

Preschool 2020 Re-launch Plan

At Trinity Baptist Preschool the health and safety of our students, their families and our staff is of utmost importance. We have worked to build this re-launch plan taking into consideration the risks of all the people who interact with our classroom, practicality of our facility, and logistics of managing class sizes, the AHS restrictions to programming and materials. Logistics of managing class sizes, AHS restrictions of programming and materials, feasibility of procedures and protocols and operating costs. This relaunch plan has been built with our best discernment, parent comfort level and an unwavering commitment to offer an excellent program.” It is our intention to provide programming for children that nurtures their growth as whole persons, meeting their needs educationally, emotionally, socially and spiritually. Our re-launch plan has been created with the collaborative input of our teaching team, parent feedback and advice from other early childhood education professionals. This plan is intended to be flexible and able to adapt to health regulations and the needs of our students and their families as the pandemic situation evolves.

Covid-19 Risk Mitigation

Before Re-opening:

Water system will be flushed as per the instructions included in AHS guidelines in Guidelines for Preschools, Appendix A.

Staff Health and Screening:

Before every shift, each staff member will assess themselves for symptoms of Covid-19 as per Appendix B of AHS guidelines for Preschools. Staff will be required to be vigilant with their own health monitoring and communicate any symptoms immediately. It is the responsibility of each staff member to contact Alberta 811 and follow AHS directives for isolation or testing before returning to work.

Trinity Baptist Staff will be responsible to mitigate their personal risk both in the classroom and without by adhering to public health guidelines for safe distancing with others and obeying public health orders for public spaces as well as personal hygiene.

We have built our relaunch strategy to include 3 staff members available to the classroom:

Preschool Lead Teacher: Kimberly Barber

Preschool Assistant Teacher: Jessica Halliwell

Preschool Supervisor/Manager: Ashley Winkel (on-call/support staff)*

* This “float” staff will follow all AHS guidelines regarding being a “float” staff.

Having 3 available staff available allows us to be ready to respond quickly and efficiently to health concerns/emergencies and to allow for staff to excuse themselves from the classroom in the event of

developing symptoms. We will also have a list of substitute teachers to call on for service within AHS guidelines for support staff.

Having an additional support staff also allows for us to have effective classroom supervision and learning particularly in the beginning of the year when we will be actively learning new rhythms and routines with children.

Tuition and Withdrawals:

Activity fees have not been processed because of current AHS restrictions on Field Trips. Parent input will be required at a later date to decide on whether Activity fees will be processed or returned to parents.

Tuition is not refundable for absences or holidays. If a child is unable to attend due to circumstances related to Covid-19 no portions of monthly tuition will be refunded. If ongoing Covid-19 related health or quarantine issues cause a child to withdraw no further tuition payments will be processed but we do ask for open communication with staff and require notice of withdrawal in writing.

Additional Public Health Measures:

Current AHS guidelines allow our Preschool program for 2020/2021 to operate as a single cohort of no more than 30 people including staff and children. This includes cohorts that are spread over different days. Our two class sizes will be capped at 16 students and 11 students to ensure our single cohort status and allow for our room to function with Teacher and students able to spread out.

Operating as one cohort allows us the freedom to use materials and facilities in a way that is best for the children and sustainable for the teachers to limit risk.

Cleaning/sanitizing will occur between classes but both classes are categorized as one cohort

Classroom Orientation: September 10th and 11th

3-Year-Old Class

Session 1: 9:00 to 9:30

Session 2: 9:45-10:15

4-Year-Old- Class

Session 1: 9:00 – 9:30

Session 2: 9:45-10:15

Session 3: 10:30-11:00

One parent or guardian in a mask is required to accompany his/her child to their orientation. This will be a chance for students to see the classroom, meet the teachers and allow parents to ask questions. We hope this is a good chance for your child to become familiar and comfortable, so they are ready to attend the first day independently.

A parent orientation/meet the teacher evening session will also be scheduled and details will be forthcoming so you can plan for that!

