



This document is intended to be as thorough as possible; however, the board and staff of Little Friends Preschool (LFP) acknowledge that the CDC and Department of Health guidelines are constantly changing and that updates will be necessary as each school year proceeds. LFP policy will always be to provide ALL pertinent information regarding any COVID-19 exposure or positive case to parents in the affected classroom(s) while maintaining the legal right to privacy of the individual involved. Parents are encouraged to evaluate all information given and to decide for themselves whether or not they feel comfortable sending their child to school at any given time in the school year.

Any family found to have knowingly violated any of the rules included in this policy may be subject to dismissal from Little Friends Preschool upon Board review. Additionally, any teacher/staff member found to have knowingly violated any of the rules included in this policy may be subject to disciplinary action up to and including possible termination of employment.

Masking Policy (Effective 3/14/22)

- Masks are OPTIONAL during times when the CDC Community Level is Low or Medium.
 - If at any time the Community Level is elevated to HIGH (red), Little Friends will pivot to a universal masking policy on the next school day. This policy will include students, teachers/staff, and all parents/caregivers/siblings over 2 years of age. Families will be notified of this change via Remind, email, and Seesaw; it will also be posted on our website, Facebook, and Instagram.
 - Additionally, the Little Friends Preschool Board reserves the right to return to universal masking at any time, regardless of CDC/DOH recommendations, should circumstances arise that would require such a change.
- Parents must indicate **in writing** if they would prefer for their child to wear a mask while at school. This can be sent via email to the Director, via text message to the LFP cell phone, or via written note handed directly to their child's teacher.
 - **Mask-free Times:** As has been the case since the start of the year, masks will be optional for outdoor play for all students, even those whose parent preference is to remain masked indoors. If parents would like their child to remain masked outdoors, it is the parent's responsibility to ensure that their child understands this preference. Additionally, all children will be unmasked while seated during snack time indoors.
 - Parents are responsible for enforcing their masking preference for their child; while teachers will remind students to put on/keep on masks, it is not the primary responsibility of the teachers/staff to enforce masking while it is optional. If a student whose family chooses to mask repeatedly takes off or refuses to put on his/her mask, the teachers will notify the family immediately so that the student can be removed from class.

- While LFP firmly intends to respect each family’s choice and will do everything possible to facilitate that choice, teachers cannot be expected to disrupt the classroom environment by engaging in repeated power struggles with students over masking.
- Any student, teacher/staff member, or family member who has symptoms of mild illness (congestion, mild cough, sneezing, etc.) MUST wear a mask while inside the building until symptoms fully resolve. If a student develops symptoms while at school, teachers will provide a kid-sized disposable mask for the student to wear and will immediately notify parents/guardians.
 - LFP understands that some discretion will need to be applied in some cases, such as seasonal allergies, etc.; if a student has a known non-contagious cause for mild symptoms, they will not be required to mask as long as symptoms remain consistent.
- Any student, teacher/staff member, or family member who has severe symptoms of illness (fever, persistent cough, nausea, diarrhea, lethargy, etc.) MUST remain home until symptoms fully resolve.
- Any student who is sent home due to illness must remain home until symptoms have fully resolved OR a doctor’s clearance for return to school has been provided. If applicable, a negative COVID test may be required for return to school.
- It is the staff’s recommendation that children who are masking should wear clips that can attach to clothing (like short lanyard, etc.) so that masks can be attached to their person when not in use, eliminating the need for storage of the masks because it never leaves the child’s body. Little Friends Preschool will have disposable masks available for students/family members who may have forgotten to bring theirs to school, or in the event that masks get dropped on the floor. We recommend all families send their child with a minimum of 2 masks to be kept with the child’s emergency change of clothes.

Drop Off / Pick Up Procedures

- Class times will be staggered to allow for limited numbers of students arriving simultaneously.
 - 3-year-old classes will arrive at 9:00am and be dismissed at 11:30am.
 - 2-Year-Old class will arrive at 9:15am and be dismissed at 11:45am.
 - Pre-K & 4-Year-Old class will arrive at 9:30am and be dismissed at 12:00pm.
- All students will sanitize or wash hands immediately upon entering classroom.
- Parents should enter through the “Main Entrance” tower doors with their child and proceed to their classrooms. Doors will be unlocked at 8:45am for drop off and at 11:15am for pick up
 - Between 9:45am and 11:15am doors will be locked for safety purposes. Any parent arriving at this time should plan to ring the doorbell at the main office entrance and sign in before delivering their child to their classroom.

