

Westminster Weekday Schools

COVID-19 Policies

Westminster Weekday Schools is actively assessing and implementing protocols needed to maintain the safety and health of our children, families and staff as we return to school and program activities. The following policies and procedures will be put in place throughout the COVID-19 pandemic. These policies are based on recommendations and guidelines from Texas Health and Human Services, local health officials, state licensing agencies and the Center for Disease Control (CDC). The Westminster Weekday Schools Advisory Board and administration may adjust these policies as needed based on changes in pandemic conditions or updates from local officials.

Disclaimer:

Despite the following precautions, children, families or staff may still come in contact or be exposed to any illness or disease at our facility. Westminster Weekday Schools and Westminster United Methodist Church are not responsible for possible exposure or contracting any illness or disease, including COVID-19.

Definition:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Section 1: Health Protocols

Daily screening/health check:

- All children and staff will go through a screening process before entering the building, which will include a visual check for any signs of illness (see COVID-19 symptoms) and will have their temperature checked by a staff member.
- Any child or staff member with a temperature of 100 degrees or higher, or showing any signs or symptoms of illness, or does not meet the eligibility of the Pre-acceptance Daily Health Check will be sent home and not allowed to return until they have met the requirements to return to school (see below).

Pre-acceptance Daily Health Check:

Parents will answer the following questions daily, prior to arrival, online or through the parent engagement app:

1. Have you (or has your child) tested positive for COVID-19 or been diagnosed by a physician with COVID-19?
2. In the last 14 days, have you (or has your child) had close contact (within 6 feet for at least 10 minutes) with someone diagnosed with COVID-19?
3. Have you (or has your child) traveled to any of the currently identified pandemic travel restricted areas in the last 14 days?
4. Do you (or does your child) have any of the following symptoms?
 - a. Fever of 100.0°F or higher;
 - b. Dry Cough;
 - c. Shortness of breath;
 - d. Chills;
 - e. Loss of taste or smell;
 - f. Sore Throat;
 - g. Muscle Aches;
 - h. Diarrhea
5. Did you (or your child) take any medicine that reduces fever in the last 24 hours?

If the answer is yes to any of the questions, the child will not be able to attend school until free of symptoms, without the help of medications, for 72 hours. We will require a return to school note from a doctor if the child exhibits the above symptoms but is diagnosed with a different illness.

While we understand that many of these symptoms can be related to non-COVID-19 issues, we must proceed with caution during this pandemic.

Parent Responsibilities/ Illness Policy:

-Families, teachers, staff and all members of the Westminster community, are expected to follow city, state and national guidelines to limit exposures outside of school. Families are expected to limit contacts outside their immediate family and to take precautions such as wearing masks, social distancing, and hand washing when in the community. Adherence to this policy will help protect the members of our community and will allow for the success of our school year with minimal disruptions.

- Parents must acknowledge daily that their child is well and can pass the screening process each day before dropping their child off.
- Parents must keep their child home if they have a fever of 100 degrees or higher or have any other signs and symptoms of illness (see COVID-19 symptoms).
- Ill children must be kept home until they complete the requirements for returning to school (see below).
- Parents must notify the school of any illness, including a COVID-19 diagnosis or any other communicable illness.
- Parents, or designated person, must be available to pick up an ill child from school within 30 minutes of a phone call.
- Any child or parent that has close contact with someone diagnosed with COVID-19 (within 6 feet for at least 10 minutes) must self-quarantine for 14 days and complete the requirements for returning.
- Any child diagnosed with COVID-19 must meet the symptom resolution criteria (as noted below) and have a doctor's release to return to school.

Confirmed Case of COVID-19 at School:

If any child or staff member tests positive for a COVID-19 the following procedures will be followed:

- Local health officials will be notified. WWDS will follow all health official recommendations which may include self- quarantine, classroom closure or school closure.
- All school parents will be notified by email.
- All areas where the ill person had contact will undergo a deep disinfectant cleaning.
- The classroom or school will reopen as directed by local health officials.

Illness at School:

- Every child and teacher will have their temperature taken mid-day in the classroom.
- If a child becomes ill at school, a parent will be notified immediately and instructed to pick up their child. The child will be cared for in a separate quarantine room until they are picked up.
- All areas where the ill child had contact will be disinfected.

Requirements For Returning to School:

Any child or staff member who (a) is lab-confirmed to have COVID-19; or (b) experiences the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school screens the individual to determine that the below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:
 - at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - the individual has improvement in symptoms (e.g., cough, shortness of breath);
 - at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual **is assumed to have COVID-19**, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Due to the variations in testing for COVID-19, Westminster will not require a student, teacher or staff member to receive a negative COVID-19 test to return to campus.

Exposure to COVID-19:

- Children or staff who have had known close contact (within 6 feet for 10 min or more) with a person who is confirmed with a COVID-19 illness must self-quarantine for a period of 14 days.
- The individual must monitor their health for any signs or symptoms of the illness during the 14-day quarantine and follow the criteria for returning if any signs or symptoms appear.
- Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Section 2: School Procedures

Caring for Young Children:

Westminster believes strongly that young children need to be loved, nurtured and comforted while at school. We will continue to care for your children in a gentle and loving way and will attend to their emotional and physical needs throughout the day. Our classrooms will continue to be vibrant places of exploration, creativity, play, learning and discovery.

