

## **Parkview Preschool COVID-19 Policies and Procedures, updated 8/2022**

It is our top priority to keep your children and our staff safe while in our care at Parkview. Below you will find important safety policies and procedures that will be in place to limit exposure and transmission of COVID-19. All plans are subject to change as new information is available or if positive cases become more prevalent within our community. Thank you in advance for your understanding since there could be times of waiting.

\*Please contact the Preschool office if you are keeping your child home for any reason.

### **Drop off Procedures:**

Please wait on the sidewalk until doors will open at 9:30am for your child to enter and proceed to their classroom. Say your “goodbyes” as you move along in line then have your child join his/her teacher waiting just inside the door. Teachers will proceed to walk students to their classroom and get them checked in.

### **Pick up Procedures:**

Doors will open at 2pm for parents to enter the building and proceed to their child’s classroom. Our day ends at 2:30pm however doors will open sooner if you need early pick up. When you arrive at your child’s classroom, please wait at the door of the room for your child to be dismissed to you. Do not enter the classroom.

### **Preschool Area Procedures:**

- Teachers and students will be required to wash their hands or use hand sanitizer upon arriving in a classroom. Teachers will prompt students to wash their hands or use hand sanitizer regularly while in the classroom.
- At this time Teachers and students are not required to wear a face covering of any kind however you may choose to if you wish.
- Teachers use gloves when diapering and following good hand washing hygiene. Changing tables will continue to be cleaned and sanitized after each use.
- Teachers will continue to sanitize tables and teaching materials several times a day.
- Each student may be provided their own individual bag of art supplies.
- Bathrooms and classrooms will be cleaned and sanitized each night by a hired cleaning crew.
- Any snacks provided in the classroom must be individually packaged and store bought only.

### **Self-Monitoring for Staff and Students:**

- Teachers will be expected to self-screen for COVID-19 symptoms prior to reporting to work each day.
- Parents/guardians are expected to screen their children for COVID-19 symptoms each day prior to sending their students to school. A fever of 100.5 degrees or greater may be an indication of an active case of COVID-19. If this is the case, please keep your child home to monitor for additional symptoms.
- If a student begins displaying COVID-19 symptoms at school, he/she will be taken to the Preschool office immediately. Parents will be contacted to pick up their child immediately.

- People with COVID-19 have reported a variety of symptoms - ranging from mild to severe. Symptoms may appear anywhere from 2-10 days after exposure to the virus. Families should monitor children and should not send children to school if they have one or more of the following symptoms:
  - Fever
  - Chills
  - Cough
  - Headache
  - Loss of smell or taste
  - Sore throat
  - Nausea or vomiting
  - Shortness of breath or difficulty breathing
  - Muscle or body aches
  - Congestion or runny nose
  - Diarrhea

### **Exposure and Return to School after COVID-19:**

Parents will be notified by the Preschool Director if a student has been in close contact with someone who tests positive with COVID-19. Upon a positive test result in a classroom from either a staff or student, that classroom will be thoroughly deep cleaned.

**Any student or staff experiencing symptoms of COVID-19** may return to school after:

- A negative test result has been obtained OR
- Fever free for three days (no fever reducing medication) AND
- Respiratory symptoms have improved AND
- 5 days has passed since symptoms first appeared.

**Any student or staff who tests positive for COVID-19:** The specific classroom will be deep cleaned. Parents will be notified by email or phone and asked to watch for symptoms in their child. The student or teacher will not attend school until after:

- A negative test result has been obtained OR
- No fever for three days (no fever reducing medication) AND
- Respiratory symptoms have improved AND
- 5 days have passed since symptoms first appeared.

**Any student or staff who has a household family member who tests positive or has symptoms** may return to school after:

- The family member has obtained a negative test OR
- The family member is fever free for three days (no fever reducing medication) AND
- Respiratory symptoms have improved AND
- 5 days have passed since symptoms first appeared.
- \* If a student tests positive and they have a sibling in the program, their sibling will be asked to quarantine and return to school when their sibling is allowed to return.

**Any student or staff who tested negative for COVID-19 or is out for any other illness** may return to school after:

- A negative test result has been obtained OR
- Fever free for a minimum of 24 hours (no fever reducing medication) AND
- A note from a Doctor stating it is safe to return to school/work.

**All Online Learning:**

If a virus outbreak requires a “Stay at Home” order by the City of Tulsa to be put into place or we have a high percentage of active cases within the preschool, we will be ready to serve students through online learning where students will continue to learn new content through virtual platforms, such as Zoom, YouTube, email, etc.

**Tuition:**

Monthly tuition will be due the 1<sup>st</sup>-10<sup>th</sup> of each month, August through April regardless of any days missed for sickness, vacations, holidays, etc. There will be no refunds of tuition as we strive to keep our school open and safe for everyone. We accept payment in the form of cash, check or by using our online resources located at <http://parkviewbaptist.org/weekday-preschool>. If we move to an “All Online Learning” format, we will continue to collect tuition during that time.

Please find our school year calendar and addition preschool information on our website, <http://parkviewbaptist.org/weekday-preschool> or on our Facebook page, <https://www.facebook.com/ParkviewBaptistWeekdayPreschool>. If you have any questions you are welcome to contact me via email at [tross@parkviewbaptist.org](mailto:tross@parkviewbaptist.org) or by phone at 918-494-4876.

Tarrah Ross  
Director Weekday Preschool Ministry  
918-494-4876  
[tross@parkviewbaptist.org](mailto:tross@parkviewbaptist.org)