

BETHLEHEM PRESCHOOL

2023-2024 HEALTH AND SAFETY PLAN

The Bethlehem Preschool Health and Safety Plan is created to address protocols, including COVID-19, as they apply to our staff and students for the 2023-2024 school year. This is a fluid document, based on local, state & federal guidelines; we will continue to monitor updated CDC / PA state guidelines and communicate necessary changes throughout the year.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

Student Drop-Off and Pick-Up procedures will be reviewed at Student Orientation.

STUDENT DROP OFF:

- Families will use the Alley Entrance, "Door 6" (the Green and Orange Alley door).
- The door will open at 8:50am for our morning classes, and 12:20pm for our afternoon classes. The doors will lock promptly at 9:15am and 12:45pm
 - Miss Sharon's 3-year-old class will proceed up the stairs. Drop off will occur at the classroom door in the preschool hallway.
 - Miss Karen's & Miss Ashley's 4-year-old classes will drop off, to their teachers, in the "Old Fellowship Hall," just inside Door 6. Once the students have arrived the classes will proceed upstairs.

STUDENT PICK UP:

- ALL CLASSES will be picked up from their classroom door in the preschool hallway. Pick-up for our morning classes is 11:30am. Our afternoon classes pick-up at 3:00pm.
- Parents/guardians will again use Door 6 to enter the building and proceed up the stairs to the preschool hallway.
- Door 6 will open at 11:20am and 2:50pm for pick-up, and will lock promptly at 11:45am and 3:15pm. PLEASE do not be late for drop-off/pick-up. If you are running late, use Door 6 and ring the buzzer. You will need to wait for a staff member to unlock the door.

PLEASE be aware of the fast-moving traffic in the alley behind the church. The alley can be very dangerous. Do not block the alley while waiting for the doors to open. While waiting, please keep your children with you.

MONITORING STUDENTS AND STAFF HEALTH

PROCEDURES

- Any student or staff member who exhibits symptoms on the Health Guide, issued by the preschool, will not be permitted in the building and must remain symptom free for 24 hours (without medication) before returning to school.
- Bethlehem Preschool reserves the right to request a doctor's note from any student or staff member to return to the preschool. **A Doctor's note will be required to return to school if a student is positive with COVID-19, **OR** they miss 3 or more school days due to a contagious illness or rash.**
- Students and Staff who exhibit Flu-like or COVID-19 symptoms should seek medical attention and instruction before returning to school.
 - *If your student tests positive (or is presumed positive) with COVID-19, they will not be permitted to return to school until a timeline has been established with the director – who will be contacting the PA Department of Health for the most recent guidance/timelines. They must also remain fever free for 24 hours without fever reducing medication and be 48 hours free of any new symptoms. Tuition would still be due. (see quarantine guidelines on next page)*

• A student or staff member who is *quarantined* following a “close contact” with a COVID-19 case may not return to school until a timeline has been established with the director, as outlined above.

- If the Preschool Staff is concerned about your child’s health at any time during the school day parents/guardians will receive a call.
- The Preschool staff reserves the right to send a child home if the student is exhibiting signs and symptoms of being ill.
- If a student becomes ill at school, he/she will be separated from their classmates. A parent/guardian or emergency contact will be called and the student must be picked up within 30 minutes.

TUITION PAYMENTS

- Tuition payments should be made even if a child is required to remain at home due to illness or COVID exposure.
- With regards to school wide closures due to COVID-19, we will follow the guidelines for school set by the PA Department of Education and/or Dallastown Area School District.
- If school closes temporarily, 50% tuition would be due for the first full month of closure. Educational packets would be provided during that closure.
- If school closes beyond one full month, the Preschool would be closed until the closure is lifted by the PA Department of Education and/or Dallastown Area School District. No tuition payment would be due during this closure.

COVID-19 CONTACT

- Families are asked to notify the preschool in the event of a confirmed COVID-19 case in your home.
- If a family member or caregiver is exhibiting Flu-like symptoms, a pending COVID-19 test, or has a positive COVID-19 test result, the student would be required to complete the appropriate quarantine period, as advised by your medical professional, and communicated to the preschool director.

TRAVEL

- We will monitor all travel recommendations and restrictions throughout the school year and communicate changes if needed.

FACE MASKS/SHIELDS AND SOCIAL DISTANCING

- Student safety is always our goal! In compliance with the Department of Health & Safety masking will **NOT** be required unless necessary as part of Covid protocol (i.e., the last 5 days of a 10-day timeline). We will continue to monitor recommendations & guidelines and make adjustments as needed. Should you select to send your child to school with a mask, we will encourage your child to wear their mask properly.
- While social distancing is not always possible, we do ask that families try to distance themselves during drop off and pick up.
- If your child is exhibiting signs of illness and awaiting pick up, we may ask your child to wear a mask until they are picked up.

PERSONAL BELONGINGS

- Only send items that are necessary for the day. Please do **NOT** bring party invitations or gifts for children to distribute in the classroom. Please distribute these items at drop-off or pick up with a parent.
- Each student should have a bagged change of clothes (seasonally appropriate) in the bottom of their backpack.
- All jackets, extra changes of clothes and backpacks should be labeled with your child’s name.

VISITORS & THERAPISTS

- Therapists will not work with students in the classroom this year. Rather, they will be provided with a quiet space to work with students either in the preschool hallway or in “the parlor” (adjacent to the directors office.)
- Visitors will be permitted, based on schedules and confirmation with the director and classroom teacher.

ADDITIONAL PROCEDURAL CHANGES

The following procedural changes were implemented last year and will be continued throughout the 2023-2024 school year. These procedures will be under constant review and adjustments will be made as necessary.

HYGIENE

- Hand sanitizer will be offered to students as they enter the building to start the school day and will be used throughout the school day.
- Warm soap and water for hand washing will be used throughout the school day. Although our water fountains remain closed, cups will be utilized for students during snack time.
** Please do not send in water bottles from home.**

CLEANING AND SANITIZING ROUTINES

- Preschool classrooms will be well ventilated with fresh air; open windows will be utilized when possible.
- All air conditioner and heater filters will be cleaned regularly.
- Classroom carpets will be deep cleaned throughout the year.
- Preschool staff will clean and disinfect toys and surfaces throughout the day with approved EPA cleaning solutions.
- Our staff will not use these cleaning supplies near the students or their belongings. * Preschool staff will clean bathroom surfaces throughout the day.
- Toys and manipulatives will be sanitized throughout the day and between each use. All high touch areas will be cleaned with increased frequency.