



BBWP Back to School Plan for 2020-2021

A significant aspect of being open and staying open rests in our **commitment as a community to work together** for the health and wellness of all children and staff. As a parent enrolling your child at BBWP you have **read and understand** the quarantine procedures outlined below. It is critical that for us to not close classrooms, each family must do their part and commit to bringing only healthy children to school. We look forward to a time when families/visitors will be allowed back in the building. Thank you for entrusting your child in our care.

Arrival:

- There will be no before school activities at this time, subject to change at a later date.
- Arrival times are from 9:20 am – 9:40 am at the Welcome Center loop only.
- Families will drive up to the curb outside the Welcome Center doors and remain in/near their car.
- Staff will perform a temperature check (which must be under 100.0) and short questionnaire prior to the student leaving their parents' vehicle.
 - Students that are "cleared" will use hand sanitizer (Purell, GermX, or store brand equivalent) and enter the building to be received by their teacher.
 - Students will sit with their class in a designated spot in the Welcome Center.
 - Parents **will not** enter the building.
 - Parents **must** wear masks during drop-off.
 - Students will walk to their class with their teachers at 9:45.
- Staff will wear a mask/face shield during arrival and when distancing cannot be maintained in the classroom.
 - Hand sanitizer should be used by staff after touching a child or their items.
- Late arrivals will bring their children to the back door **after** 9:45am, phone the BBWP office (460-0333), and a staff member will meet the family on the sidewalk until "Health Checks" can be done.
 - Child will be taken to their classroom by BBWP staff.
 - Parents will not enter the building and must wear a mask while on church property.

What to Bring:

- Students are NOT required to wear masks.
 - Families that prefer their children to wear masks may send it with their child.
 - Staff **will encourage but not force** children to keep their mask on throughout the day.
- Each child needs a change of clothes in a gallon Ziplock bag labeled with their name to be kept in the classroom. Children 3 and under should have at least two changes of pants/underwear in the bag.
- No bookbags or other soft bags to carry items, subject to change at a later date.
- Each student will have a plastic folder to transport paperwork, notes, etc. BBWP will provide a 2-gallon Ziplock bag (to keep papers from falling out). This bag should be brought to school daily.
- Children will only need a lunchbox. Lunchboxes should be a wipeable (not cloth) surface or in a disposable paper bag.
- Diapers (for 2 ½ -year-old students and younger) should be provided in bulk at the beginning of each week. Teachers will notify parents if more diapers/pullups are needed during the week.
- NO toys or soft items (e.g. lovies, show-n-tell) from home are allowed at this time.
 - Families are encouraged to send a family photo that staff will laminate and display for students as needed.

Pick Up:

- There will be no after school activities at this time, subject to change at a later date.
- Masks **must** be worn by all parents and staff at pick-up.
- **Toddler and 2s** families should arrive and park their vehicles by 1:10 pm for pick-up.
 - While waiting under the Welcome Center awning, parents should remain 6 feet apart.
 - Teachers will bring children to the door.
 - Parents **will not** enter the building.
- **Children in the 3s through kindergarten** will participate in carpool line.
 - Classes will be seated throughout the Welcome Center and hallways until they are called for dismissal.
 - Every attempt will be made to have children spaced out in the pickup line and going out to parents' cars.
- Patience is requested by all during this process. Vehicles should remain in line until the vehicle in front of them has moved forward. **DO NOT PULL OUT OF LINE!!!**

Day to Day Operations:

