



Northwest Preschool COVID-19 Preparedness Plan

Updated September 14, 2021

The below-listed protocols are designed to help parents understand their role and the school's role in providing a safe and healthy school environment. These protocols will be adjusted as we continue to receive updated recommendations.

Communication

- We are excited to announce the addition of the Brightwheel App for our school this year.
- Since we will be losing the regular face-to-face contact we normally have during the drop-off and pick-up process, Brightwheel will allow you get daily communication from your child's teacher along with pictures and videos of your child. Watch a video about Brightwheel [HERE](#).
- You can message your child's teacher directly through the app with any questions or reminders about your child.
- We highly value clear and frequent communication with parents and teachers and will continue to make this a priority.

Preventative Health Measures

❖ Staying Home

It is vital that ***you keep your child home if they are ill or acting in such a manner which you believe they are becoming ill.*** We encourage you to check your child's temperature before leaving for school and for any symptoms associated with COVID-19 (described below). We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy, but our second step is to screen each child and family upon drop-off. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with the Preschool Office if or when they start to feel sick.

❖ If a Child is or Becomes Sick at Preschool

If a child should become ill while at school, a staff member will remain with the child while isolating them from the other children in their class. A parent will be contacted so that the child can be picked up. Upon picking up please wear a mask inside the building and come to the Preschool Check-In desk unless directed otherwise. Additional cleaning and disinfecting will be completed in the classroom where an ill child has been present.

❖ Covid-19 Symptoms:

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| ▪ Cough | ▪ Headache |
| ▪ Shortness of breath or difficulty breathing | ▪ Sore throat |
| ▪ Chills | ▪ Loss of taste or smell |
| ▪ Repeated shaking with chills | ▪ Diarrhea |
| ▪ Muscle pain | ▪ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit |

- Known close contact with a person who is lab-confirmed to have Covid-19, especially household members who are Covid-19 positive.
- ❖ **If COVID-19 is confirmed in a Child**
Please notify the Preschool within 24 hours if your child, a member of your household or a person that your child has close contact with is diagnosed with COVID-19.
 - ❖ The length of time the child should stay out of child care depends on whether the child has COVID-19 or another illness. In most instances, those who have COVID-19 can be around others after
 - ❖ 10 days since symptoms first appeared **and**
 - ❖ 24 hours with no fever without the use of fever-reducing medications **and**
 - ❖ Other symptoms of COVID-19 are improving
 - ❖ Children who test positive for COVID-19 but do not have symptoms can be around others 10 days after their first positive COVID-19 test.
- ❖ **Close Contacts of Persons with COVID-19**
 - ❖ Whether and for how long to stay home for people who have been exposed to a person with COVID-19 depends on vaccination status.
 - ❖ Children and unvaccinated staff who had close contact with someone who has (suspected or confirmed) COVID-19, especially if a household member is COVID-19 positive, should stay home (quarantine) for 14 days after their last exposure to that person. Close contact is defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. Some local health entities might choose to use testing to shorten quarantine
 - ❖ People who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine after an exposure to someone with COVID-19.
 - ❖ This information is taken directly from the Texas Health and Human Services Checklist for Child Care Centers which was updated on 9/3/2021. You can view that document in its entirety [HERE](#).
 - ❖ Should an entire family test negative for Covid-19 we will consider the child coming back to the Preschool before the quarantine period has ended on a case by case basis.

Social Distancing Strategies

- When students are combined with other groups inside we will work to keep each group as socially distanced as possible.
- Parents should try to social distance when inside the building and Preschool hallways.

Drop-Off and Pick-Up Protocols

Drop-Off (*Carpool Line*)

- Parents will enter our campus on Douglas Ave and turn right to go around the back side of our campus.
- Cones will be set up that will divide the carpool line into 2 lanes as you come around to the Northwest Hwy side of the campus.
- Parents are encouraged to begin cueing up in the Drop-Off line at 8:45 a.m.
- Traffic will be stopped one car length beyond the covered entrance on Northwest Hwy
- Parents will need to open their Brightwheel app, scan the QR code and answer the three COVID screening questions for their child to complete the check-in process.
- Once checked in the child will be escorted into the building where a Northwest Preschool staff member will walk them to their classroom.

- All child belongings will be in the Blue Belongings Bag with child tag (provided at Open House) to aid in having less things to carry inside.

