



Parent Handbook

West End Presbyterian Church Community Preschool
a ministry of
West End Presbyterian Church
9008 Quioccasin Road
Richmond, VA 23229
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www.wepc.org/preschool

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Part 1

Mission Statement & Goals

Mission Statement

West End Presbyterian Church's Preschool is a ministry, which exists to serve the families, neighbors, and the surrounding community of West End Presbyterian Church. Believing that each child is a unique and precious gift from our loving God, we seek to nurture and care for children in Jesus' name. Through the use of a developmentally appropriate curriculum we strive to foster growth in children so that they may reach their highest potential—spiritually, emotionally, physically, socially, and cognitively.

Goals

Our goal is to offer a safe, Christ-centered environment in which children will:

- Develop an awareness of Jesus' love, the Gospel, and God's creation;
- Learn to express feelings in healthy ways;
- Learn to work and play with others;
- Develop a healthy self-image and self-confidence;
- Form secure relationships with peers and adults;
- Develop listening and communication skills;
- Develop age appropriate gross and fine motor skills;
- Develop the ability to think and solve problems.

Part 2

General Preschool Information

Preschool Hours

2 Year Old Classes – 8:55 – 11:45

3 & 4/5 Year Old Classes – 8:55 – 12:00

Arrival – 8:55-9:05

Outside Car Line Drop-Off & Health Check

During the 2020-2021 school year, all preschool families must drop off their child via our outside car line. To protect our staff and preschoolers, parents and preschool visitors will not be allowed in the building.

Drop-Off Time - 8:55-9:05. Please arrive and join the car line between 8:55-9:05.

Late Arrival - If you arrive after 9:05 and there are no preschool staff members outside, please walk your child to the main right door and ring the doorbell. Do not enter WEPC. A preschool staff member will come to the door, complete your child's health check (see part 7) and then walk your child to his/her classroom.

Car Line (required)

1. Hang child's name card from rear view mirror.
 2. Use entrance at Quioccasin. Take first left and drive straight down to edge of parking lot. Turn right along edge then right again to pull up along front sidewalk. Pull up to 1st available cone.
 3. Wait **INSIDE** your car for a staff member to complete your child's health check (see part 7). Adults in car must wear a facemask at arrival.
 4. When health check is complete, get your child out of your car with their school bag. Wait with your child at the cone behind the yellow line for a teacher to greet you and take your child to his/her class. Adults must wear a facemask and maintain 6 feet physical distance from preschool staff.
 5. Quickly get in your car and safely pull out of line.
- Please **DO NOT** do the following:
- Do not cut across the parking lot or cut into the line.
 - Do not get out of your car until the health check is complete.
 - Do not allow your child to leave your side until a teacher calls him/her to walk to the class.

Walkers' Line (only for families who must walk to WEPC)

1. Wait by the blue cone (left walkway) and hold your child's name card so the preschool staff can see it.
2. Stay at the blue cone and hold your child's hand until a preschool staff member completes your child's health check and takes him/her to class.
3. Adults must wear a mask and stay at blue cone maintaining 6 feet physical distance from preschool staff.
4. Do not walk down the sidewalk in front of WEPC.

Arrival Health Check (see part 7)

Each child will have a quick no-touch forehead temperature check and parents will answer a few questions related to COVID-19 symptoms and exposure.

2 Year Old Dismissal Outside Car Line Pick-Up

*During the 2020-2021 school year, all preschool families must pick up their child via our outside car line.
To protect our staff and preschoolers, parents and visitors will not be allowed in the building.*

2s Pick-Up Time - 11:40-11:45

Late Pick-Up – Please plan on arriving promptly as these little ones are often very tired and ready to go home by 11:45. If you arrive after 11:50, you will need to join the longer 3s/4s car line and will be charged a late fee of \$0.50 per minute (due the next school day).

Older Sibling At Preschool? – After your 2 year old is loaded in your car, you may stay in your place in line and wait for your older preschooler. Quickly buckle your 2 year old then remain in your car while you wait.

Car Line (required)

1. Hang child's name card from rear view mirror.
2. Use entrance at Quioccasin. Take the first left and then the second right into the parking lot in front of WEPC (this will be marked the first few days). Drive through the parking lot and then turn right to pull up along front sidewalk. Pull up to 1st available cone.
3. Wait **INSIDE** your car for a staff member to bring your child to your car.
4. Please stay in your car and wear a facemask or keep your window rolled up.
5. Preschool staff will help your child into your car but will not buckle them. Pull up to steps by playground or into a parking spot to buckle your child.

Walkers' Line (only for families who must walk to WEPC)

1. Wait by the blue cone (near left walkway) with your child's name card visible.
2. Stay at the blue cone until a preschool staff member brings your child to you.
3. Wear a facemask and stay at blue cone maintaining 6 feet physical distance from preschool staff.
4. Do not walk down the sidewalk in front of WEPC.

3 & 4/5 Year Old Dismissal Outside Car Line Pick-Up

*During the 2020-2021 school year, all preschool families must pick up their child via our outside car line.
To protect our staff and preschoolers, parents and visitors will not be allowed in the building.*

3s & 4/5s Pick Up Time – 11:55-12:05

Late Pick-Up – If you arrive after 12:05 and there are no preschool staff members outside, please walk to the main right door and ring the doorbell. Do not enter WEPC. A preschool staff member will come to the door with your child. You will be charged a late fee of \$0.50 per minute per child (due the next school day).

