

St. John's Preschool Policy and Guidelines

Policies Revised: August 2022
Curriculum Revised: August 2022



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1. Mission

It is the mission of our Christian-based school to provide a structured, developmentally appropriate values-rich program for preschool and kindergarten students. In this program children will happily develop positive self-esteem; mutual acceptance, trust, and respect for others; a curiosity for the world; small and large motor skills; enriched language skills; and a sense of confidence and independence. The school will strive to provide a personalized, caring and supportive atmosphere where children can learn to work and play with others and where diversity is valued. Graduates of the programs will be well prepared personally, spiritually, socially, and academically in language and in number concepts.

2. State-Licensed Preschool

St. John's Preschool is a state-licensed preschool meeting all standards for children's health, safety and well-being. These standards are set by the DE Office of Childcare Licensing (OCCL). The license is obtained by the OCCL and is renewed yearly. A copy of the license is displayed in the preschool office. The primary goal of St. John's Preschool is to operate as a school for young children; not a daycare center.

3. Developmental and Educational Goals

A. Curriculum Overview

We believe play is the major vehicle through which children integrate knowledge, feelings and skills. Therefore, play is an integral part of our schedule, which reflects a consistent structured day where developmentally appropriate practices are our standard. Our learning program provides young learners with access to manipulatives that encourage thinking and problem solving, allow for sharing of thoughts and ideas, as well as motivate learners to share their creativity, curiosity and talents with others. Our learning programs provide opportunities for learners to develop intellectually, socially, emotionally and spiritually. These programs present learners with activities that encourage dramatic play, creativity, experimentation, manipulation, cooperation and socialization in a structured school setting. The skills learned through the curriculum presented at St. John's Preschool will prepare learners for further education in a public or private school setting.

A typical preschool day consists of circle time, center time, small groups in age-appropriate age groups, music and movement time, outdoor play, storytime and snacktime. The kindergarten routine is set by the kindergarten teacher and is designed to meet the state standards of education.

B. Curriculum Learning Objectives Updates

In addition to our current preschool learning objectives, we have implemented the Early Learning Foundations established by the State of Delaware. The Delaware Institute for Excellence in Early Childhood (DIEEC) also uses The Creative Curriculum approach to aid in implementation of the Early Learning Foundations. The learning objectives stated below serve as a minimum milestone that we wish children to meet. Activities presented in the classrooms will give children the opportunity to reach above the stated milestones. Physical activities will be part of every student's day at St. John's Preschool. Students will have a minimum of 15 minutes indoor and 20 minutes outdoor of vigorous physical activity. In the event of inclement weather, students will have indoor recess upstairs and have access to scooters, balls, hula hoops

and a variety of other items that encourage physical activity. Inclement weather includes precipitation and temperatures that fall below 32 degrees or any weather-related incident that makes outdoor play unsafe or not ideal. Indoor and outdoor recess is scheduled by class, giving each class their own time in those areas. Parents should plan for students to be outdoors each day, equipping them with the proper outerwear/attire for the season.

C. Assessments & Annual Conferences

Students will be assessed formally using the ASQ series with parent participation. The staff will make formal and informal observations on a regular basis that will be recorded for use during the assessment and conference process. Teachers will hold a conference day at the end of January to discuss student progress and kindergarten readiness for pre-kindergarten students. In the event that a face to face conference isn't available, or if a parent declines to have a face to face conference with a child's teacher, a phone conference will be scheduled.

D. Assessing Needs & Referral Programs to Address Needs

Occasionally teachers have concerns regarding a student's development or behavior. Educators will encourage parents to reach out to their child's pediatrician. To further facilitate addressing a child's needs, the preschool may request that the parent refer to the Ages and Stages Questionnaire (ASQ) for their developmental age. The ASQ will be used to further assess a child's development. The preschool may refer a parent to professionals to include, but not limited to: speech pathologists, school districts, vision screening, hearing screening, physicians.

i. Two-Year-Old Learning Objectives

Overview: Two-year-olds are very interesting people working very hard at being independent. Large and small motor skills seem to develop to new levels daily. Two's language is also changing and they struggle to express all their complex feeling with their limited words. In our program two-year-olds begin to develop social skills in a small group. We work with these learners to help them learn to interact and communicate with their teachers and friends, as well as help them to develop a stronger sense of self.

Area: Language Arts

- Begins to develop an understanding of opposites through experiences
- Repeats parts of songs, rhymes, and fingerplays
- Gives first name when asked
- Listens to simple stories and songs
- Follows simple directions
- Identifies common objects in pictures, books and real life
- Points to body parts when asked
- Begins to develop an awareness of the alphabet
- Demonstrates understanding of familiar words
- Expresses wants and needs with physical movement
- Uses animal and other familiar sounds in play

Area: Math

- Understands the concept of "one"
- Counts in any variation

- Indicates awareness of more than two
- Groups objects together using one attribute
- Attempts to recognize or identify circle, square and triangle
- Differentiates size, points to big and little objects

Area: Fine Motor

- Fills and dumps container with sand
- Paints with a large brush
- Begins to hold crayon in the palm of hand
- Colors with a large crayon
- Draws a face (usually no arms or legs)
- Explores textures with hands
- Draws a horizontal line
- Builds a tower with blocks

Area: Large Motor

- Begins to roll and toss objects
- Jumps with two feet
- Claps with music
- Moves body creatively when responding to music
- Walks on tip toes
- Kicks a ball short distances

Area: Science/Social Studies

- Values own property and identifies personal belongings
- Knows the names of at least five animals
- Identifies rain, clouds and sun
- Can associate the words grass, plants and tree with correct objects
- Begins to understand seasonal changes
- Begins to develop health, safety and nutritional awareness

Area: Cognitive/Intellectual Development

- Recognizes colors
- Begins to develop sensory awareness
- Begins to place large puzzle pieces in appropriate slots
- Identifies self in mirror or snapshot
- Begins to place objects in, on, beside or under
- Uses play to explore that things go together
- Shows increased short and long-term memory and attention span
- Uses people and objects to make things happen

Area: Social/Emotional Development

- Begins to develop sense of sharing
- Takes turns
- Keeps hands/feet to self

- Begins to develop listening skills while others are speaking or telling story
- Is polite and courteous to others
- Helps put things away
- Begins to seek other children to play with
- Smiles, seems happy much of the time
- Works and play cooperatively with other children
- Develops self-help skills needed to function in preschool setting

Area: Spiritual

- Begins to develop an understanding of the sacred aspects of Christmas and Easter
- Develops Christian values such as reverence, thankfulness, generosity, kindness, caring, faithfulness, joy, self-control, love, peace, goodness, patience, gentleness, peace, meekness and sharing
- Participates in snack time prayer

ii. Three/Four-Year-Old Learning Objectives

Overview: Three/Four-Year Olds are social and curious individuals. They develop at their own pace. Our curriculum emphasizes the physical, emotional, social and intellectual growth of each learner. Children will develop a positive self-image while enhancing their development in various learning areas.

