

## Hocutt Baptist Preschool 2020-21 Re-Opening Safety Guidelines

In an extra effort to maintain daily operations in a safe and healthy environment, the following precautions and guidelines have been established for the new year.

- I. Open House will be conducted in two, 30-minute shifts per age group to allow for limited classroom capacity, and please limit it to 1 adult per child that attends. In lieu of the Pastors coming around and speaking to each group during Open House, a personal welcome letter from the Pastors will be distributed to parents.
  - A. Two-year old teachers will meet and greet half the class from 10:00-10:30. The second half will come from 10:30-11:00. Teachers will need to communicate to each parent a specific time slot to attend.
  - B. Three-year old teachers will meet and greet half the class from 11:00-11:30. The second half will come from 11:30-12:00. Teachers will need to communicate to each parent a specific time slot to attend.
  - C. Four-year old teachers will meet and greet half the class from 12:00-12:30. The second half will come from 12:30-1:00. Teachers will need to communicate to each parent a specific time slot to attend.
  
- II. Traffic flow for preschoolers and parents entering and exiting the building will be conducted in the following manner:
  - A. Main preschool hallway- Enter doors at main preschool entrance in front of fire station. Exit doors at end of hallway by Daniela's room. Traffic flow on the hallway during drop off and pick up is one direction only.
  - B. Five-day hallway- Enter shelter doors by Annex parking lot and exit doors at end of hallway near nursery. If a younger sibling attends on the main preschool hallway as well, parents may walk through the Worship Center after dropping off five-day student. They will enter Worship Center at end of hallway next to nursery to walk through and enter main preschool hallway. They will not be allowed to enter main preschool hallway by Daniela's room. This is an exit door only. Traffic flow on the hallway during drop off and pick up is one direction only.
  - C. Parents may not enter or exit through the playground.

- D. Parents are not to congregate or linger inside hallways, the Worship Center, sidewalks or shelter area during drop off and pick up. They are free to socialize in the parking lot or grassy areas around the building.
- III. Additional safety measures are the following:
- A. Parents should not enter the classroom at daily pick up or drop off.
  - B. All students should have their hands sanitized (60% alcohol) upon arrival to school. Teachers should include hand sanitizer in purchasing supplies for your classroom. Remember you can be reimbursed up to \$100 for supplies for your rooms. Please keep your receipts and give to me.
  - C. Thorough cleaning of all toys used should be conducted weekly. Continue to daily clean tables, chairs, and counters as well as vacuum and remove trash.
  - D. There will be no large gatherings until further notice. This includes weekly chapel.
  - E. Seasonal parties will be limited to classroom students only; no families may attend. Special invites will be given for other events if parents and/or guests may attend, such as Mother's event in the spring. Seasonal parties include Thanksgiving, Christmas, Valentine's, and Easter.
  - F. All birthday parties should be celebrated at the end of day, 12:15 or after. Parents may attend their child's party in the classroom if desired. End of day parties permit brief encounters and also allow for limited disruption of the classroom. Children will then go home with parents.
  - G. Students should not bring book bags to school. Each child should bring in a gallon Ziploc labeled with his/her name and include the following items:
    - 1. One pair of long pants
    - 2. One long-sleeved shirt
    - 3. One short-sleeved shirt
    - 4. One pair of underwear
    - 5. One pair of socks

This allows for weather of any kind. Parents may replace at any time if they feel the child has outgrown items. Clothes can be stored in the classroom until needed. \*Two-year old's should bring in wipes and diapers on a weekly basis to be kept in classroom.

- H. Also, please do not send any folders home to be returned. If you will give parents their child's work and/or any homework, however, not to be returned.
- I. Try and limit number of toys used in the classroom to what you want to clean at the end of the week.
- J. It is recommended to use cleaner with Clorox, therefore, Clorox wipes or a Clorox (bleach) solution with 5 tablespoons (1/3 cup) of Clorox per gallon of water or 4 teaspoons of bleach per quart of water, is fine to use.
- K. Please ask all parents to check their child's temperature and their own daily before entering the building.
- L. Masks will be optional for staff, parents and students.
- M. We will go by our current sick policy as stated in the Hocutt Preschool Handbook. However, if a child has tested positive for COVID-19, they will have to be quarantined 14 days from the first day of symptoms before returning to preschool. The same guideline is for any parent who has been in the building and tested positive for COVID-19, they will need to be quarantined 14 days before returning.
- N. If anyone in your household tests positive for COVID-19, please keep your preschooler at home during the 14 day quarantine, to make sure they have no symptoms before returning to preschool. This is to ensure we are practicing an extra measure of caution.
- O. There will be signs posted to respect social distancing when possible while in the building.