Car Line (required)

1. Hang child's name card from rear view mirror.
2. Use main entrance at Quioccasin. Take first left and drive straight down to edge of parking lot. Turn right along edge then right again to pull up along sidewalk. Do not cut across the parking lot or cut into the line. Pull up to next available cone.
3. Wait **INSIDE** your car for a staff member to bring your child to your car.
4. Please stay in your car and wear a facemask or keep your window rolled up.
5. Preschool staff will help your child into your car but will not buckle them. Pull up to steps by playground or into a parking spot to buckle your child.

Walkers' Line (only for families who must walk to WEPC)

1. Wait by the blue cone (near left walkway) with your child's name card visible.
2. Stay at the blue cone until a preschool staff member brings your child to you.
3. Wear a facemask and stay at blue cone maintaining 6 feet physical distance from preschool staff.
4. Do not walk down the sidewalk in front of WEPC.

School Supplies

Bring On First Day of School

2 Year Old Class

- **Change of Clothes** (socks, underwear, shorts/pants, shirt)
- **Diapers** - 10 (if your child is not yet potty trained)
- **\$20 School Supply Fee**

3 & 4/5 Year Old Classes

- **Change of Clothes** (socks, underwear, shorts/pants, shirt)
- **\$20 School Supply Fee**

Send Daily

Mid-morning snack

- 2 Year Old Classes – Sippy cup with water for your child. (snack is provided)
- 3 & 4/5 Year Old Classes – Healthy nut-free snack & water for your child (no cookies/candy/juice, etc.).

Tote Bag (no backpacks) - labeled and large enough for school folder & small art projects.

Yellow School Folder

Your child will be given a yellow school folder at the beginning of the school year. Please get in the habit of checking your child's yellow folder after preschool each day.

The yellow folder will contain:

- Your child's artwork and craft projects. These are their masterpieces and should be noticed and celebrated as such! ☺ Please take all artwork out of the folder and keep at home.
- Notes from the teacher and/or preschool director. Please read these and take them out of the folder.

Return the yellow folder to school each day.

Children's Clothing

- Dress your child to have fun and get messy!
- We will play outside for much of our day, everyday as weather permits. Please remember this as you dress your child.
- Tennis shoes and closed toe sandals are best for the playground and gym.
- Please label coats with your child's name.
- Your 3 & 4 year old child needs to be independent in using the restroom. Do not send your child in pants/shorts/skirts they cannot fasten by themselves. Please practice dressing and re-dressing at home!

Part 3

Classroom Details

Discipline & Behavior Guidelines

Statement on Discipline

The WEPC Community Preschool staff desire to teach and encourage each child out of love. Our focus in discipline is to teach the children about God's love for them and our need of Jesus.

Being Proactive

To help teach the children and create a positive atmosphere, our preschool staff will be proactive by:

- Setting guidelines and expectations for the children.
- Being firm and consistent in upholding the guidelines and expectations.
- Planning ahead for times that are usually difficult (such as during transitions).

Discipline Procedures

The preschool staff will adhere to the following discipline procedures:

- First Time Offense
 - Give verbal reminder & redirect the child
- Repeated Offense

Each child will move from one step to the next at the preschool staff's discretion.

 - Step One –
 - Time-out in classroom (or whatever setting the class is in) away from the group/activity
 - Time-out length should not exceed the amount of minutes that corresponds to age (for example, 4 mins for a 4 year old).
 - Teacher talks and prays with the child about the behavior and our need for Jesus
 - Step Two –
 - Time out in Director's office
 - Director talks and prays with the child
 - Possible phone call to parents depending on situation (at director's discretion)
 - Step Three – 2 Options
 1. Teacher will begin an individualized behavior management system (such as a sticker chart) for the child to help encourage him/her to choose the appropriate behavior. Teacher or director will contact the parent to share
 2. Teacher will talk with parent about the situation and ask the parent to partner with preschool by talking with the child, encouraging the child to choose appropriate behavior and to work on the situation at home. This will require continued communication.
 - Step Four –
 - If steps 1-3 are not successful, or if it's a special circumstance, the teacher will schedule a meeting with the child's parents to discuss the concerns and work on a plan together.

Other Notes on Discipline and Behavior

- If a child is uncontrollable, the parents will be called and asked to pick up the child immediately.
- Physical punishment or harsh tone/words will never be used.
- The preschool director has the authority to remove a child from class temporarily or permanently.

Curriculum

Two and Three Year Old Classes

Our toddler, two and three year old classes plan their own lessons, but are guided by a program of age appropriate standards based on child development research. These standards include the following: Language & Communication Skills, Self-Help Skills, Emotional Skills, Social Skills, Physical Skills (Gross & Fine Motor), Cognitive Skills (Science, Math, Literacy), Music and Art.

Four Year Old Classes

Our four year old classes work to prepare the children for Kindergarten. Our teachers plan their own lessons, but use the following as a guide:

- Zaner-Bloser “On the Road to Reading & Writing”
 - To provide consistency, we use the preschool version of Zaner-Bloser, which is used in Henrico County Public Schools for handwriting.
 - The children will focus on one letter each week (identifying, writing, practicing the letter sound(s), and talking about words that start with that letter.
- Virginia’s Foundation Blocks for Early Learning: Comprehensive Standards for Four Year Olds
 - Literacy, Math, Science, History/Social Science, Physical Development, Motor Development, Personal Development, and Social Development.

