

Parent Handbook
COVID-19 Edition
2021 School Year



SOLANA BEACH
PRESBYTERIAN **PRESCHOOL**

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Philosophy and Goals

We operate under the auspices of the Solana Beach Presbyterian Church. Our philosophy is based on helping the child grow in a positive way in his awareness of God, themselves and the world around them. We have a carefully planned schedule and curriculum. We are consistently searching for and incorporating new ideas and methods within the Early Childhood Education guidelines. We implement a wide variety of indoor and outdoor activities that are designed to meet the continued needs of the child's development. Our program is designed to meet the individual needs of the child in order to develop a positive self-awareness and love of learning. Our staff is made up of experienced Early Childhood Educators with a student/teacher ratio of approximately 10-1. Our main objective is the educational, physical, social, emotional and spiritual growth of the child. Our program is based in the belief that God is our Heavenly Father, Creator of us all, that He loves us and we in turn love each other.

Mission Statement

Solana Beach Presbyterian Preschool is an Early Childhood Education program that provides a positive and nurturing environment that promotes a foundation for learning, friendship and god's love.

Introduction

Dear Parents,

As parents of a child in our program, you are not clients. You are partners with the teachers and staff. Children learn the most important lessons of life at home. As partners, we want your child to learn to make decisions and solve problems for themselves through active experiences. In this group setting we will try to help your child learn:

1. School is an interesting place to be with and meet new friends.
2. Confidence in themselves and their capabilities. As self-esteem grows so will their ability to seek out the world ahead.
3. Basic skills in areas of growth so that the transition to Kindergarten is an easy step forward.
4. Kindness, tolerance and God's love.

While I know this is a time of constant change, fear and new guidelines and I ask that we continue to work together as a team. Our main goal is to keep our little ones healthy, safe and in school. The staff and I, here at Solana Beach Presbyterian Preschool are committed to providing a quality program that is safe, positive, loving, educational, age appropriate and FUN!

While many things will seem different with new procedures in place for the safety of all, this will still be an environment that fosters learning, acceptance of others and knowing God's Love. It is our purpose to draw out and inspire the best in our students as we provide them with opportunities to love one another, create, explore and grow under God's love and presence.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the "new normal" until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the San Diego Health Department and State Licensing. Please be sure to read through this, sign and return the last page electronically or by mail.

We will make every effort to keep parents informed about every day activities and upcoming events through monthly newsletters as well as email updates. It is the parents' responsibility to read the information provided.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Solana Beach Presbyterian Preschool is a safe and inviting place for your family.

Carla Martinez
Preschool Director
Solana Beach Presbyterian Preschool

A. Enrolling Your Child

Before enrolling any child, parents or guardians should schedule an appointment for a virtual tour. Upon the decision to enroll your child, parents or guardians will be asked for payment of a non-refundable, non-transferrable deposit and prorated tuition of the last month of the school year that you are enrolling for. You will then be provided with an application, waiver/financial agreement, all health and emergency forms, state required forms. All forms should be filled out and returned through email or mailed in.

In the event of a classroom being at its full capacity, we will place you on the waiting list for up to six months. We cannot always accommodate the needs of parents or guardians when requested, however you may call us and request a place on our waiting list. You will be called by the Director or Office Manager when an opening becomes available.

B. Nondiscrimination Policy

Admissions to Solana Beach Presbyterian Preschool shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older children when soap and water is not available. Handwashing and hand sanitizer stations are located in every classroom and throughout our facility. Children will not have access to hand sanitizer, teachers will provide to each child individually if needed.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put away until the proper disinfecting process can be performed. All surfaces will be wiped down throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will not be used during this phase of Covid19.
3. Facial Coverings: Masks and or face shields will be worn by preschool staff, families and children while on the preschool/church campus. It is required that all children aged 2 years and older wear face coverings, especially when indoors or when a six-foot physical distance from others cannot be maintained. All children should wear a mask but we cannot force a child to wear one.
4. Physically Distancing: Preschool staff and families must have a 6ft physical distance between each other. Each class is considered a "pod family." Each "pod family" will physically distance from other "pod families" to assure safety. Classes will not intermix and will be with the same teachers unless a teacher is absent then a school aid will sub

in that classroom. All staff will wear masks or shields but may remove them during their outside time.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs. Some children may need personal aides or shadows that also must adhere to all school, county, state guidelines and policies.

