



1601 1-40 West  
Amarillo, TX 79109  
372-8364

**Parent Handbook  
Addendum for  
COVID-19  
2020-2021**

First Friends Preschool at TBC  
1601 I-40 West Amarillo, TX 79109  
(806) 372-8364  
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The health and safety of our students, families and staff is important to us. In light of COVID-19, First Friends Preschool has made adjustments to our normal operating procedures. This document is not meant to be an exhaustive list of the protocols we are following in response to COVID-19. You may review the protocols and guidelines that have shaped our decisions by clicking the resources below. Please visit with the Director regarding your specific questions and concerns.

[Minimum Standard Health Protocols put out by the State of Texas](#)

[Health & Human Services Licensing Commission Emergency Rules](#)

[CDC Guidance for Childcare Programs](#)

[CDC K-12 Schools and Child Care Programs](#)

[CDC Events & Gatherings Planning Tool](#)

[CDC Readiness & Planning Tool](#)

[CDC Considerations for Schools](#)

## **Arrival/Dismissal Plans**

### **Screening:**

Recommendations require that we screen all individuals entering the building. They also recommend that parents not enter the building unless necessary.

Staff and students will be screened each day when arriving at First Friends. The screening process will involve taking temperatures and asking a series of questions relating to coronavirus. We have always encouraged families to keep their children home if they are showing signs of illness. If your child has a fever or symptoms of COVID-19, please keep them home. First Friends staff follow the same considerations.

We will send home any staff or student who has any of the following new or worsening signs or symptoms of possible COVID-19 or other illness:

- \* Cough
- \* Shortness of breath/difficulty breathing
- \* Chills
- \* Repeated shaking with chills
- \* Muscle pain
- \* Headache
- \* Vomiting (not a COVID symptom but children should remain home)
- \* Sore throat
- \* Loss of taste or smell
- \* Diarrhea
- \* Feeling feverish or measured temperature greater than or equal to 99° F
- \* Known close contact with a person who is lab-confirmed to have COVID-19

Students or staff that exhibit signs of illness during the school day will be isolated until a parent or other authorized individual arrives to pick them up. We ask that sick staff members and students not return until they have met the criteria to do so. (Criteria found in Preventing Spread of Communicable Disease section)

**Arrival:** Class times will be staggered to make this process as seamless as possible. It is important that parents arrive on time for school. Parents arriving outside of their child's arrival/dismissal time will have to wait **in their vehicle** until the staff is finished screening the scheduled group of students. We recognize that starting a new year/program is an important time. In considering the emotional well-being of our students, parents will be allowed to take their students to class during the first week of school.

Parents will bring their child to the door for screening and goodbye. Parents will sign-in their child for the day at this time. First Friends staff will facilitate taking students a few at a time to the classroom. Students will wash their hands immediately after hanging up their backpacks.

**Dismissal:** Class times will be staggered to make this process as seamless as possible. Parents will wait at the breezeway doors for their child to be dismissed to them. Parents should arrive on time for dismissal. Our standard late pickup policy remains in effect and will be based on your child's scheduled dismissal time.

## **Daily Schedule/Operations**

We will do our best to keep students in common cohorts as much as possible during the day. Recess times will be staggered with one class on the playground at a time. Outdoor time is strongly encouraged in response to COVID-19. You should plan on your child playing outside every day. Please make sure they are wearing shoes that are conducive to running and jumping. They should have a jacket or coat every day.

First Friends has always had significantly lower class sizes compared to the allowed ratios and continues to be committed to a lower student/teacher ratio. We understand the importance of social distancing and will make efforts to comply with this when feasible. We will use visual cues, such as floor markings, to help students in this endeavor.

Students will not be required to wear masks. The CDC and the American Pediatrics Association have both stated that it is not developmentally appropriate for young children to wear masks. The governor mandate only requires children 10 and over to wear them.

We have used a community approach in the past for supplies. While there is much value in this practice, at this time, we will be keeping supplies separate and labelled with student's names for individual use. Many of our educational activities utilize manipulatives. In those cases where we do not have enough for individual use, they will be rotated by days or students will wash hands or use hand sanitizer in between switching stations/centers.