Bible Curriculum - The Beginner’s Gospel Story Bible (with supplemental books and crafts)

Food Policy

In response to the growing presence of food allergies, we make every attempt possible to be a nut-free preschool. We also limit the food that is brought to preschool. You will be notified if there are additional foods you aren't allowed to send in due to allergies.

While we do our best to control what comes in and out of the classroom during preschool hours, please note that the building and our classrooms are used for a variety of purposes and we can not ensure those are nut-free.

Nut-Free:

- Do not send in peanuts, tree nuts, peanut butter or any other food containing peanuts or tree nuts.
- Food manufactured in a facility that also processes peanuts is okay to bring in.
- Talk to your child about the importance of not sharing their snack or touching another child's snack.

Parents should follow these food policies:

- DO:
 - Send in a healthy snack and water for your child each day.
 - Only send in food for holiday parties if asked by the preschool staff.
- DO NOT:
 - Do not send in food/candy/drinks, etc. to share with the class.
 - Do not send in food/cupcakes/cookies/candy/drinks, etc. for your child's birthday.
 - Do not send in goody bags for your child's birthday.

Preschool Staff should follow these food policies:

- DO:
 - Communicate with parents to ensure allergy restrictions are followed when sending in snacks and planning food for holiday parties.
 - Communicate with all parents at least a week in advance and ensure all ingredients are allergy-friendly if planning a special cooking or food-involved project in class.
- DO NOT:
 - Do not use food as a reward.

Holidays and Birthdays

Holidays

We keep a Christian perspective on the holidays we celebrate. Please remember our food policy (see above) and do not send in any food or treats for holidays unless specifically asked by the preschool staff.

- Halloween – We do not celebrate Halloween at preschool. No costumes or treats allowed at school.
- Thanksgiving – We'll focus on what God has given us and on being thankful.
- Christmas – We'll focus on this being Jesus' birthday.
 - Classroom Parties (as scheduled by teachers) – "Birthday Party for Jesus"
- Valentine's Day – We'll focus on God's love for us and loving others.
- Easter – We'll focus on Easter as a day to remember that God loves us so much He sent His son Jesus to die on a cross for our sin. Jesus conquered death and is no longer in the tomb. Jesus has risen!

Birthdays

Your child's birthday is a time to celebrate and we'd love to join you in that. As stated in our food policy, we do not include food in our birthday celebrations at school. Each teacher will have a plan of how they'll be celebrating birthdays in the classroom and will share this with parents at the beginning of the school year.

Communication

If parents have a concern or question about something in this handbook, or about the preschool in general, they are welcome to contact the director.

If parents have a concern or question that relates specifically to their child's class or teacher, they should contact the teacher directly. If it remains a concern after talking with the teacher, the parent can then come to the director.

Separation Difficulties

It is natural for children to experience difficulty when first separating from parents.

Be positive and encouraging when talking about preschool and bringing your child to preschool. Parents' anxiety can create anxiety in the child. Children can easily read their parents' feelings and reactions. Our staff is trained and loving. We will notify you if we are unable to help your child adjust.

The following tips may help:

- Don't sneak off. If you disappear, your child may not trust that you will return. We encourage you to be honest with your child.
- Be firm and happy. No matter how you feel, put on a brave face. Acknowledge your child's feeling by saying something like, "I know you are sad that I am leaving. We will see each other in a little while and you are going to have a great time at preschool!"
- Establish a routine. Talk for a minute, hug, kiss and say the same thing each day. Then wave and go. Linger can make it worse.
- Make sure your child gets enough sleep so he/she is rested for the day.
- Make sure your child eats a healthy breakfast so he/she has energy for the day.

Through all of this, trust that your child is growing and developing self-esteem. We will do our best to provide a loving, safe, positive environment for your child to grow, discover and thrive.

Part 4

Preschool Policies

Releasing Students

WEPC Community Preschool will maintain the following requirements in an effort to keep your child safe:

- We will only release a child to a person listed on the ‘Child Pick-Up Permission Form’.
- We require a driver’s license, or other official picture ID, to release a child to someone we don’t know.
- We will not load a child into a car unless there is a safety seat and buckle in place for him/her to ride in.

Tell the director if somebody not listed on the ‘Child Pick-Up Permission Form’ will be picking up your child.

Early Pick Up

If you need to pick up your child early from preschool, please come to the far right door and ring the doorbell. Do not enter WEPC. A preschool staff member will bring your child to you.

Attendance

Please call the preschool office at 741-6562 ext. 12 and notify the director if your child will be absent. We appreciate being notified if your child is sick, etc. This also helps us know how to pray for your child.

School Closing or Late Start

Holidays - In most cases, we follow Henrico County Public Schools for attending school. However, there are a few exceptions. Please see calendar for more information.

Inclement Weather Closings - In most cases, we will follow Henrico’s decisions for inclement weather closing. As a general rule:

- If Henrico County is closed, we will be closed.
- If Henrico County opens 1 or 2 hours late, we will open 1 hour late (10:00) and close at normal time.