First Day of Classes:

September 14th and 15th

We look forward to seeing students on the first day of school. If your child is not settling well the parent or guardian will be welcome to stay to help their child transition into feeling comfortable enough to attend class independently; however, AHS does require at this time that any parents in the room wear a mask.

Staggered Entry Pick-up and Drop-Off times:

(8:50-9:05) – (11:10-11:20)

(9:05-9:15)- (11:20-11:30)

Your family will be assigned their pick-up/drop-off time slot prior to the start of the year.

Entering and Exiting Trinity Baptist Preschool:

We will be developing a procedure for drop off and pick up that supports physical distancing to the greatest extent possible. We will be sending out information closer to the start of the school year beginning as to what our exact procedure will be. You can expect that we will plan to utilize both of our entrances, staggered entry and limit the number of people in our entry areas during drop off and pick up.

Alcohol-based hand rub (with at least 60% alcohol) will be placed at the entrances for our building out-of-reach of the children for parent and staff use as well as any visitors to the center.

Adults are strongly encouraged not to bring student's siblings into the building for drop off and pick up unless absolutely necessary. We request masks be worn by guardians when entering the building.

Signage will be posted at the entrances to the Preschool to remind parents of the measures in place and not to enter if they have any signs of Covid-19 (as per AHS guidelines).

Information required for health screening and personal information that is collected for Covid-19 contact tracing will only be used for that purpose unless otherwise consented by parents and records will be kept only for two weeks (as per AHS guidelines).

Health screening will include:

All parents will be required to assess their child/family health prior to coming to Preschool. Paper copies of the AHS health screening checklist will be made available to parents. A signed, filled in checklist must be given to the teacher each day at time of child's arrival.

Children's temperature must be taken daily before coming to the Preschool. Parents will be reminded of this requirement at the beginning of the year and visible signage will be posted.

Preschool Staff will review the health screening checklist and observe child's physical state and if all is well, the child may enter the classroom.

Preschool Staff reserve the right to deny children entrance to the classroom if there are concerns about the child's health/symptoms.

Program attendance will be reported weekly to the Ministry of Children's Services

There will be a policy of no non-essential visitors to the program. Parents and guardians are able to enter the program when needed but should minimize the time spent there and stay two meters away from staff and other children and wear a mask.

At this time, we will be suspending our use of parent volunteers that are not required in ratio – though this is a meaningful way for parents to participate in their child's early learning, it is not recommended by AHS.

Trinity Baptist Preschool staff will utilize telephone and video conferencing whenever possible to meet with parents to discuss the learning/needs of their child in the classroom.

Sick parents, staff, or children:

Staff, Parents, and children must not enter the preschool space if they have Covid-19 symptoms.

Parents must check their children's temperatures daily before coming to the program

Parents conducting drop off must fill out a screening questionnaire for each child every morning and staff will review the screening questionnaire with the parent to ensure the child is able to enter the center.

For Covid-19 related symptoms, the AHS guidelines on the provided health screening checklist will determine when a child is able to return to class. For any other communicable illnesses, please contact your family health care provider or the Strathcona County Health Authority as to when it is appropriate for your child to return to the program.

We respectfully ask that you have open communication with Preschool staff regarding your child's health so that we are aware of any situations and can maintain a healthy, safe environment for all children and families.

On days when your child will not be attending class, please contact us:

Call: 780- 328- 7782 (to leave a voicemail)

Email: info@trinitybaptistpreschool.ca

If a child develops any symptoms of illness while at our facility, the child will be isolated in a designated area of the classroom and the parent will be notified come and pick up the child immediately. On-call/support staff will be called if necessary, to facilitate caring for the child while parents are being

contacted. Staff will wear a mask and gloves while interacting with child and will follow all necessary personal hygiene and cleaning procedures before interacting with the classroom again after the child has been picked up.

Preschool staff will be diligent in observing and documenting

- when the student was observed as ill
- the staff member who observed symptoms
- Time parent/guardian was contacted
- Time and date the student left the Preschool and returned.

