



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Dear Parents/Guardians,

As everyone is preparing to return to school, many are inquiring what our school year will look like. During these unprecedented times, preschool has many extra mandated requirements and information that can change frequently, so we ask for your patience and understanding. We will do our best to be as transparent as possible so you can have the best information to make the right decisions for your family.

Our goal is to provide a safe and fun atmosphere for our students. We want to make sure they are safe, develop strong connections with their teacher and each other, and get acclimated with classroom routines.

**PLEASE NOTE: With the development of our plans & surrounding district plans, we are still finalizing our calendar and school drop-off/pick-up times. School will start sometime between 8:30-9:30am. We thank you for your understanding and flexibility.**

### **GUIDELINE**

The health and safety of our students and families is of the utmost importance to us. When our 2020-2021 school year begins, things at school will be much different than previous years due to new health and safety measures. As with many things these days, this plan could change with new or additional information. Changes or updates will continuously be shared with families via email.



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## Countryside YMCA | Landen Preschool Academic Calendar

First Day of School	3 year olds T/TH: <b>September 8</b> 4-5 year olds MWF: <b>September 9</b>
Fall Break	Friday, <b>October 16</b> Monday, <b>October 19</b>
Parent/Teacher Conferences	Thursday, <b>November 5</b>
No School: Thanksgiving Break	Wednesday, <b>November 25-</b> Friday, <b>November 27</b>
No School: Christmas Break	Friday, <b>December 18-</b> Friday, <b>January 1</b>
No School: MLK Day	Monday, <b>January 18</b>
No School: President's Day	Monday, <b>February 15</b>
No School: Spring Break	Monday, <b>March 29-</b> Monday, <b>April 5</b>
Spring Field Trip: NO Regular School (Location TBD)	Friday, <b>April 23</b> <b>*subject to change if not allowed</b>
Last Day of School	Wednesday, <b>May 26</b>
Pre-K Graduation (MWF Students ONLY) 6:30pm	Thursday, <b>May 27</b> <b>*if mass gatherings are allowed</b>

\*Tentative and subject to change



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## WHAT TO BRING FOR YOUR CHILD:

- **1-2 sets of extra clothes in large Ziploc baggie only clearly labeled with your child's name.** These will remain at school. NO BACKPACKS ALLOWED THIS YEAR!
- **Medications:** If your child is on a life-saving medication, we require that you bring the medication to school. Families will need to send a video of how to administer the medication. Otherwise, we will take a video of your training instructions upon arrival and use it to train our staff. \*No other medications are allowed without a signed medication release form from a doctor. Please ask a staff member for the form.
- **School Supplies:** Please bring all school supplies on the first day of school. Please have ALL ITEMS clearly labeled with your child's name. School supplies will NOT be a shared community item this year and will only be used by your child. These will stay at school and will be disinfected daily.

## DROP-OFF PROCEDURES:

- Our main door will be locked at all times to eliminate congregating in our waiting area. Staff member will unlock door at start of drop-off. Only one caregiver is permitted to drop off or pick up a child. We ask that you maintain social distancing, therefore only one family enter into our waiting vestibule at a time. A staff member will meet you at the check in desk and will take the temperature of both the caregiver and children. Temperatures of 100 or higher will have to remain home for 48 hours symptom free without medication. If the caregiver has a fever, child will not be permitted to stay at school that day. All staff are being held to the same guidelines. We keep daily documentation

indicating whether a child or staff member can stay in the program based on their temperature results. The staff member will be signing the children in/out this year. After you say goodbye to your child, please exit through the door at the end of our hallway and through sliding glass YMCA doors. This creates a one-way traffic route.

- Please talk to your child prior to coming on the first day. Let them know what will happen: the staff will take everyone's temperature using a thermometer by their head, the child will hug or say goodbye to the parent and they will enter the classroom and immediately wash their hands. Let them know there will be less friends in the classroom this year.

## **PICK-UP PROCEDURES:**

- Our main door will be locked at all times to eliminate congregating in our waiting area. We ask that you remain in your cars until class is dismissed. Staff member will unlock the door at start of pick-up. Only one caregiver is permitted to drop off or pick up a child. We ask that you maintain social distancing, therefore only one family enter into our waiting vestibule at a time.
- If you need to pick up your child prior to class dismissal, please ring the doorbell outside of our main door. Try your best to alert our teacher of any circumstances causing an early pick-up when you drop-off your child at the start of class.

## **STUDENT ILLNESS & COVID-19:**

### **STUDENT ILLNESS:**

- Any student with a fever over 100° should stay home.
- Any student that has the following symptoms of COVID-19 should stay home from school:
  - Any of the following symptoms: cough, shortness of breath, or difficulty breathing **OR**

- Two of the following symptoms: fever, chills, cold sweats, body aches, headache, sore throat, loss of taste or smell, GI issues (vomiting and/or diarrhea)
- Any link to a case of COVID-19.

### **RETURNING TO SCHOOL AFTER ILLNESS:**

- Any child that develops illness while in our care will be isolated immediately away from the other children and sent home (two diarrheas, elevated fever, excessive coughing, vomiting, sore throat, overall feelings of malaise, etc.) Parent will be called and instructed to pick-up their child within one hour. Cleaning guidelines will be followed immediately in the areas the child has used.
- Students who are sent home with excessive symptoms will require a doctor's note to return to school.
- Any siblings of a student sent home from school sick will also be sent home.

