**Sample Preschool Plan**This is a sample plan to assist you in thinking about your church plan.

Your church will want to create a plan that is custom for your particular situation

Please accept this proposal for the re-opening of Main Street Preschool and Kindergarten, a ministry of Main Street United Methodist Church.

We would like to start in-person classes for Kindergarten with fifteen students maximum, one teacher and one teacher’s aide on August 24, 2020. Four-year-old classes would start on August 31, 2020 with three classes of ten students each on Mondays, Wednesdays, and Fridays. Three-year-old classes would start on September 1, 2020 with three classes of eight students each on Tuesdays and Thursdays. Staff and parents will be required to sign a release/waiver prior to the first day of school.

**Social Distancing**

As we limit our enrollment, we would have a maximum of thirty preschoolers and fifteen kindergarteners on campus at any one time. Our students have the same classroom and teacher for the year. Each classroom will be self-contained. We will suspend all group activities and stagger playground times. The Kindergarten has a separate area for instruction, drop-off, and pick-up, and does not interact with the preschool.

**Cleaning and Disinfecting Toys (per Centers for Disease Control Guidelines)**

1. All carpets and rugs will be vacuumed not less than one time each day or more often if necessary.
2. We will remove all soft/cloth toys including dress-up clothes.
3. Library time will be suspended for all students.
4. Normally shared items, i.e. crayons, pencils, scissors, will be designated for each child.
5. When cleaning a nonporous surface, the staff shall:
   1. Clean the surface first with soap and water to remove dirt and debris.
   2. Disinfect the surface with a disinfecting agent.
6. The disinfecting agent used will consist of one tablespoon of chlorine bleach added to one quart of water which is prepared daily.

**Washing of Hands for Staff and Children**

1. Every hand washing sink will have running water, soap, and disposable towels.
2. Written hand washing procedures are posted at each hand washing sink.
3. Staff and students will wash hands:
   1. Any time hands come into contact with blood, mucus, vomit, feces, or urine.
   2. Before and after each a snack.
   3. After using the toilet or helping a child use the toilet.
   4. After attending to an ill child.
   5. After playground time.

**Child Drop-off and Pick-up Procedures**

1. Kindergarten and Preschool teachers will receive and dismiss students in separate areas.
2. Outside doors will remained locked until 5 minutes before the start and end of school.
3. Parents must wear face-coverings upon entering the building.
4. Entrance to the classrooms will be one-way only.
5. Parents will not be permitted to linger and visit in the halls.
6. Each teacher will have an infrared thermometer to check and record the temperatures of each child. Temperatures of 100.4 will not be permitted on campus.
7. Each teacher will conduct a wellness questionnaire for each child. Symptomatic children will not be allowed on campus.

**Isolating and Quarantining the Sick**

1. If a child presents with COVID-19 symptoms at school:
   1. The child must immediately be isolated from the other children and placed under appropriate supervision.
   2. A parent or a person designated by a parent, must be promptly notified and the child must be removed from the school as quickly as possible.
   3. The child may not return to school without a doctor’s release.
   4. A written report will be completed documenting the illness to be kept as part of the child’s school file.
2. If a staff member or child tests positive for COVID-19:
   1. it is the duty of the staff member or parent of the child to notify the director of the positive test.
   2. the director will report results to Child Care Licensing and the Health Department immediately.
   3. the director will send an email to all parents, advising of the possible exposure.
   4. the staff member or child will not be permitted to return without a doctor’s release, which may require to consecutive negative test for staff members.
   5. confidentiality of the child or staff member will be strictly maintained to avoid unintended harm.
   6. the classroom affected will be closed for 24 hours to allow for respiratory droplets to settle. After 24 hours a deep cleaning will be done; the classroom can be re-opened after 48 hours.

**Procedures for Custodian**

1. All high-touch areas will be cleaned and sanitized every school day.
2. Bathrooms will be cleaned and sanitized at least once per day, more if necessary.
3. Custodian will deep clean the school when children have left for the day.

**Teachers, Aides and Administrators**

1. Face coverings are required for all staff. (seemysmilemask.com has see-thru masks that allow the children to see the teachers mouth. This may be something you want to consider using.)
2. Staff will model good hygiene practices for students.
3. Temperatures will be taken daily. If a staff member presents a temperature of 100.4 or higher, she will be sent home immediately.
4. Continue education including, but not limited to, trainings on:
   1. signs and symptoms of illness.
   2. identifying hazards.
   3. preventing exposure to blood borne pathogens.
   4. First aid.
   5. CPR.
5. Staff will covenant to engage in safe practices during their personal/non-work time, abiding by the CDC, state, and local guidelines.

**Additional Information**

1. We will not use water fountains. Children are required to bring a water bottle from home with his/her name on it.
2. Kindergartens are required to bring their own lunch and snacks from home.
3. The director will conduct frequent classroom checks, staff meetings and information sessions to ensure all policies and procedures are followed properly.
4. Visitors to the school will undergo the same safety/wellness protocol, i.e. temperature check, health questionnaire, mask requirement.
5. The director will maintain transparency with staff and parents, so they are informed of evolving situations.
6. Liability Waivers – parents and staff must sign a waiver acknowledging the risk during the pandemic and to waive any claim against the church in the event that of contracting COVID-19.