Our program will keep records of pre-existing conditions. If a child develops symptoms that could be caused by either Covid-19 or by a known pre-existing condition (e.g. allergies), the child should be tested for Covid-19 to confirm that it is not the source of their symptoms before entering or returning to the program.

A child that has tested negative for Covid-19 does not need to be retested unless new or different symptoms develop.

If two or more children are identified as having symptoms consistent with Covid-19, our program will follow outbreak notification procedures as per AHS guidelines.

If our program is connected to a confirmed or probable case of Covid-19 we will be required to close for a minimum of 72 hours to allow contact tracing and then adhere to recommendations from AHS.

Use of Shared Spaces:

Trinity Baptist Preschool will have designated equipment that is not shared by other groups and is cleaned and disinfected in-between uses.

Trinity Baptist Preschool will make use of our designated bathroom facilities and will not store any unnecessary items in the bathrooms.

If our program plans to utilize a space that is used by other after-hour user groups (such as the Trinity Baptist Church facilities) we will ensure the space is cleaned before and after use. We will follow the recommendations that the cleaning be done by one person within the cohort directly before the group enters the space and after it exits the space. A cleaning log will be posted and used to track cleaning.

Safe practices on site:

We will be building new rhythms and routines in the classroom to allow for play-based learning for children that does not violate any public health orders.

This will include incorporating creative strategies such as:

1. Frequent cleaning/disinfection of shared play surfaces

2. We use strategies of staggering individual participation in activities or with certain equipment to avoid clustering.
3. Zones of play will be spread out to encourage smaller groups of children at each activity.
4. Removal of higher- risk materials such as cloth, natural materials (sticks and acorns) or cardboard toys as well as any other materials that cannot be cleaned/disinfected easily.
5. Removal of shared sensory bins and incorporation of individual sensory bins
6. Classroom will be arranged to encourage free flow of children without bottlenecks
7. Discontinuing activities where food preparation is involved.
8. Field trips are considered very high-risk and will be postponed until further notice. However, outdoor play is considered very low risk and it may be a desirable option to invest a portion of students activity fees in the development of a designated outdoor classroom space to promote hands-on natural learning in a way that is safe and meaningful for children.
9. Strict cleaning procedures will be in place to make sure all mouthed toys are separated from the children to be properly cleaned and disinfected.
10. We may implement some strategies such as a rotation of children so that half the class participates in circle time at a time to allow for physical distancing.
11. Children will be encouraged to follow respiratory etiquette and wash their hands frequently and thoroughly Children will be shown how to use hand-sanitizer correctly and under teacher supervision for activities where washing with soap and water isn't feasible such as outdoors.
12. Craft supplies will be designated to small groups of children and whenever possible, will be cleaned between uses.
13. Home items will not be permitted to come with children to the program this year. Instead we may use strategies such as making a poster or sharing picture or a video with the rest of the class. Items belonging to the program will also not be sent home with children this year.
14. Crafts and items that children create onsite in the program will go home at the end of each week or as soon as possible from the program.

This list is hardly comprehensive although we hope it is helpful for you to see the considerations, we are making on how to keep our Preschool a safe place that enriches children's lives and engages them. There will undoubtedly be details that we will encounter as our program's doors open this September that will require our creativity and best judgement. We thank you in advance for the trust you have placed in us to be an important part of your child's learning and your family's lives in this challenging, yet beautiful season.

This relaunch plan may feel full of restrictions and limitations but we hope that you are also inspired, as we are, to see how creativity and imagination will shine out of this platform and our ability to connect with children in meaningful ways will still thrive. We are looking forward to this year ahead of us and are confident in our ability to meet this next season with humor, ingenuity, and flexibility. Caring for you children and facilitating their early learning is our heartfelt passion from God. We pray God's blessing on

you and your family as you make plans for the year to come. We look forward to meeting you soon and will be happy to answer any questions we can.

Take care and God bless,

Ashley Winkel

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