Area: Language Arts

- Develops an awareness of the uppercase letters of the alphabet
- Uses short sentences to convey simple ideas
- Recites phrases from familiar stories, rhymes, songs and finger plays
- Develops an understanding of prepositions and opposites
- States full name when asked
- Recognizes first name in print
- Uses words that begin with a variety of sounds
- Uses words that describe objects and actions
- Uses pronouns occasionally
- Follows a two-step direction
- Expresses wants and needs with language
- Identifies common objects in pictures, books and real life
- Uses short sentences to convey simple ideas

Area: Math

- Recognizes and identifies shapes: rectangle, oval, heart, star
- Count 1 to 10
- Understand number concepts 0 through 5
- Recognize numbers 0 to 5
- Differentiate size: full/empty, big/little, tall/short, long/short
- Classifies objects together using one attributes

Area: Fine Motor

- Strings at least ten beads
- Constructs a 4 to 12-piece puzzle
- Holds crayon with fingers rather than fist
- Paints with a large brush
- Begins to draw human figures (usually head & legs)
- Traces horizontal line, vertical lines, circles, diagonal lines
- Holds scissors properly
- Attempts to snip paper with scissors
- Begins to print first name

Area: Large Motor

- Catches a large ball
- Throws a ball overhand with accuracy
- Walks forward/backwards on a line
- Kicks a ball with one foot
- Hops on one foot two or more times
- Balance on one foot for 2 to 8 seconds
- Moves body creatively when responding to music

Area: Science/Social Studies

- Values own property and names personal belongings
- Understand the needs community helpers serve in our community
- Knows the names of at least 10 animals
- Understand weather concepts: rainy, cloudy, snowy, foggy, windy
- Develops an understanding of the four seasons and the changes that take place in each
- Can associate the words grass, plants and tree with correct objects
- Begins to understand the concept of sink and float
- Begin to understand the how colors combine
- Develops an awareness of basic topics presented in the classroom
- Begins to develop health, safety and nutritional awareness
- Develops an understanding of opposites through hands-on experiences

Area: Cognitive/Intellectual Development

- Places objects on their outlines
- Recognizes which object does not belong in a group of items
- Identifies what is missing from a picture
- Reasons inductively (show something that rolls or find something that is soft)
- Identifies colors (red, blue, yellow, orange, green, purple, black, white, brown & pink)

Area: Social and Emotional Development

- Shows a sense of sharing
- Takes turns
- Keeps hands/feet to self
- Displays listening skills while others are speaking or telling story
- Is polite and courteous to others

- Helps put things away
- Smiles, seems happy much of the time
- Works and play cooperatively with other children
- Uses self-help skills necessary to function in preschool setting
- Shows concern for others' feelings

Area: Spiritual

- Develops a deeper understanding of the sacred aspects of Christmas and Easter
- Develops Christian values such as reverence, thankfulness, generosity, kindness, caring, faithfulness, joy, self-control, love, peace, goodness, patience, gentleness, peace, meekness and sharing
- Participate in snack time prayer
- Is aware of Bible verses relating to topics presented

iii. Pre-Kindergarten (Four/Five-Year-Old) Learning Objectives

Overview: Pre-Kindergarten children are learning to reason and solve problems. They learn routines and can follow directions. The Pre-K student is rapidly developing language skills to communicate effectively with the world. Their interest in words has increased and they can memorize finger plays, poems and songs easily. Their fine motor skills begin to develop. They enjoy counting and are learning one-to-one correspondence. Pre-Kindergarten children will engage in a variety of learning activities to prepare them for the kindergarten setting.

Area: Language Arts

- Develops an awareness of upper and lower case letters of the alphabet
- Participates in handwriting Zaner-Bloser format
- Phonological awareness of sounds
- Uses short sentences to convey complex ideas
- Responds to and asks simple questions
- Follows complex commands
- Follows multi-step directions
- Expresses needs and wants clearly
- Dictates description of drawings
- Uses correct tense and speech patterns
- Recognizes first and last name
- Can spell first name
- Can communicate full name when asked
- Shows hand preference
- Developing sense of being a "reader"
- Develops an understanding of prepositions and opposites
- Uses words that describe objects and actions
- Recites phrases from familiar stories, rhymes, songs and fingerplays
- Identifies common objects in pictures, books and real life

Area: Math

- Recognizes and identifies shapes: rhombus, octagon, pentagon, crescent

- Can draw geometric shapes: circle, square, rectangle, triangle
- Count 1 to 20
- Understand number concepts 0 through 10
- Recognizes and identifies numbers 0 to 10
- Differentiate size: full/empty, big/little, tall/short, heavy/light, long/short
- Sort, compare and classify objects using two or more attributes
- Use mathematical language
- Develop prediction and estimation skills
- Constructs sets of blocks when given a model
- Complete ABAB patterns
- Begin to develop an understanding of simple patterns
- Begin to develop an understanding of simple graphs
- Use problem solving skills to solve simple problems cooperatively
- Begin to develop an understanding of tally marks
- Measure objects using standard and nonstandard measurement tools

Area: Fine Motor

- Constructs at least a 12-piece puzzle
- Holds crayons, markers and pencils correctly by using a mature grip: grasp with thumb and first two fingers
- Paints with a brush
- Draws a person and/or other recognizable objects
- Holds scissors properly
- Uses scissors to cut on a straight line and other various shapes
- Can print first and/or last name
- Attempts to color neatly and in the lines
- Tears paper
- Copies horizontal, vertical and diagonal lines

Area: Large Motor

- Climbs up and down climbing equipment with ease
- Moves body creatively to music
- Hops on foot at least 6 hops
- Can gallop and skip
- Can throw, kick and catch a ball
- Enjoys physical education games

Area: Science/Social Studies

- Values own property and names personal belongings
- Explore, show understanding and appreciate STEM concepts presented
- Understand the needs community helpers serve in our community
- Can identify the town/state in which we live
- Develop health, safety and nutrition awareness
- Develops an awareness of national landmarks and symbols

- Understand weather concepts: rainy, cloudy, snowy, foggy, windy
- Begins to understand life cycles
- Can associate the words flower, stem, root, seed with correct objects
- Begins to understand the concept of sink and float
- Understands how colors combine
- Understand the changes that take place as the seasons change
- Develops an understanding of animals, their attributes, classifications and habitats
- Develops an understanding of the four seasons and the changes that take place in each
- Develops an awareness of basic topics presented in the classroom

Area: Cognitive/Intellectual Development

- Sequences at least three pictures
- Places objects on their outlines
- Expresses picture sequences in thoughts
- Recognizes which object does not belong in a group of items
- Identifies what is missing from a picture
- Reasons inductively (show something that rolls or find something that is soft)
- Uses logic to solve problems

Area: Social and Emotional Development

- Shows a sense of sharing
- Takes turns
- Keeps hands/feet to self
- Displays listening skills while others are speaking or telling story
- Is polite and courteous to others
- Helps put things away
- Smiles, seems happy much of the time
- Works and play cooperatively with other children
- Uses self-help skills necessary to function in preschool setting
- Shows concern for others' feelings
- Accepts limits and routines
- Shows respect for others and self, is aware of others similarities/differences
- Seeks help and praise appropriately
- Shows pride in work
- Elaborate imaginative play
- Conforms to group

Area: Spiritual

- Develops a deeper understanding of the sacred aspects of Christmas and Easter
- Develops Christian values such as reverence, thankfulness, generosity, kindness, caring, faithfulness, joy, self-control, love, peace, goodness, patience, gentleness, peace, meekness and sharing
- Participate in snack time prayer
- Is aware of Bible verses relating to topics presented
- Develops an understanding of simple Bible stories

4. Policies

A. Enrollment

Children turning two by August 31 may attend the two-year-old program. Children turning three by August 31 may attend the 3& 4-year-old class. Children turning four by August 31 may attend the pre-kindergarten program. In the event of a request for an exception to this policy, the preschool administrator will partner with the classroom teachers to consider what is best for the class in question.

