

**Waypoint Preschool COVID-19 Addendum to Parent Handbook
As of July 22, 2020**

Waypoint Preschool has developed the following procedures to ensure the continued safety and good health of all staff members, parents and children during the 2020-2021 school year as a result of COVID-19. These procedures will remain in effect as of August 31st, the first day of school, and continue for an undetermined amount of time. All procedures are in accordance with safety recommendations provided by the State, CDC (Center for Disease Control, DCF (Department of Family and Children Service), ELC (Early Learning Coalition), Waypoint Church Session and the Waypoint Administration. Those entities may revise these guidelines, as they deem appropriate to enhance the safety and well being of all attending the preschool.

New Child Arrival Procedures

- **All** children are to be brought to the entrance of the sanctuary upon arrival (via car line, walkers and bike riders the same).
- Waypoint staff will assist your child in exiting the vehicle.
- **Parents/legal guardians are responsible to place the car tags (with your child and teacher information) properly displayed in the front car window visible for the Waypoint staff.**
- A Waypoint Staff member will conduct a temperature check and symptom check of the child immediately upon arrival. A temperature reading of 100.4 or higher will result in the child not being able to attend school. (see below details on return to school procedures).
- A Waypoint staff member will escort the child to their classroom.
- Upon entering the classroom, the child will be required to immediately wash their hands with soap and water.

New Child Pick-up Procedures

- **All** children will be brought to the entrance of the sanctuary upon their regular class scheduled pick-up time.
- Waypoint staff will walk each child to their appropriate parent/legal guardian's vehicle and open the door for them to enter. Parents will be required to pull forward to a safe parking spot to buckle their child before leaving the parking lot. To keep the flow of traffic moving effectively and due to liability concerns, Waypoint staff will not be able to buckle in children.
- Walking parents should go directly to the sanctuary and have their car tag as a valid id.
- Anyone other than the parent of record picking-up their child must report to the front office for proper screening. The front office administration will verify their valid id, the private 4-digit security code and provide an authorization pass. Anyone not on the child's approved pick up list will be turned away. Anyone that goes directly to the sanctuary will be required to walk back to the front office.

COVID-19 symptoms - Additional symptom & temperature checks will be conducted throughout the day, of the staff and the children to maintain a healthy environment.

Children and staff should **stay home** if they have:

- **Any one of the following:**
1) Fever 2) Shortness of breath 3) Difficulty breathing 4) Loss of taste or smell
- **Or Any two of the following:**
1) Sore Throat 2) Muscle aches 3) Chills 4) New or worsening cough
- Known exposure to anyone who has been diagnosed with COVID-19 within the past 14 days

COVID-19 Case Management:

If a child or immediate family member of that child tests positive for COVID-19, the child will need to remain home in self-quarantine for 14 days. Notification to the school is mandatory.

- If a school employee or immediate family member of that employee tests positive for COVID-19, the employee will need to remain home in self-quarantine for 14 days. Notification to the school is mandatory.
- If a child or staff member travels outside the country, 14 days must pass before returning to school from international travel.
- There is currently no method to screen daily for asymptomatic infected people, so parents and teachers must be on the lookout for any signs that a child is “not themselves” and allow that child time at home to return to normal.

If there are 2 or more confirmed positive COVID-19 cases in a preschool classroom from separate households, in accordance with current health department guidelines, the Waypoint administration will notify the St. Johns County Department of Health of a potential cluster. The school will follow SJCHD’s recommendation in closing the school and additional cleaning if advised. The Waypoint Preschool general protocol will be to close school for 2 days and reopen on the 3rd day, unless otherwise advised by SJCHD. The expectation is that you will use this time to assess your family’s health and the possible need for testing.

