

This handbook is a guide for Vienna Presbyterian Church Preschool (VPCP) parents. Please read this handbook carefully. To complete enrollment you must sign the Release of Liability Agreement (page 5) and return it to the preschool office. This handbook is subject to change based on updates made by Federal, State, Local, Vienna Presbyterian Church or VPC Preschool authorities. We follow guidelines from the Virginia Department of Social Services, CDC, Virginia and Fairfax County Health Departments.

**Student Safety:**

- All children will need a Commonwealth of Virginia School Entrance Health Form submitted to the VPCP office by the first day of school. The immunization record on page 2 must be up to date and signed by your health care provider.
- The AAP and CDC recommend annual influenza immunization of all children without medical contraindications.
- Children will wear face masks during the school day with the exception of snack time.
- Children will practice frequent hand washing upon arrival/before dismissal, after toileting, before and after snack, after blowing nose, coughing, sneezing and playground time.
- Children will leave all personal items at home. The only items permitted from home are the VPCP school bag and a personal water bottle, labeled with their name, and filled for the day.
- Children of all age groups must be fully potty-trained to attend school this session.
- Parents will conduct an in-home daily health and temperature check before school, complete the VPCP Daily Health Screening checklist and submit it via Google Docs each day by 8:30 am.
- Students will be monitored for any sign of illness during the school day. Students who develop symptoms at school will be removed from the group and supervised by a staff member in a separate classroom until they are picked up by their parent.
- The Virginia Department of Health strongly encourages evaluation by a healthcare provider for any child who is sick.
- Children will not be permitted to attend school with any symptoms of COVID-19 as listed on the Daily Health Screening checklist .
- Children with symptoms of COVID-19 will not be able to return to school until they have been evaluated by a healthcare professional and have written confirmation from the HCP that they may safely return to school.
- Students must be fever free for 48-hours without medication even for non-COVID-19 illnesses documented by a physician.
- Children will stay home if they have had any close contact with a person testing positive, presumed positive or waiting on test results for COVID-19.
- VPCP will immediately notify and follow Health Department guidelines should a student test positive or be presumed positive for COVID-19. All families of the school will be notified.
- CDC and Health Department guidance will determine how VPCP responds to the positive case with respect to school closure and when that child may safely return to school.

### **Staff Safety:**

- Staff members will be required to wear a face covering (with face shield optional).
- Will complete the VPC Daily Health Screening including a temperature check each school day.
- Will practice frequent and thorough hand washing.
- Will practice social distancing and avoid exposure during off duty hours.
- Staff members with symptoms of COVID-19 will not be able to return to school until they have been evaluated by a healthcare professional and have written confirmation from the HCP that they may safely return to school.
- Will stay home for any close contact with a person testing positive, presumed positive or awaiting test results for COVID-19.
- VPCP will immediately notify and follow Health Department guidelines should a staff member report testing positive for COVID-19. All families of the school will be notified.
- CDC and Health Department guidance will determine how VPCP responds to the positive case with respect to school closure and when that staff member may safely return to school.

### **Parent Responsibilities:**

- Only students and staff are permitted to enter the school building, unless there is an emergency.
- A face mask is required for all family members present at drop off and pickup.
- Families should avoid COVID-19 exposure and practice social distancing in non-school activities.
- Parents must pick up a child who becomes ill at school within 20-30 minutes of notification.
- Parents must notify the school immediately if a close relative or contact of the child has a suspected or confirmed case of COVID-19. Current CDC and Health Department guidelines will be followed regarding length of quarantine for the child.
- **Parents must notify the Preschool Director via email at [preschool@viennapres.org](mailto:preschool@viennapres.org) for all planned and unplanned absences, including any contagious illness in the family that is NOT COVID-19.**
- **Parents must contact VPCP within 24 hours via email at [preschool@viennapres.org](mailto:preschool@viennapres.org) to inform school of a positive or presumed COVID-19 diagnosis for contact tracing and Health Department notification. Please do not leave a voicemail for this school notification.**
- The CDC recommends an influenza vaccine to all individuals without contraindications during 2020-2021 to protect yourself and the people around you from the flu, and to help reduce the strain on healthcare systems responding to the COVID-19 pandemic.

### **Cleaning Protocols:**

- Classrooms will be cleaned and disinfected by VPC facilities staff at the end of each school day.
- Tables will be cleaned before and after snack is served.
- HEPA air purifiers will be used in classrooms.
- Our playground will only be used for one class at a time, and is closed to outside groups.

