

**Pre-Kindergarten Family Reopening Handbook Addendum**



# ST MARY'S ACADEMY

FAITH COMMUNITY JUSTICE RESPECT

**Fall 2020**

St. Mary's Academy

<https://www.stmarys.academy/>

## INTRODUCTION/LETTER

Dear St. Mary's Academy Pre-K Families,

As we prepare to open our school this Fall, we are doing such with the utmost care and consideration for the children, families, staff, and general community's health and safety. We are providing you with key information below about updated policies and procedures in order to make the transition back to our program as smooth as possible.

All policies previously listed in the parent handbook are still intact unless there is an update below. We are grateful for the input of experts and stakeholders who are advising us on the best course of action. **With the ever-changing environment we are currently living in, and the unknowns of Covid-19, all policies, procedures, and schedules are subject to change.** We continue to monitor the rules and regulations and work with incredible professionals available to support us from the [Office of Early Childhood](#).

Please know that we will do our best to communicate with you regularly and appreciate your patience while we navigate reopening our school. Thank you for your ongoing support and partnership. We can't wait to see your children again!

As always, if you have any questions, please do not hesitate to reach out.

Warmly,

Johnnie

Johnnie Romano  
Director, SMA Pre-K  
[jromano@smanet.org](mailto:jromano@smanet.org)  
Cell: 970-531-9387

**Early Childhood Education Family Handbook Policy/Procedure Addendum:  
What to Expect when we Reopen**

*\*All procedures are based on the latest guidelines, recommendations, and policy from the state of Colorado.*

*\*\* We will communicate with you any updates, closures, or real-time pertinent information via email and text.*

**DROP-OFF/PICK-UP PROCEDURES**

We are setting up the following procedures to limit the risk of exposure and minimize the spread of COVID-19. Families, including guardians, siblings, parents, and caretakers, will not be allowed in the building to minimize contact and gathering. The building will only be open to teaching staff and essential building staff.

- **Morning**

- Teaching staff will be waiting at the outside classroom door (east facing door for upstairs and west facing for the downstairs classroom) each morning from 7:40–8:10 am to greet the children and ask that you arrive no later than 8:10 am every day
- We ask that you wait at the door as we welcome and take your child one by one and sign your child in for the day
- Please review the procedures and child well-check list in advance. Each child will have their temperature taken and then will be brought into the building by our staff
- We are asking all adults to wear masks during drop-off and pick-up
- We are also requesting that families bring their own pens to sign papers at drop-off and pick-up to minimize parent touching of shared items

- **Afternoon**

- Parents will proceed to the same outside classroom doors again for pick up at 2:50 pm
- Children will be brought to you at the end of the day; please do not come inside.
- Please bring your pen to sign your child out at drop-off
- Each family will receive a daily Kaymbu newsletter from your child's teacher sharing information the day. Any critical information about your child's day will be sent via an email note.

- If you need to pick up your child early or bring your child after 8:10 am, please call the school office at 303-762-3800 ext. 240 and we will make arrangements for meeting you at the door

## **SICK POLICY**

### **HEALTH**

#### **Immunizations**

Immunizations are required according to the current schedule recommended by CDPHE ([www.ColoradoImmunizations.com](http://www.ColoradoImmunizations.com)). State regulations regarding attendance of children who are not immunized due to medical or non-medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department and our nurse.

#### **Physicals**

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's General Health Appraisal Form should be received before but must be received by the time your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program; this is also a Department of Human Services, Office of Early Childhood requirement.

#### **Illness**

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to the program. The program has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the exclusion criteria which are found in the How Sick is Too Sick document or as directed by our nurse and local ordinances. We collaborate with our school nurse and local health department. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

#### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter and any treatment care plan, detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be available in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

#### **Medications**

All medications should be handed to the director or staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to

administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. The staff member that has received medication distribution training will administer medication and keep a written log of any medication given. This is in compliance with the Delegatory clause of the Nurse Practice Act.

- **Prescription medications** require a note signed by the family and a written order from the child's medical provider with prescriptive authority. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the medical provider. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require a permission form signed by the family and a written order from the child's medical provider with prescriptive authority. All medications must be in the original container and not expired and have your child's name written on it. Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the family, specifying frequency and dosage to be administered. If the ointment is used for treatment, a medical provider's permission form is needed.
- **Sunscreen** will be applied to your child year 'round as directed by the Department of Human Services (licensing) with signed permission from a parent or guardian.
- **Emergency Medication Policy:** The center follows current recommendations from the state and St. Mary's Academy's nurse consultant for permission, storage, and administration. Emergency medications are kept unlocked, out of the reach of children, in the classroom, and follow the student. There is no self-carry for Pre-Kindergarten. St. Mary's Academy does not stock epinephrine at this time. Please refer to St. Mary's Academy's policies for additional information.

