



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/camp at any given time throughout the 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 the student’s teachers.
  - **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 child-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 **moderate or severe** symptoms of illness (fever, persistent and/or productive cough, nausea, diarrhea, lethargy, etc.) **MUST** remain home until symptoms fully resolve.
- Any student who is sent home due to **any** 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 (further information below).
- It is the staff's recommendation that children who are masking should wear clips that can attach to clothing (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 one to school, or in the event that masks get dropped on the floor.

### **Drop Off / Pick Up Procedures**

- Students should arrive no earlier than 9:15am (or 12:45pm, for afternoon Pre-K); classes begin at 9:30am and classroom doors will remain closed until that time.
- Parents should enter through the "Main Entrance" tower doors with their child and proceed to their classrooms. Doors will be unlocked at 9:15am (12:45pm for afternoon Pre-K) for drop off and at 11:45am (3:15pm for afternoon Pre-K) for pick up,
  - From 9:45am-11:45am and 1:15pm-3:15pm, doors will be locked for safety purposes. Any parent arriving during this time should plan to ring the doorbell at the main office entrance and sign in before delivering their child to their class/picking up their child.
- Parents who are repeatedly late picking up their child may be assessed a fine; for 5-15 minutes late a flat \$25 fine will apply, and for any time over 15 minutes, an additional \$10 will be added in 5 minute increments.

## Fever and illness policy

**Please note: students should not be coming to school with ANY untreated illness, even if it is determined to be unrelated to COVID-19.**

- 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 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 [director@littlefriendspreschool.org](mailto:director@littlefriendspreschool.org).
- 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 camp.
- Parents will be expected to complete a Student Screening Survey before heading to camp each morning. Please see Exhibit A at the end of this document.

## Snack

- Children will be socially distanced whenever possible; students may be seated at a personal lap tray for snack time **if requested by a parent**, since this is a time where all students are unmasked.
- If your child has special food restrictions, please contact their teachers and the Director.
- Children will be expected to bring a spill proof water bottle from home.

## End of Class Day Cleaning, Disinfecting and Sanitizing

Teachers will remain in classrooms after camp each day to clean high-contact surfaces after each classroom use.

- Little Friends Preschool will be using CDC and EPA approved chemicals to treat all classroom surfaces.
- If a positive COVID-19 case is reported in an individual who was in a classroom, that classroom will be deep-cleaned and sanitized with a fogger before the next use of that room.

## 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.

- A student with a known close contact to an individual positive for COVID-19 who is asymptomatic must wear a well-fitted mask in order to continue to attend school; 5 days after the last exposure, if the student remains asymptomatic and tests negative, masking may be discontinued.
- A student who tests positive will remain at home for a **minimum** of 5 days after the onset of symptoms/fever OR the receipt of a positive COVID-19 test result. A negative test taken on or after day 5 OR **complete** resolution of symptoms on or after day 5 will allow a student to return to school **masked**; masks must be worn for an additional 5 days per CDC recommendations. If a student receives **two** negative results on COVID tests taken 48 hours apart on or after day 5, masking may be discontinued following the second negative result. **Tuition will not be refunded/credited for unattended days due to personal illness and/or COVID-19 quarantine.**
- **If a student is unable to properly wear a mask** (completely covering the nose and mouth) for the duration of the school day, the situation will be evaluated by the Director and Executive Board and the student may instead be required to quarantine following exposure/illness; this is in keeping with CDC guidelines for early childhood/child care settings.
- All positive test results for **any individuals** who have been in the school building within the previous 48 hours must be reported to the Director as soon as possible.
- Parents will be notified immediately in the event of a potential exposure in their child's classroom.
  - Parents will be responsible for deciding if they feel comfortable allowing their child to return to school following an exposure; LFP will evaluate each situation as it arises, and will not be automatically closing classrooms each time a positive case is reported.
  - If a parent does **not** feel comfortable allowing their child to return to school for a period of time following an exposure, it is with the understanding that **tuition refunds will NOT be given under any circumstances as long as the classroom remains open**; this is so that the Preschool remains able to pay the teachers for their time.
- If multiple cases occur within a short period of time, the Director and Board will determine whether short-term closure of the classroom(s) is warranted depending on levels of community transmission. LFP will use guidelines put in place by the CDC, PA Department of Education and Department of Health.
- Teachers who are exposed to an individual with COVID-19 will have their unique situation evaluated by the Director and Board Chairman to determine what safety measures are necessary according to the most up-to-date CDC and Department of Health guidelines at the time the exposure occurs.

## **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 class at Little Friends Preschool. This waiver is binding for the entirety of the school year (September 2023 through May 2024) and LFP will not require parents to re-sign this document in the event the Health & Safety 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 immediately; 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.

## 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.**

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

**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.**

**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 classes 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 the Little Friends Preschool/First United Methodist Church and that said list in no way limits the operation of this Agreement.



\_\_\_\_\_ **Initials**

### COVID-19 Warning & Disclaimer

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 programs 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, 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 camps or programs whether that participation is supervised or unsupervised, however the injury or damage occurs.

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 programs 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 programs 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: \_\_\_\_\_

 Parents Name: \_\_\_\_\_

 Parent Signature: \_\_\_\_\_

 Date: \_\_\_\_\_