



St. Andrew Preschool

A Journey of Grace, Exploration and Growth



Family Handbook 2020 – 2021

St. Andrew Preschool

A ministry of St. Andrew Lutheran Church
www.salcvan.org/preschool

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We plant the seeds for life-long learning by building a safe and supportive community following the example of Jesus. We encourage exploration, enthusiasm and risk-taking to foster self-management and problem-solving skills. We offer predictable routines with a flexible curriculum to allow children opportunities for self-paced discovery and growth.



St. Andrew Christian Preschool:
A journey of *Grace*
Exploration
and *Growth!*

Curriculum

The St. Andrew Preschool curriculum is child-centered, interest-based, hands-on, and informed by best practice in early childhood education. It honors childhood as a unique period of growth worth recognizing and validating. We work to build children's ongoing development by blending their spontaneous interests with existing knowledge across many areas of growth such as social emotional, literacy, art, math, and cognition. In addition, teachers use the framework of developmentally appropriate practice to create learning activities and experiences that promote young children's optimal learning and development. To learn more about the benefits of play-based learning, visit this link: <https://www.greatschools.org/gk/articles/play-in-preschool/>

In addition, St. Andrew Preschool's nationally certified Nature Explore Classrooms offer nature-rich outdoor spaces that use the natural world as an integral part of learning. In our outdoor classrooms, children learn to work cooperatively, practice rich language skills, investigate early math skills such as patterns and sequencing, develop physical capabilities, and explore their imaginations and curiosities. To learn more about the benefits of outdoor classrooms, visit this link: <https://dimensionsfoundation.org/research/research-findings/>

Documentation of Learning

Student work is documented by photos and transcription of dialog. We respect children as imaginative, competent, and inquisitive learners. Evidence of student work is displayed in panels in the hallways, student portfolios, weekly newsletters, the school website, and social media. Student first names may be used in the hallway and classroom documentation. It is our policy to not identify students by either first or last name on materials available outside of the school. Please visit our website and Facebook page to see examples of our posts.

Families

We recognize and appreciate the diversity of family structures. All teachers remain sensitive to the needs of children and adults across a variety of life and family circumstances and collaborate to ensure appropriate arrangements are made for everyone.

Teacher-to-Child Ratios

For all classrooms, it is always preferred that two staff be present. If a classroom does not have two teachers supervising, the door will remain open or the window uncovered, so observation can occur by those in charge of the activity.

Two staff remain in the bathroom if a child needs assistance during an emergency situation.

Absences and Illness

See COVID-19 updated illness policies in the addendum.

The school cannot deduct tuition for any absences caused by vacations, colds, or other illness. For the health of all children, please do not send your child to school if they exhibit the following symptoms:

- Nausea, vomiting or diarrhea (keep home for full 24 hours after last episode)
- Earache, ear drainage, sore throat, or persistent cough
- Heavy nasal discharge (yellow or green)
- Fever over 100°
- Headache and/or stomachache in combination with other symptoms
- Communicable skin rash
- Infection in one or both eyes (pink eye/conjunctivitis)
- Other communicable diseases
- Head lice

Please notify the school if your child will be absent. Children must remain at home until they display a 24-hour fever and symptom free period of time.

In the event of head lice, please notify the school so we may take proper precautions in the classroom. This information will remain confidential.

Immunizations

Washington state requires that children participating in group activities be immunized; therefore, all children must be fully immunized before attending St. Andrew Preschool. Immunizations are available through the Southwest Washington Health Department. We must have a Washington Certificate of Immunization Status signed and completed by a parent. We only accept medical exemptions (not personal or religious exemptions). If a child is not fully immunized for medical reasons, his/her parent will be notified within 24 hours if a vaccine-preventable disease is reported at St. Andrew Preschool. A plan for the child's exclusion from the program will be developed with the family.

Medications

Generally, St. Andrew Church Preschool discourages the administration of medicine. However, there will be times when it is necessary to administer medicine to ensure the child's health and safety while in preschool. In these cases, teachers are to administer prescription medication **only** with written permission from a parent or physician. All prescription medication which a teacher has been asked to administer is to be reported and registered with the Preschool Director. The Preschool Director is to ensure teachers are properly trained and provide centralized control.