E. Fee and Payment Policy

Solana Beach Presbyterian Preschool enforces the following policies and procedures for tuition payments:

1. Tuition and extra hours will be billed on the 1st of the month through Procure, our billing system.
2. **All families must set up an account** (due to Covid19 we are going paperless)
 - a. Existing Account Link: <https://www.myprocare.com/>
 - b. New Family Sign-up Link:
<https://www.myprocare.com/Default/Index?aWtuPTcyMzY2MDAwMjImc2NoSWQ9Mg>
3. A \$25.00 per month late fee will be charged when a payment is declined.
4. There will be a \$25.00 late fee per child that will be added to your account for late pick up (5 minute grace period).
5. A \$50.00 late fee per child will be billed to your account after a 30 minute late pick up.
6. All tuition is due regardless of sickness, mandatory quarantine, classroom closures, behavioral/disciplinary removal, weather-related closures or holidays (including Thanksgiving, Christmas, Winter break, and Easter/Spring Break), unforeseen events, natural disasters, **emergency-related closings mandated by the state/local government/DHS, such as a pandemic.**
7. If you wish to terminate your child's enrollment, a two-week notice is to be given to the school director; otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
8. Families that decide to take an extended leave of absence may hold their classroom placement by paying a 25% per month tuition. **The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, such as a pandemic or emergency-related forced closure.**
9. Extra hour options will be available for all ages but families must sign up by August 15, 2021 for a 4 month commitment, September-December. There will also be a second opportunity to sign up January-June in December. All extra hour fees will be added to your monthly tuition on the first of each month.
 - a. Extra hours may be adjusted or cancelled due to minimal enrollment.

10. To ensure your child's enrollment, parents must re-register their child(ren) for the each new school year.
11. It is understood that there will be an annual tuition increase before the start of each new school year prior to the registration process.

F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, yellowish green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted into the program. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Solana Beach Presbyterian Preschool without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school and the child is no longer contagious.

It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 858-755-4133 or email carla@solanapres.org to be sure they may attend. If your child appears to be sick or has any symptoms while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within 30 minutes of notification.

The child will be permitted to return when his/her symptoms and/or temperature is normal after 24 hours without aid of fever-reducing medication.

If a child is showing COVID-19 symptoms (fever of 100F, dry cough, shortness of breath or difficulty breathing, chills, fatigue, muscle pain, headache, sore throat, congestion, or runny nose, nausea, vomiting, diarrhea, new loss of taste or smell), tests positive for COVID-19, OR if you've been in close contact with a person or child testing positive for COVID-19, we ask you to keep your child home. They must be isolated for a minimum of 14 days after symptom onset.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure or close contact exposure of an individual with a confirmed or suspected COVID- 19 case. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. The school will inform the San Diego Health Department, Community Care Licensing and our parents. At which point we will follow the guidance of the San Diego Health Department and CDC, which could possibly result in a classroom or a full school closure. During this point information will immediately be sent to Solana Beach Presbyterian Preschool families and staff. Preschool maintenance will thoroughly sanitize all classrooms, store rooms and office.

Permission for a child to be administered emergency medications, such as an inhaler or Epi-Pen at the school must be approved by the Physician and parent utilizing the MEDICATION ADMINISTRATION form. The medication must be given to the Director/Front Desk in its original

packaging, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their emergency medication according to the prescription specifications only. The school will contact you immediately if medication is administered if we are unable to reach either parent or guardian the school staff will call 911.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Nap bedding will be laundered on site at the end of each week.

Two and a half and 3 year olds will be asked to bring in an extra change of clothes in a gallon size Ziploc to keep in the classroom.

