

Living Word ECC 2021 Reopening Plans

Overview

Living Word Early Childhood Center puts the health and safety of children, families, and staff first. This includes the physical, emotional, and social well-being. It is our goal to provide a sense of family, love, community, and safety to all children, families and staff in our center. We hope families will use this guide to gather more information on procedures, safety, health policies and structure changes starting January 2021.

While it is not possible to eliminate the risk of COVID-19, Living Word ECC's goal is to limit exposure and prioritize the wellbeing of our community. We continue to stay apprised of the latest information regarding the COVID-19 virus through the St Louis County Health Department, Center for Disease Control (CDC) and local medical professionals to help make plans for school re-opening and guidance as new protocols are recommended. As new information is provided, the guidelines and procedures in this manual may change. Changes will be sent to families by email.

What will be different when the ECC opens compared to past years?

While the need to provide a quality and safe place for children will never change, the way that the program operates during certain times of the day will need to change. Interactions with parents and classroom teachers will be through email and phone calls. The interactions between staff and children in the classrooms will look very similar except for teachers wearing face masks. Below is a list of some other changes we are making.

- Static groups. Each class will stay with the same teachers and peers throughout their school day. We will no longer combine classes for activities during our preschool day.
- Classes have been spread out within the building and will no longer be sharing bathrooms. Each classroom will be assigned two bathrooms.
- Drop off and pick up will be done outside as parents will not be permitted into the building. More information below.
- Use of face masks by everyone ages 3 and older entering the building and during parent drop off/pick up. This includes parents/caregivers at drop off and pick up as well as children in our Sr. 3 and Pre-k Classrooms.

please refer the "mask wearing" section of this document for more information

- Only one classroom in each outdoor space at a time.
- Individual classroom designated outdoor tools/toys.
- Routine cleaning of outdoor equipment
- Routine cleaning of all door knobs, light switches, etc

- Increased use of other outdoor areas on the property with proper shade tents provided
- As always, children and staff will wash hands immediately upon entering classrooms. Handwashing will be done many times throughout the school day, before and after transitions, and as needed.
- More vigorous cleaning schedules implemented for shared spaces, toys, individual classrooms, building, and playground.
- Routine use of a fogger to apply a child safe Covid-19 approved cleaning solution- Virex II 256 (EPA number is 70627) on all indoor surfaces.
- Fewer toys in the classrooms at one time; toys will be cleaned regularly and rotated.
- Dress up clothes and stuffed animals will not be allowed in classrooms, but teachers will remain creative with dramatic play areas as we recognize the importance of this play.
- Individual peanut and tree nut free snacks will be provided by the school and served by teachers wearing gloves. This will include a snack fee, but eliminate the need for families to provide snacks for the class on a rotating schedule and worry about the peanut/tree nut free policy.
- Most sensory play will be limited to individual containers as per CDC recommendations.
- Continued more frequent changing of the building air filters by Johnson Controls
- No May Prepay
- Tuition changes (see below)

2021 SECOND SEMESTER REGISTRATION

Enrollment/Supply/Snack fee= \$80

Tuition listed is cost per month.

KIDS/MOTHER'S DAY OUT – BIRTHDATES FEBRUARY 2018 – JUNE 2019

Monday – Thursday 9:15am-1:15pm

1 Day = \$120

2 Day = \$240.00

3 Day = \$285.00

4 Day = \$350.00

PRESCHOOL MONDAY – THURSDAY 9:15AM-12:15PM

JR 3S BIRTHDATES: AUGUST 2017-JANUARY 2018

2 Day, Tuesday/Thursday = \$200.00

3 Day, Tuesday/Wednesday/Thursday = \$255.00

SR 3S BIRTHDATES: AUGUST 2016-JULY 2017

2 Day, Tuesday/Thursday = \$200.00

3 Day, Tuesday/Wednesday/Thursday = \$255.00

PRE K BIRTHDATES: AUGUST 2015-JULY 2016

3 Day, Tuesday/Wednesday/Thursday = \$255.00

4 Day, Monday/Tuesday/Wednesday/Thursday = \$310.00

LUNCH BUNCH OFFERED MONDAY-THURSDAY (PRESCHOOL ONLY)

12:15PM-1:15PM \$10/DAY OR \$12 DROP IN

What if school is shut down?

If Living Word ECC is forced to shut down due to Covid-19 for a period of 2 weeks or less, tuition will be paid in full and teachers will send emails with activity ideas as well as hold at least 1 optional zoom class meeting per week.

If Living Word ECC is forced to shut down due to Covid-19 for a period longer than 2 weeks, tuition will be refunded (at the end of the school year).