For medicine administered, the child's first and last name, amount to administer, time of administration, purpose of the medication side effects of the medication, and how the medication is stored must be specified. Medication must be in its original container labeled with the child's first and last name, date the prescription was filled or the expiration date, and legible instructions for administration. Teachers are permitted to administer non-prescription medication **only** with a parent or guardian and physician's written instructions and in accordance with manufacturer's directions. All medications are to be reported and registered with the Preschool Director and kept in locked containers or drawers out of child reach.

Injuries

In case of serious injury, teachers call 911, notify the Preschool Director, and provide first-aid. Family members are notified promptly. Minor bumps and bruises are attended to by St. Andrew Preschool staff, and families are informed in writing of any such accident on the Injury Form.

Any injuries that occur during a child's day are recorded on an Injury Form. One copy is provided to parents and one copy given to the Preschool Director. If an injury requires treatment beyond what can be provided at St. Andrew, parents are contacted immediately. If a parent cannot be reached, calls are made in the following order:

- Emergency contact person
- Child's physician
- Steps necessary to obtain emergency medical care or surgery as warranted
- 911 for a pediatric trauma emergency. Trained paramedics and dispatchers will assign transportation as needed for the situation

The Preschool Director must contact the program's insurance company and report the incident.

Emergency Medical Care

A medical emergency is defined as a situation in which immediate treatment is administered for life-threatening conditions. In the event such an emergency occurs, primary consideration is given to the well-being of the child. All staff respond quickly, calmly, and follow these procedures:

1. One staff member stays with the injured or ill child and administers first-aid as appropriate. If the child is not breathing, a CPR certified staff member establishes an airway and initiates CPR. If a spinal cord injury or other internal injuries are possible, staff do not move the child.
2. Another staff member immediately goes to the phone, dials 911, and requests an ambulance. This person is prepared to provide the program address and give clear directions. This person then pulls the child's emergency card and calls a parent to inform

him/her of the situation. Finally, this person goes to the front of the building and waits for the ambulance to provide direction to the injured child.

3. Other staff members move the other children away from the injured or ill child and into alternative activities. They discuss the situation with the children while being calm and reassuring.
4. If a parent has not yet arrived, a staff member accompanies the child to the hospital, making sure to take the child's emergency card.
5. A teacher records all information regarding the incident for completion of the Injury Form
6. One copy of the Injury Form is given to the child's parent and one copy is given to the Preschool Director.

The Preschool Director must contact the program's insurance company and report the incident.

Child Abuse Reporting

As mandated reporters, we report immediately:

- A death, serious injury requiring medical treatment, or illness requiring hospitalization of a child by phone and writing to the parent and any other required party (e.g., social worker)
- Any instance when teachers have reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or child exploitation by phone to child protective services or local law enforcement

Under Washington state law, mandated reporters who knowingly fail to make a report shall be guilty of a gross misdemeanor (RCW 26.44.080).

Clothing

Play clothes that encourage self-help are the best. We do many **messy** activities. Remember coats and raingear for outdoor activity on cold or rainy days. We find that rain boots and one-piece rain suits, such as Oakiwear, work well to keep children dry and comfortable. The curriculum extends outdoors for 45 minutes or more every day except in thunderstorms and extreme cold or wind. Athletic shoes with rubber soles or rain boots offer the best protection. (Sandals, shoes with hard soles, or plastic shoes are not recommended) Please **mark** clothing and belongings to avoid loss. We require a **backpack** large enough for your child's coat, and a bicycle helmet for the playground, clearly marked with your child's name. Your child's backpack will go home every day.

Toileting

With the exception of "2 & You" classes, students should be completely toilet trained and independent of the teachers for assistance in personal hygiene.

Communication

We are committed to communicating with families using:

- Weekly school updates via email or app
- Weekly classroom updates
- Notes at sign in
- Bulletin boards and Documentation Panels in hallways

- Google Calendar on website

Please contact your teachers or director with any joys or concerns about your child.