### **The School Day – Drop Off and Dismissal**

We will use two separate arrival and drop off locations for classes in order to maintain social distancing. This process will take a little longer than the normal process so we appreciate your patience.

#### **Pre-K Families**

- Park in the large parking lot.
- Meet staff by the playground to confirm receipt of Daily Health Screen Google Doc.
- All family members are required to wear masks to escort their child from their vehicle.
- Use social distance markers to wait in line. Stay in your vehicle for a moment if line is long.
- At dismissal time, repeat the directions above.
- During bad weather, Pre-K families will share the 3s gathering area, (below), with Pre-K students on the left and 3s students on the right.

#### **3s Families**

- Park in the small parking lot.
- Meet staff by the glass Sanctuary doors to confirm receipt of Daily Health Screen Google Doc.
- All family members are required to wear masks to escort their child from their vehicle
- Use social distance markers to wait in line. Stay in your vehicle for a moment if line is long.
- At dismissal time, repeat the directions above.
- During inclement weather, Pre-K families share the 3s gathering area, with Pre-K students on the left and 3s students on the right.

### **Classrooms / Playground**

- Teachers and students will operate in a “pod”, meaning they will not mix together with other groups of students during the day.
- Difficult to clean centers such as sensory tables and soft toys will not be used this year.
- Outdoor time will be utilized as much as possible on a rotating basis by classroom.
- **Please provide appropriate hats, gloves, coats for extended outdoor play times.**
- FCPS Child Find may not service students with an IEP within the building during this session.

### **Supplies**

- All families will provide two face coverings (one spare in case the first one gets wet or unusable.)
- Each student should bring their VPCP school bag each day along with a clean face mask.
- Each student should bring a water bottle, filled and labeled with student’s name each day, as water fountains will be closed off during this session.
- No other items will be permitted from home, including hair or jewelry items, blankets, toys. Please check your student’s bag each day to be sure there are no extra items other than water.
- Each student will have their own supply basket with crayons, scissors, glue stick, etc., to minimize sharing of supplies.

### Snack

- A daily snack will be provided in small groups to allow social distancing.
- Masks will be removed during snack and stored in a paper bag
- Snack options will be dry crackers, cereal, rather than fresh fruit to minimize handling by staff.

### Tuition

- To simplify payments in the January-May 2021 session, no deposits or prepayments will be collected. **Monthly tuition payments and supply fees are non-refundable without exception.**
- In the event of illness of a student or staff requiring quarantine at home, tuition will not be refunded for missed days of school.
- No refunds will be given for already collected tuition and fees. For example, if school closes for part of a month and that tuition has already been paid, there will be no pro-rated refunds.
- If school is closed at the start of a month, no tuition will be collected until school is reopened and that month will be pro-rated.
- The duration of the school or classroom closure may be dependent on staffing levels or community spread in the Vienna area.

- During this school session, I will NOT be permitted to enter the preschool beyond the designated drop-off and pick-up area outside.
- To enter school, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child will be separated from others and isolated in a sick room and monitored by a staff member. I will be contacted, and my child MUST be picked up within 20-30 minutes of being notified. Symptoms include fever of 100.4 degrees or higher, cough, shortness of breath, chills, sore throat, nausea, diarrhea and new loss of taste or smell. My child will need to be fever free without any medications for 48 hours and have a doctor’s note indicating my child is healthy before returning to school if they still have symptoms.
- My child will wear a face mask during the school day with the exception of snack time.
- My child will be required to wash their hands using CDC recommended handwashing procedures with a teacher’s help if needed throughout the day using warm running water and rubbing with soap for at least 20 seconds.
- I will immediately notify VPCP’s Director via email and my child will stay home if he or she has had close contact with someone who has tested positive, presumed positive or is awaiting test results for COVID-19.
- While present at VPCP, each day my child will be in contact people who are also at risk of community exposure. I understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by people who are asymptomatic and/or before people show signs of infection.
- I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.
- I understand that by signing this waiver I am knowingly and voluntarily waiving my right to hold VPC and VPCP accountable for any illness or injury to my child or our family as a result of exposure at VPCP.

\_\_\_\_\_ (Initial) I certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with these provisions, or with any other policy or procedure outlined by VPCP will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes an employee, child, or their family member to COVID-19.

Child’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_