

KID CONNECTIONS

A MINISTRY OF



Lake Highlands Baptist Church
DALLAS, TEXAS

PARENT OPERATIONAL POLICY HANDBOOK



School Year and Summer Programs

School Year: Ages 12 months to 5 yrs

8:30 a.m.—2:30 p.m.

Summer: Ages 12 months to 4th grade

9:00 a.m.—2:00 p.m.

Tara Titsworth, Director

Amber Gutierrez, Assistant Director

Our goal is for every child to know that God loves them and so do we! We want to express this love through a high quality and caring preschool. Our mission is to provide enriching opportunities to develop the whole child. We focus on learning through child-directed play experiences and curriculum time. We believe children learn primarily through play and hands-on experiences. These enhance growth and development in all areas: physical, social, emotional, intellectual, and spiritual. This is achieved in a safe and loving environment with early childhood educators who are dedicated to as enriching children's lives.

LICENSED WITH THE TEXAS DEPARTMENT OF FAMILIES & PROTECTIVE SERVICES

LHBC Kid Connections Parent Handbook *Updated January 2022*

LHBC Kid Connections
642 Brookhurst Dr
Dallas, TX 75218
Phone: (214) 327-7393
www.lhbckidconnections.com

Preschool Staff

| | |
|--------------------------|-------------------------------------------------------------------------------|
| Director | Tara Titsworth tara@lhbc.com |
| Assistant Director | Amber Gutierrez amber@lhbc.com |
| Administrative Assistant | Kadie LaHaye & Elena Esparza kadie@lhbc.com elena@lhbc.com |

You can find a complete list of our staff and teachers on the “Meet the Staff” section of our website.

All Preschool Office Staff can be emailed at kc@lhbc.com

Church Leadership & Elders

Church Elders:

| | |
|------------------|------------------|
| Bill Watson | Senior Pastor |
| Noah LaHaye | Associate Pastor |
| Winston Hottman | Associate Pastor |
| Chris Kloeppe | Lay Pastor |
| Dan Nale | Lay Pastor |
| Tom Wakefield | Lay Pastor |
| John Wiley | Lay Pastor |
| Bryan Cortimilia | Lay Pastor |

Church Administrative Staff

| | |
|-------------------|-------------------------------|
| Mitch Billingsly | Facilities Director |
| Katherine Kloeppe | Worship Leader |
| Mary Ann Farish | Financial Secretary |
| Amber Gutierrez | Children’s Ministry Assistant |
| Kayla Kerr | Administrative Assistant |
| Kari Kloeppe | Church Administrator |
| Caleb Miller | Facilities Assistant |
| Joseph Severance | Facilities Assistant |

School Year Classes are 8:30am—2:30pm
Monday—Friday

This program accepts children 12 months to 5 years old in the school year.

12 months –2 years have varying options (varies from session to session from 1-5 days)

We have a 1, 2, 3, 4, or 5 day option for PreK and PK Bridge classes (3 year olds-5 year olds)

Summer Session Classes are 9:00am-2:00pm
Monday, Wednesday, Friday Only

We offer classes for 12 months old– 4th grade in our Summer Session. We have 1, 2, or 3 day options.

Enrollment Forms

Upon enrollment, LHBC Kid Connections requires that a registration packet be completed for our files (application, **notarized medical consent forms**, allergy information, updated immunization records, emergency phone numbers, etc.). **These forms must be on file before the child can be left at LHBC Kid Connections.** These forms must be turned in for each new child enrolling. Only an updated shot record, allergies, and contact information is required for returning students

Hearing and Vision Screening

Each child that has turned 4 years of age prior to September 1st of the school year will need to be screened for Hearing and Vision. Most doctors provide this screening at the 4 year old checkup. Please supply us with a written statement from your child's doctor that these screenings have been done. These screenings are required for all 4 year olds!