However, we may make a different decision than Henrico does. Therefore, **parents need to check on the WEPC Community Preschool closing information** rather than Henrico County’s posting. When a decision has been made, parents will be notified of all closing decisions by email/text notification via “REMIND.” All parents will be required to register for “REMIND.” More information will be sent home during the first week of school.

We will not make up days missed due to inclement weather.

Payment Policies

Monthly tuition is based on an annual tuition that is divided into 9 equal monthly payments for your convenience (September – May).

To streamline the process, we have made a few changes to our invoice procedures:

- We will be emailing monthly invoices as a courtesy to you. These emails will be coming from WEPC Community Preschool <quickbooks@notification.intuit.com> and will refer to your upcoming tuition as a pledge.
- Please make note of what you owe each month, September through May, as you are responsible for making these payments on the 1st of each month. Even if you do not receive the invoice via email, you are still responsible for the tuition payment to be made on time.
- If you have multiple children at preschool, you will only receive one family invoice.

Tuition Policies:

- **Due Date** - Tuition is due the 1st of each month, regardless of what day that falls on.
- **Tuition Amounts** -
 - 1-Day Classes - \$90/month (\$810/year)
 - 2-Day Classes - \$180/month (\$1,620/year)
 - 3-Day Classes - \$235/month (\$2,115/year)
- **Where To Pay** –
 - Mail tuition to WEPC Community Preschool OR
 - Put tuition in your child's yellow folder (given out on 1st day of preschool) OR
 - Give tuition to Director, Casey Zollinhofer, during dismissal pick up car line.
 - DO NOT come inside the WEPC building to put tuition in the Preschool lock box.
 - DO NOT give your tuition to your child's teachers.
- **How To Pay** –
 - Checks - Make checks payable to WEPC Preschool & put child's name in memo line.
 - Cash - Only exact cash payment, please. We are not able to give change. Place cash in envelope with your child's name on it.
 - Bill Pay – You may set up an automatic payment plan with your bank. Please make sure the check will arrive on the 1st of each month. Make checks payable to WEPC Preschool & put "preschool tuition" & your child's name in the memo line.
- **Additional Fees:**
 - Late Fee - \$20 late fee if tuition not received by 12:00 noon on the 7th of each month. Due by the next month's tuition due date.
 - Returned Check Fee - \$25

Questions Regarding Your Invoice? Contact Jennifer Hirt at jennifer@wepc.org.

Bathroom Use

2 Year Old Classes – Children do not need to be potty trained.

3 & 4 Year Old Classes –

- Children must be potty trained and able to independently use the bathroom (no pull-ups or diapers).
- Children should wear clothing that will allow him/her to use the bathroom independently.
- Classes will take a whole group bathroom break each day.
- Children will wash their hands with soap and water after each trip to the bathroom.

Accidents – If a child has an accident, we will follow this procedure:

- Your child will be cleaned up and dressed in their extra set of clothes.
- A note will be sent home to the parents along with the dirty set of clothes.
 - Send a clean set of clothes the next school day.

Diaper Changing (2 Year Old Classes)

Make sure your child's diaper is dry before dropping him/her off in the classroom.

The staff will change each child's diaper as needed. Only preschool staff, and substitutes who have a background check, will change diapers.

At the beginning of the year we ask that each family whose child is not potty trained bring in 10 diapers. As this supply runs out, we will ask each family to bring in more.

Potty Training (2 Year Old Classes)

Instead of having a specific potty training program, we follow and support what parents are doing at home.

As your child begins to be potty trained, please do the following:

- Keep your child's teacher updated so she can help your child during preschool.
- Set your child and the preschool staff up for success as you begin potty training (keep your child home, use a pull-up at preschool, start potty training over a long break from school/holiday, etc.).
- Don't feel pressured to begin potty training your child based on other children in the class. It is not required for the toddler and 2s class. We want you to start when both you and your child are ready.

How to Contact Us

If you need to speak with your child's teacher or the preschool director, please call the preschool office at 741-6562 ext. 12. We ask that you only use the preschool office phone number and do not call your child's teacher or the director on their personal phones. Thank you.

You are also welcome to email the preschool director at casey@wepc.org.

Part 5

Health & Safety

Daily Health Check

We are a well-child preschool and therefore children can't attend when they're sick. The State Department of Social Services requires us to do a daily health screening for typical childhood illnesses as well as a Covid-19 symptom and exposure check. These allow us to do our best to protect the sick child from any health risks and to prevent exposing other children to an illness. Upon arrival, the preschool staff will quickly do the daily health check before admitting the child to preschool for the day.

Covid-19 Symptom & Exposure Check

1. Does your child (or anyone in your household) have any of these symptoms?
 - Fever/chills • Cough • Shortness of breath/difficulty breathing • Fatigue • Muscle/body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion, runny nose • Nausea or vomiting • Diarrhea
2. Within the past 10 days, has your child (or anyone in your household) had a positive COVID-19 test?
3. Within the past 14 days, has your child had close contact (6 feet or closer for 15 minutes or more) with anyone
 - that you know has Covid-19
 - that has Covid-19 symptoms
 - is waiting on Covid-19 tests results
4. Has your child taken fever-reducing medication today?
5. If the answer to questions 1-4 is NO, your child's temperature will be taken.

Child may attend preschool if answer to all questions is "no" and their temperature is under 100 degrees.

When to Keep Your Child Home

WEPC Community Preschool is a well-child preschool and therefore children can't attend if they're sick.