To preserve continuity to the school experience, students already enrolled in an existing program will be granted advanced registration privileges to other programs offered. These students will be allowed to register two weeks prior to the public. After those two weeks they will be treated as anyone from the public, being put on a waiting list if necessary.

There is a yearly, non-refundable registration fee of \$70 for all students.

The first month's tuition is due on August 1 of each year in order to pay for supplies. Then, eight monthly payments beginning September 1 are due through May. A sibling discount of 20 percent off the lowest tuition is offered to families with two or more children enrolled in the preschool. A \$25 service fee will be charged for all returned checks. If two or more returned checks are received from the same party, all remaining payments must be in the form of cash or money order.

Parents may choose to pay by credit card in the preschool office or via telephone. All credit card charges will include a \$4.00 convenience fee.

Failure to pay tuition by the fifth of each month will result in a \$10 late charge. The Preschool has the right to disallow admittance of any child whose tuition is in arrears by one month or more. In addition, tuition of pre-kindergarten students must be paid no later than two weeks prior to the scheduled pre-kindergarten graduation for students to be eligible to participate in the pre-kindergarten graduation ceremony. In addition, all tuition must be up-to-date prior to registration for the upcoming school year.

If a child is withdrawn while school is in session, a month's written notice is required to the Administrator. No tuition will be refunded for part of the month or the July 1st payment. Students who choose to withdraw prior to the start of school will also not receive any reimbursement for the July 1st payment.

B. Class Size

The maximum class sizes (with two adults) are: (please see the Covid related document in regards to class size found at the end of this manual). Class sizes are smaller under Covid regulations.

Two-Year-Olds	14	
Three/Four-Year-Olds	20	
Four/Five-Year-Olds	24	Kindergarten 15

Students will be assigned to classes in order of registration. If the classes are filled, applicants will be placed on a waiting list in the order their registration is received.

C. Release Policy

Please see the new release policy regulations included in the Covid document at the end of this manual.

No child shall be released from class unless met at the door by an authorized adult. An authorized adult is defined as the individual(s) listed on the child's emergency card. Parents are responsible for keeping preschool staff updated in regards to any changes concerning authorization. If someone is to pick up your child who is not listed on the emergency card, the parent must provide a signed written note to the classroom teacher/and or administrator giving permission for the child to be released. A sign out notebook will be located outside the preschool office to sign out the child. The preschool staff has the authority to ask for identification or hold a child if any questions arise concerning the child's safety. A copy of a valid ID will be made and kept on file of any persons not previously approved to pick up a child. If a person is not allowed to pick up your child, please notify the school in advance and provide the school a copy of the paperwork, if appropriate. In the event that a non-custodial parent or unapproved person attempts to pick up a child without permission, the police will be notified and the custodial parent will be contacted immediately. In the event that a parent seems to be intoxicated or impaired to the point that they are unable to bring the child home safely, the police will be contacted and an emergency contact will be called to pick up the child. Parents or other assigned guardians are expected to call if not picking up a child on time. A late fee of \$10 per incidence will be charged, if needed. Frequent lateness will be addressed by the Preschool Administrator. No student will be permitted to leave/walk home on his or her own from St. John's Preschool.

D. School Calendar

The school year shall commence for students on Tuesday after Labor Day with a student/parent open house. Parents are invited to attend the St. John's Preschool Parent Night each year to gain information relating to the school year. Classes will begin operating on a normal class schedule on Wednesday after Labor Day. The preschool calendar is set by St. John's Preschool each school year.

E. School Delays/Cancellation Due to Inclement Weather

1. In case of inclement weather or school closings, the Preschool will email families, make a Facebook post and send a One Call Now notification at approximately 7:00 AM.
2. If the preschool is delayed due to fog or weather, the Preschool will open at 10:00 AM. All students will begin school at 10 a.m. and dismiss at 12:00 p.m. Pre-Kindergarten and Kindergarten students will dismiss at 1:30 p.m.
3. In the event that the preschool needs to close early due to weather, families will be notified via email, One Call Now notifications and a Facebook post. Parents will be given ample time to arrange pick-up for their students.

If school is cancelled due to weather five or more times during the school year, two make-up days will be added to the end of the school year calendar for those classes missing more than five days. Emergency days as declared by a public official will not be made up and will not count

towards the number of days. The inclement weather days have been predetermined and will be utilized if needed.

F. Discipline/Positive Behavior Management/Suspension/Expulsion

The staff of St. John's Preschool will use positive, age-appropriate methods of discipline that encourage self-control, self-direction, self-esteem and cooperation. Praise, rewards, and encouragement, rather than punishment, shall be emphasized. Responses to a child's behavior shall be appropriate to the child's developmental level. Corporal punishments will not be used in any way. Children will not be isolated for any reason without supervision unless posing a physical threat to their peers. Positive behavior management techniques will be used by teachers to redirect a student. Breaks will be utilized in the event a student is over stimulated or is struggling to recover from a behavioral episode. A break may include a supervised walk through the preschool halls with a staff member walking with the student. Staff will abide by the Positive Behavior Management Statement:

Employees of St. John's Preschool will use prevention strategies, appropriate redirection rather than restraint, and positive developmentally-appropriate methods of behavior management of children that encourage self-control, self-direction, positive self-esteem, social responsibility and cooperation.

In the event that a student is not responding to positive behavior management techniques by the staff, a meeting will be scheduled with the parent to discuss a comprehensive plan with parent input on the best ways to help the child achieve success.

A disciplinary problem is any behavior that is disruptive to the class and/or potentially harmful to anyone in the class, as determined by the teacher. Steps to be taken in the event of a discipline problem are as follows:

1. A panel consisting of the Administrator, Teacher and Assistant will meet with the child's parent/guardian/sponsor to discuss the problem and formulate a plan. A follow-up letter will be sent by the Administrator to the child's home reviewing the goals to be met and the steps that will be taken if these goals are not met.
2. If within four (4) preschool sessions the behavior has not improved, the student will be asked to attend an abbreviated day for two weeks.
3. If behavior improves, the daily sessions will gradually become longer until the student is once again attending class full-time.
4. If behavior fails to improve, a second meeting will be held with the parent/guardian/sponsor to discuss possible termination.
5. The Administrator will send a letter documenting the termination to the parent/guardian/sponsor.

