



August 25, 2020

Dear Steele Families,

As we prepare to reopen our school, we are doing such with the utmost care and consideration for the children, families, staff and general community's health and safety. We are providing you with key information below about updated policies and procedures in order to make the transition back to our center as smooth as possible.

All policies previously listed in the parent handbook are still intact unless there is an update below. We are grateful for the input of experts and stakeholders who are advising us on the best course of action. **With the ever-changing environment we are currently living in, and the unknowns of Covid-19, all policies, procedures and schedules are subject to change.** We continue to monitor the rules and regulations and work with the Office of Early Childhood for updated information.

Please know that we will do our best to continue to communicate with you regularly and appreciate your patience while we navigate reopening our school. Thank you for your ongoing support and partnership. We can't wait to see your children again!

As always, if you have any questions, please do not hesitate to reach out.

Warmly,

Vanessa Sweeney
Lorelei Schull
Co Directors

Cat Gorzynski
Parent Board Chair

**Parent Handbook Policy/Procedure Addendum:
*What To Expect When We Reopen***

**All procedures are based on the latest guidelines, recommendations and policy from the state and city of Denver, Colorado.*

*** We will communicate with you any updates, closures or real-time pertinent information via email and text.*

SCHEDULE (Section 5) and SCHOOL CLOSINGS (Section 6)

DROP-OFF/PICK-UP PROCEDURES (Section 10)

New hours/Schedule

We have adopted new hours for our morning classes to allow for more time between the morning and afternoon classes for cleaning procedures. AM Polliwogs will now meet at 8:45AM-11:15AM on Mondays and Wednesdays. Tadpole Class hours are now 9:00 AM-11AM on Tuesdays and Thursdays.

School Closure

If the State of Colorado reverts back to a Stay at Home order during this COVID 19 pandemic, all classes will be cancelled until the order is lifted. In addition, if Denver Public Schools and/or Jeffco Public Schools moves to only remote learning for the semester and/or school year, we will reevaluate whether classes will continue as we review their decision and how it affects our Steele teachers and community.

Drop off and Pick Up Procedures

We are setting up the following procedures in order to limit the risk of exposure to and minimize the spread of Covid-19. Families, including guardians, siblings, parents, and caretakers will not be allowed in the building to minimize contact and gathering. The building will only be open to teaching staff and aides for the day.

● **Drop Off**

- The teacher will be waiting on the porch when class starts to greet each child and do a temperature check.
- Parents will sign in their child and mark a well child checklist. Clean pens will be available for each class to use. Parents can also bring their own pen for use.
- Families can wait in line on the sidewalk, on marked socially distanced spaces, until their turn to sign in on the porch.

- After the child is signed in, parents will take their child to the playground where the parent aide will take the child inside the gate. Parents will leave through the gate to the sidewalk.
- We are asking all adults to wear masks during drop-off and pick-up
- **Pick Up**
 - Children will be picked up from the playground gate.
 - Parents will sign out the child and pick up any art work or clothing from their child's cubby on the porch. They will then proceed to the playground gate to pick up their child. Parent and child will leave through the gate to the sidewalk.
- If you need to pick up your child early or are bringing your child after the class may be inside, let your teacher know and she will meet you on the porch for both drop off and/or pick up.

ILLNESS MEDICATION POLICY (Section 20)

- Please take a temperature check at home prior to bringing them to the center
- Keep your child home if they are showing any signs of symptoms or sickness
- Any child with a temperature of 100.4 or above will be sent home for a minimum of 24 hours.
- If your child shows symptoms while at school, you will need to pick up your child within 45 minutes.
- If you, your spouse or other members of your family have a temperature or are sick, we respectfully request that you keep your child home.
- **See COVID Guidance for Families at end of Addendum for complete protocol**

CLASSROOM PROGRAM (Section 14) and PARENT RESPONSIBILITIES (Section 17)

Classroom Program

Mask Policy

- All staff and aides must wear masks as well as other adults during drop off and pick up.
- The Colorado Health department has recommended that no child under 3 should wear a mask.
- Children 3 and older must wear a mask in the City and County of Denver. If your child is three-years-old or older and you have a mask that you would like your child to wear, we will do our best for him/her to keep it on. We will also have disposable masks at the school if your child loses theirs or it becomes too dirty to wear.
- Any cloth mask will be acceptable (Here are [some ideas for making a simple](#) sew/no sew mask) or check out the [Colorado Mask Project](#).