School Responsibilities and Precautions:

- As per state guidelines, adults are to wear a mask at all times except when outdoors and distanced.
- Minimum standards for health and safety protocols require that there be limitations to entering our building. Only students, teachers, administrators, and required individuals deemed necessary for the operation of the building/program will be allowed to enter the building. This procedure is to protect the health of everyone inside by limiting the risk of COVID-19 exposure. At this time, parents will not be allowed to enter the building. This includes walking a child to and from their classroom.
- All staff will receive mandatory training about preventing the spread of COVID-19 and infection control techniques.

- Everyone entering the building will be required to use hand sanitizer. Teachers will assist children with applying hand sanitizer before entering the building. In addition, children will wash their hands upon arrival to the classroom.
- WWDS will help children learn proper mouth covering when coughing or sneezing, and proper handwashing procedures. We ask families to reinforce these practices with children at home.
- Classes will remain separate from each other - children from one class will not mix with children from other classes.
- A quarantine room will be provided for any child exhibiting symptoms where they will be closely monitored by a staff member until a parent arrives.
- Class parties will be limited to the children and the staff of each individual classroom. Please watch for the specific guidelines for class parties.
- School-wide events are cancelled until further notice.

Cleaning and Disinfecting:

Cleaning and disinfecting supplies will include an FDA approved cleaning solution that follows the health department's guidelines for use, Clorox wipes and Lysol spray.

- WWDS will be adding additional cleaning in high touch areas.
- Additional hand sanitizing stations have been added at all entrances.
- Staff will disinfect all toys with a proper disinfecting solution during the day as needed and at the end of each day.
- Staff will remove any item that a child places in their mouth until it can be cleaned and disinfected.
- Personal items will be sent home daily to be washed or disinfected.
- Playground touch surfaces will be disinfected between classes.

Drop-Off and Pick-Up Procedures:

- All children will be dropped off and picked up at a designated zone. Parents will stop in the designated zone, remove the child from the car with his or her belongings, and wait for a staff member to greet their child and accompany them to their classroom. Parents must wear a mask, even inside their vehicle during drop off/pickup.

Designated zones are as follows:

- Zone A – Nursery Wing (under covered carport on the church wing)
Teddy Bear, Turtle & Angel Classes
- Zone B- Education Building Doors (under covered carport off Bering Drive)
Bunnies, Ponies, Orange Fish, Red Ladybugs, Gators, Stars

Please allot extra time for arrival and dismissal and proceed with patience and grace for our school staff.

Classroom Placement and Distribution:

Student classroom placements are conducted at the discretion of the school administration based on enrollment, classroom size, recommended student/teacher ratios, among other factors.

Routines and Materials:

-Students bring lunch and snacks in a lunch box each day. The school will provide water in disposable cups throughout the day.

-We will celebrate birthdays in each classroom. Parents may choose to send an individually packaged treat to share with the class (ex: rice krispy treats).

-Parents will provide each child a change of clothing to be kept at school.

-Each child will be assigned a new nap mat which they will use throughout the year. Parents are to send a fitted crib sheet to cover the mat each day and they will be sent home daily to be laundered. Nap mats will be sanitized at the end of each day.

-Children may bring one comfort item (lovey); please do not send any other toys, stuffed animals, etc.

-You will receive a weekly update email from the school office. You will also receive daily reports (infants-2) and weekly reports (3-5) from your teachers via the parent app.

-You are welcome to send notes to the teacher with updates, concerns, changes in pick-up routine. You may also reach teachers through the school phone or email.

School Closures:

WWDS may be closed at any time due to the following reasons:

- Confirmed case or possible exposure within the school as determined by the local health department.
- Adequate staffing is not available to maintain minimum required ratios.
- A stay-at-home order is issued by local officials.
- Other closures related to pandemic conditions.
- Parents will be notified via email of school closures.

Tuition Policy:

- Tuition must be paid as scheduled for your child to remain enrolled.
- Registration fee, supply fee and May tuition are non-refundable if a child withdraws from the program as per our enrollment policy which reads:

“Students are enrolled for the full school year. Should withdrawal become necessary, written notification must be sent to the Director at least thirty (30) days before the date of the withdrawal. If 30 days notice is not given, you will be billed for one month after the drop is reported. The application, registration, and supply fees, as well as the May 2021 tuition will be forfeited. The May 2021 tuition cannot be applied to any other month’s tuition and is non-transferable.”

Enrollment Requirements:

By reading and signing the acknowledgement page, parent/guardians confirm to having been informed and agree to follow all instructions included in this document, and the Westminster Weekday Schools Parent Handbook, for continued enrollment at WWDS. We will work together as staff and families to provide a safe, healthy, and nurturing early childhood environment for our children.