Arrival

See COVID-19 updated arrival and departure policies in the addendum.

As our teachers will be busy preparing for the daily activities, children will not be allowed in the classrooms prior to class.

Departure

Please be prompt in picking up your children after class. It can be distressing for children whose parents arrive late. Teachers have *very* limited time between classes for lunch and preparation for the next class. Except in emergency situations, a charge of \$5 for every five minutes you are late may be imposed.

Sign In and Out

Children **must** be signed-in by the adult who delivers them inside the classroom. This adult must also escort the child into the classroom, assist in the handwashing procedure, and make sure the teacher has acknowledged the child's presence before exiting the room. Families should help children store their coats and personal items in their backpacks and place them in their designated cubby.

When picking up a child, an authorized adult must sign him/her out and inform a teacher before leaving. Only adults listed on the Student Information Form are authorized to pick up a child. Parents must keep pick-up authorization updated by removing adults no longer authorized to pick-up and adding new adults allowed to pick-up. **Children are never released to an adult who has not been placed on the Student Information Form.** Under no circumstances will a staff member release a child to a non-custodial parent or caregiver, unless the custodial parent or legal guardian has given written permission. If this person is not familiar, staff must ask to see current photo ID before releasing the child.

If a person authorized to pick-up a child appears to be under the influence of drugs or alcohol, staff cannot refuse to release the child to that person. However, staff are required to notify police concerning the driver's condition, automobile make, color, and license plate number.

Lunch Bunch

Due to COVID-19, Lunch Bunch is currently cancelled.

Lunch Bunch is available between the morning and afternoon classes. You pack a lunch (with no peanut products) and teachers will escort morning students to the Lunch Bunch after class. When afternoon students are dropped off, teachers escort them to their classroom following Lunch Bunch. See the registration form for Lunch Bunch prices.

Guidance Policy

Guidance is an essential teaching part of the classroom and is not viewed as punishment. Guidance is used to help children learn self-control, to help develop their self-esteem, and a regard for and acceptance of others in the classroom.

The following techniques, as outlined by the National Association for the Education of Young Children, will be used:

1. Guide children by setting clear, consistent, fair limits for classroom behavior.
2. Value mistakes as learning opportunities.
3. Redirect children to more acceptable behavior or activity.
4. Listen when children talk about their feelings and frustrations.
5. Guide children to resolve conflicts and model skills that help children to solve their own problems.
6. Patiently remind children of the rules and their rationale.

Continued Enrollment

Our school will work to provide a safe environment for all children present. It is our policy to work with each child, within the structure of our guidance policy, to manage conflict by developing appropriate skills. If a child's behavior is disrupting the safety and/or educational environment, parents will be contacted to assist in developing a plan to acquire the appropriate skills. In some cases, we may refer a child to outside organizations for screening and support. With the parents' consent, these agencies will help give techniques/strategies to support the child, or to find a placement for the child which will support development of the appropriate classroom skills.

In very rare cases, a child's enrollment may be terminated by the joint decision of the Preschool Director and the Lead Pastor in consultation with the child's teacher and family. Reasons for termination include:

- The preschool does not meet the needs of the child and/or family due to schedule, tuition, or philosophical differences. Documentation has been gathered demonstrating evidence of needed disenrollment from the preschool.
- A child's behavior is consistently disruptive in such a manner that is harmful to the well-being of other children and/or staff
- Tuition payments have not been submitted, and no arrangements for payment have been made by the family
- The family fails to cooperate with staff in the operation and management of the preschool (e.g., consistently fails to pick up child on time, brings visitors without prior arrangement, sends ill child to school, interferes with teaching staff in their work with children, etc.).

Tuition and Payment Procedure

Tuition is calculated on a yearly figure and divided into ten equal payments. This means that holidays, in-service days, and vacations do not change the monthly tuition rate. Tuition payments cover teacher and staff salaries, equipment, supplies, insurance, maintenance, improvements, and food expenses. Fees are charged and automatically withdrawn on a monthly basis on the 20th of each month from August through May of each year. Families also have the option of paying for the entire school year in one payment at the start of the school year.