Other Safety Measures

- Physical distancing (6 feet) for children and adults within the classroom as best as possible
- Limiting close contact to less than 15 min
- More outside learning
- Handwashing (see below)

Materials in the classroom

- We have removed any play and learning materials in the classroom that can not be easily sprayed with a sanitizing spray. This includes any porous materials.
- Each class will have their own bin(s) of high use items
- We will continue to follow strict sanitizing procedures at the end of each class and take extra precaution with any materials that have come into contact with children's saliva, mucus or any other bodily fluid.

Hand Washing Policy

- Our hand washing policies follow the strict guidelines and rules proposed by the Colorado Office of Early Childhood.
- We will continue to follow those guidelines with increased frequency of washing and pay special attention to situations and times that we may need to implement even more frequent handwashing.
- Hand sanitizer will be utilized outside and other times when hand washing is not immediately available

Food policies

- Only paper cups and plates will be used.
- Children will be spread out to more tables for social distancing
- Family style snacks will not be served

Parent Responsibilities

Parent Aiding Requirements

- We are asking only adults in continuous close proximity with the child to aide in the classroom this year. We request no visiting family or friends as aides this year.
- If possible, when aiding, sign up for consecutive days
- Find a sub if showing any signs of sickness or symptoms. Please do not come to school. A temperature check will be taken when aides arrive for the day.
- Be aware of any traveling you or your family is doing when signing up for aide days.
- Aiding roles will continuously be reevaluated based off of each class and their needs

TUITION (Section 7)

Tuition

Due to new regulations, if we experience an exposure or presumed exposure, we must close our class and/or center for a minimum of 24 hours. In the event of an outbreak the class and/or center may close for a minimum of 14 days. If closures occur for more than 4 class periods for Tadpoles and Polliwog classes or more than 6 class periods for the Frogs class within the month, families will be given the option to prorate their tuition for the month.

In addition, if the school closes due to a Stay at Home Order or because safety measures necessary for health impede a high quality for preschool, families will be given the option to request a prorated tuition refund.

COVID-19 School Protocol & When to Stay Home

Guidelines from our Parent Handbook continue to be relevant during this time and support COVID guidance from the state:

From our Parent Handbook: ***Please use good judgment; don't send your child to school if he or she is showing symptoms of illness.*** *If your child has had a 100° or higher fever, diarrhea, or vomited twice in the past 24 hours or has crusty eyes, please keep your child at home. If these symptoms resolve within 24 hours, your child can return to school.* In addition, if your child ONLY has a clear, runny nose with **NO** other symptoms (fatigue, fussiness, sore throat, etc), they can come to school.

Further guidance indicates, if you or your child has two or more symptoms of COVID for 48 hours or more, we encourage you to reach out to your health care provider. A negative COVID PCR test or other doctor diagnosis that explains symptoms/illness is required before returning to school. Along with a negative COVID PCR test or an alternate diagnosis, students (staff/parent aide) will also need all symptoms resolved except residual sniffles to return to school **OR** to continue to home isolate for 10 more days from symptom onset and be fever free without fever reducing medications for 24 hours.

A class will be cancelled in the event a student or staff/aide has tested positive for COVID **AND** has been in class the previous 48 hours before symptom onset. If a child or staff/aide tests positive and class is cancelled, the class will be in quarantine for 14 days from symptom onset.

If your child (and you if you are supposed to aide) has had close contact with someone who has tested positive for COVID, please stay home and quarantine per CDC guidance. Class will not need to be cancelled. If you are the scheduled aide for that day a replacement will be needed. Please communicate with your child's teacher regarding illness and aiding.

If your child exhibits 2 or more of the symptoms as listed below from CDHPE, please keep them home.

- Feeling feverish, having chills, or temperature 100.4°F or higher.
- New or unexplained persistent cough.
- Shortness of breath.
- Loss of taste or smell.
- Muscle aches
- Sore throat.
- Diarrhea.
- Difficulty breathing.
- Fatigue.
- Headache.
- Nausea or vomiting.
- Runny nose or congestion.