Children must stay home if showing any of the following Covid-19 like symptoms:

- Fever (100 or higher)
- Chills
- Cough
- Shortness of breath/difficulty breathing
- Fatigue
- Muscle/body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion, runny nose
- Nausea or vomiting
- Diarrhea

****If your child (or anyone in your household) is showing any Covid-19 like symptoms or you answer yes to any of the Covid-19 Symptom & Exposure Check questions, please talk with your child's doctor and follow their directions. You will need a note from your child's doctor before he/she can return to preschool.**

Children must also stay home if showing any of the following typical childhood illness symptoms.

Many of these overlap with symptoms of Covid-19. We will be taking an abundance of caution to protect the preschool staff and children. If your child has any of the following typical childhood illness symptoms that are also a symptom of Covid-19 (see above), you will need a note from your child's doctor before returning to preschool.

- At least first 2 days of a cold
- When he/she has been diagnosed with a contagious illness or disease
- When he/she been exposed to or has symptoms of a contagious illness or disease (such as reddened eyes, sore throat, headache, stomach pain, rash, etc.)
- When he/she is fussy, cranky and just not himself/herself (these are often signs of a coming illness)
- When he/she has
 - persistent runny nose
 - runny nose with heavy or discolored nasal discharge
 - persistent cough
 - persistent sneezing
 - nausea
 - diarrhea (should remain home for 48 hours after it has stopped without medication)
 - vomited (should remain home for 48 hours after it has stopped without medication)
 - fever of 100 degrees Fahrenheit or higher within the past 48 hours (must be fever and symptom free for 48 hours without fever reducing medication before returning to school)
 - open sores
 - new or unidentified rash
 - inflamed or draining eyes or ears
 - head lice or nits

Email the preschool director (casey@wepc.org) if you are keeping your child home due to an illness.

Email the preschool director **immediately** if your child has any Covid-19 symptoms, has been diagnosed with Covid-19 or if anyone in your household has been diagnosed with Covid-19.

Sick While at School

If a child becomes sick at school, we will call parents immediately. At least one parent for each child must be available by phone at all times during preschool hours. Parents are required to pick up their child **right away** if their child is sick.

When To Return To WEPC

COVID 19 Diagnosis

Preschool staff and children who were diagnosed with COVID-19 may only return to work upon confirmation of the end of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

- **Test-Based Strategy** – Staff and children may discontinue isolation and return to WEPC Community Preschool upon achieving the following conditions:
 - Resolution of fever without the use of fever-reducing medications;
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.
- **Non-Test-Based Strategy** – Staff and children may discontinue isolation and return to WEPC upon achieving the following conditions:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared.

Close Contact – Preschool staff and children who come into close contact with or who live with an individual with a confirmed diagnosis or symptoms may return to work after 14 days have passed since the last close contact with the diagnosed and/or symptomatic individual.

Returning-To-WEPC - Preschool staff and families must be in communication with Casey Zollinhofer before returning to preschool and must show a doctor's note granting permission to return to preschool before entering WEPC.

Covid-19 Notification

If a WEPC Community Preschool child (or immediate family member) or staff member (or immediate family member) tests positive for Covid-19, the WEPC Community Preschool Director will notify the VA Department of Health (VDH) and VADSS immediately and follow their directions on contact tracing and classroom/preschool closures. The VDH may require us to dismiss students and staff for 2-5 days while they gain a better understanding of the situation and to allow us to have the facility cleaned.

If there is a confirmed COVID-19 case at WEPC Community Preschool, the Preschool Director will notify necessary staff and parents via email and Remind App. Based on the determination from VDH, parents of children and preschool staff who are identified to have been in close contact with an infected person will receive an email notification of the exposure and further direction of next steps. Once those in close contact have been notified, we will notify all staff and families of a positive Covid-19 test among the preschool community. We will maintain the confidentiality of the diagnosed person.

VDH Charts

We will be using the following two VDH Charts to help us make decisions. Please note 3 key differences in our policy – a doctor's note is required to return to preschool, children must stay home until fever-free for 48 hours (w/o medication) and we are using 100 as our temperature cut off for fever.

VDH Algorithm for Evaluating a Child with COVID-19 Symptoms or Exposure (August 24, 2020)

For Parents and Guardians

***Symptoms of COVID-19** include fever ($\geq 100.4^\circ\text{F}$) or chills, fatigue (more tired than usual), headache, muscle aches, cough, nasal congestion or runny nose, new loss of taste or smell, sore throat, shortness of breath or difficulty breathing, abdominal pain, diarrhea, nausea or vomiting, new onset poor appetite or poor feeding.

Is your child sick with symptom(s) of COVID-19*?

NO

Has the child had close contact** with someone with COVID-19?

NO

YES

Symptoms new or unusual for the child

Symptoms usual for the child (e.g., allergies, migraines, asthma) or caused by a known diagnosis (e.g., ear infection, strep throat)

Keep child home. Call your healthcare provider. Notify the school.

Seek care as per usual practice. If fever present, stay home until at least 48 hours fever-free without fever-reducing medicines

Send to school and/or childcare with note from doctor

For Schools and Childcare Facilities

****Close contact** means being within 6 feet of a person with COVID-19 for 15 minutes or more **or** direct exposure to respiratory secretions

***** ≥ 10 cases per 100,000 population** Currently all of Virginia. This will be updated with a link to data on local transmission when available.

