



Parent Handbook and Addendum #1

(to address COVID-19 policies and procedures)

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Addendum #1

*This is an addendum to the current **WFPP Parent Handbook**. Please read both the **WFPP Handbook** and **Addendum** carefully.*

*The following information is subject to change based on the guidelines by the CDC, N.C. Department and Health and Human Services (NCDHHS), “Childcare Strong N.C. Public Health Toolkit”, and the American Academy of Pediatrics (AAP) regulations.

Designated Parent/Caregiver

It is recommended that only one parent or caregiver be designated to drop-off and pick-up the child at school each day.

Physical Distancing

Each individual classroom will be considered a “bubble”. Bubbles will not mix with other classroom bubbles during the preschool morning.

Playground schedules will allow for only one class at a time to use the playground. Preschool will use the preschool wing and playgrounds. Preschool will not use the Christian Life Center or Sanctuary.

Field trips (travel and in-house) and Lunch Bunch will be discontinued this year.

Masks

All adults must wear a mask while inside and outside the building.

Handwashing and Sanitization

Staff and students will wash/sanitize hands upon arrival and frequently during throughout the day.

Teachers will be responsible for sanitizing playground touch points between classes.

Bins will be designated for separating any mouthed toys. Toys will be sanitized before returning them to the play area.

Preschool will be sanitized each night by a professional cleaning service.

Individualized and Personalized Containers

Children will use individual and personalized containers for water/texture play. Individual and personalized containers will be used for storing school supplies.

Students will bring a filled personal water bottle to preschool labeled with their name each morning. Drinking fountains will not be used.

COVID-19 Screening and Response for a Confirmed Case

Preschool staff will be temperature checked upon arrival and screened for potential exposure to those with known cases of COVID-19.

All students will be temperature checked upon arrival and screened for potential exposure to those with known cases of COVID-19.

The person conducting screenings should maintain 6 feet distance while asking the following COVID-19 screening questions:

1. Have you or any children you are dropping off had close contact (within 6 feet of someone diagnosed with COVID-19 for a cumulative total of 15 minutes over a 24 hour period) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

Yes or No

2. Do you or do any of the children you are dropping off have any of these symptoms?

Fever

Chills

Shortness of breath or difficulty breathing

New cough

New loss of taste or smell

3. Since they were last at the child care facility, have you or have any of the children you are dropping off been diagnosed with COVID-19?

Yes or No

Masks are strongly recommended for children.

An isolation area will be established for children exhibiting symptoms of any illness to wait in until a parent or caregiver can arrive.

If a case of COVID-19 enters the preschool, we will work with local health officials to determine an appropriate course of action. This may include a short term closure to allow for cleaning, contact tracing and a decision to be made about the appropriate next steps.

We will adhere to the NCDHHS guidelines for allowing a child, staff member or parent to return to preschool.

Drop Off and Pick Up Protocols

- Each student will have drop-off/pick-up at the designated back classroom glass door. Students will be greeted by the classroom teacher/assistant each day. Signs will be posted outside of the arrival/dismissal area to remind people to keep 6 feet distance whenever feasible. Parents will wear masks during the arrival and dismissal.
- No social gathering at the building during drop-off/pick-up times.
- During this time no one will be permitted on the WFPP playground before or after school.

WELCOME TO WFPC PRESCHOOL!

Our Mission Statement

Our mission is to provide a loving Christian program that will minister to children, their parents, and the staff who cares for them.

We encourage many areas of a child's development -- spiritual, cognitive, social, physical and emotional -- by providing a safe, nurturing environment and developmentally appropriate activities. We will seek to awaken each child's love of learning and sense of wonder. Our Christian atmosphere will help children realize their value and responsibilities as children of God.

We recognize the important role of parents as partners in their children's education and strongly encourage active participation. We want to foster an atmosphere of support and fellowship for these parents. We will maintain strong communications to keep parents abreast of the school's activities and their children's progress, and to make them feel a welcome part of our program.

We value our teachers and staff and want to provide them with a pleasant, meaningful working environment that allows them to grow personally and professionally. We are dedicated to giving them the support they need to help their students achieve the objectives set out for them and to maintain a safe and happy classroom.

Our Philosophy

No period of child development has more potential for learning than the early preschool years. During these years, children acquire language and motor skills and develop the basic concepts for later academic and social success. The experiences during this period should provide opportunities for the child to begin dealing with people in both social and work situations. Young children learn how to handle their feelings and feel competent in our growing, complicated world.

Everyday your child encounters new experiences and people. What we ask our children to do, the experiences we provide for them and behaviors we model for them to copy influence whether they see themselves as competent and have a sense of security in their world. The journey to becoming a happy, productive member of society began at birth for your child. You are giving your child a very positive beginning by enrolling him/her in preschool. Thank you for asking us to join your family on this wonderful journey!

