



Parent Handbook Attachment COVID-19 Policies and Guidelines

Kihei Baptist Preschool's first and foremost responsibility is to keep your children, the staff, and families safe, especially during the unprecedented times. We have been given guidelines from the Hawaii Department of Human Services to follow as we open our school doors once again to the children and families of Kihei Baptist Preschool. Below are the policies and guidelines that we, Kihei Baptist Preschool, will be following starting the first day of school on Monday, August 3. These policies and guidelines are subject to change at any time based on new guidelines from DHS and the government.

Drop Off and Pick UP

- Students will be dropped off and picked up outside of the facility with either the Director or a Teacher's Aide.
 - We encourage the **same parent/guardian** to drop off and pick up each day.
- Children will need to be dropped off **no later than 8:30 AM** unless prior arrangements are made with the Director **24 hours in advance**.
 - If the child has not arrived by **8:30 AM**, they will **not be permitted** to enter the school as all teachers and aides will be in their assigned classrooms.
- Face masks will be required for all adults and children ages 3 and up.
- Upon drop off children will have their temperature checked with a no touch thermometer and logged in their own separate sign in and out folders.
 - If staff or children have a temperature of **100°F or more**, they will not be allowed to enter the facility until they are **48 hours free** of fever or symptoms (cough, runny nose, green/cloudy nasal discharge, or diarrhea) without receiving any medication prior to their arrival and/or a doctor's note will be required upon their return to school.
 - Once their temperature is checked the child will be able to take their mask off and give to the parent/guardian.
- Proper spacing of 6 feet apart will be identified for any parents waiting in line.
- Parents will need to schedule a time to meet with their child's teacher in the classroom to discuss behaviors or child's needs.
- Student's mailboxes will be inside a labeled file folder box for each class and will be located in the designated drop off and pick up area each day.

TKO - Team Keiki Outreach (aftercare program)

- Maximum 16 children permitted with 2 TKO teachers
 - 2 groups of 8 children with 1 TKO teacher assigned to each group.
 - Children will be required to change clothes and thoroughly wash hands before being allowed to enter new TKO groups.
 - Please bring enough change of clothes for the week to be stored in a ziplock in their assigned cubby.

Physical Distancing

Children and staff will be physically distancing themselves as much as possible throughout the day with minimal communal activities. The classrooms will stagger playground times and there will be no field trips until further notice.

Cleaning and Sanitizing

- Children and adults will frequently wash hands with proper hand washing techniques.
- High touch surfaces (door handles, light switches, tables/shelves tops..etc) will be sanitized once every hour.
- Chairs, tables, and cubbies will be deep cleaned at the end of each day.
- Cleaning and sanitizing of restrooms and diaper changing areas will be done regularly based on frequency of use.
- Children's belongings will be kept separate from each other in their individual cubbies. **Please label all belongings!**
- All toys used throughout the day will be properly cleaned and sanitized at the end of each day.
- Art supplies/equipment will be assigned to individual students and labeled with their names to minimize sharing of high touch materials as much as possible.
- Nap time bedding will be kept separate from other children's and will be bagged and labeled to be sent home every Friday to be washed.
- If any person (child or adult) is exhibiting COVID-19 symptoms their area will be closed off and will not be used until it has been thoroughly cleaned.

Health and Safety

- Daily temperature checks and visual well checks will be done for all children, staff, and visitors upon entrance to the school.
- All teachers, aides, and visitors will be required to wear a face mask upon entrance to the facility.
 - Teachers and staff will be required to wear a face mask as much as possible throughout the day.
- Verification that employees and children have not experienced or been in contact with another person experiencing COVID-19 symptoms for 14 days prior to their return to school will be required each day.
 - Parents/guardians will initial this agreement upon sign in each day.
- All employees and children will be trained on the importance of frequent handwashing, proper sneezing/coughing, the proper use of hand sanitizers, and be given clear instructions to avoid touching hands to face.
 - Each classroom will have an organized routine of handwashing breaks. Ex.. before and after meals/snacks, indoor and outdoor play, and after using the restroom.

Facility Safety

- All visitors will be required to sign in at the office to support contact tracing by the Hawaii Department of Health.
- Each classroom will utilize proper ventilation systems to increase circulation of outside air by opening windows and doors, or using fans.
- There will be a designated “sick area” in the school office for children that have developed flu-like symptoms or high temperatures and kept separate from other children until they can be picked up. Parents/guardians will be called immediately.
- Local health officials, staff and families will be notified immediately if any possible child, visitor, or staff has been diagnosed with COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

Child and Parent Expectations

- Parents will provide adequate change of clothes for their children.
 - Change of clothes will be required if bodily fluids stain clothes.
 - Change of clothes will be required if a student is attending TKO.
- Signs will be posted throughout and outside the facility for employees, children and parents on shared responsibilities (including proper hygiene and sanitization, face coverings, physical distancing, and information for reporting concerns).
- Communication methods such as email, ClassDOJO, and signs will be used frequently to educate families and staff on new protocols and what to expect when at the facility.
- Employees and Parents/guardians will update emergency contact information.
- COVID-19 related policies and updates will be shared with families, and families will notify the facility if they have had contact with COVID-19 patients.
- Resources will be made available to families to address social-emotional and other needs on our resource table/bulletin board.



I, _____, have read the Kihei Baptist Preschool COVID-19 Policies and Guidelines. I agree to follow and understand that these guidelines and policies for COVID-19 are subject to change at any time based on newly released DHS protocols.

Print Name

Date

Signature

Child's Name