Class Scheduling/Weather Closings

We will begin our classes each year the Wednesday after Labor Day. We end our program on the 3rd Monday in May. Please note that we do NOT have school the entire week of Thanksgiving. Our school calendar is available on our website, emailed to each parent, and put into the Procure calendar. School closings for inclement weather or other emergencies will be decided by the Director. This decision will be informed by the decisions of DISD, RISD, and the availability of our teachers. This will be communicated through the Procure app. The teachers are responsible for communicating to their classes regarding closings. We will also post it on our website and Facebook page.

***** Parents will be notified in writing of any policy changes one week before the policy will begin being enforced.**

Registration AND Fees

Registration (for the Summer Session and/or the following school year) begins in January for current families. Families that are already in the program have the opportunity to register first. If there is available space in any class after current families register, we will welcome new students to register beginning in February. Our class sizes are based on child/teacher ratio limits. We do not make exceptions to this rule. Our classes are grouped according to the age and progression of your child. There is a non-refundable application fee that is due at the time you register your child. There is a non-refundable registration fee for the school year due the 1st of the month preceding the session (May 1st for Summer Session, and August 1st for School Year Session). The application fee will be applied toward the registration fee.

The amount is the same every month regardless of days of school scheduled. There is a monthly tuition from September through May for the school year and from June through July for the Summer session. Please note that if the school has to temporarily close for extenuating circumstances, tuition will remain the same.

If your child is sick or out on a day that he/she is scheduled to attend, payment is still required. If you would like to change a scheduled day because of an appointment, illness, etc., you may make arrangements to do so **based upon availability. Please check availability with the director.**

We cannot exceed student/teacher ratios.

Rules for Tuition

Tuition charges must be paid by the 1st Monday of each month. Invoices will be emailed through Procure. Please check your email for this. If you do not get your invoice for some reason, please contact us. Payment is still due. Your balance should be available for you to see on your Procure account at all times. There is a \$15.00 charge for late payments. You may pay through the Procure app, which only accepts payment from a checking or savings account—not from a credit card (per church financial policy). You may also pay by check or cash. There is a charge of \$35.00 for NSF checks due immediately upon the return of your check. We reserve the right to request cash payment if this occurs.

Arrivals

Please sign your child in using the Procure app on your phone, or through the teachers's Procure app. Our program begins at 8:30 a.m. (9:00 a.m. for Summer Session). We ask that you arrive on time. We find most children are disappointed when they have missed part of the day's activities. It is also disruptive to the rest of the class. **All children are checked in at a designated place outside the building** (Chapel Lawn at the corner of Brookhurst & Waterview).

Departures

Our program ends at 2:30 p.m. (2:00 p.m. for Summer Session) promptly. Please sign your child out on Procure. Your child will only be released to parents or authorized persons listed on the Procure app. You may add authorized pick ups to your Procure account at any time; however, if someone other than that will be picking up your child, please email Tara@LHBC.com or Amber@LHBC.com with their name and relation. We will ask for picture ID's for anyone we've not met prior or anyone we don't recognize. For the safety of your child, it is helpful for us to know who to expect at pick up. Once the child is signed out, they are in the care of that person/parent. Please be aware of where your child is as you exit the building. Conversations with other parents or teachers can be distracting, so please make sure children do not leave the area without adult supervision.

*****If you have a legal decree that denies the non-custodial parent rights to pick up the child, we must have of copy of this document in our file. If we do not have a copy of the legal decree, we are bound by law to release children to their biological parent.***

Late Pick-Up Fees

In the school year, pick up is at 2:30 p.m. In the summer, pick up is at 2:00 p.m. If after 15 minutes of pick-up, your child is still in the classroom, they will be taken to the KC office and you will be charged a \$10.00 late fee. Please keep in mind the time it takes to pick up all of your children. One late pick-up is allowed per semester. Please know that when caregivers of young children are late, the children get concerned and upset. Also, please understand that most of our teachers have their own children they must pick up. Please be on time. If you are running late, please let us know if possible. You may send us a message through Procure, call or text the KC office at (214) 810-6248, or call the main church office at 214-327-7393.