We believe that young children learn through play - play is the work of childhood. Our programs will encourage creativity and allow your child to experience the joys of accomplishment and success through various activities each day.

WFPC Preschool does not discriminate against applicants or students on the basis of race, color, or national or ethnic origin.

TUITION

Tuition payments are paid on a monthly basis. **Payments are due on the 1st of each month,** beginning in September.

Late Fees:

- \$25.00 will be charged for fees received after the 5th of the month
- \$35.00 will be charged for fees received after the 10th of the month.

Checks should be made out to WFPP and turned in at the Director's office.

If you have any problem making a tuition payment, please contact the preschool Director for assistance. Scholarship funds are available for those in financial need.

Withdrawal

A thirty-day written notice is required should you need to withdraw your child from the program. If you do not give us thirty-day notice your tuition for the remainder of the current month will not be refunded. This thirty-day notice will allow us to give another child the opportunity to fill that spot while fulfilling our budgetary requirements.

If you choose to withdraw your child from our preschool program for any reason and registration for the upcoming school year has taken place, your child's position will be automatically forfeited.

While we will work with you and your child to overcome any problems that arise, we must reserve the right to ask for a child's withdrawal if corrective actions fail and we find ourselves unable to meet the behavioral, emotional or physical needs of your child. We must maintain a safe learning environment for the rest of the students.

As a church affiliated ministry, all families who enroll children at Wake Forest Presbyterian Preschool covenant to support the Christian atmosphere of the preschool. Families who conduct themselves in such a way that undermines the Christian atmosphere of the preschool, which includes disrupting the classroom learning environment, may be subjected to termination and/or denial of enrollment.

OUR POLICIES AND GUIDELINES

Health and Illness Guidelines

Before your child begins preschool with us, we require a copy of his/her immunization record to be on file with us.

All children attending WFPP must have all the immunizations as required by North Carolina state law.

For the protection of your child and others in the preschool, please keep your child at home when he/she exhibits signs of illness or fever. If your child becomes ill during the morning and in our opinion should go home, we will contact you by phone and ask that you pick him/her up. For this reason, it is very important that we can always reach you (or your emergency contact person) during school hours.

We have adopted the most recent recommendations from the Committee on Control of Infectious Diseases of the American Academy of Pediatrics as our guideline for when children should stay home from preschool.

The primary reasons for exclusion from preschool are that the condition:

- Prevents the child from participating comfortably in school activities
- Results in a need for care that is greater than staff members can provide without compromising the health and safety of other children
- Poses a risk of spread of harmful disease to others

Teachers and children should stay at home if any evidence of the following is present:

- Any symptoms of COVID-19 which may include fever, coughing, difficulty breathing fatigue, body aches, loss of smell or taste, sore throat, congestion or runny nose, nausea diarrhea or vomiting.
- Any exposure to someone with a known case of COVID-19. A 14-day self-quarantine from the last known contact is required before returning to Preschool.
- Any travel out of the country or to an area where COVID-19 is spreading. A 14-day self-quarantine from the date of return is required before returning to Preschool.
- Those who have tested positive or suspect they have had COVID-19 may not return to Preschool until it has been at least 10 days since the onset of illness. You may be asked to present evidence of a negative test for COVID-19 before returning to Preschool. Additional indications for children to stay at home:
 - FEVER:** In cases other than COVID-19, children may NOT return to school until fever free for a full 24 hours without fever reducing medication.
 - Any **RESPIRATORY SYMPTOMS** (cough, runny nose, or sore throat) accompanied by fever.
 - Symptoms of an **INTESTINAL INFECTION** such as vomiting and/or diarrhea not associated with changes of diet, abdominal cramps and fever. Diarrhea is defined by watery stool which may or may not contain mucus and is occurring more frequently (more than 2 stools above normal for that child) and not associated with changes of diet or medication.
 - STREP THROAT:** Children may NOT return to school until given two doses of an appropriate antibiotic 12 hours apart.

□ Any RASH accompanied by a fever or behavioral changes. Please call the Preschool office if your child will be absent due to illness. Also, please inform your child's teacher if your child is taking medication that may alter behavior or toilet needs. If your child contracts a communicable disease (such as Influenza or Hand Foot and Mouth disease) parents MUST notify us immediately, so that we can inform others. In cases of influenza, children who test positive for the flu may be prescribed anti-viral medications which shorten the duration of flu symptoms. However, these medications do not shorten the amount of time a child is contagious, which could be as long as a week after onset of symptoms. Please do not allow your child to return to school until he/she is no longer exhibiting symptoms of the flu. We reserve the right to ask a parent to keep their child home for additional day(s) to keep the flu from spreading in the classroom. A special note about HEAD LICE: We follow recommendations from the CDC and American Academy of Pediatrics regarding cases of head lice. Students diagnosed with live head lice may return to class after appropriate treatment has begun. Nits may persist after the initial treatment, but should be gone after the follow-up treatment. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Please inform the Preschool if your child has lice, so we can take appropriate actions in the classroom.