Pick-Up (Subject to change based on Covid recommendations)

- Parents will park near the Northwest Hwy entrance and come inside to pick up their child at their classroom.
- Parents can begin coming into the Preschool at 1:45 and children must be picked up by 2:10.
- Parents will check students out using the Brightwheel app at the classrooms.
- Please consider having only one parent come inside to pick students up as our hallways are narrow. We would like to limit exposure for your child/family as well as our staff.
- *Last school year our parents were not allowed in our hallways based on emergency guidelines from the state. We strongly believe that this protocol kept exposure down and allowed our program to stay open and our staff/students to remain healthy. Based on church leadership decisions and recommendations for Early Childhood Schools we may need to reinstate this protocol. Parents will be notified if this decision is made.*

Cleaning and Disinfecting Measures

- **Cleaning Products and Supplies**
 - Northwest Preschool and Northwest Bible Church use an EPA registered disinfectant which is approved for use against COVID-19. Preschool staff will be trained how to use it effectively and safely.
 - At the end of each school day Preschool staff will disinfect all surfaces.
 - Northwest Bible Facilities will come through to disinfect the floors and restrooms at the end of each school day.
- **Cleaning and Sanitizing Toys, Materials and Surfaces**
 - We will be collecting toys throughout the school day that have been played with, put in a child's mouth (or that are otherwise contaminated) and place them in the "to be cleaned" bin to be sanitized at the end of the day.
 - Staff will be cleaning and sanitizing other toys and surfaces frequently throughout the day.

Hand Hygiene and Face Mask Wearing

- **Handwashing: Frequency**

Handwashing is the number one method of stopping the spread of an infectious disease in a school community. The Preschool has always placed high value on good handwashing practices, and we will be placing even more emphasis now. Each classroom is equipped with a sink for children to wash their hands themselves, but teachers will supervise as necessary to ensure good handwashing techniques are being used. The teachers will be building lessons about handwashing into their daily curriculum so that the children can develop the healthy habit of frequent and correct handwashing. Children and staff will wash or sanitize their hands multiple times throughout the school day; including, but not limited to, upon entering school, after using the restroom or diaper changing, before and after eating, and after outside playtime.
- **Handwashing: Method**

When handwashing, the teachers will have the children wash with soap and water for at least 20 seconds and then use a paper towel to dry their hands. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.
- **Face Mask Wearing**
 - Teachers/staff will wear face coverings to start school and we will continue to monitor the situation. If any changes are made, we will notify you.
 - Parents are encouraged to wear face masks inside the building and we will notify you if this changes.

- Students will not be required to wear a face mask but may do so at any time.

Snacks and Lunches

- **Nut-Free**
Please be mindful that our school is Nut-Free. Do not send snacks or lunch items that contain nuts or were processed in a facility that processes nut products (read all labels).
- **Snacks**
Snacks will still be provided by parents through our Snack Friend program. Parents can bring a box or large container of snacks, or snacks that are individually packaged. Teachers will wear gloves to help distribute snacks.
- **Lunch**
We are asking that EACH serving container (top and bottom) be labeled with your child’s name or initials so they can be easily identified if separated from your child during lunchtime.
- **Water**
Please provide a water bottle that is clean with fresh water for your child each school day. Clearly label the bottle with your child’s name in a manner that it will not rub or come off.

Northwest Preschool Tuition Contingency Plan

Tuition amounts/discounts listed below will assist Northwest Preschool in covering fixed costs such as teacher’s salaries.

	Northwest Preschool Response to Potential Covid Scenarios	Financial Responsibility of Preschool Families	What Northwest Preschool Will Provide for Students During Shutdown
1	10 day class closure due to positive COVID case in staff or student (<i>First instance</i>)	Tuition will be collected in full during the <i>first</i> 10-day shutdown for individual class affected or entire school.	Our teacher's will provide video lessons, weekly class video calls and links to age appropriate at home activities through Brightwheel.
2	10 day class closure due to positive COVID case in staff or student (<i>Second instance</i>)	A 25% Discount will be given to the <i>second</i> 10-day shutdown for individual class affected or entire school.	Our teacher's will provide video lessons, weekly class video calls and links to age appropriate at home activities through Brightwheel.
3	10 day class closure due to positive COVID case in staff or student (<i>Third instance</i>)	A 50% Discount will be given to the <i>third</i> 10-day shutdown for individual class affected or entire school.	Our teacher's will provide video lessons, weekly class video calls and links to age appropriate at home activities through Brightwheel.
4	Individual child required to quarantine due to child/family/household member exhibiting symptoms or testing positive for COVID.	Tuition will be collected in full during quarantine for individual child affected.	Online lessons will not be provided for individual children in quarantine. The teacher's lesson plans will be shared with family through Brightwheel.

5	Mandated shelter-in-place	Tuition will be collected in full during first month (<i>First instance</i>)	Our teacher's will provide video lessons, weekly class video calls and links to age appropriate at home activities through Brightwheel.
6	Mandated shelter-in-place (<i>Second instance</i>)	A 25% Discount will be given to the days affected by an extended shelter-in-place (<i>up to 30 additional days-Second instance</i>)	Our teacher's will provide video lessons, weekly class video calls and links to age appropriate at home activities through Brightwheel.
7	Mandated shelter-in-place (<i>Third instance</i>)	A 50% Discount will be given to the days affected by an extended shelter-in-place (<i>up to 30 additional days-Third instance</i>)	Our teacher's will provide video lessons, weekly class video calls and links to age appropriate at home activities through Brightwheel.