

Parent Handbook  
COVID-19 Edition  
2022-23 School Year



**SOLANA BEACH**  
PRESBYTERIAN **PRESCHOOL**

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Carla Martinez-Preschool Director

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# **Solana Beach Presbyterian Preschool**

## **Parent Handbook**

### **COVID-19 Edition**

## **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, himself and the world around him. 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. 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.

While many things will seem different with new procedures in place for the safety of everyone, this will continue to be an environment that fosters learning, acceptance of others and knowing God's Love. It is our goal 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 of the 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, CDHP and State Licensing. Please be sure to read through this, sign and return the last page to the Preschool, either electronically or by mail.

We will make every effort to keep parents informed about every day activities and upcoming events through monthly newsletters, emails, and postings in front of the Preschool office. 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 and/or guardians can watch our virtual tour video. Upon the decision to enroll your child, parents and/or guardians will be asked to make a non-refundable, non-transferrable deposit. The enrollment fees include an annual registration fee and the prorated amount of August's tuition. You will then receive an email with an application, waiver/financial agreement, health and emergency forms, state required forms and parent handbook. All forms should be filled out and returned to the Preschool via email or mail.

In the event of a class being at its full capacity, we will place you on the Preschool wait list for up to six months. We apologize that we cannot always meet the needs of parents and/or guardians when requested, however you may call us and request a place on the list or submit an application located on our website. 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, ability, age or gender.

## C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will be asked to wash their hands with soap and water for at least 20 seconds. Handwashing will be encouraged throughout the day and more frequently. When soap and water is not available hand sanitizer will be made available. Hand washing 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 proper it can be properly sanitized. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of the pandemic.
3. Facial Coverings: Masks and or face shields will be worn by preschool staff and families while on the preschool/church campus. It is recommended that children aged 2 years and older wear face coverings, especially when indoors or when a six-foot physical distance from others cannot be maintained. Children may were a mask but we cannot force any child to wear a mask at any time.
4. Physically Distancing: Preschool staff 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 typically provided to children at our Preschool by making necessary modifications to meet the child's 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 have gone paperless)
  - a. Existing Account Link: <https://www.myprocure.com/>
  - b. New Family Sign-up Link: <https://www.myprocure.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 added to your account for late pick up
5. A \$50.00 late fee per child will be billed to your account after 30 minutes and \$10.00 every 10 minutes thereafter.
6. All tuition is due regardless of sickness, behavioral/disciplinary removal, weather-related closings 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 authority, such as a pandemic.**
7. To terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be billed your monthly tuition. (No reimbursement of tuition will be granted).
8. Due to our waitlist and classroom availability we cannot hold your child's classroom placement without full monthly tuition payment.
9. Extra hour options will be available for all ages. Due to Covid19 families will be asked to make a commitment for the school year, Aug-June. In the event that Covid guidelines are lifted and classes are able to co-mingle daily sign-ups will become available. 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) each 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, 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 allowed attendance until symptom free for 24 hours and no medication is needed. If you have any doubts about your child's health, please call us at 858-755-4133 to be sure they may attend.

If your child appears to be sick or develops any symptoms while at school, we will notify the parent and/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 temperature is normal for 24 hours without aid of fever-reducing medication. If your child has been prescribed an antibiotic please be sure medication is in his/her system for at least 24 hours before returning.

### **Please keep your child home when:**

showing COVID-19 symptoms (fever of 100F or higher, 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) OR child tests positive for Covid-19, has been in close contact with a person/child testing positive for COVID- 19.

### **Please adhere to the following guidelines:**

The most current guidelines will be emailed to you before the start of school due to continuous changes. Due to the nature of Covid-19 and the continuous changes in guidelines, the Preschool provides constant contact with families in order to keep them updated.

*Children under 5 cannot receive the Covid19 vaccine at this time, are less able to self-monitor for symptoms, know to isolate themselves, consistently wear masks and maintain 6 ft. of social distance.*

If there is a positive case of COVID-19 of a child or staff member who has been present at the Preschool we will inform the San Diego Health Department, Community Care Licensing, our families and staff immediately.

At which point we will follow the guidance of the **Preschool Response Team, Epidemiology and Immunization Services Branch, Public Health Services** and **County of San Diego Health & Human Services Agency**. We will follow their guidance, which could possibly result in a classroom closure or a full school closure. If this situation were to occur information on closure and next steps will be sent to all Solana Beach Presbyterian Preschool families and staff.

## **Medication Administration**

The Preschool must have written permission to administer any emergency medications, such as an inhaler or Epi-Pen. The MEDICATION ADMINISTRATION form must be completed by your child's physician and return to the Preschool office with medication in its original box, with the pharmacist's directions. Children will be given their emergency medication according to the prescription specifications only and 911 will be called to insure the health and safety of the child.

## **G. 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 head injury, a serious accident at which time 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.***

### **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; findings must be reported to Child Protective Services as required by California Law.

California State Law requires all schools to 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.

## **H. Personal Belongings**

Two and a half and 3 year olds will be asked to bring in an extra change of clothes/shoes 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.

## I. Arrival and Departure Procedures

Our facility is operational from 7:30am – 3:30pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. You will be given a time between 8-8:45am to drop off and between 12-3:30pm (12pm-3:30pm extra hours) to pick up. All children must be dropped off by 9am. Please only 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 during this time.

### **Parking**

There are four parking lots on the Church/Preschool campus. Parking 4 which is located in front of the Preschool is a 10 minute drop off zone for families that are expecting, have infants and carpools.