We will not dispense drugs or medications of any kind at WFPC Preschool.

If your child needs medication during the morning, one of the parents must administer the medication.

Life Threatening Health Conditions

If your child has a life threatening condition, such as allergies, epilepsy or asthma, please have your doctor complete the Medical Action Plan form.

Accidents

If an accident occurs at school, staff members will administer first aid as necessary. In cases where injury seems like it might need further attention, you will be called for a consultation or pick up your child. If more than a playground scrape occurs, an accident report will be filled out with the details and the first aid administered.

Staff members are certified in CPR. If your child becomes ill or injured and requires immediate medical attention, emergency medical assistance (911) will be called. Parents will be notified immediately.

Developmental Concerns

WFPP does not discriminate against children with developmental concerns. However, after a child begins the program, it may become necessary to have a child evaluated by a professional to determine if any special accommodation is needed for the child. If there is an expense involved, the parent will be responsible for any fees incurred. If a parent refuses professional intervention for the child, the director reserves the right to terminate enrollment.

In cases where a professional evaluation is required, and during the interval while awaiting evaluation results, the preschool will attempt to accommodate the child if this can be done without imposing an undue burden to the preschool program.

Following any evaluation review, the director will determine if the preschool is in a position to retain the child in the preschool program. In this case, the parent also reserves the right to withdraw the child from the preschool program without penalty.

Discipline Guidelines

At WFPP we view discipline not as a means of punishing a child who has behaved inappropriately, but rather as a means of teaching a child. Positive discipline teaches children where the limits are set, how to maintain control over their bodies and how to problem solve in the event of conflict. When children receive positive, non-violent and understanding interactions from adults around them, they develop good self-concepts, problem solving skills and self-discipline. Based on this belief of how children learn and develop we at WFPP implement the following discipline and behavior techniques:

- The environment is a place designed especially for children.
- Each class has clear and simple rules/promises, which are stated positively and posted, in each room. The children are encouraged to help make the rules/promises. Children are reminded of the rules/promises so that they can become familiar with what is expected from them.
- Positive behavior is reinforced when we "catch the child being good." We praise those who cooperate by giving lots of attention to the children who do what is expected.
- Redirection is used often as a means of interesting a child in a more constructive activity. The teacher might ask the child to help, or send them to a different area of play.
- Positive reminders are used to tell the child what we WANT them to do (rather than constantly using "no" or "don't").
- Renewal time - when a child loses control, or is disruptive or destructive, the teacher may give the child brief "time out". During the "time out" the child is seated in a chair away from the group's activities, but within sight of the teacher. Before the child rejoins the group, the teacher will review the rules/promises with the child and offer alternative strategies.

For the safety of our students and staff, we cannot tolerate a safety threat in any form. This includes, but is not limited to, excessive biting, excessive hitting, fighting, and excessive physical contact with other children and teachers. If your child poses a safety threat to anyone three times, he/she will be withdrawn from the WFPP program. A formal conference with parent(s) and director will be held after each incident. In the event this happens, your pro-rated tuition will be returned.

NOTE: No child will be subjected to corporal punishment of any kind.

WHAT EVERY PARENT SHOULD KNOW

Arrival and Departure Procedures

In order to ensure each child's safety, we ask that you walk your child to his/her classroom's outside glass door. Make sure a staff member is aware of his/her presence before you leave.

Upon departure, an adult must come to the outside glass classroom door for pickup. Please do not enter the classroom. The teacher or assistant will open the door when class is dismissed.

*Authorization is required in writing when anyone other than the parents pick up a child.

All facility doors are locked. If you need assistance during school hours, come to the front doors of the church. There is a buzzer and intercom on the left side of the front doors.

Hours

To allow our teachers time to prepare for the day, please do not drop off your child before 9:15 a.m. Children MAY NOT be brought to the classroom before this time. At the end of each day, you will pick up your child at his/her classroom. If someone not listed on your release form will be picking up your child, you must send in a note prior to the pick-up. Dismissal time is 12:15 p.m. If your child has not been picked up by 12:25 p.m. a late fee of \$5.00 for each fifteen minutes is charged. If in a car pool, the late fee is charged for each child in that car pool.