Tuition is received using electronic funds transfer (ACH) with Vanco Services. There is no cost to you to participate in this program. A late charge of \$10.00 per month applies to late payments.

A payment of \$110 is required at the time of registration each year an enrollment slot is offered for a child. If after paying the fee, families choose not to attend St. Andrew preschool, the \$110 registration fee is forfeit.

If any circumstances prevent continued enrollment, notice must be given to the director by the 15th of the month prior to withdrawal or the next month's tuition will be invoiced. Current tuition rates are listed on the registration form. There is a \$15.00 discount for the monthly tuition on the enrollment of two children.

Cleaning and Sanitation

We follow all cleaning and sanitation guidelines as recommended by the National Association for the Education of Young Children. Toys that have been mouthed are set aside and sanitized daily, classrooms are cleaned throughout the day, and tables are cleaned before and after food service. All teachers follow blood-borne pathogen procedures for handling bodily fluids including minor first aide and wiping noses.

Field trips

Parents are responsible for transporting and supervising their children on field trips. Teachers must be available to all students in their class. Teachers will notify you of the place, date, and time to meet. There will be no classroom time on the day of a field trip for the participating class. Siblings are welcome to join us for field trips.

Food

We prefer that your children do not bring food, candy or gum to school. Please have your children eat meals before or after school away from the classroom. A good meal before school is essential for learning.

Peanuts

Because of the extreme danger of peanut allergies, we want you to be peanut aware. Do not bring anything made with peanut products or processed on the same equipment as products containing peanuts to school. Please check labels. Peanut allergies are deadly, please take this seriously!

Birthdays

We enjoy celebrating birthdays with your child. The birthday child is the center of attention for a Q & A session with classmates. Do not send goodie bags or food. Your birthday party at home is the perfect time for these. We request that cubbies only be used to distribute invitations to the entire class to avoid hurt feelings.

Toys

We prefer that children do not bring toys from home except on specific sharing days.

Projects

Your child will bring home treasured creations. Please remember these projects are important for the skills your child is using in imagining, experimenting, wondering, evaluating, and modifying them. The process and resiliency are much more important than the end result.

Parent Participation

Due to COVID-19, we must temporarily suspend our open-door policy.

We have an open-door policy for parents. Parent volunteers will be screened with a Washington State Patrol background check. Please stop in the office to receive a visitor's badge. Please consult the Volunteer Handbook for guidelines for helping in the classroom. St. Andrew Preschool facilitates activities and events for the family throughout the school. These are announced both online and in-person.

Visitors/Siblings

Due to COVID-19, please contact the Preschool Director to discuss available visit opportunities and procedures.

Parents and children interested in our program may visit our classrooms together to see first-hand the variety of opportunities we offer. Because our classrooms are set up for a particular age child, they may not be appropriate for younger siblings. When the classes or Lunch Bunch are not outside, younger children are welcome to use the playground area under your direct supervision.

Snow Days

All morning classes will be canceled if the Evergreen Public Schools announces a closure or late start due to inclement weather. Consult local media for Evergreen closures. Afternoon class weather closures will be posted on the web page.

Confidentiality

Open written and verbal communication among staff, children, and families is vital to a healthy and transparent preschool. Staff may discuss questions or concerns about a child with the Preschool Director or a fellow Teacher. However, staff refrain from discussing child or family information with other children, families, or church members.