G. Physical Environment and Safety

As a state-licensed preschool, St. John's Preschool must meet all the necessary requirements pertaining to a child's health, safety and well-being. Annual inspections are conducted by the Department of Environmental Health, the Office of the Fire Marshall as well as the Office of Child Care Licensing. Copies of these reports are available in the Preschool Office. Parents may

request to review these reports if they desire. In addition, a copy of the Delacare Rules for Early Care and Education is available in the Preschool Office for parent review.

The preschool classrooms will abide by the sanitation regulations set by the OCCL. Tables and surfaces will be disinfected between use. Toys and manipulatives will be cleaned daily. Classrooms are cleaned professionally at the close of each day.

In the event of COVID or pandemic regulations, the preschool will post the proper signage recommended by the DPH. The regulation set by the OCCL regarding face coverings will be followed and may be required of parents or adults entering the building. Entry may be denied if masks are required and an adult refuses to wear a mask.

Other measures regarding COVID19 plans are included in Appendix IV at the end of this document. These measures include hand washing, social distancing, covering coughs and sneezes, stagger arrival and drop off as well as create new routines for picking and dropping off students, follow daily screening practices to include temperature checks. Sanitation and cleaning practices will include increased sanitizing of surfaces and tables, removal of some toys and frequent handwashing.

Students will be dropped off and picked up at designed entrances for each classroom. The pick up and drop off plan is included in Appendix V at the end of this document.

In addition, all students are required to have an up-to-date physical on file with proof of immunizations, TB screening/testing and Lead (Pb) screening/testing. Students who do not have necessary paperwork on file may not be able to attend preschool until the requirement has been met.

H. Emergency Planning

Routine fire drills along with emergency evacuation procedures will be practiced by preschool staff and students. Emergency exit signs will be posted in each preschool classroom. If evacuation of the preschool is necessary, children will proceed to the Seaford Volunteer Fire Hall until parent pick up. If a threat to the children's safety is present in the outside community, the preschool will institute a lockdown until the situation is resolved. Doors to the preschool classrooms will be locked fifteen minutes after arrival time for safety purposes each preschool day. In the event of a natural disaster or other unforeseen occurrence, the preschool will have on hand water as well as food supply for a 48-hour period. In addition, we have a detailed building plan in place with the Seaford Police Department in case of emergency.

I. Health Care

For the protection of your child and others, St. John's Preschool will follow the guidelines established by the Office of Child Care Licensing in regards to illness. Students showing signs and symptoms of illness will be removed from the classroom and placed with the preschool administrator. Parents will be called and the child will remain out of the class until picked up. Please do not send your child to preschool with symptoms of any of the following:

1. Temperature: 99.5 degrees Fahrenheit.

2. Symptoms and signs of possible severe illness (unusual lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs) – until medical evaluation allows inclusion
3. Diarrhea – please wait 24 hours symptom free until returning to preschool
4. Blood in stools not explainable by dietary change, medication or hard stools
5. Vomiting illness- please wait 24 hours symptom free until returning to preschool
6. Persistent abdominal pain (continues more than two hours) or intermittent pain associated with fever of other signs or symptoms
7. Mouth sores with drooling, unless a health care provider determines that condition is noninfectious
8. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease
9. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until after 24-hour antibiotic treatment
10. Scabies, until 24 hours after treatment has been initiated
11. Pediculosis (head lice)*
12. Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend care
13. Impetigo, until 24 hours after treatment has been initiated
14. Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever
15. Varicella-Zoster (chicken pox), until sores have dried and crusted (usually six days)
16. Shingles, only if sores cannot be covered by clothing or a dressing; if not exclude until sores have crusted and dry
17. Pertussis, until five days of antibiotic treatment
18. Mumps, until nine days after onset of parotid gland swelling
19. Hepatitis A virus, until one week after onset of illness, jaundice or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff
20. Measles, until five days after onset of rash
21. Rubella, until six days after onset of rash
22. Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions
23. Unspecified illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without comprising the health and safety of other children.
24. COVID Symptoms: fever, cough, shortness of breath, chills, shaking with chills, muscle pain, headache, sore throat, new loss of smell or taste. If these symptoms are present, the student should quarantine at home for a period of 7 days after symptoms have resolved, and at least 10 days have passed since the symptoms appeared. In the event a student or staff member tests positive for COVID, the DPH will be contacted.

Please follow a “24-hour symptom free” policy. Wait until your child is symptom-free of any of the above conditions for 24 hours before sending them back to preschool, unless COVID19 is suspected. For the safety of all the children in the preschool, it is very important that you report to your child's teacher or the Preschool Administrator if your child has been exposed to a contagious illness, such as influenza, chicken pox, pink-eye or strep throat. This will enable us to

watch for symptoms of illness in your child as well as the other children in your child's classroom. Children who have a reportable communicable disease will not be permitted to attend preschool until written documentation has been provided by the health care provider stating the child presents no risks to others. All communicable disease must be reported to the Division of Public Health. Preschool families will be contacted via the OneCallNow system and via email to report information regarding the presence of a communicable disease. Personal information regarding the child affected will not be shared with anyone and will be kept confidential.

If your child should become ill while at preschool, he or she will need to be picked up immediately. Sick children will be removed from the preschool classroom. A resting area will be provided for the child in the Preschool Administrator's office or other appropriate location until parent/guardian pick up. The child's parents will be notified first. If unavailable, the emergency contact will be notified. Please be sure to keep the preschool notified of any changes in telephone numbers, addresses, places of employment and emergency contacts.

Medical information, including emergency treatment information will be kept on file in the classroom and on field trips. Proof of up-to-date immunizations, as well a copy of health physical, are required each year.

Parents will provide teachers and administrator with a written report of any medical problems concerning the child.

Staff members will be trained and certified in medication administration. Medications will only be administered under direction of a physician. All medication must be in the proper packaging, containing a label with the child's name, the physician's name and phone number, the name of the medication, dosage, the frequency and the duration of the medication, route of administration, the end date and any special directions. Staff members will not provide students with over-the-counter medications unless directed by a physician. Written permission for the administration of medication must be provided by the parent/guardian. Unused medications will be sent home. A written record of the administration of medication will be kept on an MAR (Medication Administration Record) provided by the OCCL. Reasonable accommodations for children with disabilities and medical needs will be made by the preschool at the request and advisement of parents and physicians.

***In the event of Head Lice the following procedure will be followed:**

A child being found to have head lice will not be permitted to attend preschool until they are nit/lice free. Before returning to the classroom, a note from the child's doctor must be presented stating that the child is "nit and lice free and able to return to preschool." Instructions will be given to parents on the correct treatment for head lice. An email, One Call Now phone notification and/or letter will be sent home in the book bag of each child in the class informing parents that head lice has been found in the classroom, and they should proceed with checking their child's scalp for possible head lice. All cases of head lice must be reported to the Preschool Administrator.