Allergies

It is very important that we be advised of any allergies your child may have including food allergies. It may be necessary for a special snack to be provided due to allergies. Teachers will advise all parents of these special snack allergies. **WE MUST HAVE HELP IN THESE MATTERS!** Please remember to alert the Director and Teachers if your child has any food or environmental allergies. It may be necessary to have a medical plan in our files to protect your child in the event they are exposed to anything to which they are allergic. Due to the number of children with SEVERE life threatening allergies, **WE CANNOT ALLOW ANY EXCHANGE OF CANDY OR FOOD BETWEEN THE CHILDREN.** This includes all holiday celebrations such as Halloween, Christmas and Valentine's Day. **Therefore, parents are prohibited from providing candy of any kind for any occasion on school property.** However, there may be some educational activities that involve candy. This candy will be inspected and purchased by the teachers ONLY. We must have your cooperation with this matter.

WE ARE A PEANUT FREE ENVIRONMENT. Due to the number of children in our school with life threatening peanut allergies, we cannot allow any food product with peanuts, peanut oil, or a possible trace residue.

Snacks

All parents will be asked to provide snacks for their child's class on a rotating basis. Each teacher will provide a schedule. The schedules are posted outside each classroom. If you plan to be away during your snack week, please try to switch with another parent on the list.

- 1) The size (amount of snack) depends on the children's ages. Because their tummies are smaller, two-year olds require smaller portions than four-year olds.
- 2) Bring the store purchased snack, in ready-to serve packaged portions.
- 3) Please send low sugar snacks for the children. (Try to save cupcakes for special occasions, i.e. birthdays.) When cupcakes are sent, consider using the smaller ones and only a small amount of icing.
- 4) Please include your child in planning and preparing snack. You may want to ask the teachers what the children seem to enjoy.
- 5) We encourage healthy snacks such as crackers, cheese, and pretzels, yogurt, fruit or vegetables. Children will drink water with snack.

Please do not send: nuts. A reminder will be sent home prior to your snack week. If the class is cooking during your snack week, you may be asked to bring some ingredients for that particular cooking session.

Birthdays

Birthdays are always special and we love to celebrate them at school with classmates. If possible, you will be scheduled for snack the week of your child's birthday. While we do not have elaborate parties at school, a special snack is certainly welcome. No gifts are exchanged in class. Parents are asked to be considerate when extending birthday party invitations to children in their child's class. Please extend the invitations personally to all children or mail the invitations to the invited children. Your regard of this policy will help maintain a feeling of acceptance for all children in your child's class.

Personal Belongings and Clothing

All children should wear clothes appropriate for outdoor play. Please make sure your child has appropriate outerwear for the weather. We ask that you send an extra set of clothing in a bag labeled with your child's name to be kept at school. Please make sure all clothing is labeled clearly with your child's name.

Children should be dressed simply, comfortably and sensibly for play. Shoes with non-skid bottoms should be worn by all children all of the time to avoid accidents, particularly on the playground. Please avoid overalls, boots (cowboy), sandals or clogs and any clothing with drawstrings (hoods, pants, etc.) Please allow your child to wear clothing that is washable. We

do not want the children's good clothing to be damaged. We try to allow the children to explore and be creative. This can be difficult if a child is worried about getting dirty.

Please send an adequate supply of diapers and wipes in your child's bag each day, unless your child is fully potty-trained.

To avoid problems, we ask that children not bring personal belongings to school except under special circumstances (e.g. show and tell). Each child should arrive daily with a tote bag. Preschool tote bags can be purchased from the preschool. He/She will need it to bring home artwork, notes from the office or teacher, etc. Make certain to check your child's bag every day to see what "treasures" were sent home!

Potty Training

Diaper changing is not a routine part of our three-year old program. Three-year olds must have the appropriate independent skills in this critical self-help area.

Communication

- Teachers send newsletters to keep you informed on current programs and upcoming activities at the preschool.
- Conferences will be held in mid-January for our three, four and five year olds. Additional conferences may be set up as the teacher or parents deem necessary.
- Please check your child's bag each day for any notes or reminders that may be sent home.

Playground Rules

To help prevent injuries on our playground, please help enforce the following rules with your children:

- Always go down slides FEET FIRST
- Keep the sand in the sandbox
- Do not throw sand
- Do not climb on the fence

We feel each child should have some daily outside activity. Please remember coats and mittens when necessary and dress appropriately for outdoor play.

Inclement Weather Policy

If Wake County schools close due to inclement weather, we will close.

If Wake County schools are delayed:

- We will delay opening if the delay is one or two hours thereby opening at 10:15 a.m.
- We will NOT open if the delay is more than two hours.

If school is in session and Wake County schools are closing due to the development of inclement weather: **we will close.**

Please check your email and texts for school closing notifications.

12/16/2020