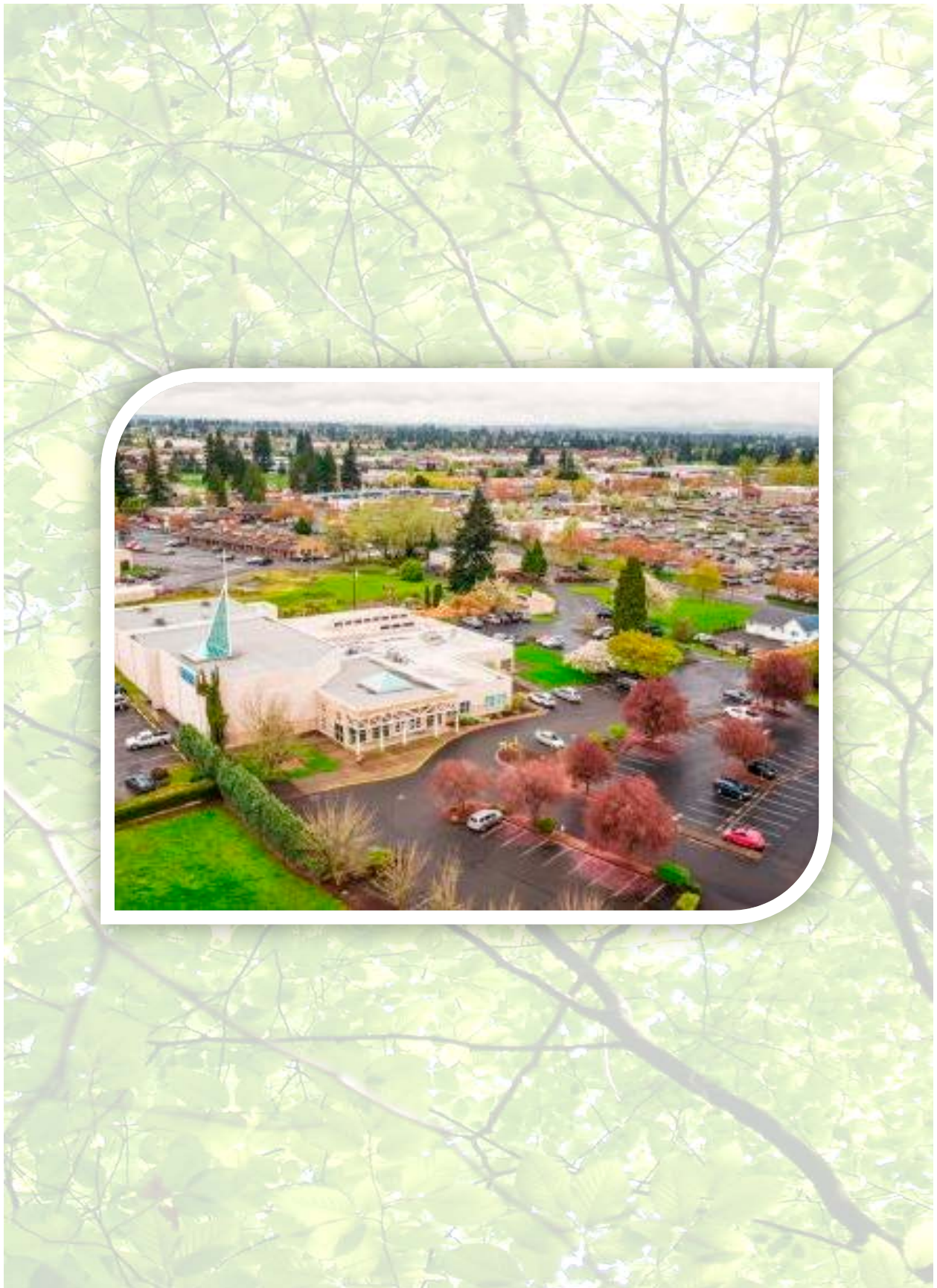
All personal information (e.g., family names, addresses, phone numbers, etc.) is to be kept confidential and sharing is prohibited without written consent from a parent or legal guardian and approval of the Preschool Director. All records containing personally identifiable information are to be kept confidential during the collection, storage, disclosure, and destruction stages.

Harassment and Misconduct

It is the policy of St. Andrew Lutheran Church that harassment and misconduct will not be tolerated. Any preschool family member who believes that s/he has experienced or witnessed harassment or misconduct should report it immediately to the preschool director or pastor. A copy of the policy is available in the church office.

Notice of Nondiscriminatory Policy as to Students

The St. Andrew Preschool welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other school-administered programs.