In the event that emergency transportation is required, the preschool will call for an ambulance first. Parents/guardians will be contacted next. In the event of non-emergency illness, parents will be contacted to transport students for care.

J. Child Accident or Injury

When known, a staff member will provide assistance to protect a child in care from further harm. Parents will be notified of any accident or injury that may occur during preschool hours, and immediately if the injury is potentially serious. Staff will complete an accident/injury form which includes the name of the child, date, description of injury, how it occurred and first aid or medical care required. Whenever an injury report is necessary, the child's parent(s) will be notified. In addition, in the event of a head injury that may occur during preschool hours, parents will be notified and asked to come to the preschool to determine whether or not they want to consult a medical professional. All injury reports should be signed by a parent/legal guardian at the time the child is released from St. John's Preschool to that parent/legal guardian following an injury. The preschool staff and administrators will keep a copy of the accident and injury reports on file. In the event of a medical emergency such as seizure, asthma attack or severe allergic reaction, staff members will first assist the child and call for an ambulance and then contact the parents immediately following those procedures.

K. Child Abuse and Neglect

The preschool staff is required by state law to report any case of suspected child abuse and/or neglect. The term "child abuse and neglect" means the physical injury by other than accidental means, injury resulting in a mental or emotional condition which is a result of abuse or neglect, negligent treatment, sexual abuse, maltreatment, mistreatment, non-treatment, exploitation or abandonment, or a child under the age of 18 or of an individual who appears to be mentally retarded. Please see Appendix I for a complete description of the Delaware Code relating to reporting of cases of abuse of children. The hotline number to report child abuse is 1-800-292-9582.

L. Parent/Guardian Communication

Parents/guardians are always welcome at St. John's Preschool. However, parents will be asked to sign in their attendance at the preschool office upon arrival indicating the time in/time out. Parents and guardians are welcome to visit the preschool and monitor the program without prior approval. Classroom teachers will provide parents with a list of volunteer opportunities and parents will be asked to assist throughout the school year.

A school website has been set up with information updated frequently with what is happening at preschool. The school website is: www.stjohnspreschoolseaford.com. Information can also be found on the school Facebook page.

Information concerning a child's preschool day will only be communicated to the child's parent/guardian unless written permission is given by the parent.

Classroom teachers will provide a copy of the child's typical daily schedule at the beginning of the school year. Weekly notes along with monthly calendars will be sent home in each child's book bag to keep parents informed of the day-to-day activities happening in the preschool classroom. Parents are responsible for checking the child's book bag regularly.

Classroom teachers will hold a conference with the child's parent/guardian once during the school year to discuss the child's development and progress. Additional conferences may be requested at the parent or teacher's request at a convenient time suitable to both parties.

A yearly progress report will be sent to all preschool parents indicating the child's progress in meeting the goals of the preschool curriculum.

No information from student files will be disclosed pertaining to an individual child or family without written permission from the parent/guardian, except in the course of performance of official duties and to employees or representatives of the Office of Child Care Licensing, Division of Family Services or to the entities with statutory responsibilities for issues relating to the health, safety and protection of children.

Under the Delaware Code, parents are entitled to inspect, at any time, the active record and complaint files of any licensed child care facility. St. John's Preschool will provide parents with the necessary contact if they desire to obtain this information. See Appendix II – Parents' Right to Know.

M. Television/Computer/iPad Use/Screentime

Occasionally, as part of the classroom learning activity, an educational video or DVD will be shown to preschool students. Video/DVD use is generally less than 30 minutes in length and related to the subject being taught in the preschool classroom. In addition, computer use/iPad use is sometimes included in our pre-kindergarten classroom as part of center time and small group time. No Internet access is available to students. Any learning/educational apps the children will have access to will be chosen by the classroom teacher prior to exposure. Parents will be asked to sign permission for their child to participate in such activities. Screentime will remain educational in nature and will be limited to special instances in our younger students. For our pre-kindergarten students, screentime will be used to reinforce/teach concepts during small group rotations that will last no longer than 10 minutes a day.

N. Healthy Preschool Snacks

As a state-licensed preschool, St. John's Preschool, we encourage parents to provide healthy snacks and lunches for their children. Childhood obesity is a nationwide problem in young children, and we want to do our part in promoting a healthy lifestyle. Snacks and lunches are provided daily by the student's parents.

Students are encouraged but not forced to eat snack. Snack times vary by class and will be provided as part of the daily routine. Snack times typically range between 10:00-10:30. Classrooms containing students with food allergies may post restrictions (i.e., peanut allergies will have nut-free classrooms).

Foods will not be shared between students. Foods must be clean and safe and comply with the preschool's guidelines. Each student will bring his/her own snack daily. Any foods need preparation should be prepared at home by the parent (fruits that might need to be cut, etc).

Suggested Drinks

- All juice must be 100% juice.
- Bottles of apple juice, orange juice and juicy juice as well as juice boxes are wonderful!
- Small water bottles
- Low-Fat Milk is an excellent choice

Suggested Fruits & Veggies

- Apple slices, grapes, raisins, bananas, oranges or any fruit
- Veggies such as carrots & celery
- Please make sure all fruit & veggies are washed and ready to serve when brought in. Dip may accompany the above if desired
- Applesauce or fruit cups

Suggested Snack Foods

- Goldfish crackers
- Pretzels
- Wheat Thins
- Granola bars
- Fruit snacks
- Animal crackers
- Dry cereal
- Mini-muffins
- Healthy snack mix
- Graham crackers

Suggested Dairy Products

- Cheese
- Yogurt cups or tubes
- Pudding cups or tubes

Birthday & Parties

Birthdays are special days at St. John's Preschool, and we want your child's birthday to be special. Please talk to your child's classroom teacher if you would like to bring in something special for your child's birthday. (Mini-cupcakes or your child's favorite cookie are wonderful choices). In addition, theme parties and events are hosted throughout the year related to a variety of preschool themes. During these times, please refer to the signup sheet provided by the classroom teacher posted outside the preschool classroom. All snacks to be shared for special events must be unopened and store bought items.

O. Transition Plan

Families will be introduced to the preschool at the start of the preschool year with an "Open House" day. Students will attend preschool with a parent or adult on a designated date, at a designated time with the adult wearing a mask. Students in the two-year-old programs attend an

abbreviated day at the start of their school year. A date is designated that all students will attend a shortened preschool day. All students struggling to transition will be given the opportunity to experience the following transition plan.

Students joining the school year at any time after the traditional start of the school year will be given the opportunity to transition into the preschool routine by experiencing shorter days to start. Teachers and parents can agree on a plan that best suits each, individual child as some children may need a longer transition time than others. Parents will be encouraged to start the preschool day at the regular time and pick students up earlier, gradually increasing the amount of time they stay each day until the child has completed his/her transition. The goal is to have the transition process complete within two weeks, understanding that some students may need less or more time.

