



ST TIMOTHY

CATHOLIC DAYCARE & PRESCHOOL

PRAY · SERVE · GIVE | IN SERVICE OF THE NEW EVANGELIZATION

2020 – 2021 RETURN TO PRESCHOOL

Last Updated: August 1, 2020

Hello St. Timothy Preschool Families,

We are excited to begin this new school year with you. Details regarding our return to preschool for the 2020 – 2021 school year are included below. Should you have any questions please feel free to contact me at any time. We are looking forward to the upcoming school year and we are excited to teach your little ones as they continue their journey in education and faith.

The purpose of this document is to help answer questions surrounding the upcoming school year and what it will look like for our preschool and pre-k students. As you read through, please keep in mind that this document is subject to change as recommendations continue to be presented by state health agencies, the Catholic Schools Office, and our government.

We know this is a very stressful time for families and we continue to keep each of you in our prayers. We are very grateful for your continued support and will maintain frequent and open communication as the school year approaches.

Peace and Blessings,

Mrs. Angela (Angie) Rice, Director



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STUDENT DROP OFF/PICK UP PROCEDURES

- Our center now utilizes ProCare connect for no contact sign in and sign out, student records, immunization tracking, and parent communication. Students are required to be signed in and out every day by a parent or family member listed on the authorized pickup list.
- Preschool/Pre-K Drop Off: All Preschool and Pre-K students will enter the building through the East entrance near the grass field. Students will be social distanced and floor markings will be used for line up during drop off to help children maintain distance. One parent may enter the building with their child for drop off.
- Parents must wear a mask during pick up, drop off, and anytime they are in the preschool building.
- Preschool/Pre-K Pick Up:
 - Pre-K Pick Up: Ms. Mary and Ms. Kayse's Pre-K students will be picked up from the outside classroom door. Exit doors are clearly marked for parents. Parents are asked to maintain social distance during pickup. Children will be released one at a time by the teacher or a staff member. Once your child is released, please continue to your vehicle so the next parent can come to the door to pick up their child.
 - Preschool Pick Up: Ms. Katy's preschool students will be picked up from the front lobby area.
 - Daycare Students: If your child is enrolled in daycare, they will be walked down the hall to the daycare classroom at the end of their preschool or pre-k class.
- Daycare Students Pick Up: Students who attend daycare after their preschool or pre-k class will be picked up in the main lobby area. Parents will enter through the front entrance near the playground, sign their child out, and wait in the lobby area. A staff member will get your child from class for you and bring them up to the lobby area.
- All entrances, exits, and designated line up areas will be clearly labeled. Please check the signage to make sure you are dropping your child off in the correct area for their class. Staff will also be available to help with directions and to answer any questions.
- We will be practicing individual parent drop off. This means that one parent may drop off and/or pickup. If you are a carpool parent, we ask that one parent stay in the car while the other drops off.



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CLASS SCHEDULES AND STAGGERED START TIMES

- In order to reduce the number of parents and students in one area at any given time, preschool and pre-k start times will be staggered. This will allow more individual focus and attention for students during drop off and pickup and allow for proper social distancing.

CLASS	DAYS	DROP OFF TIME	CLASS TIME
Morning Preschool	Mon, Wed, Fri	8:20am – 8:30am	8:30am – 11:30am
Afternoon Preschool	Mon, Wed, Fri	12:20pm – 12:30pm	12:30pm – 3:30pm
Morning Pre-K	Mon thru Fri	8:20am – 8:30am	8:30am – 11:30am
Full Day Pre-K	Mon thru Fri	7:50 am – 8:00am	8:00am – 3:00pm

- Our Early Learners class that meet Tuesday and Thursday morning as well as or Monday through Friday Afternoon Pre-K class will not begin in August. We will reassess needs as the year progresses and potentially introduce half year Pre-K and Early Learners programs when it is safe to do so but no earlier than January 1, 2021.

SCREENING PROCEDURES FOR STUDENTS AND STAFF

- Parents are asked to take their child(ren)'s temperature in the morning and screen them for COVID-19 symptoms (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea) prior to leaving for school.
- If your child has a temperature of 100 degrees or higher, symptoms of COVID-19, or has been exposed to or in contact with someone with COVID-19, you must inform the preschool via email or phone call and keep your child home.
- Visual symptom checks and temperature checks will be done for each student when they arrive at school. If your child's temperature reads above 100 degrees, a secondary temperature check will be completed. If your child's temperature is still above 100 degrees, they will need to be taken home and will not be permitted to attend school that day. In addition, they will not be permitted to return to school until they are fever free for at least 24 hours without the aid of Tylenol, Motrin, or any other fever reducing medications.
- In the event that your child is sent home, we ask that you please follow up by calling us that afternoon to update us on the well-being of your child.
- Students who are absent due to illness or sent home with any signs or symptoms of illness, will not be permitted to return to school until they are fever free for at least 24 hours without the aid of Tylenol, Motrin, or any other fever reducing medications.
- Staff members will take their temperature each morning. If they have a temperature of 100 degrees or higher, symptoms of COVID-19, or have been exposed to or in contact with someone with COVID- 19, they must call the Director and stay home.