Fever and illness policy

- Any student with a fever (100.4 or higher) must remain home from school for a minimum of 24 hours AFTER their temperature normalizes and/or symptoms completely resolve WITHOUT the use of ibuprofen or acetaminophen.

- If a student displays symptoms of COVID-19 during the minimum 24-hour Shelter at Home period, it is highly recommended that the student be tested for COVID-19, with results being reported to the Pennsylvania Department of Health and the Little Friends Director via email at lfn@fumchurch.com.
- If a student has a fever and/or symptoms similar to those of COVID-19, is taken for appropriate medical care and is found to have something non-contagious (example: ear infection), the student may return to class after being placed on antibiotics for 24-hours. A doctor's note will be required for re-entry to school.
- While the Preschool understands the nature of childhood illnesses and viruses, school policies must put specific processes in place during this time of COVID-19 to keep students, staff and church safe during a time of pandemic. If you, your child or any member of your household who resides together has a fever and/or symptoms that could be indicative of COVID-19, please quarantine and consider getting tested. All COVID-19 positive tests and/or known exposures MUST be reported to the school, even if the individual involved is not the student; the Preschool staff will evaluate each situation individually to determine when your child may return to school.
- Parents will be expected to complete a Student Screening Survey before heading to school each morning. Please see Exhibit A at the end of this document.

Classroom Procedures

Classroom time will still focus on learning and fun, with free play and creative time. But classroom supplies and strategies will be different for this school year.

- Students will be given access to free-play toys with every consideration given to the types of toys available.
 - Shared toys will be disinfected and sanitized at the end of each school day.
 - Students will be expected to use hand sanitizer OR wash hands prior to sharing classroom materials and/or engaging in play with shared toys.
 - Students will sanitize OR wash hands when coming in from the playground.
- Students will still sing and dance in individual classrooms, but the LFP music program has currently been put on hold until such a time that safe return to shared classroom space/ common areas is possible, including use of the music room for group instruction, as well as both Christmas and Spring concerts.

Snack

- Children will be socially distanced whenever possible, and will have personal lap trays for their snack/drink.
- If your child has special food restrictions, please contact their teachers and the Director.
- Children will be asked to bring a spill proof water bottle from home.

Substitutes, Support Staff, and/or Classroom Volunteers

- All interested adults must provide proof of vaccination to the Director prior to being accepted as a substitute. At this time, unvaccinated individuals will not be permitted to act as substitute teachers.
- Support staff (*individuals working for outside organizations who come to LFP to work with students*) must either provide proof of vaccination OR wear a mask while in the classroom.

- Classroom volunteers must either provide proof of vaccination OR wear a mask while in the classroom.
- In all cases, vaccination cards will be photocopied and returned, and those copies retained in a locked file in the LFP office accessible only to the Director.

End of Class Day Cleaning, Disinfecting and Sanitizing

Teachers will remain in classrooms after school to facilitate as much cleaning as possible during the workday.

- Consideration will be given to all surfaces utilized by students during the day and in accordance with Centers for Disease Control (CDC), PA Department of Health, PA Department of Education and National Association for the Education of Young Children (NAEYC).
- Extra deep cleaning procedures will be completed by cleaning staff Monday through Friday during overnight hours to allow for proper disinfection and sanitization of toys, surfaces and classrooms. This includes use of an electrostatic fogger, which blankets all surfaces to remove germs/viruses, even areas that are difficult to reach with conventional cleaning methods.
- Little Friends Preschool will be using CDC and EPA approved chemicals to treat all classroom surfaces.
- Even with additional cleaning procedures in place, there is no way for Little Friends Preschool to guarantee 100% virus eradication at any time. However, LFP will use all the recommendations from national and state authorities to keep the COVID-19 virus at bay.

COVID-19 Positive test result for student or staff member

If a student OR a member of the student's household with whom they reside tests positive for COVID-19, protocols will be put in place based on recommendations from the CDC & Pennsylvania Department of Health.

