

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 Education, CDC, Virginia and Fairfax County Health Departments.*

### **Student Safety:**

- Parents must provide a Commonwealth of Virginia School Entrance Health Form for each child, 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. VPCP does not accept religious exemptions for required school vaccinations.
- The American Academy of Pediatrics and CDC recommend annual influenza immunization of all children without medical contraindications.
- Children must wear face masks during the school day with the exception of snack time and when outdoors with only their classroom cohort. Masks will be worn outdoors if in mixed cohorts (Dragonflies/Ladybugs or Bears/Frogs).
- Children will practice frequent hand washing upon arrival, after toileting, before and after snack, after blowing nose, coughing, sneezing and playground time.
- **Children will not be permitted to attend school with any symptoms of COVID-19 as listed: New onset of fever 100.4 or higher, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, nasal congestion or runny nose, sore throat, nausea, vomiting or diarrhea. This zero symptom policy ensures that even minor illnesses are not spread, all of which require students to miss time at school and be tested during this pandemic.**
- 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 promptly by their parent.
- 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.
- 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:**

- All VPCP Staff members are fully vaccinated against COVID-19.
- Staff members will be required to wear a mask with the exception of lunch time (PreK) and when outdoors with only their class.
- Will complete the VPC Weekly Health Screening including a temperature check at the start of each week and will self-monitor for any signs of illness daily.
- 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:**

- A face mask is required for all family members while on VPCP property, indoors or outside.
- Any parents who enter the building must remain socially distant, and leave the preschool wing promptly. Unfortunately, there can be no socializing with other parents or staff inside the preschool wing during this pandemic period.
- Parents will submit the VPCP Health Screen form by 8:15 am on the first day of each week and agree to perform a symptom screen for their child each school morning.
- 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 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.**
- 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.
- The CDC recommends an influenza vaccine to all individuals without contraindications 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.
- High touch surfaces will be cleaned periodically during the school day.

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

We will use three 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 small parking lot and meet staff by the glass Sanctuary doors
- All family members are required to wear masks to escort their child from their vehicle.
- Use social distancing 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 and 3s families will both meet at the glass Sanctuary doors

#### **3s Families**

- Park in the large parking lot and meet staff by the playground gate.
- 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 and 3s families will both meet at the glass Sanctuary doors

#### **2.5 Families**

- Parents of this age are the only ones allowed in the building for drop-off and pick-up.
- Masks must be worn by adults and children during these times.
- Adults with any symptoms of COVID-19 should not enter VPCP.
- Parents will line up socially distanced inside the building, drop their child off with a loving, efficient goodbye and promptly leave the building.

### **Classrooms / Playground**

- Teachers and students will operate in a cohort, meaning they will not mix together with other groups of students during the day. The only exceptions may be chapel time or playground time if the two classes are wearing masks. At chapel, the two classes will remain at least 6ft apart.
- FCPS Child Find may service students with an IEP within the building during this session. Child Find resource teachers are fully vaccinated and masks will be worn during their work at our school.

## 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.
- Other items brought from home should be limited, and based on the direction of your child's teaching team.

## Snack & Lunch

- Masks will be removed during snack (and lunch for PreK students) and stored in a paper bag.

Snack options will be dry foods such as cereal and crackers rather than fresh fruit to minimize food handling by staff.

- Lunch boxes, water bottles (if desired) should be labeled with your child's name.
- **As always, VPCP is a nut-free facility. Do not send any items in for lunch containing peanuts or tree nuts. Products which are made in a facility which handles nuts should not be sent in for school lunches. Please remain vigilant in reading food labels in order to keep all of our students safe.**

## Tuition

- To simplify payments in this school year, no prepayments will be allowed. Monthly tuition payments and supply fees are non-refundable without exception.
- Please set up an automatic check payment from your bank or bill pay service to mail a check to VPCP for monthly tuition. If you have questions, please see the Director.
- 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 wear a face mask on all VPCP property.
- 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, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, nasal congestion or runny nose, headache, sore throat, nausea, vomiting, 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, lunch time or when outside with only their cohort.
- I will fill out and submit the VPCP health screening at the start of each week, and will conduct a symptom screen every school day before dropping off my child.
- 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 with 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: \_\_\_\_\_