Withdrawal from the Program

Fourteen (14) days written notice must be given for withdrawing a child from LHBC Kid Connections. You are responsible for all fees and tuition until we receive written notice.

Parent Unscheduled Visits

We have an open door policy. You are allowed to visit your child's class at any time during the day, as long as it does not disrupt the classroom.

Lunches

Please bring your child a sack lunch and drink each day. We ask that the lunch consist of foods familiar to the child. Please send food that the child can easily eat without assistance, i.e. finger foods, etc. If you send foods that are known choking hazards (grapes, hot dogs, etc.) please pre-cut them in small pieces. **Please put your child's name on all lunch items (lunch bag, cup, etc.).** We do not restrict foods like peanut butter, unless there is a severe allergy in your child's class. The teacher will inform the parents if there is such a restriction. **Please also bring a snack for your child.** Label with the child's name and "snack" so the teachers know which item is snack and which is lunch.

Allergies

All allergies must be noted in your child's Procure account. If new allergies surface throughout the year, please add it to Procure and send the office an email (KC@LHBC.com). The teacher will post in the classroom and inform the other teachers of the restrictions. If your child has a diagnosed allergy, we are required to have an emergency action plan that is signed by yourself and your child's doctor. The plan should include the required action if your child comes in contact with the allergen—Benadryl, epi pen, etc.

Parent Notifications

Monthly Calendars & classroom reminders will be posted outside your child's classroom. Parents will be notified by teachers regarding any class-specific information. Messages, calendar activities, Incident Reports and other information will be communicated through Procure. This will be our primary mode of communication. Some teachers may also send home papers in a folder they have given your child to keep in their backpack.

Curriculum

Our curriculum includes teaching basic skills including social skills, letters, numbers, colors, pre-math, and Bible all using developmentally appropriate practices. We use a variety of curriculums including ABC Jesus Loves Me and Learning Without Tears. There are also daily Bible lessons and an Enrichment Program which includes Music, Spanish, and Fitness. The Enrichment classes are for all the PreK classes (Toddler classes do some of these in their classrooms). We believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. We believe essential readiness skills are nurtured through play, investigation, and fun!

Animals

Any pets kept by Kid Connections meets the requirements by Texas Child Care Licensing and the Health Department.

Clothing

Please dress your children in play clothes every day. Please also bring an extra head-to-toe change of clothes every day in a ziplock bag for messy play or in case of an accident. All clothing/belongings should be clearly marked with the child's name. Children should wear washable play clothes and shoes that are not slick. Closed-toed shoes are suggested. We use washable crayons, markers and paint during art time, but the children's clothing may get stained from being outdoors or just playing. Please leave all valuable items at home, as KC is not responsible for broken or lost items. Please dress for the weather. We do go outside to play every day with exceptions of temps above 102 and below 40 degrees, as well as Red Alert air quality days.

Bug Spray and Sunscreen

If your child needs bug spray or sunscreen, please apply these to your children before coming to school. Most of our classes go outside early in their day. If your child's class has a later outside time, we must have a written request to apply bug spray and/or sunscreen.

Wet Play and Messy Days

We have various wet play and messy days scheduled throughout the year. These typically take place on the playgrounds, or in the Outdoor Classroom. Swim shoes and swim suits are preferred, but we do not require them for these events. Please bring a full change of clothes and a towel on these days. We do not offer organized water activities nor do we authorize a child to engage in an organized water activity while in our care.

Birthdays

Recognizing a child's birthday is a way of letting your child know that the day is special in their life. We enjoy celebrating your child's special day. We welcome you to bring treats for your child to celebrate with the rest of the class.

**If you plan a party outside of our program and you do not plan on inviting the entire class, please refrain from giving out invitations at school. The teachers may not hand out the invitations, but you may pass them out or put them in the children's back packs.*

Personal Belongings

Parents must supply all water bottles, diapers, and diapering cream for their child. If needed, we have extra water bottles for them to use. Please label everything with your child's first and last name.