Due to the Solana Beach traffic ordinances we must keep traffic flowing on San Rodolfo Road. If parking #4 is full please continue driving through the Preschool parking lot and park in the upper lot #4. There you will have access the elevator of staircase. Please never let your child ride on the elevator alone.

### **Drop-Off Procedures**

#### **Procure Connect App-For Parents ONLY**

After accepting the Procure Connect invitation and downloading the app, you will check in using your cell phone by scanning the QR code provided. You may also use the Preschool iPad. You will then be asked a series of yes/no questions regarding symptoms and travel, a signature will be required. Additional authorized persons will enter a four digit code that has been specifically generated by the app for each authorized person on your list.

#### **Two and Half's and Families with Siblings**

If your child is two and a half or you are a family with multiple children, you will bring your child(ren) to the lower parking lot. All parents MUST wear a face mask and please use the hand sanitizer station. Your child (ren) will get their temperature taken and logged. If it is below 100F, our runner will take your child (ren) to his/her classroom.

#### **Three and Older**

If your child is three or older, or you are a family with multiple children, you will bring your child (ren) to the lower parking lot. All parents MUST wear a face mask and please use the hand sanitizer station. Your child (ren) will get their temperature taken and logged. If it is below 100F, our runner will take your child (ren) to his/her classroom.

### **Pick-Up Procedures**

Parents and/or guardians sign out your child (ren) using the app on your cell phone or the Preschool iPad. All other authorized persons may use their 4 digit code on Preschool iPad. If you see another family being helped, please be patient until it is your turn. A runner will bring your child to the front of the school.



## J. Visitors/Volunteers

Visitors/Volunteers will not be permitted at this time. Speech therapists, Student Service Aides/Shadows will be permitted by following screening procedures and safety protocols.

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

## K. Special Events

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

## L. Birthdays and Holidays

We will celebrate your child's birthday with a pretend cake and birthday crown provided by the school. The use of candles is prohibited due to safety reasons. Summer birthdays are celebrated in June.

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

## M. Food

- A. Snack: Please provide a morning snack in a disposable Ziploc or lunch bag.
- B. **DO NOT** bring in lunches that need to be reheated.
- C. Lunch: A packed lunch in a disposable Ziploc bag or lunch bag.
- D. Food Allergy: **We are NOT a peanut-free facility.** If your child has any food allergies, please be sure that it has been indicated on your child's paperwork or put in writing. This information should be given to the teacher and 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.

## 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.

**Solana Beach Presbyterian Preschool**  
**Parent or Guardian COVID-19 Handbook Receipt Form**

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2022- 2023 school year, which contains the policies and procedures for Solana Beach Presbyterian Preschool. After reading the handbook, please complete this form and return it to the school via email or mail to 120 Stevens Avenue, Solana Beach, CA 92075 as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,  
Carla Martinez  
Preschool Director  
Solana Beach Presbyterian Preschool

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Please read and initial each statement below.

\_\_\_\_\_ I/we understand that during this COVID-19 Public Health Emergency, I/we will NOT be permitted to enter the Preschool beyond the designated drop-off and pickup area. I/we understand that this procedure change is for the safety of all persons present in the Preschool and to limit to the extent possible everyone's risk of exposure. I/we understand that it is my/our responsibility to inform any Emergency Contact persons of the information contained herein.

\_\_\_\_\_ I/we understand that while on preschool/church campus, I/we MUST wear a facial covering while on the Preschool campus; I/we must practice social distancing and remain 6ft from all other people, except for my/our own child.

\_\_\_\_\_ I/we understand that to enter upon the Preschool premises my/our child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the other children in the classroom. I/we will be contacted, and my/our child MUST be picked up from the Preschool within 30 minutes of being notified. Symptoms include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

\_\_\_\_\_ I/we will follow all current guidelines with the understanding that due to the nature of Covid-19 and the continuous changes in guidelines, the Preschool will provide constant contact with families in order to keep them updated.

\_\_\_\_\_ While I/we understand that many of these symptoms can also be related to non-COVID-19 related issues I/we must proceed with an abundance of caution during this Public Health Emergency. Your child will need to be symptom-free without any medications for 24 hours before returning to the Preschool.

\_\_\_\_\_ I/we understand that my/our child's temperature will be taken upon arrival to Preschool.

\_\_\_\_\_ I/we understand that my/our child will be required to wash his/her hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.

\_\_\_\_\_ I/we will immediately notify The **Solana Beach Presbyterian Preschool** Director if I/we become aware of any person with whom my/our child or I/we have had contact exhibits any of the symptoms listed above, has been advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.

\_\_\_\_\_ I/we understand that all tuition is due regardless of sickness, behavioral/disciplinary removal, weather-related closings or holidays (including Thanksgiving, Christmas, Winter break, and Easter/Spring Break), unforeseen events, natural disasters, **emergency-related closings mandated by the state/local government, such as a pandemic.**

I/we certify that I/we have read, understand, and agree to comply with the provisions listed herein. I/we acknowledge that failure to act in accordance with the provisions listed herein or with any other policy or procedure outlined above will result in termination of enrollment. I/we acknowledge that my/our child's enrollment will be terminated if it is determined that my /our actions or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

I/we hereby acknowledge receipt of Solana Beach Presbyterian Preschool's Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Student's Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

**BOTH PARENTS/GUARDIANS SIGNATURES REQUIRED**

Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_