- One positive case in a classroom will result in a closure of all affected areas for at least 24-hours to allow for deep cleaning in the classroom.
- The affected person will remain at home for a **minimum** of 5 days after the onset of symptoms/fever, or 10 days if in continuous contact with an infected person at home. A negative test taken on or after day 5 will allow a student to return to school the next day as long as symptoms have started to resolve; if the result of the test on or after day 5 is positive or if a family does not wish to re-test, the student must remain home for an additional 5 days (for a full 10-day quarantine) **or** until they test and receive a negative result.
- The Director and Board Chairman will determine if all classmates need to be quarantined with guidance from the Department of Health.
 - Close contact is defined as anyone who has been exposed closer than 6 feet away for 15-minutes or longer within a 24-hour period.
 - The classroom may be closed for up to 10 days, depending on the guidance of the Department of Health.
- All positive test results should be reported to the Director as soon as possible.
 - Test results will be reported to the proper government agencies in accordance with HIPAA privacy laws.

- The impacted classroom will be deep cleaned using special precautions and guidelines established by the Department of Health, the PA Department of Education and the CDC.
- If cyber-school options are available and feasible for the class in question, online learning may commence during this time.
- If 2-4 cases develop during a 10-day period, the Director and Board will determine whether a school closure is warranted for 3-5 days depending on levels of community transmission. LFP will use guidelines put in place by the CDC, PA Department of Education and Department of Health. The Preschool will defer to guidance from the Department of Health for contact tracing and recommendations on classroom closures.
- LFP will also look to Mechanicsburg School District & Cumberland Valley School District for guidance on how to handle closures and quarantines of classrooms.
- Teachers who are exposed to an individual with COVID-19 will have their unique situation evaluated by the Director and Board Chairman to determine if any quarantine is necessary according to the most up-to-date CDC and Department of Health guidelines for vaccinated individuals at the time the exposure occurs. **Per a unanimous Little Friends Preschool Board decision on December 29, 2021, all teachers/staff must be fully vaccinated. This policy will follow the most up-to-date meaning of “fully vaccinated” as defined by the CDC.*

MINOR PARTICIPANT WAIVER, RELEASE, INDEMNIFICATION OF ALL CLAIMS & COVENANT NOT TO SUE

All students must have the above referenced document fully executed by their parents or legal guardians prior to the commencement of the first day of in-person classes. Any child who does not have this waiver & release form in place will not be permitted to attend Little Friends Preschool. Please see Exhibit B at the end of this document. LFP will not require parents to re-sign this document each time the policy is updated; updated copies of this policy will be posted to the school’s website and shared with families via email. Any concerns regarding the updated policy must be brought to the Director’s attention within one week of the document being shared; otherwise, the existing waiver will be considered valid.

Additional Considerations:

Through a gift by a very generous, private donor, First United Methodist Church has installed Bipolar Ionization technology throughout the church, including in the Little Friends education wing and Sanctuary. This technology “scrubs” the air, effectively supercharging oxygen molecules in the air which stick to viruses, bacteria, mold and allergens, deactivating their receptors. In simple terms, this technology makes the virus molecules slippery and therefore unable to cling to surfaces or human airways. Johns Hopkins, Children’s Hospital of Boston and the University of Maryland Medical Center are some institutions that use this same technology. Although LFP cannot guarantee its efficacy, the hope is that this technology will allow all to breathe a little easier this school year.

Little Friends Preschool

STUDENT & STAFF MEMBER SCREENING TOOL

Students and staff members of Little Friends Preschool should screen for any of the following conditions **EACH DAY BEFORE** leaving home.

List A	List B
Mild Cough (dry or productive)	Persistent Cough (dry or productive)
Sore Throat	Shortness of Breath or Difficulty Breathing
Mild Congestion or Runny Nose (clear)	New loss of sense of smell
Sneezing	New loss of sense of taste
	Fever (measured or subjective)
	Chills
	Repeated shaking with Chills (Rigors)
	Nausea or Vomiting
	Diarrhea
	Muscle or Body Aches
	Headache
	Fatigue/Lethargy
	Severe Congestion or Runny Nose (discolored)

WEAR A MASK IF THE STUDENT/STAFF MEMBER or ANY household member exhibit ANY symptoms in List A.

PLEASE STAY HOME IF THE STUDENT/STAFF MEMBER or ANY household member exhibit ANY symptoms in List B.