Addendum to Family Handbook
New Safety Procedures in Response to COVID-19

Current Revision: August 2020

Sources

Centers for Disease Control and Prevention (CDC)
Washington State Department of Health (WA DOH)

Introduction

This document describes St. Andrew Preschool's initial plan to promote the health and safety of our staff, children, and families. This is a working document and will be updated as new information and recommendations become available. We will continue communicating with local, state, and federal agencies to determine updated best practice procedures.

The procedures in this document represent best practices as required and recommended by the CDC and WA DOH. In all cases, we must weigh the risk of children and staff contracting the coronavirus against the developmental needs and pedagogical best practices of supporting young children. While we want everyone to be healthy and safe, we also need to operate a preschool that centers around children, including their educational and developmental needs. All procedures previously outlined in the Family Handbook still apply except where they conflict with new guidelines. In case of conflicting procedures, the one outlined in this addendum takes precedence.

Drop-Off and Pick-Up Procedures

Until deemed safe according to the WA DOH and the CDC, family members will not be allowed to accompany children to their classrooms except in emergency situations. Drop off will occur at an outdoor station where a health check will be completed before a child is escorted to the classroom by a teacher. We understand this is not ideal for many families, but want to keep everyone as safe as possible at this time. The goal of St. Andrew Preschool is to return to a more family-friendly sign-in and out routine as soon as it is possible to do so safely.

Drop-Off Routine

- Families should remain in their vehicle or maintain distances of at least 6 feet while waiting. Families will not be allowed to enter the building except in cases of emergency.
- A teacher will meet families outside the preschool entrance to facilitate the health screening and sign-in. Families should remain at least 6 feet apart from other families during this time.
- Before entering the building, each child's temperature will be taken with a clean, no-contact thermometer. If a child has a temperature of 100.4 or higher without medication, persistent cough, increased inhaler use, vomiting, diarrhea, sore throat, chills or repeated shaking with chills, headache, new loss of taste or smell, or muscle aches s/he will not be able to enter the building. A child will not be allowed to return to St. Andrew Preschool until displaying a 72-hour fever and symptom free period of time. A child will also not be allowed to enter St. Andrew Preschool if an immediate member of his/her household has any of the above-mentioned symptoms. Please know this is in the interest of keeping all

staff, families, and children as healthy as possible.

- After completing the health screening process, a teacher will escort each child from the entrance to the classroom space. The teacher will support each child in washing his/her hands for at least 20 seconds.

Pick-Up Routine

- Families should remain in their vehicle or maintain a distance of least 6 feet from the building and other families. If picking up early, please call St. Andrew Preschool and someone will help your child gather his/her belongings and escort him/her to you.
- If picking up at your child's regular dismissal time, please stand outside the entrance at least 6 feet from the building and other families. A teacher will escort children with their belongings to families.
- Please remember your child will not be released to anyone not on your pre-approved list without your prior, written permission. All people with permission to pick up your child should be prepared to show photo ID if asked.

Health and Illness Procedures

To follow the WA DOH and CDC guidelines amid the COVID-19 pandemic, your child will not be allowed to attend school if s/he has:

- Has a temperature of 100.4° or higher without medication
- Persistent cough
- Increased inhaler use
- Vomiting
- Diarrhea
- Sore throat
- Chills or repeated shaking with chills
- Headache
- New loss of taste or smell
- Muscle aches

Please notify the school if your child will be absent. To keep everyone as safe as possible, children will not be allowed to attend preschool if an immediate member of his/her household has any of the above-mentioned symptoms. In addition, health and safety requirements may change throughout the school year as recommended by the WA DOH and the CDC. We will contact Clark County public health for guidance and follow their recommendations related to COVID-19 and other public health considerations.

