

# FIRST BAPTIST CHURCH AND PRESCHOOL

66-415 Haleiwa Road Haleiwa, Hawaii 96712-1524

(808) 637-4847

Fax (808) 637-4279

(Email: fbphaleiwa@gmail.com)

Toni Respicio,  
Elizabeth Arrieta

Director  
Office Manager

## Health and Safety Policy Updates

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Dear Parents and Families,

Given the COVID-19 (Novel Coronavirus) crisis that we are still experiencing in our country, we want to assure you that we are monitoring the situation closely. Based on information we have at this time; we will continue to operate First Baptist Preschool of Haleiwa to minimize disruption to you and your family. If the situation should change, we will notify you immediately.

Effective immediately and for the foreseeable future, we will continue taking extra precautions to ward off Coronavirus. We continue to take these extra steps to support the health and safety of your child(ren), your family, and our staff. We have procedures that have been in place during this COVID-19 pandemic and will be until further notice.

**Please take note of the following changes to our policies and procedures:**

**At the recommendation of the Center for Disease Control (CDC), during the COVID-19 pandemic the following additional health and safety preventive measures will be taken.**

- 1. All adults entering the facility will be symptoms free from having COVID-19.**
2. All adults will have their temperatures checked if they enter the premises.
- 3. No adults/parents/grandparents will be allowed to enter the facility pass the no entry mark.**
4. We have changed our operational time schedule to adhere to the Center for Disease Control (CDC) and the Department of Human Services (DHS) guidelines; which states all children must stay within the same group and with the same care provider throughout the day. Children are not to mix with other groups.
5. We are now open at **7:30 am and closed at 4:30 pm. Please take note of this**
6. **Mask will not be required for our preschoolers if families sign a waiver for their child.**
7. We will always be implementing social distancing strategies .
- 8. Children will be required to wear a mask indoors if they have no waiver signed by their parent.**
- 9. Staff will be required to wear masks indoors, unless they have a medical reason.**

## **Check-In and Pick-Up**

- Daily wellness checks : Families will be greeted at the gate where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the preschool classrooms. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
  - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
  - Do you or anyone in your household have a fever, cough and/or shortness of breath?
  - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- A staff member will sign your child in and out for the day.
- Hand sanitizer may be used on the child with at least 60% alcohol until they are escorted to the bathroom.
- Children and staff will be required to wash their hands immediately upon entering the classroom and hourly throughout the day. When children are received for drop-off, they will be escorted into the nearest bathroom where their hands will be washed prior to being brought to their classroom/childcare area.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.

## **Healthy Environment**

- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share equipment and will clean equipment between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys, and games that children play with continuously during the day.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
- No program tours will be given until further notice to reduce the number of visitors in the building.

- There will be many opportunities for outdoor play activities and learning throughout the day.
- During nap time, children will be placed at least six feet apart or head to toe to prevent the spread of the virus.
- All items stored in your child's cubby will need to be able to fit in a plastic bag. No large items or blankets/pillows.

### **Meal Preparation & Service**

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's breakfast/snack will be plated and served by staff, instead of served family-style.
- Children shall bring their own lunch with an ice pack to keep the lunch contents cool.
- We will discard all left-over lunch remains.

### **Child Health**

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- We have a nurse practitioner who is now serving on the front lines and has experience in detecting early signs and symptoms of COVID-19. She will be available for consultation as our public health nurse.
- Children who start to experience symptoms of respiratory illness, including a fever of 100 degrees or greater while at preschool, will be isolated from other children until they can be picked up.
- Until further notice, all program field trips, and special events will be suspended.

### **Staff Health & Wellness**

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify the director if 100 degrees or greater as well as self-monitor for signs and symptoms of COVID-19 and notify the director if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

## **Tuition**

- Tuition is due on the 15<sup>th</sup> day preceding each month, beginning on July 15<sup>th</sup> for August.
- NO REFUNDS WILL BE GIVEN FOR ILLNESS, VACATIONS OR TEMPORARY ABSENCES.
- If we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- If you can work from home and choose to keep your child at home, you will be required to pay your full tuition to retain your child's spot.
- If you are laid off or are part of a reduction in staffing and choose to keep your child at home, you will be required to pay of your full tuition. If you choose to withdraw your child, we will need a month's notice in writing.
- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- At this time, if the state forces a closure for an extended period of time, full tuition will still be due for the month that we are currently in before closing to retain a spot for your child.
- If an outbreak of COVID-19 occurs in one or two classrooms and we are required to close those classrooms by the State Health Department for a few weeks, then tuition will remain the same. There will be no tuition deduction.

## **Hours of Operation**

- Due to the CDC, DOH and DHS requirements our hours will be **7:30 am - 4:30 pm.**
- As a childcare facility we are required to implement extra cleaning of highly used areas daily. The staff will need this extra time to fulfill all these requirements.

## **Special Events**

- There will be a limited amount of scheduled special events such as field trips, performances, school visits, annual carnival, and/or any other large gathering until we have a new set of guidelines from the CDC and DHS.

## **Communication**

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify families by Brightwheel, or mail.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family, and our staff healthy and well.

Sincerely,

First Baptist Preschool of Haleiwa