

Mira Mesa Presbyterian Preschool --- Updated Operating Procedures Overview

Updated August 2021, procedures will be reviewed and updated at least monthly or more if anything changes. We will follow the CDC and CCLD guidelines along with state mandates.

- School hours will remain 8:30-12:30
- Office hours are 7:45-1:00, we have to limit the number of people in the office to 1 family at a time. If someone is in the office then wait outside and we will be right with you.
- The staff will be wearing face masks all day except when eating; parents we are asking you to wear a face mask anytime you are on school grounds.
- Children are also required to wear face masks except when eating or drinking.
- All staff will be trained in the new procedures before school begins.
- The staff will be screened daily for symptoms and temperatures before entering the school.
- If anyone has a temperature of 100 or higher, they will be excluded from the facility. Staff has to be fever free for 24 hours without medication before they can return. Anyone showing any signs of illness will have to remain off school grounds for 24 hours.

During Drop Off and Pick-Up

- All drop off and pick-ups will be done outside, as to limit the number of people that are in the preschool building. Remember to wear your mask.
- Please do not come early because we do not want the children congregating in front of the school. Stay in your car until the teacher opens the door or the gates are opened. Please come in one at a time, sign your child in and leave so the next parent can come in. At this time parents will not be able to come into the classroom with your child. On the first day of school or other special occasions please take pictures at home before you come to school. Try to have the same person drop off and pick up the child as to limit exposure. If possible, leave siblings at home during drop off and pick up times. If you have to bring siblings then try to keep them with you at all times, do not let them run off onto the playground. When dropping off and picking up, please remember to social distance; keep a six-foot distance between each other.
- Rooms 4 and 5 should enter through the gate on the church side of the playground, please park in the gravel lot behind the playground. Rooms 6 and 7 will enter through the gate on the garden side of the playground, park at the end of the school closest to Mira Mesa Blvd. Rooms 2 and 3 please park as close to your classroom as possible.
- Bring your own pen to sign in, if you forget to bring a pen, we will have pens available, take a clean pen from the clean cup and when you're done place it into the dirty cup. Please don't let children play with the pens. If you need to give the

teacher any information, please come to the office so we can relay the message. We are asking that only one family at a time be in the office. Please wait outside if you see someone in the office already.

- Children will be screened daily and have their temperature taken by a staff member. A no touch thermometer will be used by the staff member. If anyone has a temperature of 100 or higher, they will not be allowed to come into the preschool and the parent will be asked to take them home. They have to be fever free for 24 hours, **without medication**, before they can return to school. We recommend parents take their child's temperature at home before bringing them to school. If their temperature is 100 or higher, please keep them at home; **Do not medicate them and bring them to school.**
- Upon entering the class your child will be directed to the sink to wash their hands with soap and water before joining play.
- Place your child's lunch in the labeled area in front of their classroom.
- If you have to take your child out early, come to the office and we will have your child brought to you. Do not enter the classrooms or the gate.
- At pick up time do the same thing as at drop off. Do not arrive early, do not congregate, do not let children play on the playground once you have picked them up, and wait for one family to leave before the next family comes in.
- Children are not permitted to bring any toys from home with them unless they are bringing something in for sharing. The sharing item will be placed in a basket and not shared among the classroom.

Group Arrangements

- Children will be placed in groups of 12 for Rooms 2, 3 and 7 and groups of 8 for Rooms 4, 5 and 6.
- There will be 1 staff member in each classroom and 1 aide will assist 2 classrooms.
- Each group will be in their assigned classroom for the day except for bathroom breaks and playground times. We are hoping to be able to have most lunch times outside as well.
- There will be two classes on the playground at a time and those classes are the same ones that share an aide. Each group will have their own basket of toys to play with. The playground will be sanitized between each group.

Curriculum, Materials and Use of Space

- Our curriculum for the children has always focused on social-emotional development, self-help skill, problem-solving skills and building strong relationships and connection. This will continue to be our focus.
- We will focus on helping children work through their emotions/feelings about what's happening, help them learn that they can do things for themselves, encourage creative expression and provide opportunities to explore, experiment and problem solve while keeping as much social distance as possible in fun and age-appropriate ways.
- We will continue to educate children on health, safety and hygiene in age-appropriate ways. Handwashing routines will continue to be implemented during the daily activities, lunch time and in the bathrooms.
- There will be less materials in the classroom for the children to share. All materials will be thoroughly disinfected throughout the day.
- We will spend as much time outside as possible. We will take advantage of our large playground and patio areas to allow as much outside time as we can.

Lunch Time

- Please bring a water bottle for your child and label the bottle with your child's name.
- Bring your child's lunch daily and make sure it's labeled with your child's name.
- We will eat lunch outside when possible and spread out more when we are inside.

Sanitizing and Disinfecting

- I will continue to fog the classrooms and office each morning before school.
- The school will be thoroughly cleaned and disinfected at the end of each day.
- All toys and materials used will be cleaned and disinfected as needed throughout the day.
- All surfaces, tabletops, high touch objects (door knobs, light switches, cubbies etc.) will be disinfected throughout the day.
- Support staff will disinfect surfaces throughout the day while groups take turns outside.
- The playground will be sanitized between uses. We will be using a garden sprayer in order to achieve this quickly and effectively.
- Bathrooms will be sanitized and disinfected after each classroom.

Sick Policies

- If your child is showing any symptoms of illness, keep them at home and monitor them. Please notify the Director if your child is exhibiting any signs of illness.
- We will bring children to the Director's office if they are showing any signs of illness. We will call a parent or guardian to come and pick the child up. Please keep your cell phones on and pick your child up right away.
- Children may return to school after being symptom free, **without medication**, for 24 hours.
- If anyone in our school community tests positive for the Covid-19 virus, parents will be notified, and we will work in conjunction with the Public Health Department to decide the plan of action.
- We are prepared and ready to follow CDC guidance on how to disinfect our classrooms if anyone becomes sick.

We are very sad that we have had to make these policies, it changes the way we do things but it does not change the heart of our school!!

Our Main concern is the health and safety of the children and the staff at MMPP! We will have outdoor field trips twice during the year. We will be monitoring the Covid situation on a daily basis to see if we are able to have some of our special events at MMPP. They may be modified. We will keep you updated on this. Chapel Day will be modified at this time.

We know some of these events are very important to the families and they are to us as well so we will try very hard to do as many things as possible. We don't want to have to shut the school down for good. We are doing everything in our power to make sure everyone that enters MMPP is safe. Please continue to do your part when you are not on the school campus. Continue social distancing, wear your masks and wash, wash, wash your hands. Thank you for your continued support and your diligence on health and safety concerns. We appreciate all of you.