Suggested Student Transition

	Two-Year-Old	Three/Four-Year-Old	Pre-K Class
Day 1	Attend with a parent for an hour	Attend with a parent for an hour	Attend with a parent for an hour
Day 2	9:00-10:00	9:00-10:30	9:00-10:30
Day 3	9:00-10:10	9:00-10:45	9:00-10:45
Day 4	9:00-10:20	9:00-11:00	9:00-11:00
Day 5	9:00-10:30	9:00-11:15	9:00-11:15
Day 6	9:00-10:50	9:00-11:30	9:00-11:30
Day 7	9:00-11:10	(Complete)	9:00-12:15
Day 8	9:00-11:30	(Complete)	9:00-1:00

In the event that a student needs to be moved to another classroom, parents will be consulted and notified prior to it happening. Parents will be provided with a written transition plan to be discussed and approved prior to the transition.

P. Review of Delacare Regulations

Parents are encouraged read the Delacare regulations. Links to these regulations will be sent home prior to school beginning in an email. A hard copy will also be available for parents to read in the preschool office. Parents can access Delacare regulations from home at <https://kids.delaware.gov/occl/pdf/delacare-regulations-center-2019.pdf>

Q. Parent Complaint Policy

Parents are encouraged to express any and all concerns that they may have about the preschool, it's employees, it's building and surroundings, events happening in the classroom, etc. For small incidents (classroom issues), parents are encouraged to address the preschool teacher as the first step in the chain of command. If parents are unhappy with anything, they are encouraged to talk to the preschool administrator. The administrator can be reached in person or via phone at 302-6269-2289, via email at stjohnspreschool123@gmail.com or by letter at 300 N. Pine Street, Seaford, DE 19973. If parents have a complaint about the preschool administrator, they should reach the Senior Pastor at 302-629-9466.

R. Confidentiality of Information

Written permission from parents/guardians is required before disclosing or using a child's written, electronic or digital information except to employees of the Office of Childcare Licensing or other entities with statutory responsibilities for issues relating to the health, safety and well-being of children. Personal information provided on forms is never shared or sold by St. John's Preschool. Parents/guardians will provide written permission to share or to not share upon enrollment into the preschool of their personal information with other preschool families, advertising purposes, craft/art purposes, social media, the website or the newspaper.

S. Transportation

St. John's Preschool does not provide transportation to/from school or events associated with the school. Parents are responsible for the pick up and drop off of students. In the event of evacuation, students will walk with their classes and teachers to the Fire Department. Once a year, students will walk to the Fire Department for a field trip. Permission for emergency transportation is included on the yellow emergency form. This is a requirement for OCCL and is included only for the event of an emergency.

T. Photographing/Videotaping Students

Teachers use photographs for projects and end-of-year keepsakes and may be seen photographing your children. All photographs remain private and for the use of the classroom unless otherwise stated. All photographs taken by staff members with the intent to use otherwise, must receive written permission from parents/guardians to be used. Occasionally students will be videotaped in the classroom setting to be used for similar purposes as photographs. All materials collected in such a manner will be shared with parents. Photography and videography will only be done in an appropriate manner with other students and staff members present with the sole purpose of use for the classroom. Students will never be photographed or videotaped in personal, private manners to include bathrooming, unclothed, or any manner that is deemed sensitive to his/her confidentiality. Students will not be captured in photograph or video without parental knowledge and consent. Any images used for classroom use will not be shared publicly.

5. Fiscal Policy

The Preschool books are under the supervision of the Finance Committee of St. John's United Methodist Church. The preschool budget, as well as, all matters concerning salaries and compensation, is subject to approval by the Church Council of St. John's United Methodist Church.

6. Scholarships

St. John's Preschool offers a scholarship/financial aid fund to assist those who need financial assistance. Funding for the scholarship program includes contributions to the fund from persons or other sources and a portion from fundraising activities of St. John's Preschool. Funds do not come out of the preschool operating budget. Decisions regarding scholarship and financial aid assistance will be based upon receiving sufficient financial information. Decisions will be made on an individual applicant basis by the Preschool Administrator, Senior Pastor, and a financial representative of the Church Finance Committee. All questions regarding the scholarship program should be directed to the Preschool Administrator.

7. Personnel

A. Hiring and Compensation

Preschool staff shall be designated as part-time, professional employees of St. John's United Methodist Church. Preschool staff will be provided with a copy of the St. John's Preschool Employee Manual upon employment. The manual will provide employees specific information concerning their job responsibilities and expectations as well as benefits associated with the position. The St. John's Staff Pastor Parish Relations Committee has final approval of issues related to employment.

Vacancies for the school staff will be filled by the applicant considered best qualified on the basis of aptitude, training and experience in early childhood education, as well as other experience working with children and interpersonal skills. All applicants must meet the necessary qualifications as specified in the Delacare Rules & Regulations for Early Care & Education, before being hired.

The Preschool Administrator will oversee the operation of the school. Responsibilities include, but are not limited to: publicity, budget, business administration, registration, and supervision of preschool staff. The Administrator reports to and is evaluated by the Senior Pastor of St. John's Church. The Curriculum Coordinator shall be responsible for the development and continuing update of curriculum. The Curriculum Coordinator reports to the Preschool Administrator and in the absence of the Preschool Administrator is acting administrator.

The teaching staff is defined as a Teacher and an Assistant for each class. Teaching staff report to and are evaluated by the Preschool Administrator. Parents may observe the classroom and teachers by advance appointment with the Administrator. Parents will be asked to sign in the preschool office upon arrival.

B. Governing Body and Owners

The preschool is a mission of St. John's Church. Ultimately the decisions and actions of the preschool are determined by the church. The Senior Pastor is the immediate overseer of the preschool administrator. The Finance Committee oversees the preschool's finances. The SPPRC oversees the preschool's hiring and staff-related questions. For information regarding each of these committees and current members of each, please contact the secretary of the church office at 302-629-9466. Names and contact information for each can be provided to you by the preschool administrator upon request.

8. Non-Discrimination Policy

St. John's Preschool will not discriminate against a family or a child based on race, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws.

9. Future Vision

Our vision is to expand our role as teachers and mentors to area children. Future program enhancements to be considered are:

- Additional early childhood programs
- Continuing education for teachers

Appendix I: Abuse of Children

AN ACT TO AMEND TITLE 16, DELAWARE CODE, CHAPTER 9 RELATING TO REPORTING OF CASES OF ABUSE OF CHILDREN

CHAPTER 9. ABUSE OF CHILDREN

901. Purpose

It is the purpose of this Chapter to provide for comprehensive protective services for abused and neglected children found in the State by requiring that reports of such abused and neglected children be made to the appropriate authorities in an effort to prevent further abuse or neglect and to assist those children and their parents or those persons legally responsible for them, in their own home to aid in overcoming the problems leading to abuse and neglect, thereby strengthening parental care and supervision and enhancing such children's welfare and preserving the family life whenever feasible.