Outdoor Play

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground.

Active Play

We are a play-based preschool. We believe children learn best through active play. This is when children exercise their mind and their body. Play is a child's work. Children should be dressed comfortably so they can run, play, explore and get dirty. We have structured and unstructured physical activity. Structured activity includes Chapel and Specials. Unstructured activity includes Playground, Outdoor Classroom and centers in the classroom. We begin our day with Chapel outside at drop off. Outdoor Classroom is the place where the children explore different nature play areas. Specials (Fitness, Music, and Spanish) are held inside the game room of the Family Life Center. When it is too cold or wet outside, Chapel is moved into the Sanctuary, Outdoor Classroom is moved into the main building or in the Family Life Center, and playground time is moved into the gym.

Insurance Information

We have liability insurance with Brotherhood Mutual Insurance, through Lake Highlands Baptist Church.

Parent Conferences

We believe teachers are an important resource and help for parents as they raise and teach their children. We would like to work as a team as we help children learn and grow. Twice a year we will schedule a Parent Conference week. If parents or teachers have any concerns about the child's developmental progress or any other issues that need to be discussed, we encourage them to schedule a conference. If you feel the need to meet with your teacher any other time throughout the year, our teachers will be happy to schedule a personal meeting with you. Quick communication is fine at drop off and pick-up, but please understand that the teachers' attention needs to be on the children during these times. **Our Parent Teacher Conferences dates are listed on the yearly calendar which is posted on the website.**

Nursing Babies

If you are a nursing mother, you are welcome to do so here. We have two places with couches that would be comfortable for you; in our Parlor and in the woman's restroom located in the main hall of the church. Both of these locations can be found in our main church building.

Nap Time

Supervised rest periods are provided for all children in Toddler classes, and for all other children who show a need for a rest time. You are welcome to bring your own personal nap mat; however, if the child does not have their own personal nap mat, they will be provided a mat to rest on for naptime. We will use a school mat covered with a sheet that is washed daily. If you provide your own nap mat, please take them home once a week to wash. You may also bring a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's backpack.

Discipline and Guidance

LHBC Kid Connections staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self direction. Some examples include:

- Praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors.
- Supervised separation time provided for the child to have time to calm down or think. This will always be according to the child's age and development and limited to one-minute per year of the child's age.

LHBC Kid Connections staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This goal of this is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. LHBC Kid Connections reserves the right to terminate care for the child for discipline problems at any time. This will only occur if all other efforts have been unsuccessful.

Biting or Other Physical Harm

If biting or continual physical behavior occurs, we will notify the parents of all the involved children, while keeping confidentiality of the biter. If this is a regular occurrence with 3 documented Warning Reports involving your child, we may ask you to remove your child from our program. The child will be invited back when the biting or physical behavior has ceased. This is not our preference and we will do everything we possibly can to teach the children appropriate behavior while maintaining the safety of all of the children in the classroom.

Crying

Some children have a difficult time adjusting. If your child should continue to cry for a long period of time, we will notify you to return to the school to pick up your child. We will make every attempt to soothe them prior to the call. We realize in the beginning of the year this will happen and we want to work with you. Occasionally, a child is not ready to be apart from his parent for a day. Please let us know if there are concerns or suggestions to make this adjustment easier on you and your child.

Helpful Tips

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Check emails, Procare messages, and Student Folders provided by your teachers. Please read any information to parents posted outside your child's classroom.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please do not allow your child to bring gum or candy to the classroom.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- Please make sure your child eats a healthy breakfast **before** they come to school.

In order not to confuse school toys with a child's personal toy, we ask that children not bring playthings from home. LHBC Kid Connections staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal/lovey for use during naptime and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.

Policy Change Notification

If any policies should change during the year, you will be notified immediately by the Director of the program. It is not our policy to make changes, but occasionally the state sends updated changes and we must adhere to them. You will receive a new handbook, like this one, and a letter to sign that you have received the updated version.