### **WHAT AN EXPOSURE TO COVID-19 LOOKS LIKE:**

According to the Warren County Health District, close contact is defined as any individual who was within 6 feet of an infected person for at least 10-15 minutes starting from 2 days before illness onset of COVID-19.

### **COVID-19 EXPOSURE RESPONSE PLAN:**

- Countryside YMCA takes the health and safety of our employees, members, and students very seriously. Countryside YMCA has a well-defined COVID-19 exposure response plan. In the event an employee, parent, participant, or volunteer is experiencing signs or symptoms of COVID-19, have tested positive for COVID-19, have had close contact with a tested positive individual or have been quarantined by their school or any other organization, he/she is expected to immediately report COVID-19 related concerns to the YMCA Program Leadership; in regards to Preschool Enrichment: Ms. Erica or Ms. Jill.

### **SOCIAL DISTANCING:**

- ODJFS rules have changed in order to accommodate social distancing within the classroom. Our new ratio is 1:9 to include 1 adult and 9 children.

- Preschool is all about play and socialization. We will try our very best to maintain social distancing among the students during play. We will utilize hula hoops or floor tape to separate the children during play, as best we can.
- Students will be seated 2 per table this year, at every other chair. Students will have an assigned seat with a nametag marking their spot at the table. This spot will be used by that student only. This will be your child's spot for tabletop activities, snacktime, crafttime, etc.

## **SAFETY PRECAUTIONS & GENERAL INFO:**

- Staff members are required to wear masks at drop-off/pick-up. Staff members will wear masks most of the day. Countryside YMCA will not mandate childcare staff wearing of masks for the following stated exemption: When the wearing of a mask is against documented industry best practices or when there exists a practical reason inhibiting an employee from wear a mask (extreme heat, employees need a clear line of communication).
- Students do not have to wear masks unless it is the families' decision to do so. If you choose to have your child wear a mask, please begin practicing at home. Do not expect your child to be ok with coming to a new school with a new item on their face. It will be overwhelming.
- Toys are sanitized as much as possible during the school day, but are always sanitized at the end of each class session. Any toy that a child puts in their mouth or comes in contact with bodily fluid is immediately removed from play to be sanitized.
- Playground equipment is sanitized with an ODJFS approved disinfectant.
- Teachers maintain a strict cleaning schedule within the center: cleaning floors, toilets, door handles and any other high touch areas throughout the day.
- Our classroom is sanitized and clean at close of business each day by a commercial cleaning company.
- We continue to follow the ODJFS regular licensing rules during this time. If your child gets injured, we will call to notify you and have you sign the incident report at pick-up.

- Absolutely no outside food or drinks are permitted in the classroom at any time. We have cups and water available should your child need a drink. Our water fountain will be turned off until ODJFS permits us to turn it back on.
- Birthday celebrations: we are not permitting special birthday snacks at this time. We have birthday stickers for your child and will sing to them at snacktime.
- Absolutely no toys from home. We have plenty here.
- YMCA staff does not come into the classroom, unless for teacher bathroom breaks or emergencies.
- ODJFS is not permitting any field trips at this time, therefore our Fall field trip is cancelled and our Spring trip is to be determined.
- All children will wash hands at arrival, after toileting, before snack, and at the end of the day.
- All parent/teacher conferences this year will be held via Zoom or telephone.
- Billing: Tuition will be charged the second Friday of each month. Automatic draft is the only option for payment and any declined payments will result in loss of childcare services. Please prepare accordingly.
- TAP services (Human Services): your copay will be charged according to the draft schedule. Families that TAP for child care services are expected to TAP in at both drop-off and pick-up. We will no longer allow families to miss TAP times and catch up. \*This section only pertains to families who are in need of child care tuition assistance.

## GENERAL CLASSROOM INFO:

- We have a class page on Shutterfly. This is where we will upload all the pictures throughout the year. It's very easy to save the photos directly to your phone, and gives you an inside peek into what your children are doing in the classroom. This site is password protected so you must ask permission to join. The link for this website is: <https://ymcalandenpreschool.shutterfly.com/>
- We also have a Facebook group, where we can quickly communicate and get school-wide info to you, such as delays/closures or reminders. Please do not send myself or Ms. Jill a friend request. The link for Parent Facebook Group is: <https://www.facebook.com/groups/740767786354942>
- If your child will be absent from school, please email myself or Ms. Jill. DO NOT TEXT! We ask that our personal cell phone number not be used for school related messages.
- Ms. Erica's email: Erica.Leggiero@ymcastaff.org / Ms. Jill's email: Jill.Hogan@ymcastaff.org

Please email me if you have any further questions/concerns! Thank you again for being part of our Landen YMCA Preschool!

Erica Leggiero

Director of Preschool

513-583-5580



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## **Countryside YMCA | Landen Preschool SCHOOL SUPPLY LIST**

- **Hard, plastic pencil box (no soft pencil pouches)**
- **Crayola Crayons (8 ct.)**
- **Crayola Washable Markers (10 ct.)**
- **Glue Sticks (2-3)**
- **Hard Cover Composition Book**
- **#2 Pencils (non-mechanical)**
- **Blunt-tip Scissors**
- **Watercolor Paint Set**
- **1 Box Sandwich Baggies (MWF Class)**
- **1 Package Paper Plates (T/TH Class)**
- **1 Bottle Hand Soap**

**\*Please clearly label all items with your child's name!**