902. Definition of Child Abuse and Neglect

For purposes of this chapter the term "child abuse and neglect" means the physical injury by other than accidental means, injury resulting in a mental or emotional condition which is a result of abuse or neglect, negligent treatment, sexual abuse, maltreatment, mistreatment, non-treatment exploitation or abandonment, of a child under the age of 18 or of an individual who appears to be mentally retarded.

903. Reports Required

Any physician, and any other person in the healing arts including any person licensed to render services in medicine, osteopathy, dentistry, any intern, resident, nurse, school employee, social worker, psychologist, medical examiner or any other person who knows or reasonably suspects child abuse or neglect shall make a report in accordance with 904 of this Chapter.

904. Nature and Content of Report: To Whom Made

Any report required to be made under this Chapter shall be made to the Division of Child Protective Services of the Department of Health and Social Services. An immediate oral report shall be made by telephone or otherwise. Reports and the contents thereof including a written report, if requested, shall be made in accordance with the rules and regulations of the Division of Child Protective Services, or in accordance with the rules and regulations adopted by the Division.

905. Duties of the Receiving Agency

- (a) Upon receipt of a report submitted pursuant to this Chapter, the Division of Child Protective Services shall immediately investigate and take necessary action and shall offer protective social services toward preventing further child abuse or neglect as defined in 902 of this Chapter, safeguarding and enhancing the welfare of the abused or neglected person and preserving family life whenever possible. In performing any of these duties, the Division may utilize the facilities of any State or private agency and whenever removal of the abused or neglected person appears necessary shall file an appropriate petition seeking removal of such person from the custody of his parent,

guardian or other adult with whom he is living an authorization to place such child in a suitable family. If the injury of abuse is so serious that criminal prosecution is indicated, the Division shall, in addition to taking such action under this section as it deems necessary, report its finding to the Department of Justice and the Family Court, and/or to the police.

- (b) The Division shall establish in each county a registry of child protection for the purpose of maintaining a registry of information concerning each case of abuse or neglect required to be reported in said county by this chapter. The files shall be confidential subject to the rules and regulations adopted by the Division.
- (c) The Division shall keep in the manner prescribed and on forms furnished by it such information as shall be necessary in order to maintain a statewide central registry of all reports made in the State.

906. Immunity from Liability

Anyone participating in good faith in making of a report pursuant to this chapter shall have immunity from any liability, civil or criminal, that might otherwise exist and such immunity shall extend to participation in any judicial proceeding resulting from such report.

907. Child under Treatment by Spiritual Means Not Neglected

No child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall for that reason alone be considered a neglected child for purposed of this chapter.

909. Penalty

Whoever knowingly and willfully violates this chapter shall be fined not more than \$100, shall be imprisoned no more than 15 days or both.

Appendix II: Parents' Right to Know Notice

PARENTS RIGHT TO KNOW NOTICE

UNDER THE DELAWARE CODE YOU ARE ENTITLED TO INSPECT THE ACTIVE RECORD AND COMPLAINT FILES OF ANY LICENSED CHILD CARE FACILITY. TO REVIEW A CHILD CARE FACILITY RECORD CONTACT: the administrative specialist, 821 Silver Lake Boulevard, Suite 103, Dover, Delaware 19904, phone (302) 739-5487.

You may also view substantiated complaints and compliance review histories by visiting the Office of Child Care Licensing's child care search online.

Appendix III: Sample Daily Schedule

8:55-9:00 Welcome students into the classroom (hang backpacks, say goodbye)
9:00 School Begins
9:00-9:20 Circle Time (times vary by age group and may be shorter in the younger ages)
9:20-10:20 Small Groups (Reading/Writing, STEM, Art, Independent Station)
10:20-10:30 Bathroom Routine
10:30-10:45 Indoor Dramatic Play
10:45-11:00 Snack
11:00-11:10 Library/Story Time
11:10-11:25 Outdoor Recess
11:25-11:30 Transition to Dismissal Routine
11:30 Dismissal

Appendix IV: COVID 19 Plan

State of Delaware Engage families and communities to promote the safety and well-being of children through prevention, intervention, treatment and rehabilitative services.

Preparedness and Planning

- ☐ My facility will encourage staff to practice every day preventative measures such as frequent hand washing, refraining from touching your face, covering a cough or sneeze with an elbow, and practicing social distancing (keeping at least 6 feet of distance between you and another person).
- ☐ My facility will post signage recommended by the Division of Public Health.
- ☐ (REQUIRED) My facility will follow the current requirements for cloth face coverings. For child care providers, these practices include:
 - o All child care providers and/or staff working in child care facilities must wear cloth face coverings while at work;
 - o Providers must follow DPH guidance regarding face coverings for children; o Business owners must provide these cloth face coverings to staff if staff do not already have them; o Business owners must provide access to hand sanitizer for staff;
 - o Business owners must deny entry to anyone over the age of 12 who is not wearing a face covering, if one is not available to be provided to that person.
- ☐ My facility will have a plan for staff absences. ☐ My facility will encourage staff who may be at higher risk for COVID-19 to contact their health care provider to determine whether they should stay at home.
- ☐ In the event that my facility experiences a positive case of COVID-19 in a staff member or child, my facility will contact the Division of Public Health within one business day of learning of the illness at 1-888-295-5156 or hspcontact@delaware.gov to discuss next steps and cleaning guidance specific to my facility. Arrival/Drop-off and Screening Procedures
- ☐ My facility will remind staff to stay at home if they are sick, and remind parents to monitor children for signs of illness and keep them home if they are sick.
- ☐ My facility will stagger arrival/drop-off times and pick-up times to limit direct contact with parents as much as possible.
- ☐ (REQUIRED) My facility will adhere to the following screening practices for adults and children entering the facility:
 - Adults who drop off and pick up children must do so at the entrance to the facility, not the classroom, unless the classroom has its own separate entrance where the child can be safely dropped off. Staff will receive the children and see that they arrive safely in their classrooms.
 - Providers must ensure that staff and children do not have an elevated temperature before entering the facility. This may be done by actively monitoring a person's temperature before entrance to the facility, or by asking staff and children (or a parent/guardian on behalf of the child) to report their temperature upon arrival.
 - o It is best to use touchless thermometers (forehead/temporal artery thermometers) if possible, but if you must use oral or other types of thermometers, make sure to clean the thermometers thoroughly between each person, as to not spread infection.
 - o Follow the manufacturer's directions to disinfect the thermometer.
 - o If no directions are available, rinse the tip of the thermometer in cold water, clean it with alcohol or alcohol swabs, and then rinse it again.

o Personnel screening for fever should consider wearing gloves and face masks per CDC recommendations.

- If a staff member or child reports or is noted to have body temperature at or above 99.5 degrees Fahrenheit, a discussion must be had with the staff member or parent to determine if there is an underlying cause. The staff member or child may be admitted to the child care, but increased monitoring throughout the day must follow to ensure the temperature does not increase or additional symptoms do not develop. If a staff member or child reports or is noted to have a body temperature at or above 100.4 degrees Fahrenheit, they must be sent home. If a provider has a policy that requires staff or children be excluded for a temperature lower than 100.4 degrees Fahrenheit, they should continue to follow their policy, as well as DELACARE regulations, on child health exclusions.