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CLASSROOM SUPPLIES, COMMUNITY AREAS, AND CLASSROOM PROTOCOLS

- A classroom supplies list will be issued by your child's teacher. These supplies will be kept in the classroom and used throughout the year.
- Students will have their own designated space where their individual classroom supplies will be kept when they are not being used. Individual supplies will be labeled with each child's first and last name.
- Classroom centers will run in small groups of no more than four students per center. Teachers will administer hand sanitizer after each center before students rotate to the next center.
- Manipulatives will be cleaned using a UV sterilizing light each day.
- Air purifiers will be added to the classrooms to help with circulation and air purification.
- Full Day Pre-k students will be issued an individual nap mat for rest time. Each student's nap mat will be kept with their sheet and blanket in their assigned storage space. Storage spaces will be clearly labeled with each student's name.
- Nap mats will be cleaned and sanitized after each use before it is placed back in the storage space.
- Community areas including the library, St. Joseph Room, and Atrium will be cleaned and sanitized between use.

PHYSICAL DISTANCING

- Classroom seating will be distanced as much as possible and floor spots will be used to provide spacing between students during line up time, circle time, and group activities.
- Specialty classes such as music and Pre-K PE will be held for each class separately and in their designated area. All equipment will be sanitized between class use.
- Students will be socially distanced during snack time and meal time.
- Preschool classes will not be combined for any activities, performances, or celebrations until further notice.
- Volunteers will not be allowed on campus at this time. This includes parent classroom volunteers and guest presenters.
- Large gatherings will not be held at this time.

HEALTH AND WELLNESS PRACTICES

- Parents are asked to send their children to school with a mask so we can help teach and implement proper mask use throughout the day. Students will not wear masks for the entire duration of class. Students will never be permitted to use masks during rest time or meal time.
- Parents are required to wear a mask during drop off, pick up, and anytime they are inside of the building.
- Parents will sanitize their hands upon entering the building.
- Hand hygiene products and cleaning supplies, soap, hand sanitizer, disinfectant wipes, and tissues, are readily available in classrooms and throughout the building.



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- Handwashing will be monitored and practiced frequently throughout the day. This includes upon entering the classroom, before and after bathroom use, before eating, and after outside time, PE, and music.
- Students and staff will be monitored throughout the day for signs and symptoms of illness.
- If a student becomes ill during the school day with any symptom relative to COVID-19, the student will be cared for in an isolated setting and the family will be required to pick up the child immediately. Any siblings enrolled in the daycare or preschool program will also be required to be picked up as a precautionary measure.
- Should a student or staff member be diagnosed with COVID-19, the school will call the County Health Department to report this communicable illness and we will adhere to their guidance.
- Return-to-school after COVID-19 will follow guidance of the County Health Department.

ONGOING HEALTH EDUCATION

- Staff training regarding hand hygiene will be provided prior to the first day of school and regularly throughout the school year. This will include student observation of illness, sharing of workspaces and other items, and cleaning common spaces after each use.
- Existing handwashing practices and lessons on germs and healthy practices will be enhanced and increased to incorporate effective and fun ways to learn about germs.
- We will communicate health education to families and students.
- Regular email communications will contain parent education about the importance of monitoring symptoms and staying home if ill.
- School supplies will not be shared. Students will use their personal supplies.

FACILITY CLEANING

- CDC recommendations for cleaning supplies and processes for schools will be followed.
- Frequency of cleaning and disinfecting bathrooms, classrooms, and high touch areas will be increased during the school day and at the end of each school day. i.e. sanitizing stair handrails, doorknobs/push bars, drinking fountains, faucets, push bars on soap dispensers, etc.
- Cleaning of student desks/tables and chairs will be done before and after snack, during nap times, between classroom activities, and at the end of each day.



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We are excited to introduce no contact student sign in through Procure Connect. Parents are now able to sign your child in using the Procure Connect application on your mobile device using a few simple steps. Along with no contact sign in, the software will be used for faster and more efficient parent communication, reminders, incident reports, and immunization tracking. This will also allow us to send pictures, newsletters, and private communication to individual families on a more regular basis. Should you have questions or need assistance with getting started, please stop by the front desk and we are happy to help.

DOWNLOADING AND INSTALLING THE APPLICATION:

Step 1: Download the Procure Connect App

Step 2: Create your login using your unique parent access code that was sent to you via email. If you don't have your code or need to have a new one sent to you, let Ms. Angie or Ms. DeAnn know and we will have your new code sent to you.

Step 3: Customize your child's profile! Through the app you can update contact information, and add your child's photo.

SIGNING IN AND OUT WITH THE APPLICATION:

Step 1: Open Procure on your mobile device

Step 2: Click the QR icon on the top right hand side of the screen – this will open the camera screen.

Step 3: Scan the QR code.

Step 4: Click the "SIGN IN" button

Step 5: Use your finger to sign your signature on your phone

Step 6: Click the "DONE" button

Follow these same steps to sign your child out at the end of the day.

FAQ'S:

- *What if I don't have my phone with me?* NO PROBLEM! We will have a tablet at the front desk available for you to sign in and out on if you do not have your phone.
- *What if someone on our authorized pick up list is picking up?* Only parents will have access to the QR code. Anyone else on the authorized pickup list will need to show identification and use the tablet at the front desk to sign in or out.