Does a child have symptom(s) of COVID-19* at school/childcare?

NO

Has the child had close contact** with someone with COVID-19?

NO

YES

Symptoms new or unusual for the child

Child has known or chronic diagnosis that explains symptoms

Isolate from others. Send home.

Fever present?

YES

NO

Send home until at least 48 hours fever-free without fever-reducing medicines

Normal activities

For Healthcare Providers

Clinical Evaluation for Children with Symptoms of COVID-19* (www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html)

No known close contact and no exposure to area with ≥ 10 cases/100,000 population***

Exposure to area with ≥ 10 cases/100,000 population***

Close contact** with person with known or suspected COVID-19

†Testing – PCR or antigen (Ag) testing is acceptable. If an Ag detection test is negative and there is a high clinical suspicion of COVID-19, confirm with PCR, ideally within 2 days of the initial Ag test. If RT-PCR testing is not available, clinical discretion can be used in whether to recommend the patient isolate.

Testing† and exclusion for COVID-19 may be considered based on level of clinical suspicion and testing availability.

Test† for COVID-19. Isolate at home.

Test† for COVID-19. Isolate/quarantine at home.

Alternate diagnoses should be considered and exclusions based on usual practice. (Isolate until at least 24 hours fever-free without fever-reducing medicine)

Negative for SARS-CoV-2

Positive for SARS-CoV-2

Negative for SARS-CoV-2 or not tested

Return to School and Childcare

If no clinical evaluation performed on child

Symptoms* new or unusual for the child

No symptoms, but has had close contact** with someone with COVID-19

10 days home isolation

14 days home quarantine

Exclude for 10 days from symptom onset (or date of positive test) as long as 72 hours fever free and symptoms improved. Quarantine close contacts

Quarantine for 14 days from last exposure or isolate for 10 days from symptom onset

If symptoms develop

If no symptoms develop, return to school and/or childcare on Day 15

For persons with confirmed or suspected COVID-19 to know when they are likely no longer contagious:

Determining
the end of isolation
**WITHOUT
additional
TESTING**



If you had COVID-19 symptoms and were directed to care for yourself at home, you can leave your "sick room" and home after these 3 things have happened:

- ✓ You have had no fever (for at least 3 days (that is 72 hours) of no fever **without** the use of medication that reduces fevers), AND
- ✓ Other respiratory symptoms have improved (for example, when your cough or shortness of breath have improved), AND
- ✓ At least 10 days have passed since your symptoms first appeared

If you tested positive for COVID-19 and never had any symptoms and were directed to care for yourself at home, you can leave your "sick room" and home if:

- ✓ At least 10 days* have passed since the date of your first positive COVID-19 diagnostic (molecular) test, AND
- ✓ You continue to have no symptoms (no cough or shortness of breath) since the test.

*Note, because symptoms cannot be used to gauge when these individuals are free of the cause of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after the first positive test.

Determining
the end of isolation
**WITH
additional
TESTING**



If you had COVID-19 symptoms and will be tested to determine if you are still contagious, you can leave your "sick room" and home after these 3 things have happened:

- ✓ You no longer have a fever (without fever-reducing medicine), AND
- ✓ Other respiratory symptoms have improved (for example, when your cough or shortness of breath have improved), AND
- ✓ Negative results of an FDA Emergency Use Authorization COVID-19 diagnostic (molecular) test from at least 2 consecutive respiratory specimens collected at least 24 hours apart (total of 2 negative specimens)**.

If you tested positive for COVID-19 and never had any symptoms and will be tested to determine if you are still contagious, you can leave your "sick room" and home after receiving:

- ✓ Negative results of an FDA Emergency Use Authorization COVID-19 diagnostic (molecular) test from at least 2 consecutive respiratory specimens collected at least 24 hours apart (total of 2 negative specimens)**.

**All test results should be final before isolation is ended. There have been reports of prolonged detection of RNA without direct correlation to viral culture. However, detecting viral RNA via PCR does not necessarily mean an individual is still contagious.

- A long-term home after recovery may be needed to minimize the chance of prolonged shedding of active virus for 14 healthcare workers is close contact with these persons or they risk for severe COVID-19 and if persons into days conditions that might weaken their immune system. Such persons should consult with their healthcare provider. This might include additional PCR testing.
- Healthcare workers should be evaluated from work using isolation and work before to look for the best and best for the best of functional recovery and not self-isolating in symptoms.
- Based on CDC guidance for Quarantine or Isolation in Non-Healthcare Settings aimed to prevent most instances of further spread.

June 22, 2020

A potential exposure means having close contact with a person with COVID-19: being within 6 feet for at least 15 minutes starting from 2 days before the person became sick (or 2 days before specimen collection if asymptomatic) until the person was isolated.

HOUSEHOLD CONTACTS



Self-quarantine (stay home) and monitor for symptoms while the person is home and for 14 days after the person has been released from isolation (because exposure is considered ongoing within the house)**.

Note: This means that the household contacts may need to remain at home longer than the initial person with COVID-19.