Cyber Identity/Social Networking Web Sites

Cyber identity and social networking is very common these days. However, please understand that employees of LHBC Kid Connections are prohibited from participating in social networking with parents and children. This includes, but is not limited to Facebook, Twitter, and Instagram. **Note: Do not post pictures of any child other than your own on any social network.**

Custody Situations

LHBC Kid Connections prefers NOT to get involved with custody disputes. LHBC Kid Connections will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the director's discretion. In the event that a custody dispute takes place on our property, the Dallas police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, LHBC Kid Connections has the right to terminate care.

Parent Code of Conduct

With young children present in our building, please understand that some adult language is not appropriate for young children. LHBC Kid Connections prohibits swearing or cursing on our property. Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. LHBC Kid Connections has the right to terminate care in the event of disruptive behavior from a parent or guardian. LHBC Kid Connections must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

Cell Phones

Proper parent communication is imperative when working with young children. Teachers may only use electronic devices if it directly involves the teaching, care, or supervision of children. Teachers will communicate using Procare on their phone in cases of incident reports, daily reports of children, verifying authorized pick-ups, or other time-sensitive communication involving the care of children. If you text or leave a message for teachers on Procare, please know they may not see the message until their break or after school hours. **In case of emergency, please contact the KC office directly at (214) 810-6248 or the main church office at (214) 327-7393.**

Minimum Standard Procedure Book/Licensing Reports

A copy of the Texas Department of Family and Protective Services Minimum Standards guidelines is in the office of the Director and posted on our website, and is available to view at any time. A copy of all yearly inspections, tornado drills, fire drills and unannounced inspections by the TDFPS are posted in a notebook in the Director's Office and is available to view at any time. If any questions arise, please feel free to ask the director.

Classroom Parents and School-Wide Parent Board

It is much appreciated and helpful for each class to have one or two parents designated as the room-parent to coordinate holiday parties, assist the teacher in relaying information to parents or recruiting assistance for special projects and events. There are many opportunities for all parents to be involved. We also have a school-wide Parent Board headed up by the Assistant Director. If you are interested in being the room parent for your child's class or being on the KC Parent Board, please let the Assistant Director know.

Classroom Schedule/Parent Participation

Each classroom has a classroom schedule posted. We try to adhere to that schedule each school day. There are times that we may change an activity time during the day if it is necessary. **UPDATE: Classroom schedules will be posted on the check in/out table.** Parents are welcome to join us for any activities.

Safety/Emergencies

Security

Your child's safety is our main concern. The doors are locked in the Children's Building at all times. Please ring the bell at the glass doors if you arrive at a time prior to normal pick up. We have cameras at the entrance to the glass hallway and main church doors which record and can be viewed when the doorbell is pressed.

In the event of a substitute teacher, you may be asked to give your child's date of birth as an ID# for your child to be released. Many times substitute teachers are not familiar with our programs' families. This is for your child's safety.

As mentioned previously, please notify the Teacher and/or Director in the event that someone new will be picking up your child. We will require a picture ID until we are familiar with the person.

Illness/Medication restrictions

Please keep your child at home if they show any signs of illness, which includes any of the following:

- Diarrhea in the last 24 hours
- Vomiting in the last 24 hours
- Fever in the last 24 hours
- Infectious nose (yellow or green discharge)
- Infectious eye (pink eye—discoloration of eye and discharge/gunky eye)
- A rash of any kind
- Illness that prevents the child from participating in activities including outdoor play
- Lice-bugs and nits must be completely gone to attend school

We feel your child would be much more comfortable in your loving arms than surrounded by noisy, busy children. If your child should become sick during the day and we see any of the above signs, we will contact you. Please make arrangements to have them picked up ASAP.

