, Disinfecting and Sanitizing

Teachers will remain in classrooms after school to facilitate as much cleaning as possible during the workday.

- Consideration will be given to all surfaces utilized by students during the day and in accordance with Centers for Disease Control (CDC), PA Department of Health, PA Department of Education and National Association for the Education of Young Children (NAEYC).
- Extra deep cleaning procedures will be completed by teachers Monday through Friday during overnight hours to allow for proper cleaning, disinfection and sanitization of toys, surfaces and classrooms.
- Little Friends Preschool will be using CDC and EPA approved chemicals to treat toys and surfaces.
- Even with additional cleaning procedures in place, there is no way for Little Friends Preschool to guarantee 100% virus eradication at any time. But we will use all the recommendations from national and state authorities to do our very best to keep the COVID-19 virus at bay.

COVID-19 Positive test result for student or teacher

If a student, a member of the student's household with whom they reside, a teacher, or a member of the teacher's household with whom they reside tests positive for COVID-19, protocols will be put in place based on recommendations from the CDC & Pennsylvania Department of Health. More information can be found at these links:

- <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/SchoolClosureRecommendations.aspx>
- <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf>
- One positive case in a classroom during a 14-day period will result in a closure of all affected areas for at least 24-hours to allow for deep cleaning in the classroom.
- The affected person will remain at home for 10 days after the onset of symptoms/fever, or 14-days if in contact with an infected person at home.
- The Director and Board will determine if all classmates need to be quarantined with guidance from the Department of Health.
 - Close contact is defined as anyone who has been exposed closer than 6 feet away for 15-minutes or longer.
 - The classroom may be closed for up to 14 days.
- The positive test result should be reported to the Director as soon as possible.
 - Test result will be reported to the proper government agencies in accordance with HIPAA privacy laws.

- The classroom will be deep cleaned using special precautions and guidelines established by the Department of Health, the PA Department of Education and the CDC.
- If cyber-school options are available and feasible for the class in question, online learning may commence during this time.
- If 2-4 cases develop during a 14-day period, the Director and Board will determine whether a school closure is warranted for 3-5 days depending on levels of community transmission. We will use guidelines put in place by the CDC, PA Department of Education and Department of Health. We will defer to guidance from the Department of Health for contact tracing and recommendations on classroom closures.
- We will also look to Mechanicsburg School District & Cumberland Valley School District for guidance on how to handle closures and quarantines of classrooms.

MINOR PARTICIPANT WAIVER, RELEASE, INDEMNIFICATION OF ALL CLAIMS & COVENANT NOT TO SUE

All students must have the above referenced document fully executed by their parents or legal guardians prior to the commencement of the first day of in-person classes. Any child who does not have this waiver & release form in place will not be able to attend Little Friends Preschool. Please see Exhibit B at the end of this document.

Additional Considerations:

Through a gift by a very generous, private donor, First United Methodist Church has installed Bipolar Ionization technology in the Little Friends education wing and Sanctuary. This technology “scrubs” the air, effectively supercharging oxygen molecules in the air which stick to viruses, bacteria, mold and allergens, deactivating their receptors. This is all a fancy way of saying that it makes the virus molecules slippery so they can’t easily cling to surfaces or human airways. Johns Hopkins, Children’s Hospital of Boston and the University of Maryland Medical Center are some institutions that use this same technology. Although we cannot guarantee its efficacy, we hope that this technology will allow us all to breathe a little easier this school year.

Little Friends Preschool

STUDENT SCREENING TOOL

Please screen your child for any of the following conditions **EACH DAY BEFORE leaving** your home.

GROUP A	GROUP B
Cough	Fever (measured or subjective)
Shortness of Breath or Difficulty Breathing	Chills
New loss of sense of smell	Repeated shaking with Chills (Rigors)
New loss of sense of taste	Muscle or Body Aches
	Headache
	Sore Throat
	Nausea or Vomiting
	Diarrhea
	Fatigue
	Congestion or Runny Nose

PLEASE STAY HOME if YOU or THE STUDENT exhibit ONE symptom from Group A.

PLEASE STAY HOME if YOU or THE STUDENT exhibit TWO or more symptoms from Group B.