- Providers must also ensure that each incoming staff member and child (or the child's parent may answer on their behalf) is screened with a basic questionnaire each time they enter the child care facility. The questionnaire shall include at least the questions below:

- o Do you have any of the following symptoms: fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of smell or taste? ♣ If NO, proceed to the next question. ♣ If YES, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.), the provider should weigh the risks for COVID-19 exposure and may consider sending the staff member or child home. ♣ If YES (for fever of 100.4 or higher), or the staff member or child is otherwise symptomatic and considered at risk for COVID-19 exposure, the staff member or child may not be admitted to the facility and should isolate at home.

- The staff member or child should remain at home for a total of 7 days after symptoms have resolved defined as resolution of fever without the use of fever-reducing medication and improvement in respiratory symptoms (e.g. cough, shortness of breath); and at least Page 4 of 6 10 days have passed since symptoms first appeared before being permitted to return to work or child care.

- Three days after symptoms resolve, patients are no longer required to self-isolate at home; however, they must continue to practice strict social distancing, avoid sustained close contact with others and maintain good hand hygiene, for the remaining four days (for a total of seven days) before returning to work.

- Staff or children who have been excluded may return after this 7 day period however should continue to recognize the risk of infectiousness and self-monitor for symptoms. ♣ Staff members should consult medical professionals if desired or needed and should adhere to screening decisions made by the primary care provider or DPH medical personnel as appropriate. ♣ If at any time a doctor confirms the cause of the staff member or child's fever or other symptoms is not COVID-19 and approves them to return to work or care, then the provider shall follow the appropriate DELACARE Regulations and their facility's policies in regard to return to work or child care. o Have you been in close contact (e.g., within 6 feet for more than 10 minutes) with a person with confirmed COVID-19 infection? ♣ If NO, the staff member or child may proceed with work or may receive child care at the facility. ♣ If YES, the staff member or child will be required to stay at home for 14 days from the time they were exposed to confirmed COVID-19.

Stable Groups and Social Distancing

☐ (REQUIRED FOR CENTERS) My facility will adhere to the following requirements for group size and mixing of groups:

- a. The maximum allowable group size is 15 children (or smaller, if indicated by DELACARE regulations);
- b. Groups should consist of the same children and staff each day, and mixing of groups should be restricted as much as possible;
- c. Groups must be kept at least 6 feet apart if using shared spaces;
- d. Providers may seek a variance from OCCL if they must have a group size larger than 15. Providers must follow the variance process outlined in DELACARE regulations.
- ☐ (REQUIRED FOR FAMILY PROVIDERS) My facility will follow DELACARE Regulations regarding the number and ages of children served, while practicing social distancing to the extent practical given the age, ability, and social and emotional needs of the children in care.
- ☐ My facility will avoid mixing groups of children, by staggering the use of shared spaces (playgrounds, cafeterias, etc), and by cancelling large group activities where children cannot be a minimum of six feet apart.
- ☐ (REQUIRED) My facility will suspend the use of all outside contractors, programs, and entertainment, both indoors and outdoors, except:
 - o Contractors doing work outside of child care hours (ensure that proper cleaning/sanitizing has been conducted before children re-enter the facility or areas where work was being done)
 - o Physical therapy/Occupational therapy appointments
 - o Early Childhood Mental Health Consultants
- ☐ My facility will ensure that children's naptime mats or cribs are spaced out as much as possible, ideally 6 feet apart. When a 6 feet distance cannot be maintained, children sleeping on mats or in cribs should be placed head-to-toe and follow current DELACARE regulations for spacing.

Sanitation and Cleaning Practices

- ☐ (REQUIRED) My facility will adhere to the following additional cleaning and sanitizing practices:
 - o Suspend use of sand and water table play (water tables may be used if proper social distancing can be maintained, such as only one child using the water table at a time, and the water tables are cleaned in between each child's use and sanitized at the end of each day)
 - o Suspend use of play-doh or other clay-like materials
 - o Suspend use of toys that children wear on their faces such as masks and goggles, except masks or goggles that are worn by an individual child and stored separately for that individual child.
 - o Staff and children must wash hands upon entering the classroom and upon leaving
 - o All hard surfaces must be sanitized twice a day and as needed
 - o Toys should be separated for sanitizing immediately after being placed in a child's mouth
 - o All frequently touched surfaces (doorknobs, light switches, faucets and phones) should be sanitized frequently throughout the day
 - o Access to food preparation areas should be restricted to only staff who are essential to food preparation
- ☐ My facility will clean all toys at the end of each day following CDC recommendations.
- ☐ My facility will ensure that meals, if served, are individually plated.

☐ My facility will minimize the use of soft toys or other toys that cannot be easily cleaned or laundered.

Appendix V: Pick up and Drop Off Routine

The Monday/Wednesday & Tuesday/Thursday Two Year Old Classes will BOTH follow this plan.

For Drop Off: (8:50-9:05)

Parents can park in the parking lot that meets 3rd Street or the parking lot right across from the church on Pine Street.

Parents are permitted to bring their children down to the classroom.

For Pick Up: (11:30-11:35)

Two Year Old students will be on the playground when parents arrive for dismissal. Parents should park in the lot that meets 3rd Street (there are cones in this parking lot to slow traffic during preschool hours). Children will be called to meet you on the sidewalk. On rainy days parents can pick up from the Fellowship Hall.

Two Year Old Families, your drop off location is different than your pick up location. Please make sure you are following the plan.

For the Three year old classes

For Drop Off:

Parents should plan to bring their children into the building. Wait outside the classroom until the doors are opened by the teachers.

For Pick Up:

Your pick up location is the same as your drop off location. Students will be released from their classroom at the classroom door.

Please try to stagger your arrival to prevent crowding.

Drop off times: 8:50-9:05

Pick up times: 11:25-11:35

For Mrs. Donati's Pre-K:

For Drop Off:

Your drop off location is the entrance that faces the fire house. You can park on the street, or utilize the parking lot that is off of Conwell Street. Mrs. Donati will meet you there by 8:55 each morning.

For Pick Up:

Your pick up location is at your child's classroom. Students will be dismissed from the classroom door.

Please try to stagger your arrival to prevent crowding.

Drop off times: 8:50-9:05

Pick up times: 1:00-1:05

For Mrs. Lane's Pre-K:

For Drop Off:

Your drop off location is the entrance the one that is on the sidewalk next to the playground. Mrs. Lane will meet you there by 8:55 AM each day.

For Pick Up:

Your pick up location is at your child's classroom. Students will be dismissed from the classroom door.

Please try to stagger your arrival to prevent crowding.

Drop off times: 8:50-9:05

Pick up times: 1:00-1:05

Kindergarten will drop off and pick up in the courtyard (where the bell is located).

St. John's Preschool

2020-2021 School Calendar

