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This handbook was created using the following resources:

Georgia Department of Early Care and Learning (DECAL) Interim COVID-19 Guidance For Childcare Settings <http://www.decal.ga.gov/documents/attachments/COVID-19%20ChildCareProgramsChecklistGuidance5132020.pdf>

Centers for Disease Control Recommendations for Childcare Settings during COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Harvard School of Public Health Risk Reduction Strategies for Reopening Schools <https://schools.forhealth.org/wp-content/uploads/sites/19/2020/06/Harvard-Healthy-Buildings-Program-Schools-For-Health-Reopening-Covid19-June2020.pdf>

## Guiding Principles

**We Work Together.** Families, teachers, and the church all share responsibility for the safety of our school community. Successfully reopening our school will require communication and collaboration between all parties, as well as a willingness to adhere to the guidelines set forth. We must trust each other and keep in mind that we all have the same goal: to keep our preschool community healthy and safe.

**We Proceed With Caution.** While there is no “zero risk” scenario possible as we reopen preschool, we plan to err on the side of caution with our decision making. Our goals are risk and harm reduction in every way possible; to that end, all forthcoming decisions will be made with an abundance of caution.

**We Limit Transmission Chains.** Research shows that the best practice for healthy childcare settings involves keeping groups small and separate. We will limit contact between classes whenever possible in an effort to prevent a classroom outbreak from becoming a school-wide outbreak.

**We Layer Defenses.** We recognize that many small preventative actions are necessary to maintain a healthy and safe environment. All of our small strategies, when combined, make a significant impact on the safety of our school. We will use every measure feasible and reasonable for our particular school environment.

**We Are Flexible.** Guidance and direction on managing COVID-19 continues to evolve. We must have an adaptive approach in responding to contagion numbers within our community. As our understanding of the virus changes, our approaches and policies may change as a result. We reserve the right to revise our policies as the year progresses.

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Our strategies as a school are organized into four categories: healthy buildings, healthy classrooms, healthy policies, and healthy activities.

## **Healthy Buildings**

1. We will look closely at air quality within classrooms. When possible, windows will be open. Fans may be used to increase airflow.
2. We will eliminate carpool for this school year. Parents will follow a one-way foot traffic pattern for drop off and pick up.
3. We will stagger drop off and pick up times to encourage social distancing.
4. We will follow a rigorous cleaning schedule, as directed by DECAL and the CDC, including frequent cleaning through the day of high touch surfaces and restrooms.
5. We will install lids on restroom toilets to discourage particles from becoming airborne during flushing.
6. We will use cleaning products that are recommended by the CDC specifically for COVID-19.
7. We will continue to add modifications to our physical building environment that will allow to reduce contagion risks, as needed through the year.

## **Healthy Classrooms**

1. We will practice group distancing at all times. (e.g. one class at a time in the hallway and on the playground.)
2. Toys, books, and other objects will not be regularly shared between classrooms, and will undergo a thorough disinfection process when moved to a new class.
3. We will encourage older children to wear masks in common areas (hallways and bathrooms).
4. We will schedule frequent times for hand washing through the day.
5. Teachers will be provided face shields to be worn during large group instruction when they can keep distance; masks will be used during close instruction and mealtime.
6. Older children may have assigned seating at tables.
7. Staff will follow a consistent disinfection schedule for all objects within the classroom. Cleaning will take place after children have left the classroom.
8. When possible, high-use objects, such as crayons and scissors, will be kept in individual student containers and not shared.

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## Healthy Policies

1. All children and staff will undergo a daily health and temperature screening upon drop off. Children with a fever of 100 or higher, or symptoms of illness, will not be admitted. Children who have an ill family member will not be admitted.
2. Children who have had a fever must be fever-free for five days before returning to school. (Exceptions may be made for children who have been tested for COVID, or have a doctor's note.)
3. Children and staff will wash hands upon entering the classroom.
4. Teachers will complete training on proper cleaning and disinfecting procedures.
5. We will limit parents and visitors in classrooms.
6. Reminder signage will be posted.
7. The school will provide a holding area for children who develop a fever or symptoms of illness during the school day.

## Healthy Activities

1. Recess will be held by individual class.
2. P.E. class will be held intermittently outdoors as weather permits.
3. Music class will be held in the classroom, with emphasis on games and movement, rather than singing.
4. Whole-school gatherings will be modified. Open house will be staggered for one class at a time.
5. Single serve snacks will be required. No food sharing will take place (e.g. candy given by a teacher or pizza day).

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Please carefully review our closure and tuition policies. We rely on parents to closely adhere to these policies to keep our school safe.

## **Closure Policy**

### **A Positive Case Within Our Preschool**

We will close the school immediately if a student or staff member tests positive for COVID. We will contact the health department and work with church leadership to determine how long the school will remain closed.

#### **Simpsonwood Preschool will also close if:**

- Gwinnett County Schools Close
- Gwinnett County Norcross Cluster Closes

#### **We will consult with church leadership to determine closure if:**

- A single nearby school closes (Simpson Elementary, for example)
- The church leadership determines for any reason that closure is necessary for school safety

#### **A student or teacher must stay home for a 14 day quarantine if:**

- Any child in the household has a positive COVID case within their classroom
- An adult family member has been exposed to a positive COVID case through work or other means
- Anyone in the immediate family has tested positive for COVID

## **Tuition Policy**

1. Simpsonwood Preschool must collect first and last month's tuition before the start of school in order to cover our costs. Fees must be paid on or before Meet the Teacher day.
2. If our school's start date is extended, "first month's tuition" begins when school begins. (For example, a start date of September 20 would mean that "first month's tuition" is for September 20- October 20. The remainder of October would be prorated.)
3. If our school experiences a closure of two weeks or less, tuition will still be charged. If we are closed longer than two weeks, we will enact a "tuition freeze" and any tuition already collected will be credited toward future months.
4. If a child cannot attend preschool because of illness or a required quarantine period, the family must continue paying tuition during this time.
5. Last month's tuition will be non-refundable.

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Child Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Sibling names and schools attended:

_____	_____
_____	_____
_____	_____

Date: \_\_\_\_\_

I, the undersigned, have read Simpsonwood Preschool's COVID-19 policies. I agree to adhere to the guidelines listed above.

\_\_\_\_\_

Signature