



July 31, 2020

Dear MSCS Pre-K2 and Pre-K3 Families,

Thank you for your support and patience as we continue to make plans for the upcoming school year. We are working with the Archdiocese of Baltimore, Maryland State Department of Education, and the CDC to open in the safest possible manner. Our plans are fluid, as we continually receive updates. We will share updates with you as information becomes available.

In response to COVID-19, new policies have been put in place. Below is information about the program and COVID-19 policies.

- **Masks- Staff and Children are required to wear masks.** Families must supply masks.
- A half-hour family visit will be scheduled on Monday, August 31st or Tuesday, September 1st. The programs will begin on Wednesday, September 2nd.
- **Full-Day** programs will be open from 7:30am to 5:00pm. **Half-Day** programs will be open from 8:00am to 11:30am.
- Up-to-date health and immunization records must be submitted prior to Monday, August 31st. A Medication Administration Form for prescription and non-prescription medication requires a physician's signature and must be on file.
- Families will provide all food. The Center will provide milk and water. **Full-Day** children will need a lunch and two snacks. Please label and indicate lunch and snack items. We do not microwave or refrigerate. Please no sippy cups. Please utilize cold packs and pre-slice and cut required items. **Half-Day** children will need to provide a snack and optional drink.
- **Full-Day- Naptime-** Each child will be assigned their own cot. Please provide a nap mat or small sleeping bag and small lovey. No pacifiers. Please do not send in large blankets, large sleeping bags, or pillows. Children should be able to carry their nap time material. Nap materials will be sent home every Friday for laundering.
- **Uniforms** are not required for Pre-K2 or Pre-K3 students. Play clothes and tennis shoes should be worn.
- **Supplies- Required-** Several complete changes of clothes including socks and several masks in a labeled ziploc bag are required. We will return used masks nightly for washing. Families must provide any diapering or potty materials. Wipes, diapers/pull ups, etc. Parents must sign an authorization form for medicinal ointments.

- A school box with crayons, pencils, glue sticks, scissors, etc. will be provided to each child. Each child will receive his/her own activity tote.
- Children will have assigned seats, cubby, and cot.
- **Please label everything with your child's name.**
- **Each family must utilize its own thermometer upon arrival.**
- **Please review the arrival and departure procedures included in the attachment.**

Attached you will find more information. Also, as we get closer to the reopening, you will receive a welcome letter from the classroom teacher with additional information. Thank you for joining us at Monsignor Slade. Your child is a precious gift, and we strive to provide a safe learning environment to help him/her grow emotionally, academically, and spiritually while in our care. If you have any questions, I can be reached at [d.gielner@mssladeschool.com](mailto:d.gielner@mssladeschool.com) or 410.760.2024 x 130.

**Sincerely,**

**Debbie E. Gielner**

**July 31, 2020**

## **COVID-19 Policies**

In response to the COVID-19 pandemic and preparations for reopening, we have several new policies and procedures based on the CDC Child Care recommendations and the Maryland State Department of Education regulations. These precautions are necessary to reduce the risk of spreading this disease in our community. Please note that this is a “living” document and will be updated as regulations and guidelines change.

### **COVID-19 Diagnosis**

COVID-19- like illness is defined at: New onset cough or shortness of breath OR At least 2 of the following: fever of 100.4 or higher, chills, shivering, muscle pain sore throat, loss of taste or smell, and gastrointestinal symptoms (nausea, vomiting or diarrhea). NOTE: This definition was adapted from the clinical criteria in the [CDC case definition of probable case of COVID-19](#) (Developed by the Maryland Department of Health and Maryland State Department of Education, July 23, 2020).

At this time, If your child tests positive for COVID-19, they will be required to stay home for the minimum quarantine period of 14 days. As well, he or she should not return until 7 days after the last symptom. A doctor’s note will be required for the child to return to school.

If your child exhibits symptoms while at preschool, a parent will be contacted immediately for pick up. Please note that we are required to contact the health department and licensing if any symptoms arise with your child. Health Department directives must be followed.

### **Daily Health Checks (Prior to work or childcare)**

All staff, families, children, and household members must conduct a daily health check before coming to the center. If you have any of the symptoms above, we ask that you contact the center director. The Health Department will be contacted. Medical clearance may be required by a physician.

### **Daily Temperature Taking**

We will ask that everyone coming to our preschool including staff, children and household members take his/her temperature prior to arrival and upon arrival. Parents will be required to bring a thermometer and take their child’s temperature with a staff member present once you have arrived at the preschool. A child may not attend school if he/she has a fever of 100.4 or higher. If your child exhibits any of the COVID-19 symptoms while at school, we will contact you and ask that your child be picked up from school within 1 hour of notification. If you have multiple children in the center who reside in the same household, in an abundance of caution, we ask that all children be picked up.

### **Visitors in the Building**

We will be limiting visitors entering our building, including parents. The Center Director will be happy to provide any updates on your child if required. Any early interventions services, e.g. speech and language, occupational therapy, etc., will no longer be allowed at our facility. You can request a home visit or teleservices.

Monsignor Slade reserves the right to deny any non-essential visitor access to our building.

### **Drop Off/Pick Up Procedures**

To reduce the risk of COVID-19 transmission, we will be establishing a new drop off and pick up procedure outside of the building.

