

# PDO COVID-19 Guidelines

## **Arrival:**

Parents will not be allowed into the school on a daily basis at this time. All classes will drop off in a carline fashion at a specified door. Each class will have a drop off location. They will be labeled and staff will be waiting at each location.

Drop off locations: (Maps and instructions to enter and exit parking lot will be given our per class)

- Pre-K – Main Entrance
- Upstairs 3s – Fellowship Hall
- Downstairs 3s – Welcome Center Back Door
- Older 2s – Front doors Welcome Center
- Younger 2s – Sanctuary Hallway
- Nursery – Back doors Welcome Center

Doors open at 8:50 and we will begin going to our classrooms at 9:00. If you have multiple children, please drop each child at their designated drop off location.

Staff will have classroom clipboards and will ask contact information when signing each child in.

**Dismissal:** Pickup locations will be the same as drop off locations. Each parent/guardian will have a car tag to present with the child's name. Please have this visible to help lines move smoothly. We will still require an ID if we do not recognize the adult picking up. Please pull forward to a parking spot to buckle your child so the line can continue to move. Please be patient the first few weeks as we have many new faces to learn.

Pickup will begin at 1:40 and end at 2:00. Teachers need the extra time to clean rooms at the end of the day. If you have multiple children, please pick up each child at their designated class spots.

There will be no late care!

Each class will have an entrance/exit map for drop off to avoid congestion in the street.

**Cleaning:** All classrooms will be thoroughly cleaned by teachers before and after each use on Tuesday and Thursdays, as well as multiple times throughout the day. The church cleaning crew will also clean between each use. Cleanings include classrooms, bathrooms, common areas and

pick up/drop off locations. All classroom toys, tables, chairs, and doorknobs will be sanitized several times throughout the day.

**Snack/Lunch:** Snack and lunch will continue to be eaten in the classroom. The children will be spread out among the classroom as best possible. No food or drinks will be shared. Food items brought in for parties or birthdays must be individually prepackaged items. These items must also require a week in advance approval. Due to allergies, some classes will not be allowed outside food, but we ask for party favors/trinkets in stead.

**Class size:** Our class sizes will remain as is.

- Nursery – 8 kids to 2 teachers
- Young 2s – 10 kids to 2 teachers
- Older 2s – 10 kids to 2 teachers
- 3s – 12 kids to 2 teachers
- Pre-K – 18 kids to 2 teachers

We will try to keep class activities to small group ratios.

**Meet the Teacher:** This will be an assigned date and time activity to limit the number/size group in the classroom. We will ask that your RSVP for this event if you cannot make it

**Masks:** At this time, no one will be required to wear a mask. If a family chooses for a child to wear a mask while at school, we will encourage this for that family. Please make sure to speak to your teachers if you would like your child to wear a mask while at school.

**Naptime:** For those classes that nap, each student will have their own labeled nap mat. It will be stored in a Ziplock Storage bag that will only contain your child's nap items. All blankets, pillows and lovies will be sent home every Thursday to be cleaned and returned on Tuesday. No nap items are ever shared! All naps are taken in the child's classroom.

**Playground:** Classes will go to the playground for a designated time. There will be up to 2 classes at a time allowed outside. Masks will not be worn outside.

**Water Fountains/Water Bottles/Cups:** We ask that every student bring a labeled water bottle to drink. This bottle needs to be a separate bottle/drink than what is provided for lunch.

**Backpacks:** To eliminate the spread of germs, we ask that you please Lysol, wipe down your child's backpack as often as possible. We ask, if possible, to wash them after Thursday before the new week starts.

**Class Cubbies:** Each child will have a cubby in the classroom to keep a change of clothes. Please place your child's change of clothes in a labeled Ziplock bag. We ask you to please bring these to Meet the Teacher or the 1<sup>st</sup> day of school.

**Sickness:** If a child has a fever of 99.9 or above, a parent/guardian will be called to immediately pick up the child. The child must be fever free for 48 hours without fever reducing medication before returning to school. We ask that if the child has been exposed to any sick individual in the home, that you keep the child at home as well. Our sickness policy will be strictly enforced this year.

**Important Information:** At this time, we will resume all special visitors and Chapel.

If Knox County Schools close or move to Virtual Only, we will follow suite and close as well.

**COVID-19 Case Actions:** In the event that a child or family member tests positive for COVID, we ask that you please follow CDC quarantine guidelines. We will not be closing classrooms this year for exposure, but will be sending an exposure email to those affected and allowing parents to make the choice of quarantining while watching for symptoms. A classroom will be closed if we do not have the teachers to adequality staff it due to illness.