



## Parent Handbook Addendum for COVID Response

**Visitors:** We are unable to allow visitors during school hours.

**Hours of Operation:** 8:30 am - 11:30am Drop Off/Pickup #1 (Rooms 1, 3, 5, 8, 10, 11 & 13)  
8:45am - 11:45am Drop Off/Pickup #2 (Rooms 1, 3, 5, 8, 10, 11 & 13)  
9:00am - 12:00pm Drop Off/Pickup #3 (Rooms 2, 4, 6, 7, 9 & 12)  
9:15am - 12:15pm Drop Off/Pickup #4 (Rooms 2, 4, 6, 7, 9 & 12)  
12:30pm - 3:30pm Drop Off/Pickup #5 (Rooms 3, 8 & 10)

**Lunch Bunch will not be offered this school year.**

**Open Door Policy:**

We absolutely continue to consider our parents as a large part of our program and we continue to have an “Open Door” policy in the sense that we are always willing to discuss your child, our program or to address any questions or concerns parents may have but we must do so in a safe manner for all so that is through email, the portal or over the phone.

**Parent Volunteer Opportunities:**

We are not allowing volunteers or visitors at this time.

**Tuition:** A lesser tuition fee will be charged for online learning.

**Arrival and Departure:**

Only one parent/guardian may enter the building to drop off/pick up a child. Each family will receive their designated drop off/pick up time. These are fixed for safety so please be prompt. The preschool doors will remain locked except during the appropriate drop off/pickup time.

**Signing in/out:**

A QR code will be provided so parents can check their child in and out with a PIN and initials. A PIN has been provided for all authorized persons - it is the last four digits of their phone number

**Health & Health Records:**

- Teachers and children will have their temperatures checked each day;
- No child with a temperature, diarrhea, vomiting, cough or communicable disease may attend or remain at school;
- No child who has had a fever, diarrhea, cough or has vomited at least 72 hours previously may attend school; and
- Children may not return to school until they are symptom-free for at least **72 hours**.

**COVID-19** - A positive test in a classroom will result in the closure of that child’s classroom (and subsequent sibling classrooms) for 14 days and online learning will be provided.

An exposure will result in the exposed child remaining home in quarantine for 14 days. These policies apply to staff also.

School closures for 14 days will occur in the case of an outbreak (five or more consecutive cases) with further monitoring as required by the Tri-County Health Department or in the

instance that the Governor closes all in person gatherings similar to the ‘shutdown’ in March 2020.

Travel policy: We encourage our families to be cognizant when traveling and to avoid visiting known hot spots.

**Calendar & School Closings:** An updated calendar can be found at [ehills.org/preschool](http://ehills.org/preschool)

**Field Trips:** No field trips are scheduled or planned at this time.

**Parking and Entering the Building:** Please enter and exit the building through the front doors. All perimeter and exit doors are locked and cannot be accessed from outside of the building. Only one parent per child may enter the building and facemasks are required for every adult. Children are encouraged to wear face masks when entering and exiting the building. There is one way in and one way out of the preschool and one way traffic is provided through red arrows on the floor.

**Nutrition – Daily Snack, Lunch Bunch & Birthday Snacks \*\*WE ARE AN ALLERGY AWARE BUILDING\*\* NO nuts of any kind are allowed. (Peanuts, cashews, walnuts, tree nuts, pine nuts, etc.):** Children should be sent to school with a nut-free snack and reusable water bottle. We encourage their one snack to be in a disposable container. No alunch boxes please. Please be sure the water bottle lid is secure and does not leak.

**Birthday Parties or “Special Days:**We are unable to allow special snacks or additional food or items to be brought from home to be shared in the classroom. Children’s birthdays are very important to us and they will be celebrated in their classroom.

**Personal items from home:** We are unable to allow children to bring in personal items from home at this time.

Thank you in advance for joining our efforts of doing our very best to keep everyone as safe as possible.