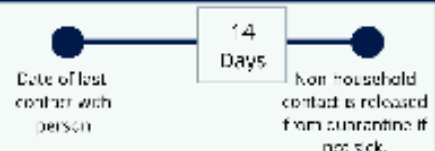
*If you are able to have **complete separation** from the person in your house with COVID-19 (this means no contact, no time together in the same room, no sharing of any spaces, such as same bathroom or bedroom), then follow time frame for non-household contact.



NON-HOUSEHOLD CONTACTS



Self-quarantine (stay home) and monitor for symptoms until 14 days after the date of last contact with the person infected with COVID-19.



Medication

Give medication to your child either before or after school. If medication must be given during school hours it needs to meet **all** of the following criteria:

- Be prescribed by a licensed physician or clinic
- Have a current date and prescription label
- Be in the original pharmacy bottle

If medication must be given during school, follow this procedure:

- Obtain a 'Medication Permission Form' from the director or your child's teacher.
- Personally give the completed 'Medication Permission Form' and medicine (in a Ziploc bag with the appropriate measuring spoon) to your child's teacher. The form must be complete before the teacher can give any medicine to the child. Do not send medicine to school in your child's bag.

Lice

Head lice are very common for children in school. Having head lice does not mean a child is dirty or poorly groomed. Anyone can get head lice. It is not a reason to get alarmed or embarrassed.

When a child has head lice, siblings and every child in their class should be checked carefully by their parent or pediatrician. Lice spread very quickly. Because of this, parents should quickly and completely treat all members of the family and clean all bed linen, towels, hats, brushes, etc.

To check for head lice, parents can follow these simple tips:

- Pay attention to the child's behavior. Severe scalp itching is usually the first sign of lice.
- Examine the scalp and hair under good light.
- Lice are small grayish bugs and are about the size of a tiny ant.
- Lice lay small white eggs (nits) that are attached to the hair near the scalp & can be hard to remove.
- Sometimes nits are confused with dandruff (but dandruff can be very easily picked off of hair).

If the preschool staff discovers a child has head lice, parents will be called to pick up the child immediately. If a child has lice, parents should not send him/her back to school until the child has been treated and ALL signs of lice are gone. On the child's first day back at school the preschool staff will do a quick examination before allowing the child to return to class.

Allergies

Parents should inform the director of all allergies their child has. If a child has an allergy that could possibly be triggered at school and requires any type of treatment, parents need to fill out an Allergy Packet. This packet can be obtained from the preschool director.

In addition, all WEPC Community Preschool families will be notified of what food they are not allowed to send in due to an allergy in the classroom. The name of the child that has the allergy will be kept confidential.

We are currently a nut-free preschool. Please refer to our food policy on page 7 for more information.

Accidents

To help care for your child, there is always a staff member present who is certified in First Aid and CPR. Additionally, a first aid kit is kept in each classroom and playground area.

After an incident in which basic first aid was applied or there is any cause for concern, an “Incident Report Form” will be filled out. One copy of this form will be sent home and one copy will be kept on file in the director’s office.

Emergencies

Emergency Notes

- The WEPC Community Preschool has a plan in place for a variety of emergencies.
- Emergency evacuation maps are posted in each classroom.
- Fire drills will be practiced periodically throughout the school year.
- Our outside Emergency Holding Area is located in the back left corner of the church parking lot.
- In the event of a severe storm, the children will be moved to interior rooms:
 - 160 and/or 162 (if upstairs) and 20 and/or 22 (if downstairs)
- If children need to be sent home for their safety, parents will be called immediately. If parents cannot be reached the emergency contacts will be called.
- Parents need to make sure their emergency contact information is always up to date and that they’re enrolled in our “Remind” notification system.

Head Counting Policy

Either the teacher or assistant will count all children every time the class or a small group moves from one location to another. This will insure that the preschool staff is aware of where the children are at all times.

Universal Health Care Precautions

WASH HANDS (ALL adults & children)

- When arriving at preschool
- Before handling food
- After toileting and changing diapers

LATEX GLOVES (adults)

- Latex gloves should be worn by teachers when:
 - Changing diapers
 - Coming in contact with blood, vomit, nose discharge, etc.
- To remove gloves, pull from the wrist down over finger to turn glove inside out so you don't touch contamination.
- Wash your hands after you remove gloves.

SANITATION (adults)

Teachers should use disinfectant to:

- Sanitize all table surfaces before and after snack time
- Sanitize all items used by children before returning them to the supply closet
- Sanitize all items used by children approximately every other week:
 - Washing machine – dress up clothes, puppets, baby doll clothing, etc.
 - Dish washer – kitchen play items, etc.
 - Surface disinfect – large play items, manipulatives, etc.
- Sanitize item immediately if contaminated with blood, vomit, nose discharge (sneeze), etc.

Facility Safety

All classrooms will be equipped with the following:

- | | |
|-------------------------------------|---|
| • Fire-escape map | • First-aid kit |
| • Sign-in/out sheets | • Age-appropriate toys |
| • Universal Health Care Precautions | • Cleaning supplies (kept in secure location) |
| • List of allergies & medical needs | |

Playground

- WEPC's playground is for WEPC members, visitors and the surrounding community.
- Any use of the playground outside of official WEPC Children's Ministry and Preschool programs is at your own risk.
- Regulations have been met for maintaining cushioning material under playground equipment.

Insurance

WEPC Community Preschool has Liability and Student Accident Coverage.