Due to our small school size we will not be closing down by classroom. If we are forced to close one classroom, we will close all three.

Communication with Families

Regular communication with families is very important. It will be difficult now that you cannot physically enter the building and regularly see your child's teacher. Your child's teacher will be communicating with you via a weekly email detailing the coming week's plans. Additionally, each teacher will email the class at the end of the day to share what happened and some fun details about the day. This will replace the white boards that parents typically were able to read while waiting in the hallway to pick up their child. This will help you talk to your child and ask questions about their day. We know that you may have concerns about how your child is doing throughout the day. If your child is struggling during the school day, we will let you know. Individual contact will be made with families when necessary to share joys and concerns. We will work together to create a plan for your child to help them transition back to a school environment.

Teacher Support

Teachers will be creating a video introducing themselves and showing the classroom. Your classroom teachers are your child's biggest supporters (besides you, of course) once they return to school. Allowing your child to view the video several times can help make the transition smoother. We are exploring options for other ways to "meet the teacher" and will be in touch with plans once we know what will be allowed as the first day of school approaches.

Administrative Support

The ECC Director, Miss Becky, and Assistant Director, Miss Jessica along with other staff members are here to support children and families. We will also create a video to include information for parent orientation. It is our goal to best support you and your family to make a smooth transition back to the school environment. As always, please feel free to call or email us with questions/concerns.

Becky Miller- 636-821-2860 bmiller@livingwordumc.org

Jessica Smithson- 636-821-2861 jsmithson@livingwordumc.org

Sick Policy

Due to changing recommendations, these precautions may change at any time. Living Word ECC reserves the right to refuse attendance to any child due to concern regarding health and the potential spread of Covid-19. Living Word ECC cannot be held liable for any exposure to the virus.

If your child is showing any of the following seasonal symptoms, they should NOT come to school.

- Fever within the last 48 hours (*this used to be 24 hours)
- Extreme fatigue -headache, body or muscle aches
- Runny nose or thick nasal discharge
- Cough, persistent upper respiratory symptoms
- Skin rash or hives
- Stomachache including vomiting and diarrhea
- Earache and sore throat
- Red, weepy eyes
- Loss of taste or smell

In reference to Covid-19, self-quarantine for two weeks if you, or anybody you have had recent close contact with:

- Has tested positive for Covid-19
- Has knowingly encountered someone with Covid-19
- Has traveled to any area known as a “hot spot” for Covid-19
- Or has other combinations of symptoms consistent with Covid-19

If a child becomes sick at school, a parent will be notified and should be picked up within 1 hour of notification. Parents will be called for a fever 100.4 or above, vomiting, uncontrollable cough, or fever and fatigue/lethargic behavior. We ask that you keep your child home if they are displaying these symptoms prior to coming to school and notify the ECC of their absence.

Children with a fever of 100.4 will be sent home and will not be able to return for 48 hours after the fever is gone without the use of medications. If the child is seen by a doctor, please return to school with the doctor’s note giving clearance or a negative COVID-19 test.

Children who are sick with the typical reasons children get sick (vomiting, rash, diarrhea, pink eye, head lice, strep throat etc.) should follow regular health guidelines with the exception of fever. Fever will have children out of school for 48 hours, without the use of fever-reducing medications before returning. Severe allergy symptoms may need to be evaluated by a doctor or a COVID-19 test to rule out possible exposure to COVID-19.

Current information and guidelines regarding COVID-19 are available on the CDC website.

Travel

Children traveling to hot spots within the United States or out of the country, taking a cruise, or attending a large festival type event could be asked for a Covid test to return to school or may not be permitted to return to school for 14 days after travel. Please check with the administration prior to traveling and upon returning. Parents who travel and may have been exposed to a confirmed case may be asked to keep children home to limit possible exposure to those at the ECC. The center may request a doctor's note prior to a child returning.

If COVID-19 is confirmed in a child, a direct family member living with the child, or a staff member, we will:

- Notify local and county health officials and follow their instructions
- Notify all individuals who have come in contact with or in close proximity to the confirmed individual
- Immediately clean and disinfect all areas used by the person who is sick: office, bathrooms, and common area.
- A person or family member with COVID 19 must be receiving medical care and following instructions given by local health officials. That information should be shared with the school so we can get guidance from our state health and safety representatives.

What should we bring to school?