We are removing toys and educational items that cannot be cleaned and/or disinfected. These include items such as dress up clothes, baby dolls, etc. Items that a student places in their mouth will be set aside and cleaned and disinfected before being returned to the play rotation.

We have been encouraged to postpone or cancel field trips, group events and gatherings. These are some of the most special parts of our activities at First Friends. We will assess each event to see if there are ways to modify it that meet current recommendations and guidelines.

We are limiting items being brought from home, such as for Show and Tell. Stay & Play students will be allowed to bring a blanket or lovey for naptime; these items must fit into a large Ziploc bag and will not be allowed out

except for naptime. All napping items will be sent home at the end of the week and the parent is responsible for cleaning them weekly.

## **Preventing the Spread of Communicable Disease**

As a staff, we have been committed to preventing the spread of infection with good hygiene practices. There are specific hand washing times built into our day (after recess, before eating, etc). During flu season last year, most if not all, teachers were having students wash their hands upon arrival. Teachers remind students to wash their hands at bathroom time, after sneezing, coughing or blowing their nose. Teachers include how to use the elbow to cover sneezes and coughs regularly in the classroom. These practices will continue along with an increased focus on washing hands or using hand sanitizer during time constraints.

Students will need to send two changes of clothes to school. Each set should be stored in a gallon Ziploc bag and labeled with the student's name. These will be kept in the classroom in case a student needs to change clothes that have been soiled by bodily fluids. Staff will also be required to keep a change of clothes at school for the same purposes. Soiled clothes will be sealed in plastic bags and sent home for laundering. Each change of clothes should include top, bottom, underwear and socks.

Another component to preventing the spread of illnesses relies on parents keeping sick children home if they are sick. Please refer to the screening section for a list of symptoms that necessitate keeping your child home. Some of these symptoms are common with other illnesses besides COVID-19. Staff are expected to follow this guideline as well.

Any student or staff member that exhibits signs of illness during the day will be cared for apart from other children until they are picked up, as stated in our regular operating procedures. We ask that you be diligent in not returning until the following criteria are met:

- \*Fever free for 24 hours. NO fever-reducing medication, such as Tylenol, given for 24 hours.

- \*No vomiting or diarrhea for 24 hours.

- \*Symptoms have improved considerably or disappeared OR upon doctor recommendation. The Director reserves the right to require a doctor's note for the return to school.

- \*If the illness is COVID-19, in addition to the above, the following criteria apply:

1. Students and staff that are known to have close contact with a person who is lab-confirmed to have COVID-19 will be allowed to return to school after a 14 day self-quarantine period from the last day of exposure (with an exception granted for health care workers and critical infrastructure workers).

2. Students and staff diagnosed with COVID-19 may return to school when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*;

3. If parents of students believe that they or the student has had close contact with someone with COVID-19 but are not currently sick, they should monitor their health for the symptoms in the screening section for 14 days after the last day they were in close contact with the individual with COVID-19. This applies to staff as well.

We encourage quarantining family members for any type of illness to prevent it spreading to the rest of the family.

### **Training:**

All staff complete 24 hours of training annually. Before the start of the school year, all staff will receive health and safety training specifically relating to COVID-19 offered by Texas AgriLife.

### **Cleaning and Disinfection Efforts:**

The building maintenance staff at Trinity Baptist Church take their health and safety efforts seriously. A hospital grade, EPA approved cleaner/disinfectant has been used for many years. This will continue in the new school year. New efforts will include cleaning bathrooms three times daily, increased wiping down of tables, countertops during the school day, and wiping down high touch surfaces such as light switches, door handles, and such at additional times throughout the day.

### **Snack/Lunch:**

We continue to have students serve as Snack Host for a week at a time throughout the school year. We appreciate parent's efforts to provide nutritious snacks. During this time, we ask that all snacks provided be individually packaged. All backpacks **AND** lunch boxes must be labeled with the name tag provided by First Friends. Water bottles must be clearly labeled and easily read, although they are not encouraged. Disposable cups will be provided.