Return to School Policy:

- Children excluded for these symptoms should not return until they have either tested negative for COVID-19 or a medical evaluation determined that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat). In this later case, the child can return once they have been fever free for a minimum of 24 hours without medication and written permission from their pediatrician has been provided.
- Children that require testing for COVID-19 will require a negative PCR (mouth or throat swab) test - those results need to be provided to the preschool or, if not tested, must complete the isolation criteria for COVID-19 to return to childcare.
- Children and staff who test positive for COVID-19 and persons with symptoms of COVID-19 (see above) who do not get tested should isolate until:
 - Ten (10) days have passed since symptoms started AND
 - Three (3) days (72 hours) have passed since last fever without taking medicine to reduce fever – AND
 - Overall improvement in symptoms.
- Those who test positive by a PCR (mouth or throat swab) test but do not have symptoms, will not be permitted to attend preschool until ten (10) days after the specimen was collected.
- The criteria above should be used to determine eligibility to return.

Sanitation and containment efforts:

- To limit potential exposure, we will keep classes self-contained to reduce the spread of germs from class to class. Also, only 1 class at a time will be in the sanctuary during PE and Music, and during chapel service there will be class zones established.
- Daily essential items sent from home, (lunchbox, water bottle, jackets and backpacks), should be cleaned by parents/legal guardian daily.
- Only 1 parent/legal guardian will be permitted access to their child’s classroom under special circumstances as requested by their teacher. The parent/legal guardian will have their temperature checked upon arrival and must wear a facemask while on campus.
 - Birthday celebrations can still occur in the classroom however, only 1 parent/legal guardian will be permitted: siblings are not permitted. In addition, parents are asked to provide store bought items only.
 - All holiday celebrations and special events will be determined as the school year progresses.
- Additional deep cleaning services will be provided to increase the amount of sanitation that occurs regularly in each classroom and bathroom facility. During the course of the school day, the classrooms will be sanitized when the children exit allowing sufficient time for the room to air out and dry before the children return.

- Healthy habits such as covering a cough, washing hands, using hand sanitizer, and disinfecting frequently used surfaces will be practiced every day.
- Children at Waypoint Preschool are not required to wear masks. Any parent who wants their child to wear a mask must notify the teacher in writing.
- The Waypoint staff will wear masks when in close proximity to children, however they will not wear a mask while on the playground.

Increased Communication:

- We are committed to keeping you informed.
- Your children will all have the opportunity to meet the teacher on Thursday August 27th. More communication will be coming to you in the up coming weeks.
- Parents can help support our guidelines by practicing healthy habits, informing us of any illness, and keeping sick children at home.

Potential shut-down scenario, refunds:

- Should it be deemed necessary to shut down normal daily school operation, by order of the Governor, we will proceed as follows:
 - Online or virtual learning platform for our 2's, 3's, VPK and Transitional Kindergarten classes with supplemental learning packets.
- Refunds will not be issued unless the above services can no longer be provided. It is always a parent's/legal guardian's option to withdraw their child from school. A parent/legal guardian choosing to withdraw their child in the month of August must provide 2 weeks notice to the preschool director. Commencing in September 2020, parents/legal guardians must comply with the withdrawal policy in the Waypoint Parent Handbook which states: If you wish to withdraw your child from Waypoint Preschool, a written, four-week advanced notice must be given to the Director. Parents/ legal guardians are responsible for payment through the end of the four-week notice. If four weeks' notice is not given, the parent/legal guardian must pay one extra month as the school works to fill the child's place. In addition, there will be a loss of priority placement for the 2021-2022 school year. The child can be placed on the waiting list for the next year if requested by the parent.

Tuition – Please Read Carefully

Tuition is due August 1st! Tuition is either paid in full by check or monthly by ACH withdrawal. While school does not start until August 31st, we begin tuition payments in August so that we are able to purchase all materials necessary to offer your child the very best on his/her first day! The two weeks that we are losing at the front of the school year you will be receiving at the end of the school year with no additional charge added on.

We thank you for your understanding and support as we prepare for a successful 2020-2021 school year. Please know that we are praying for you and your family and we can't wait to see you in just a few short weeks. Should you have any questions, please do not hesitate to contact Brian Durr, the Director at brian@waypointchurchfl.com.