- Teachers will arrive **NO LATER** than 9:00 am to prepare their class for the day.
- When teachers arrive, before the children arrive:
 - Wipe down tables, chairs, and door handles.
 - Ensure cleaning wipes/spray, hand sanitizer, and gloves are stocked and ready to use.
 - Ensure all supplies for the day are in the classroom.
- Two teachers will be in every room and the bottom of the doors will remain closed.
 - Teachers should wash their hands, arms, neck, and anywhere a child has left bodily fluid.
 - Staff will provide their own oversized shirts and/or aprons to be worn and changed as needed.
- When leaving the classroom, the teacher must wear a mask
 - If a teacher needs to leave the classroom, the Director must be notified to be available in the hallway and the door must remain open while the teacher is gone.
- Teacher's will keep their lunch in the classroom.
 - Food will not be delivered to the building during operating hours.
- Children will remain in the same classroom all day, unless going outside or to use the restroom.
- Outside play will be two classes at a time (room 115/117 (3-years old), room 119/121 (4-years old), room 106/108 (Toddlers/2s), weather permitting. Kindergarten will have their own outside play time.
 - High touch areas will be wiped down prior to classes entering the building.
 - Little People cars will be removed from the playground and houses will be turned around to avoid usage.
- The gymnasium will not be used unless all phases are lifted.
- Teachers will wear their masks in the hallway as they travel to the playground. Teachers will be "spread out" across the playground and will not be required to wear their mask while outside.
- If a student needs to use the restroom, they will be taken to their class restroom.
- Birthday parties, class parties, celebrations, and events are suspended during this time. Please do not bring in food or items to share.
- Sunscreen and bug repellent must be applied before your child comes to school.
- Restroom procedures:
 - Children will be supervised by a teacher.
 - Teachers will turn water on/off.
 - Restrooms will be wiped down throughout the day.
 - Restrooms will be thoroughly cleaned at the end of the day by custodial staff.
- Cleaning and Disinfecting:
 - Tables will be wiped down throughout the day, especially after table activities.
 - Toys/manipulatives will be disinfected each day (with a sanitizer approved by the EPA) and new toys/manipulatives will be placed in the classroom centers for the next day.
 - Items placed in a child's mouth will immediately be placed in the sanitation bucket.
 - No stuffed toys or toys that cannot be sprayed/cleaned easily will be permitted.

- Classrooms will not share toys with other classrooms.
- At the end of the day, teachers will wipe down the tables, chairs, door handles, light switches, and any other high contact area.

Sick Procedures (see Parent Handbook for Illness Policy):

- If a child becomes sick, the child will be removed from their room immediately and placed in the “Sick Child Room” for the parent to be contacted and wait for pick-up. A staff member will bring a sick child to the back door when the parent arrives.
- To return to BBWP, Children must be symptom free, without medication for one full school day or 24 hours, whichever is longer.
 - BBWP reserves the right to request a note from a medical provider prior to the child returning to school.
- Teachers that are out of school due to illness will follow the same procedures as BBWP families.
- If someone has a confirmed case of COVID-19, the Preschool Director will notify local health officials who will assist in determining the immediate plan of action.
 - Current guidelines state that a will be shut down for 2 weeks. Tuition will **not** be prorated for these closures.

Financial Responsibility Agreement:

	Possible Reason for BBWP Shutdown	BBWP Family Responsibility	Provisions from BBWP
1	14 day shut down due to positive COVID case in staff or student (regardless of times closed)	Tuition collected in full for the month	Kindergarten families will receive make-up work via email or upon return
2	Individual child required to quarantine due to child/family/household member exhibiting symptoms or testing positive for COVID	Tuition collected in full for the month	Kindergarten families will receive make-up work via email or upon return
3	Individual Child required to quarantine due to family travel	Tuition collected in full for the month	Kindergarten families will receive make-up work via email or upon return
4	Government mandated shutdown for 30 days or longer (Staff will not be paid, except Kindergarten Lead Teacher)	Tuition will be suspended during shutdown and will resume upon return. Exception: Kindergarten tuition is due	Kindergarten will be provided weekly class instructions via email and Zoom meetings.

Other Need to Knows/ Review:

- Families that travel out of the area should self-quarantine their child from school for two weeks upon return from their destination.
- If the Governor puts the state of Virginia back into a previous phase (phase I or II), school will be closed until we re-enter Phase III (at a minimum) and can put protocol in place for the safety of staff, children, and families.
- After review of government, CDC, DHO, and American Academy of Pediatrics guidelines we are asking families that choose to attend BBWP, to follow the protocols outlined above to include, but not limited to:
 - Taking temperatures and answering health related questions of the children and the parent at drop off.
 - Committing to physical distancing, as a family, while on church property.
 - Wear masks at drop off and pickup.
 - Cleaning and sanitizing items at home each day, such as lunch boxes, clothing, etc.
- Staying home if a child has illness symptoms, has runny eye/eyes, undiagnosed rash, or shows unusual fatigue, irritability, or crankiness. Runny nose and watery eyes could be a sign of allergies and do not in themselves require keeping a child home from school. However, either of those symptoms in conjunction with a second symptom prevents a child from attending school until symptom free for at least 24 hours.

This protocol is subject to change due to the continued changes by government health organizations.

Thank you for your patience, understanding, and cooperation!!