PLEASE STAY HOME if YOU or THE STUDENT are taking Ibuprofen (Advil, Motrin) or Acetaminophen (Tylenol) to treat or reduce a fever.

PLEASE STAY HOME if YOU or THE STUDENT have a fever of 100.4 or higher.

We know that some people suffer from seasonal or other allergies and may have CHRONIC CONDITIONS (such as asthma) that mimic any of the symptoms above.

If your child is exhibiting new symptoms not typical for their usual presentation, please keep them home.

For example: If your child has seasonal allergies and gets a runny nose and itchy eyes during the fall, you do not have to keep them home for a runny nose and itchy eyes. But if they have a runny nose and itchy eyes AND a NEW SYMPTOM listed above, please keep them home.

For more information, please go to:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening>





MINOR PARTICIPANT WAIVER, RELEASE, INDEMNIFICATION OF ALL CLAIMS & COVENANT NOT TO SUE

NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Read this document carefully and in entirety. By signing this agreement, you give up your right and the named minor’s right to bring a court action to recover compensation or obtain any other remedy for any personal injury or property damage however caused arising out of the named minor’s participation in Little Friends Preschool programming or use of the Little Friends Preschool/First United Methodist Church facility/equipment, now or any time in the future.

Acknowledgment of Risk

I, in my legal capacity as the parent/guardian of the minor named below, do hereby acknowledge and agree that participation in Little Friends Preschool or use of the Little Friends Preschool/First United Methodist Church facilities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with participating in programming or using the facility/equipment, including but in no way limited to: (1) slips, trips, and falls, (2) athletic injuries, and (3) illness, including exposure to and infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with participating in Little Friends Preschool or using of the Little Friends Preschool/First United Methodist Church and that said list in no way limits the operation of this Agreement.

_____ **Initials**

Coronavirus / COVID-19 Warning & Disclaimer

Coronavirus, COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact and airborne droplets. Global, federal and state authorities recommend social distancing as a mean to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in Little Friends Preschool programs or accessing Little Friends Preschool/First United Methodist Church facilities could increase the risk of contracting COVID-19. Little Friends Preschool in no way warrants that COVID-19 infection will not occur through participation in Little Friends Preschool program or use of Little Friends Preschool/First United Methodist Church facilities.

_____ **Initials**

EXHIBIT B

Waiver, Release, Indemnification & Covenant Not to Sue

In consideration of my child's participation in Little Friends Preschool or use of the Little Friends Preschool/First United Methodist Church facilities, the parent/guardian of the minor named below, agree to release and on behalf of myself and the minor named below, my heirs, representatives, executors, administrators, and assigns, HEREBY DO RELEASE, Little Friends Preschool officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, the named minor, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against Little Friends Preschool on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to the use of the Little Friends Preschool/First United Methodist Church facilities/equipment or participation in programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of Releasees.

In consideration of the named minor's participation in Little Friends Preschool programming or use of Little Friends Preschool/First United Methodist Church facilities/equipment, I, the undersigned parent/guardian of the named minor, agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or in any way related to the named minor's participation. I hereby certify on behalf of myself and the named minor that I have full knowledge of the nature and extent of the risks inherent in Little Friends Preschool program participation and the use of the Little Friends Preschool/First United Methodist Church facilities/equipment and that I, on behalf of myself and the named minor, am voluntarily assuming said risks. I understand that I and the named minor will be solely responsible for any loss or damage, including personal injury, property damage, or death, the named minor sustains while participating in Little Friends Preschool or use of the Little Friends Preschool/First United Methodist Church and that by signing this agreement I, on behalf of myself and the named minor, HEREBY RELEASE Releasees of all liability for such loss, damage, or death. I further certify that the named minor is in good health and has no conditions or impairments which would preclude his/her safe participation in Little Friends Preschool or use of the Little Friends Preschool/First United Methodist Church facility/equipment.

_____ **Initials**

Signature

I further certify that I am of lawful age (18 years or older) and otherwise legally competent to sign this agreement, and that I have legal capacity to act as the parent/guardian of the named minor. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after having carefully read it, of my own free will.

Minor Child's Name: _____

Minor Child's Class: _____

Parents Name: _____