### **Communicable - Reportable Diseases**

When an enrolled child or an employee of the center has a suspected or reportable disease, it is our legal responsibility to notify the local Public Health Department. We will take care to inform families about exposure so children can receive preventive treatments as guided by local authorities. St. Mary's Academy school nurse coordinates this process.

## **SMA Pre-K DAILY WELLNESS CHECK**

### **HEALTH CHECKS**

- Daily health checks should be completed by families at home each morning using the SchoolPass app.
- Your child's temperature will be taken each morning before entering the building. Students will not be able to attend school if their temperature is equal to or above 100.4 degrees F.

- Students and staff should not come to school if they have symptoms of COVID-19. Students who develop symptoms while on campus will be isolated and should leave campus as soon as possible.
- Students and staff that are ill should follow local public health guidelines for returning.

## NEW CLASSROOM REGULATIONS

### Mask Policy

- All staff will be wearing masks
- The Colorado Health Department has recommended that no child under three should wear a face covering.
- Families must provide a mask for their children. The school will not be able to provide masks.
- Please have two masks labeled with names in your child's bags. Masks should be laundered each day.
- Any cloth mask will be acceptable (here are [some ideas for making a simple sew/no-sew mask](#)) or check out the [Colorado Mask Project](#).
- Children will not sleep with mask covers and nap mats will be placed 6 feet apart

### Classroom policies

- In an effort to limit exposure and to provide *contact tracing* should the need arise, the Colorado Office of Early Childhood has mandated a few new regulations
  - Class structure
    - Class sizes are limited to the maximum number of children per measurable space for social distancing and as per licensing regulations
    - Children and teachers must remain in the same group throughout the day
    - Groups may not be able to use the same space at the same time, such as the playground
    - Areas that will be used by more than one group during the day will be sanitized and disinfected between use
    - Physical distancing (6 feet) for children and adults within the classroom as best as possible

### Materials in the classroom

- We have been asked by the Colorado Office of Early Childhood to remove any materials in the classroom that can not be easily sprayed with a sanitizing spray. This includes any porous materials.
- There will be a limited number of toys and materials in the classroom in general to reduce the risk of contact contamination.

- We will follow strict sanitizing procedures at the end of each day and take extra precautions with any materials that have come into contact with children’s saliva, mucus, or any other bodily fluid.

### **Hand Washing Policy**

- Our hand washing policies follow the strict guidelines and rules proposed by the Colorado Office of Early Childhood.
- We will continue to follow those guidelines with increased frequency of washing and pay special attention to situations and times that we may need to implement even more frequent handwashing.

### **What to bring**

We will be limiting what students can bring from home.

- Students should bring their lunch, water bottle, and snacks. Lunch containers and water bottles need to be taken home and washed everyday.
- If your child is staying for nap-time, please bring a sheet/blanket in a non-porous bag. Please take it home and launder it every day.
- No other bags, backpacks, toys, or “lovies” will be allowed until further notice.

### **Food policies**

- We will only allow food within individual classrooms and will physically distance the students while they eat. There will not be any family-style service, and all teachers will distribute milk and individually packaged snacks to students.
- Students may bring their lunch from home or order a boxed lunch from Grateful Plate, which will be delivered to the classroom.
- All water bottles brought from home must be taken home every day and cleaned by families

### **Therapy Services**

- We will do our best to continue to provide any special services your child received before the COVID-19 outbreak. Therapists are allowed and encouraged as they are part of the necessary workforce to support special needs.
- Our staff will comply with as much of the social distancing practices as feasible; OT/PT may have to physically touch your child and a speech therapist may need to take off their mask, but we will encourage best practice and take precautions to limit interactions. We will follow any guidelines put forth by the individual therapist.
- Some therapists will not be resuming work until October. Please be in touch with your child’s therapist and let us know what they are doing to provide services.

## **FINANCIAL**

### **Tuition**

We are charging families full day/full time tuition. Please contact the Admissions Office if you are experiencing any financial hardship.

### **Closure Policy**

Due to new regulations, if we experience an exposure or presumed exposure, we must close our center for a minimum of 24 hours. We are unable to issue any refunds for school closures. If this happens, staff will do our best to notify you of any school closures as soon as possible to allow for you to make alternate arrangements for your family.

### **Withdrawal policy**

If your family has committed to returning to our school for 2020-2021, you will be charged tuition. We will not be issuing tuition refunds. It will be essential for us to have these policies in place in order to be able to continue to operate our school and pay teachers and staff.

## **NEW SCHEDULE & TRAVEL**

### **Hours/Schedule**

Hours are from 7:50 am-2:50 pm. Aftercare will be available from 2:50 to 6:00 pm on a prearranged basis. We hope this schedule will provide care, maximize teaching time, and minimize transitions for children throughout the day.

7/24/2020