PLEASE STAY HOME IF THE STUDENT/STAFF MEMBER or ANY household member is taking Ibuprofen (Advil, Motrin) or Acetaminophen (Tylenol) to treat or reduce a fever.

PLEASE STAY HOME IF THE STUDENT/STAFF MEMBER or ANY household member have a fever of 100.4 or higher.

It is understood that some people suffer from seasonal or other allergies and may have CHRONIC CONDITIONS (such as asthma) that mimic any of the symptoms above.

If a student or staff member is exhibiting new symptoms not typical for their usual presentation, they should remain at home.

For example: If an individual has seasonal allergies and gets a runny nose and itchy eyes during the fall, they do not have to remain home for a runny nose and itchy eyes. But if they have a runny nose and itchy eyes AND a NEW SYMPTOM listed above, they should remain home until symptoms resolve.



MINOR PARTICIPANT WAIVER, RELEASE, INDEMNIFICATION OF ALL CLAIMS & COVENANT NOT TO SUE

NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Read this document carefully and in entirety. By signing this agreement, you give up your right and the named minor's right to bring a court action to recover compensation or obtain any other remedy for any personal injury or property damage however caused arising out of the named minor's participation in Little Friends Preschool programming or use of the Little Friends Preschool/First United Methodist Church facility/equipment, now or any time in the future.

Acknowledgment of Risk

I, in my legal capacity as the parent/guardian of the minor named below, do hereby acknowledge and agree that participation in Little Friends Preschool or use of the Little Friends Preschool/First United Methodist Church facilities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with participating in programming or using the facility/equipment, including but in no way limited to: (1) slips, trips, and falls, (2) athletic injuries, and (3) illness, including exposure to and infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with participating in Little Friends Preschool or using of the Little Friends Preschool/First United Methodist Church and that said list in no way limits the operation of this Agreement.

_____ **Initials**

Coronavirus / COVID-19 Warning & Disclaimer

Coronavirus, COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact and airborne droplets. Global, federal and state authorities recommend social distancing as a means to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in Little Friends Preschool programs or accessing Little Friends Preschool/First United Methodist Church facilities could increase the risk of contracting COVID-19. Little Friends Preschool in no way warrants that COVID-19 infection will not occur through participation in Little Friends Preschool program or use of Little Friends Preschool/First United Methodist Church facilities.

_____ **Initials**

EXHIBIT B

Waiver, Release, Indemnification & Covenant Not to Sue

In consideration of my child's participation in Little Friends Preschool and/or use of the Little Friends Preschool/First United Methodist Church facilities, I, the undersigned parent/guardian of the minor named below, on my behalf and that of the minor named below, my heirs, representatives, executors, administrators, and assigns, DO HEREBY RELEASE Little Friends Preschool officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or

demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, the named minor, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against Little Friends Preschool on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to the use of the Little Friends Preschool/First United Methodist Church facilities/equipment or participation in programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of Releasees.

In consideration of the named minor's participation in Little Friends Preschool programming or use of Little Friends Preschool/First United Methodist Church facilities/equipment, I, the undersigned parent/guardian of the named minor, agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or in any way related to the named minor's participation. I hereby certify on behalf of myself and the named minor that I have full knowledge of the nature and extent of the risks inherent in Little Friends Preschool program participation and the use of the Little Friends Preschool/First United Methodist Church facilities/equipment and that I, on behalf of myself and the named minor, am voluntarily assuming said risks. I understand that I and the named minor will be solely responsible for any loss or damage, including personal injury, property damage, or death, the named minor sustains while participating in Little Friends Preschool or use of the Little Friends Preschool/First United Methodist Church and that by signing this agreement I, on behalf of myself and the named minor, HEREBY RELEASE Releasees of all liability for such loss, damage, or death. I further certify that the named minor is in good health and has no conditions or impairments which would preclude his/her safe participation in Little Friends Preschool or use of the Little Friends Preschool/First United Methodist Church facility/equipment.

_____ **Initials**

Signature

I further certify that I am of lawful age (18 years or older) and otherwise legally competent to sign this agreement, and that I have legal capacity to act as the parent/guardian of the named minor. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after having carefully read it, of my own free will.

Minor Child's Name: _____

Minor Child's Class: _____

Parents Name: _____