



Creating Confident Children  
With Loving Hearts

### **Welcome to St. Lucas Preschool!**

We are thrilled to welcome your family back to St. Lucas Preschool! We are privileged to care for your children and are grateful for the trust you have placed in us to do so. We understand that you and your children may have concerns/fears as you transition back. We have been working diligently under the guidance and direction of the program administration, local licensing agency and recommendations made by our Health Care Consultant, which were based on The Centers for Disease Control Prevention, to put additional procedures in place to ensure the health and safety of our families, children and staff. You will find these procedures in this document. Please know that the guidelines that we are given are constantly changing. We will update you if changes are needed.

### **Changes When Program is Reopening**

When the program reopens, all required protocol mandated by our local licensing agency, and our Health Care Consultant will be initiated. Some examples of practices that may be implemented are:

- Daily temperature checks and screenings for symptoms of and exposure to COVID-19 for children and staff members. Parents and caregivers will need to screen children prior to coming to school for the following symptoms and exposure: • Fever over 100 degrees • Cough • Shortness of breath or difficulty breathing • New loss of taste or smell • Headache • Muscle aches • Nausea, vomiting or diarrhea • New runny nose or congestion • Sore throat • Close contact with a person with COVID-19 in the last 14 days. Students with symptoms should not attend school and parents will need to consult their healthcare provider and follow CDC guidelines regarding their return to school. Parents will need to notify the school of any diagnosis.
- Stricter child exclusions for signs of illness: St. Lucas Preschool will be following the Nurse's Algorithm which is guidance from Washington University. It can be found here: <http://wupaarc.wustl.edu/COVID-19-and-Children/Algorithms-for-Clinicians-and-Schools/-School-based-Algorithm>
- Travel: If your family is going out of town, please be prudent about the safety of our St. Lucas family and quarantine if you deem necessary.

- Elimination of non-essential visitors into our building.
- Limitation of family members in the building. In an effort to reduce the number of people coming into the building we have amended our drop off/pick up policy, see below. Please note, if you do enter the building, you will be required to wear a mask and follow social distancing guidelines.
- Social Distancing: Preschool classes will remain stable with the same groups of children to the best of our ability. In order to meet Keeping God's Children Safe guidelines each class will consistently be paired with one or two other classrooms to travel to music and the playground/gym. Before Care, Lunch Bunch and After Care classes will be formed based on stable classroom groups to keep the children in the same group all day. Children will be divided by stable groups to play in different areas during these special times.
- Adults and children will frequently wash their hands or use hand sanitizer. This will be done at the following times:
  - \*Arrival to the facility and after breaks.
  - \*Before and after setting up snack and lunch
  - \*After using the toilet or helping a child in the bathroom
  - \*Before and after playing outdoors or in the sensory or light table
  - \*After handling garbage.

**Pick up and Drop Off:** To create a safe and manageable way for children to arrive and leave our program, we will be implementing the following protocol:

- **Drop Off:** Parents will park and line up in front of the preschool doors on a dot (spaced 6 feet apart). Upstairs drop off will begin at 8:50. Downstairs drop off will begin at 9:00. The director will be outside to greet families, take temperatures and check for signs of illness. Children will clean hands with sanitizer before entering the building. Assistants will be inside to direct children to their classrooms. Lunch boxes and plastic or vinyl tote bags will be dropped in a basket and disinfected before taking to classrooms. All parents will need to wear a mask and staff members will be wearing masks. Guests will leave by following the arrows on the sidewalk to their right. Children are invited to wear masks but it is not required. If they take the mask off, it will be placed in their bag for the rest of the day.
- **Pick Up:** Parents will park and line up in front of the preschool doors on a dot (spaced 6 feet apart). Half day pick up will begin at 11:30. Full day pick up will begin at 2:00. Parents will inform the director of their child's name and color bird. Walkie Talkies will be used to inform the hallway assistants. The child will be escorted to the door. Guests will leave by following the arrows on the sidewalk to their right.

**Amplifying Our Daily Cleaning Efforts:** While this is part of our normal routine, there will be additional efforts made to disinfect the classrooms, hallways, gross motor areas and bathrooms, paying special attention to doorknobs, tables, chairs, handrails etc.

**Music Class:**

- Music will be held outside weather permitting Monday through Thursday.

**Personal Items From Home:**

- Complete change of clothes (labeled)
- At this time the preschool has requested that your child bring their own individual supplies to school. Please send these labeled items with your child on the first day. Here is a copy of that list:

- Labeled plastic tote bag or bag, plastic, vinyl or metal lunch or snack box, school supply box including set of Crayola washable 10 pack markers, 2 large glue sticks, a pair of Fiskar preschool training scissors, a can of playdoh and box of watercolors.

We ask that you review these forms prior to your child's return. As always, we welcome you to reach out at any time with any questions or concerns. We are committed to working with you to make this transition as seamless as possible and continue to make St. Lucas a school full of fun and learning.

Take care!

Lynda Klosterman

St. Lucas Preschool Director