- We ask that each child have an extra pair of clothes in a ziploc bag with the child's name on the outside of the bag.(shirt, shorts, underwear, socks).
- Every child ages 3 and above should arrive at school wearing a clean and well fitting mask and bring an extra mask each day.
- KDO children will need diapers (we provide wipes)

Drop off and Pick-Up procedures:

Drop off and pick up will both take place outside in front of the preschool doors on the lower level. Parents will follow the driveway down and around the circle past the playground and line up along the front of the preschool. The first four cars will stop at the tall orange delineators (cones). Families will receive a laminated name card on the first day of school which will be placed in the passenger side of the car for pick up.

Drop Off: At 9:15 an adult wearing a mask will step out of the vehicle and take the preschool child(ren) out of the car and wait with them at the delineator for a

teacher to come get them. Please wait for the car in front of you to begin to leave before moving your vehicle.

Pick Up: Follow the same path through the circle and line up in front of the preschool. The first 4 cars will stop at the delineators and place your name card in the passenger window of your car. Just before 12:15 (first dismissal) and 1:15 (second dismissal) a teacher will come out to write down names and the order of the cars that have arrived. Once you have arrived at one of the first four places (with the delineators) you will step out of your vehicle and wait by the passenger side (while wearing a mask) and a teacher will bring your child to you. Please safely secure your child into their car seat and then wait for the car in front of you to leave the parking lot.

Nonessential People in the Center

Nonessential visitors or volunteers will NOT be allowed in the center. Only children and teachers will be allowed in each classroom and in the main hallway areas. We understand that drop off will be a hard time in the morning, but we need to ensure the health of all those in the building.

Parents picking up early can either call the office upon arrival to meet a teacher and their child at the door, or come to the door and push the intercom system button. Children will be walked outside at dismissal times to parents. All deliveries will be made outside the school doors.

Supporting Emotional and Social Well Being

As we welcome children back to Living Word ECC, we know that children have been with their families for over 9 months with little interaction with other children and not a lot of time away from immediate family members. As children return, some have been at Living Word ECC in years past and others will be starting at a new school building. Children will have a much higher social emotional need for the ECC staff to support. The first priority will be establishing a connection between child and teachers. Teachers will focus on social connections between peers with small groups, social games, and creating a new routine for the children. We know that the lack of social connections over the last 9 months has created a new normal for children. As we return to a school setting, children may show some fear in leaving parents, a desire to be at home, and some new behaviors. Please know that we will work with each child and family to support everyone the best way we can. It will take time to re-establish a drop off routine and a desire to come to school. As each child will have a different timeline, we encourage you to keep bringing the child to school and reassuring their feelings, but also letting them know the ECC staff is here to help them and give them support.

Mask Wearing

At Living Word ECC we believe that now, more than ever, strong communities such as ours must come together in our commitment to the safety of not only our children, families, and staff, but also the wider community of St. Louis and our state. By doing our part to minimize the spread of this virus, we hope to be able to open in January and remain in school for the second semester of the 2020-21 school year. At the time this addendum was published, St. Louis County is under a mask order for all persons aged five and older. The CDC recommends that all persons over the age of 2 wear a mask and Rockwood School District is requiring that in all of their schools. While initially Living Word ECC had decided masks were not going to be required for children, the bishop of the Missouri Area of the United Methodist Church has recently mandated that all persons aged three and above are required to wear masks while inside United Methodist buildings.

At Living Word ECC, we will approach mask wearing as follows:

- All members of staff will wear masks at all times, including in the classroom and on the playground.
- All children attending preschool in our Sr. 3 and Pre-K classes should come to preschool each day with two clean masks. According to the CDC guidance, educators are still encouraged to use their best judgement. If a child is unable to keep their mask on their face safely, or is frequently touching or removing their mask, it is recommended that educators offer a short break from mask wearing for that child. Expectations should be age appropriate.

Please plan to send your child with at least two clean masks each day, labeled with their name.

Here's How You Can Help Your Child Get Ready to Wear a Mask at School

•Teach your child how to put on and take off their own mask in accordance with CDC recommendations

<https://www.youtube.com/watch?v=dy9TzRwVWoA&feature=youtu.be>

- provide an appropriate-sized mask for your child
- provide multiple alternative masks
- launder your child's mask before returning to school again

Mask Wearing

[mask etiquette](#)

[Farm Animal Mask Story](#)

[Putting a Mask on My Toys](#)

[Why Does My Teacher Look Different?](#)

[Wearing a Mask to School](#)

Other Parent Resources

[Unicef: Parenting Tips to Support Children and Anxiety During Coronavirus](#)

[Sesame Workshops Tips for Parenting During a Pandemic](#)

[How can we help kids with transitions?](#)

[Handwashing](#)

[CDC](#)