- Drop Off – Parents will pull into the Edu-Care parking lot and wait for a staff member to approach the car. Please remain in your car. Everyone in the car must wear a face mask. Once the staff member approaches the car, the parent takes the child's temperature with a thermometer from home, while being observed by the staff member. Show the temperature reading to the staff member.
- The staff member will sign the child in and complete the required log and ask screening questions.
- Your child will then be escorted from your vehicle to their assigned classroom.
- The classroom teacher will direct the child to wash his/her hands upon arrival.
- Staff members will also wash his/her hands in between greeting children.
- Dismissal- Parents pull into the Edu-Care parking lot. **Part-Day Families** may socially distance and wait outside annex to receive your child. **Full-Day Families'** children will be escorted to their parents or guardian by a staff member upon arrival.
- *Ideally, we would like to minimize the persons designated to drop off or pick up your child. Please be patient! This may add extra time to your day. We will do our best to be efficient and get parents on their way. Please be honest in screening to keep everyone safe.*

### **Outdoor Activities**

We will limit one group (class) at a time on the playground with cleaning between groups.

### **Exposure to COVID-19 and Traveling**

Exposure: Your child must remain out of the center for various times depending on the circumstances.

- If your child has been exposed to a "suspected" case of COVID-19, your child must remain at home until testing results from the "suspected" individual comes back. If the suspected case is negative, your child may return to school.
- If your child has been exposed to a confirmed case of COVID-19, your child must remain home in quarantine for 14 days. If he/she has no symptoms, they may return to school.
- If your child has been exposed to a confirmed case of COVID-19 living in the same household, your child must remain home for the duration of the illness as well as 14 days after all symptoms have passed.

**Travel:** If anyone in your household is traveling internationally or domestically, we are asking that parents notify us of any travel. Self-quarantine may be required.

### **Healthy Hand Hygiene Behavior**

All children and staff will engage in hand hygiene at the following times:

- Arrival to facility
- Before and after preparing food and drinks
- Before and after eating and handling food
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in the sand
- After handling garbage

### **Cleaning and Disinfecting of Toys**

Monsignor Slade will follow the CDC guidelines for cleaning.

- High touch surfaces will be disinfected multiple times throughout the day. Monsignor Slade will be contracting an outside company, JanPro, to apply a disinfectant and protectant that binds to all surfaces and offers a 90-day protection. This product will be reapplied every three months. There will also be daily cleaning scheduled throughout the day of restrooms, hallways, and high-touch surfaces. Classrooms will be disinfected each evening.
- Items that can not be cleaned and sanitized will not be used with the exception of books, puzzles and other instructional materials that will be in each individual child's tote. These items will be quarantined before the item is used again.
- Toys that children have placed in their mouths will be set aside until they are cleaned by a staff member.
- Naptime bedding MUST be taken home and washed weekly.

### **Guidance for Holding and Comforting Children**

It is important to comfort crying. Per guidance of the CDC, childcare staff will protect themselves by wearing a lab coat and hair up off the neck (lab coat/smock/apron or scrubs jacket).

- Childcare staff will wash hands, neck, or anywhere touched by a child's secretions.
- Childcare staff will change the child's clothes if secretions are on the clothes and wash the child's hands. The parent is responsible for supplying multiple changes of clothes.
- Contaminated clothes will be placed in a plastic bag and sent home.

### **Summary of Enhanced Protocols**

We are continually updating our process and protocols in accordance with the most recent Centers for Disease Control and Prevention and Maryland Department of Health guidelines along with our Monsignor Slade Catholic School guidelines.

Some changes to remember for the first day back:

1. **Items to bring**
  - a. Labeled lunch container or lunchbox with labeled containers inside
  - b. One small sleeping bag, or nap mat and small lovey
  - c. Multiple change of clothes in labeled large Ziploc bag
  - d. Extra face coverings in Ziploc bag
2. **Daily Health Check** – Families are required to take temperature before arrival at the center.
3. **Drop Off and Pick Up** – Occurs in the Edu-Care parking lot. Parent takes the child's temperature and shows it to a staff member. Information is logged in. Children will then be escorted to the classroom by a staff member. Part-Day children may be picked up outside Annex (classroom). Parents should remain outside. Full-Day- Children are escorted to their vehicle when parents arrive.
4. **Face Coverings** – Parents and children must wear a face covering. Masks not required when eating or drinking or nap time. Outside play- we are waiting on the directive.
5. **Social Distancing** – Children will be encouraged to socially distance themselves throughout the day. We realize social distancing for young children is not a developmentally appropriate concept for children to understand.
6. **Frequent Cleaning and disinfecting** of high touch surfaces, toys, and laundered items.

## **Monsignor Slade Catholic School- Preschool Disclaimer for COVID-19**

Monsignor Slade Catholic School- Preschool is taking every reasonable precaution to limit our families' and staff's exposure to COVID-19 while on our premises. Monsignor Slade is following the Maryland State Department of Health and CDC guidelines by using reasonable mitigation strategies which include, but are not limited to:

- separating sick children and/or employees;
- educating families and employees about how they can reduce the spread;
- using proper building ventilation, filtration and humidity control;
- practicing proper hand hygiene (e., providing sufficient hand sanitizer and soap);
- practicing proper respiratory hygiene (e., providing tissues and places to properly dispose of tissues);
- routine cleaning and disinfection (e., high contact surfaces, dust, removing trash, cleaning restrooms).