****WE DO NOT DISPENSE MEDICATION TO ANY CHILD FOR ANY REASON. WE ALLOW YOU TO RETURN TO THE PROGRAM AT ANY GIVEN TIME TO DISPENSE MEDICATIONS (*exceptions are inhalers and epi-pens*).**

Medical Emergencies

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented as an incident report on Procure, which will need to be digitally signed by the parent.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. In most cases, the child will be taken to the closest hospital (Baylor Scott & White) at 3005 Buckner Blvd, Dallas, TX. **All children must have an emergency medical release form on file in case of such an emergency.** Parents are responsible for all medical fees. If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.

Emergency Preparedness Plan

The school has a plan in place for emergencies. The emergency plan is located in the director's office and is available for review. In the event that we are required to evacuate the building, we will relocate to the Family Life Center. If that is not possible, the secondary location is next door at Hexter Elementary School. If it is necessary to vacate the block, we will go to Lochwood Public Library. We will communicate with parents during the emergency, as soon as it is safe to do so. We practice monthly fire drills, and quarterly tornado drills and lock-down drills.

Preventing and Responding to Neglect and Abuse

LHBC Kid Connections is committed to preventing and responding to neglect and abuse. All of our staff completes one hour of training each year dedicated to preventing, recognizing, and responding to neglect and abuse.

CHILD ABUSE REPORTING LAW REQUIREMENTS:

LHBC Kid Connections follows all policies outlined in the Texas Minimum Standards for childcare centers. As a parent, you are able to review the Texas Minimum Standards and our most recent licensing inspection at any time. Please, if you have any concerns, feel free to contact the Director. You can also contact our state licensing representative on the internet at www.dfps.state.tx.us, or view the latest report in the notebook in the Director's office. The statewide **Abuse & Neglect phone number is 1-800-252-5400**, if you would like to report any suspected abuse or neglect. LHBC Kid Connections' staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues. Other examples may be found on the Parent Board form entitled "Info on Reporting Child Abuse." It also outlines the steps to take if you suspect child abuse or neglect.

Contact Information

Contact phone #'s to TDFPS, CPS, Child Abuse Hotline are available online.

Teacher Vaccinations

Teachers at LHBC Kid Connections are not required to receive voluntary vaccines, such as the Covid or Flu Vaccine.

Gang Free Zone

Per the Texas Penal Code any gang-related activity or engaging in organized criminal activity within 1000 ft of our center is a violation of state law and is therefore subject to increased penalty.

COVID-19 PROCEDURES

- EVERYTHING possible will be cleaned throughout the day. (Tables, chairs, toys that a child put in their mouth, etc.)
- Drop off will be outside the building. Both teachers will be outside at their tables by 8:50 with mask on.
- Teachers and students will have temps checked first thing in the morning. Anyone with a temperature above 99.6 will not be allowed entry into the building.
- A map of the drop off/pick up locations will be emailed to the parents.
- **All teachers and students will wash their hands with soap and water when first entering the building.**
- Teachers **will supervise all students** washing hands to ensure they are being effective.
- All children bring their own snacks, lunches and a water bottle.
- Each child will have their own set of supplies – crayons, pencils, scissors, glue bottle, play dough, etc.
- Teachers will follow most updated CDC/Government rules regarding masks. At this time, teachers wear masks at check in/out, anytime they are within 6 feet of a child and indoors. They are not required to wear masks outside, during lunch, during exercise/fitness, or if the children are playing in the classroom 6 feet away.
- Masks will not be required for the students.
- There is a scheduled time for Playground, Specials, Chapel and Outdoor Classroom. Rooms that are used by multiple classes are sanitized between use.
- **When the class leaves the classroom, all hands must be sanitized with hand sanitizer or Purell wipes. When returning to classroom all classes must wash all hands with soap and water.**
- If a sensory table is used students must wash hands after using the sensory table.
- If a student gets sick during the day, we will have a sick room for them to rest until parent arrives. ANY TIME a person develops symptoms of illness at school, their classroom will be immediately evacuated and disinfected before the children are allowed to return to the classroom.
- If a child or teacher **has tested positive for COVID**, we will follow CDC guidelines for quarantine.
- We will continue to be diligent sanitizing all commonly touched areas at the beginning of each day.