



# Parent Handbook

## **\*\*Covid Addendum**

**Together We Learn Early Childhood Learning School  
23 Kettle River Drive, Suite D  
Glen Carbon, IL 62034**

# **Drop Off, Pick-up and Release of Children**

## **Covid-19 Addendum**

Due to Covid check in process and guidelines, drop off and pick up procedures are outlined below. We will ask that you adhere very closely to your assigned time.

For those families who are scheduled to come before our ½ day program starts you will park and walk your child into our foyer. We will perform your health screening in the foyer and you will then need to say goodbye to your child. At this time, parents/caregivers are not allowed to enter our classrooms. The same applies for pick-up.

For our students arriving at 9:15/9:20/9:30, you will be guided by our staff and will remain in your vehicles and wait in line. We will come to your vehicle, walk your child to the door. At ½ day pickup, the same will apply, you will stay in line in your vehicle and we will walk your child to you. At 3:00 pickup you may park and enter the foyer, one parent at a time, or wait outside the door for us to dismiss your child.

Masks are required to be worn for students and parents at drop off and pick up, and in your vehicle. Students will not be required to wear a mask throughout the day, but will be encouraged to, per DCFS. No one will be punished or forced to wear a mask.

**\*\*We understand for first timers this may be difficult to not walk your child in. We will allow you to give a longer goodbye if needed, and by appointment and request, will allow you to park and walk your child in the first week of school only, but keep in mind you will not be allowed past the foyer, per DCFS guidelines. Hopefully, this will change and parents will be allowed to enter the classrooms as the year progresses.**

- **Preschool Classes A.M. (Frogs/Tadpoles) 9:15 - 12:00**
- **Pre-K A.M. (Butterfly) 9:20- 12:05**
- **Pre- K A.M. (Caterpillar) 9:30- 12:15**
- **Preschool/Pre-K Full Day - 3:00 p.m.**
- **Extended care hours are: 7:00 a.m. - 9:15/9:20/9:30 a.m. and 3:00 p.m. - 5:30 p.m.**

Since we will not be able to review your child's day with you in person, we will post a "daily" with highlights about their day on DOJO (our school app) and will communicate with you via email and phone throughout the week.

Students will wash their hands on arrival with teacher supervision and throughout the day. Hand sanitizer will be available in each classroom.

Students will be walked directly to their assigned room each morning and will remain with their class and teachers throughout the day. We will have morning meetings in our classrooms and will not combine the classrooms to limit exposure as much as possible. Classes will also not be combined on the playground.

In the registration packet you will be required to list three additional people who may pick up your child from school. At pick-up they will be required to show ID. Anyone that may pick up the child that is not on the list must also provide ID along with a verbal or written statement from the parent letting management know.

Doors will remain locked at all times. We will have a key code box for the parents to enter a code for entry. If a parent or visitor needs to enter the building while school is in session they will have to ring the doorbell. If you know in advance that you will be coming early or late please let your child's teacher know as soon as possible.

# **Visitor Policy**

## **Covid-19 Addendum**

**Again, if a visitor needs to enter the building while school is in session they will have to ring the doorbell as the doors will be locked. All visitors will be pre-approved by management and parents will know in advance when we have visitors in the school. Visitors will be required to show identification and wear a visitor badge.**

**Visitors into the school will be extremely limited. All visitors will be required to wear a face mask and go through a health screening.**

# Daily Schedules

## Covid-19 Addendum

### Options:

9:15 a.m. – 12:00 p.m. ½ day option for Preschool (Tadpole/Frog)  
9:20 a.m. – 12:05 p.m. ½ day option for Pre-K (Butterfly)  
9:30 a.m. – 12:15 p.m. ½ day option for Pre-K (Caterpillar)  
9:15/9:20/9:30 a.m. – 3:00 p.m. Full day option  
7:00 a.m. – 9:15/9:20/9:30 a.m. – Morning Extended Care  
3:00 p.m. – 5:30 p.m. – Afternoon Extended Care

### Sample Day: Covid-19 Addendum

|                             |  |
|-----------------------------|--|
| 7:00 a.m. – 9:15/9:20/9:30  | Exploration Adventures                                 |
| 8:30 a.m.                   | Breakfast  |
| 9:15/20/30 a.m. – 9:45 a.m. | Opening Activities - Morning Meeting                   |
| 9:45 a.m. – 10:05 a.m.      | Circle Time/Math Meeting/Music Movement                |
| 10:05 a.m. – 10:10 a.m.     | Restroom Break   |
| 10:10 a.m. – 10:25 a.m.     | Music/P.E./Art/STEAM                                   |
| 10:25 a.m. – 10:45 a.m.     | Daily Lesson   |
| 10:45 a.m. – 11:00 a.m.     | Snack and Restroom Break                               |
| 11:00 a.m. – 11:30 a.m.     | Outside Time   |
| 11:30 a.m. – 12:15 p.m.     | Learning Stations                                      |
| 12:15 p.m. – 12:30 p.m.     | Prepare for home/review/PAT                            |
| 12:00/05/15 p.m.            | Dismissal  |
| 12:30 p.m. – 1:00 p.m.      | Lunch  |
| 1:00 p.m. – 2:30 p.m.       | Story/Rest Time/Independent Reading                    |
| 2:30 p.m. – 2:45 p.m.       | Snack and Restroom                                     |
| 2:45 p.m. – 3:00 p.m.       | Options: Learning Stations/Lesson and Activity/Outside |
| 3:00 p.m.                   | Dismissal/Review with Parents for Full Day Students    |
| 3:00 p.m. – 5:30 p.m.       | Exploration Adventures                                 |

\*\* Schedules are subject to change throughout the summer.