All students will need to bring in a sweater or jacket that can be kept at school. PLEASE LABEL YOUR CHILD'S CLOTHING.

All snacks and lunches should be packed in a lunch box or bag and labeled with your child's name.

H. Arrival and Departure Procedures

Our facility is operational from 8:15am – 3:30pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. You will be given a time between 8:15-8:45am to drop off and 12-3:30pm (1pm-3:30pm extra hours) to pick up. All children must be dropped off by 8:45am. Please come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient and wait your turn to check in.

Drop-Off Procedures

All Children

There are multiple parking lots on campus and street parking; all children can be checked in at the front of the preschool office. All parents/guardians MUST wear a face mask, please use the hand sanitizer station. Your child(ren) will have their temperature taken and logged in daily. If it is below 100F, our runner will take your child(ren) to his/her classroom. Each parent/guardian will receive a Procure Connect invitation which will give you access to the Procure Connect app. This app will allow parents/guardians to check in/out your child by scanning the QR code provided or using your four-digit code. All other designated emergency contacts will require their four-digit code to check in/out on the school iPad. Code can be found on the app next to the person's name. You may also use the app to message the director and/or your child's teacher.

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. A staff member will bring your child to the front of the school.

I. Visitors/Volunteers

Visitors/Volunteers will not be permitted at this time. Speech therapist will be permitted if they pass screening procedures and follow protocols.

In the event that licensing visits our campus they may want to speak with the children in the program. Though we will notify you if this happens we are not able to stop the analyst from interviewing a child

J. Special Events

There will be no special events/gatherings at this time.

K. Birthdays and Holidays

We will celebrate your child's birthday with a pretend cake, birthday crown and a special treat. The use of candles is prohibited due to safety precautions. Summer birthdays are celebrated in June.

Holidays will be celebrated as a "pod family" in the classroom.

L. Food

- A. **Snack:** Please provide a morning snack that is labeled "snack" and your child's name
- B. **We ask that you do not bring in lunches that need to be refrigerated or reheated.**
- C. **Lunch:** Please provide a packed lunch if you have signed up for lunch, clearly label with your child's name
- D. **Food Allergy: We are NOT a peanut-free facility.** If your child has an allergy to any peanuts/other foods, please be sure that it has been indicated in your child's paperwork and/or put in writing. This should be given to the preschool director. All allergies will be posted in the classroom.
- E. The preschool will provide juice and water for snack. Milk and water is provided during lunch time.

M. Safety

Safety

We make every attempt to provide a safe environment for your child. Children are active and energetic, accidents will happen. Minor injuries will be cleansed and handled with lots of TLC and a report of injury will be placed in your child's folder. Parents will be notified immediately in case of a serious accident or head injury, immediate action will be taken if deemed necessary. Please be sure all emergency information and phone numbers are updated.

Please update all cell phone numbers and be sure to keep them on while your child is at school.

Video Recordings and Photography

Video recordings or photography of children other than your own child is prohibited. If you would like a photo of your child in the classroom or any of our play yards please email or call the office or your child's teacher. For safety and privacy concerns DO NOT video or photograph children from the second story or through play yard fences.

Disaster Preparedness

All school personnel are trained in First Aid, CPR, and Emergency Procedures in fire and earthquake readiness. Our school is also required to be alert to suspected child abuse; any suspicions of abuse must be reported to Child Protective Services as required by California Law.

California State Law requires all schools have a plan in place in order to provide care for students in the event of a major earthquake or other major disaster.

Fire, Earthquake and Lock Down drills are held once a month to familiarize staff and children on the procedures to follow in the event of an emergency.

Our school is a closed campus facility with video surveillance through-out the grounds.

We will follow the evacuation instructions of the local officials as to the location to evacuate. Be assured your children will be safe and well cared for until your arrival.

N. Amendment Policy

Solana Beach Presbyterian Preschool reserves the right to amend the policies and procedures outlined in this handbook. This handbook is not an all-inclusive manual. Any questions or concerns regarding any policies or procedures should be directed to the Preschool Director.