Part 6

Code Compliance Statements

Exempt Status

WEPC Community Preschool operates as a religiously exempt preschool. This means that we are not licensed by the state of Virginia. However, we have to file certain information with the Virginia Department of Social Services (VDSS). By being religiously exempt, we are still required to meet certain standards and follow certain policies set by VDSS. Many standards and policies in this handbook are mandated from the state.

Staff Qualifications

Director Job Qualifications

Personal Characteristics and Values:

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Committed to a covenantal approach to children's ministry
- Loves and relates well with children
- Loves and communicates well with parents and families

Credentials:

- College degree in education or related field
- Significant Experience in Early Childhood education
- WEPC member (current or before starting the position)

Teacher Job Qualifications

Personal Characteristics and Values:

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Loves and relates well with children
- Is dependable
- Is patient, compassionate and merciful to all children and families

Credentials:

- Experience working with children between the ages of 1 and 5
- Coursework or training in Early Childhood Education preferred but not required
- 4 Year Old Class Teachers - Bachelor's Degree in Early Childhood Education or related field
- Member of a Christian church (WEPC member preferred but not required)

Additional Requirements:

- Has good organizational skills
- Can communicate effectively with the children and their parents
- Desires to share the love of Christ with preschool children and their families
- Desire to meet the needs of all children.

Assistant Teacher Job Qualifications

Personal Characteristics and Values:

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Loves and relates well with children
- Is dependable
- Is patient, compassionate and merciful to all children and families

Credentials:

- Experience working with children between the ages of 2 and 5
- Coursework or training in Early Childhood Education preferred but not required
- Member of a Christian church (WEPC member preferred but not required)

Additional Requirements:

- Has good organizational skills
- Has good communication skills
- Desires to share the love of Christ with preschool children and their families

Physical Facilities

WEPC Community Preschool operates in the building of West End Presbyterian Church. The church is located at 9008 Quioccasin Road in Richmond, Virginia. The building itself is 66,000 square feet and was completely renovated in 2000. The preschool uses eight classrooms along the back wall of the building. The windows of these classrooms look out to the back of the church and the classrooms are not visible from a church entrance. We also use the church library, chapel, fellowship hall and gym.

West End Presbyterian Church is set back away from Quioccasin Road and therefore the outside of the building is safe from traffic and away from visibility of the traffic. WEPC Community Preschool has use of the church's enclosed playground and picnic tables to the right of the church.

The playground consists of the following equipment:

- A wooden train with multiple cars that are large enough for children to climb into
- A raised wooden structure with a tree house, slide and chain ladder
- A second wooden structure with slides, different types of metal ladders/climbing poles, steps, monkey bars and a bridge
- A hard plastic climbing wall structure

The front of the building is designed in a convenient and safe way for parents to drive and pick up children.

Enrollment Capacity

The church classroom space we use can handle 86 children.

Staff to Children Ratio

WEPC Community Preschool follows the requirements of the Virginia Department of Social Services for our staff to children ratio:

- For children from birth-24 months, the ratio will not exceed 4 children for every one adult.
- For children ages 2-6, the ratio will not exceed 10 children for every one adult.

Food Service

Students bring their own snacks to school daily. The preschool only provides occasional snacks at special times throughout the year.

VDSS Requirements of Preschool Staff

All teachers and assistants are required to:

- Be certified annually by a practicing physician to be free from any disability that would prevent them from caring for children.
- Submit a report indicating the absence of tuberculosis in a communicable form.
- Be trained to recognize the signs of child abuse and neglect.
- Be mandated reporters of child abuse and neglect.
- Have criminal history and central registry clearances.

Possession of Liability Insurance

WEPC Community Preschool has liability insurance in the event that someone brings suit for personal or bodily harm suffered during the operation of the preschool as a result of negligence.

Non-Discriminatory Clause

The WEPC Community Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administrated programs.

Part 7

2020–2021 Preschool Calendar

September

1	September Tuition Due	
16	New Family Open House	11:00-12:00
18	1st Day of Preschool	3s & 4s - 9-12, 2s - 9-11:45
28	No School - Henrico County Schools Closed	closed

October

1	October Tuition Due	
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November

1	November Tuition Due	
13	No School - Henrico County Schools Closed	closed
23-27	No School - Thanksgiving Break	closed

December

1	December Tuition Due	
18	Class Christmas Parties	more info coming later
21 - 31	No School - Christmas Break	closed

January

1	January Tuition Due	
1 & 4	No School - New Year's Day & Staff Work Day	closed
6	School Re-Opens	9:00 - 11:45/12:00
18	No School - Martin Luther King Holiday	closed

February

1	February Tuition Due	
1	Enrollment Opens for '21-'22 School Year	
15	No School - Presidents Day	closed

March

1	March Tuition Due	
29 & 31	4 Year Old Class Parent/Teacher Conferences	more info coming later

April

1	April Tuition Due	
2	No School - Good Friday	closed
5-9	No School - Spring Break	closed
12	School Re-Opens	9:00 - 11:45/12:00
21	4 Year Old Classes - Maymont Field Trip (rain date 4/28)	more info coming later
23	3 Year Old Classes - Maymont Field Trip (rain date 4/30)	more info coming later

May

1	May Tuition Due	
7	Bike Day - All Classes (rain date 5/12)	more info coming later
19	4/5 Year Old Graduation	more info coming later
21	Last Day of School - Pancake Party	9:00 - 11:45/12:00

