

St. Alphonsus Preschool Addendum to Family Handbook

Arrival and Dismissal: Families who are not participating in before care should arrive at St. Alphonsus at **8:40-8:45 for Pre-K, 8:50-8:55 for 3's** and **9:00-9:05 for Rising 3's and 2's** in order to insure their child has time to have his/her temperature re-checked, and the daily Covid-19 symptom checklist completed. **Dismissal** times will be accordingly: **Pre-K (2:30), 3's (2:40)** and **Rising 3's and 2's (2:50)**. ***If you have more than one child, please drop off at the LATER TIME and pick up at the LATER TIME.**

*Please initial here that you understand what time you will drop off/pick up your child: _____

We are setting up for the following procedures in order to limit the risk of exposure to and minimize any spread of Covid-19. Families, including guardians, siblings, parents, and caretakers will not be allowed in the building to minimize contact and gathering. **The building will only be open to teaching staff and essential building staff.**

Morning- Administrative staff (Ms. Beth) will be waiting outside of the preschool each morning from 8:30-9:05 to greet the children and ask that you **arrive at your assigned class time every day.**

We ask that you park in a spot in the parking lot and walk your child to the coned off area in front of the school. Make sure you use the QR code to answer your daily Covid-19 questions and take your child's temperature (any temp of 100 degrees or higher will prohibit your child from coming to school) and show us the reading. This will sign your child into school each day. Your child's teacher will be at the front to welcome the children in at their assigned time.

Please review the procedures and child well-check list in advance as we ask that you sign off on those each morning via the Google App.

Children may have their temperature re-taken and then will be brought into the building by our staff to wash their hands. ***Please take your child's temperature before dropping off your child.**

We are asking all adults to wear masks during drop-off and pick-up.

Afternoon- Please arrive at your child's class's assigned pick-up time

When arriving at school (**at your designated time**) please park and collect your child from the front of the building. An administrator will be at the front to dismiss your child/children to you. ***Please do not forget to use the QR code to "Check-Out".**

If you need to pick up your child early, or are bringing your child into school after their assigned class time, please call the office at (410) 461-2168

Closure or Delay of School: If inclement weather or other emergency forces St. Alphonsus Preschool to close early while school is in attendance, you will be notified via either website/email/text/phone call.

Cloth Face Coverings: Parents should provide **TWO (2-3) CLEAN cloth face coverings for their own child/children** daily. Parents should be sure the cloth face coverings are: • **Clearly marked with the child's name** ; • Clearly marked and/or designed to distinguish which side of the covering should be worn facing outwards so they are worn properly each day. NOTE: If a parent supplies surgical face masks rather than cloth face coverings, they may also be used according to the guidance above.

Communication: Good communication will be vital between the parent and the St. Alphonsus Preschool teacher and administration. St. Alphonsus Preschool will be sending you schoolwide newsletters through our Constant Contact email system. Here are the email addresses you can use for communication with us.

For anything related to tuition/payments/enrollment: Laura@stalchurch.org

Administration: Ms. Eileen – Eillen@stalchurch.org or Ms. Beth – Beth@stalchurch.org

Covid 19: The Archdiocese waiver for Covid-19 **MUST** be signed in order for a child to participate in our program.

Hand-washing Policy: Our handwashing policies follow the strict guidelines and rules proposed by the Maryland Office of Early Childhood. We will continue to follow those guidelines with increased frequency of washing and pay special attention to situations and times that we may need to implement even more frequent handwashing. Please work with your child to encourage good handwashing at home as well.

Sick Policy: Please take your child's temperature PRIOR to bringing your child to school and plan for a re-check upon arrival to school. Keep your child home if they are showing ANY signs or symptoms of sickness. Any child with a temperature of 100 degrees or above will not be allowed in school or will be sent home for a minimum of 48 hours. Children MUST be symptom free for 48 hours before returning to school (WITHOUT the aid of fever reducing medication). If your child has an excessive runny nose, cough or sneeze, we will ask that you pick up your child and keep them at home for a minimum of 48 hours. In some cases, a note from your child's doctor will be required for your child to return.

If you have multiple children, and one child has a fever or symptoms at drop off, your other child will not be able to attend.

******If you or your spouse/partner or other members of your immediate family have a temperature or are sick/not feeling well, we respectfully ask that you keep your child home. If an immediate family member tests positive for Covid-19, please inform us as soon as possible.**

****Please initial here that you understand the above: _____**

St. Alphonsus Preschool

10800 Old Court Road

Woodstock, MD 21163

Direct Line for the School:

410-461-2168