\*\* Phonemic Awareness Time (PAT)

## **Nap Time: Covid-19 Addendum**

Children will be given one and a half hours of rest time. During this time children may sleep, rest quietly or read quietly. We will allow sleeping children to sleep up to 2 hours if needed. Nap time is for full day students only. **Students will nap in their classroom.**

Items required for nap time are:

- Cot Sheet
- Blanket
- Reusable tote bag labeled with child's first and last name. (This will be sent home the end of each week to be laundered)

Items allowed for nap time are:

- Travel size pillow
- Small stuffed animal if needed

**\* We do not have room for full size pillows and full size comforters as blankets**

\* Pacifiers are strongly discouraged.

## **Field Trips Covid-19 Addendum**

Due to COVID guidelines, TWL has not scheduled any field trips for the 2022-2023 school year. This is subject to change if guidelines are lifted.

## **Special Dates Covid-19 Addendum**

Class parties, special days, will still be celebrated in a virtual format unless guidelines change.

# Illness and Exclusion

## **\*\*See Covid-19 Addendum**

For the safety of other children enrolled in our school and the teachers we require that all sick children be kept at home for 24 hours after symptoms have returned to normal (depending on the illness). If your child contracts a highly contagious illness please let management know as soon as possible so we can take the appropriate measures to notify parents. No exceptions will be made. Children need and want the loving care of parents when they are not feeling well.

If a child develops symptoms while at school they will be removed from the other children and given special care until their parent arrives. Parents need to arrive within ½ an hour of notification to pick up sick children.

Children can come to school if they have an ear infection and are on antibiotics with no other symptoms. Allergy related sniffles and sneezes do not require exclusion as long as you have a note from your child's doctor. **Report your child's illness/Absence to TWL by 9:30 on days of attendance.**

Children that have any of the following symptoms will be excluded from school until the symptoms subside:

- Illness that prevents the child from participating comfortably in program activities
- Fever of **100.4** degrees or higher. A child needs to be fever free for a minimum of 24 hours without the use of fever reducing medication and before they return to the school.
- Fever with behavior change or symptoms of illness
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness.
- Diarrhea
- Vomiting 2 or more times in the previous 24 hours
- Mouth sores
- Rash with fever or behavior change or any other spots that resemble diseases including ringworm
- Purulent conjunctivitis (pink eye) until 24 hours after first treatment
- Impetigo, until 24 hours after treatment has been initiated
- Strep throat and child has been without fever for 24 hours
- Head lice, nit free
- Scabies
- Chicken Pox
- Whooping cough, until 5 days of antibiotic treatments have been completed
- **Covid-19 any and all symptoms**

### **Isolation and Discharge of Sick Children and Staff:**

Any child or staff member suspected of having COVID-19 or diagnosed with COVID-19 shall be excluded from the facility. Symptoms of COVID-19 are fever (temperature greater than 100.4F/37C), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting and diarrhea.

If the child or staff member is diagnosed with COVID-19, he or she may not return to the preschool until ALL three of the following are met:

- Individual is free from fever without the use of fever-reducing medications for at least 24 hours
- Individual is no longer showing symptoms, including cough.
- It has been at least 10 days since the onset of the individual's illness

If the child or staff member has symptoms concerning for COVID-19 and subsequently is determined by a medical provider not likely to have COVID-19 infection with a negative PCR test, the child or staff member may return to preschool if the following is met:

- No Fever for 48 hours without the use of fever reducing medications (fever is temperature greater than 100.4F/37C)
- Negative PCR test for COVID-19 or;
- A note from a medical provider documenting no clinical suspicion of COVID-19 infection.

Any child or staff with close contact (within 6 feet or greater than 15 minutes) to a person suspected or diagnosed with COVID-19 shall be excluded from the preschool for number of days recommended by the health department. If symptoms develop, they should be evaluated and tested for COVID-19.

Parents are to immediately notify TWL if someone in the home tests positive or if the child has been in close contact (within 6 feet or greater than 15 minutes) with a positive case.

TWL has the right to exclude any student from our school if exhibiting any COVID related symptoms as well as flushed cheeks, rapid breathing, difficulty breathing (without recent physical activity), fatigue, extreme fussiness, runny nose, etc. We require a negative PCR test before returning to school.

TWL will notify families of positive cases that result in school quarantines. You will be notified individually if your child is a close contact and given a return to school date.

We have developed a COVID-19 action plan available upon request.

## COVID QUARANTINE POLICY:

TWL will do a one-time credit to your following months tuition for the amount of 5 days of school. This is a one-time credit during the school year. This policy will continue as long as there are quarantine guidelines in effect. This one time credit will only be for quarantine students, due to a positive case at TWL only. If your child is quarantined not due to a positive case at TWL, it does not apply. It does not apply to other illnesses, vacations, etc. No credits will be given for days we are already scheduled to be closed.

\*\*Subject to change as the Health Department and DCFS notifies us of changes in quarantine times for students under the age of 5. The current quarantine guidelines are as follows:

“ Staff and children who have presumed or confirmed COVID-19 should stay home and isolate for at least 5 full days and stay away from other people as much as possible.”

- People without symptoms can end isolation after 5 full days and return to the ECE program if they are older than age 2 and able to consistently and correctly wear a mask while in the ECE program,
- People who one had symptoms can end isolation after 5 full days and return to the ECE program if they are fever free for 24 hours without the use of fever reducing medication and if symptoms have improved.
- For children and staff who are unable to consistently wear a mask when around others, the safest option is to continue to isolate for a full 10 days.

**Authorization**

I have received, read and will adhere to the changes made regarding Covid-19. School year 22/23

Parent Signature \_\_\_\_\_

Child \_\_\_\_\_ Date \_\_\_\_\_