Procedure for Child or Staff Member Return to Preschool

When you had **close contact** with someone with a positive COVID-19 test:

- Stay home for 14 days after your last contact with a person diagnosed COVID-19 positive and monitor health
- Watch for symptoms associated with COVID-19
- If possible, stay away from others, especially people who are at higher risk of getting very sick from COVID-19

Close contact includes:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone sick with COVID-19
- You had direct physical contact with a person with COVID-19 (e.g., touched, hugged, kissed, etc.)
- You shared eating or drinking utensils with a person with COVID-19
- A person with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you

Persons who have **not** received a test proving or disproving the presence of COVID-19, **but experience symptoms**, may return when the following three conditions are met:

- They have not had a fever for at least 72 hours (i.e., three full days of no fever without the use of medicine that reduces fever); and
- Other symptoms have improved (e.g., cough and shortness of breath have improved); and
- At least ten calendar days have passed since your symptoms first appeared

Persons who experienced symptoms and **have been tested** for COVID-19 may return when the following three conditions are met:

- They have not had a fever for at least 72 hours (i.e., three full days of no fever without the use of medicine that reduces fever); and
- Other symptoms have improved (e.g., cough and shortness of breath have improved); and
- At least ten calendar days have passed since your symptoms first appeared

Person who **have not had symptoms but test positive for covid-19** may return when that have gone ten calendar days without symptoms.

Isolation of Ill Children

If a child becomes ill while in care, s/he will be isolated in a safe location away from other people. The staff member with the child will wear personal protective equipment as recommended and contact the child's family for pick-up as soon as possible.

Recommendations for Physical Distancing

As recommended by the WA DOH and CDC, St. Andrew Preschool will strive to:

- Maintain classroom sizes of either 14 or 16 (teachers and students). This aligns with recommendations by the WA DOH to maintain classrooms of 22 people or fewer per room
- Minimize the comingling of children and staff across classrooms through at least phase III of Washington State's Safe Start plan (i.e., children will remain with the same group of children and staff each day to the best extent possible)
- Minimize the use of common spaces and assign playground use by classroom at staggered times with materials sanitized between uses through at least phase III of Washington State's Safe Start plan

The space and physical structure of St. Andrew Preschool allows staff to implement the following practices:

- Incorporation of more individual activities such as art, math, puzzles, and books
- Ability to spread out across large classrooms and on the playground

- Use of outdoor space for majority of class times excluding bathroom use

Staff are skilled at offering various play opportunities that support the growth and development of children, such as the following:

- Increase the amount of outdoor play. In fact, research links outdoor play with increased health and well-being for both children and adults
- Adapt projects children typically do in the classroom to an outdoor setting. For example, use various materials to create nature art installations
- Play games that do not include touching (e.g., red light/green light, finger's out, hopscotch, freeze with music, simon says, etc.). This may be a great way to reinforce children's executive functioning skills while also social distancing

Health and Safety

Hand Hygiene (all phases): St. Andrew Preschool will continue with the standard practice that all staff and children practice good hand hygiene. Children can use hand sanitizer (60% alcohol content) with assistance from their family to clean their hands before entering the building or by staff throughout the day if handwashing is not available. All hand sanitizer is kept out of the reach of children at all times.

Gloves (all phases): St. Andrew Preschool will continue with glove use when handling contaminants, cleaning, preparing food, and serving food. Staff members wash their hands before putting on gloves and immediately after removing gloves. In addition, gloves are worn during temperature checks, first-aid assistance, and sunscreen application.

Face Coverings: Throughout at least phase III of Washington State's Safe Start plan, all staff will wear face masks while in the building. Proper use and sanitation of face masks will be followed according to WA DOH and CDC recommendations. Staff will be allowed to continue to wear face masks beyond requirements per individual preference. Staff will use developmentally appropriate social-emotional teaching strategies to prepare children for seeing their caregivers in masks and talk with families about how to explain face masks at home. Children above the age of 2 will also be allowed (not to required) to wear face masks.

Smocks: St. Andrew Preschool will provide a smock for each classroom. This allows staff to protect their own clothing when care for a child requires close contact (e.g., first-aid, toileting, comforting, etc.). Smocks will be washed on site at the end of each day. In addition, staff will be encouraged to bring an extra change of clothing to use as needed.

Cleaning, Sanitizing, and Laundering

St. Andrew Preschool will continue to follow all daily, weekly, monthly, and quarterly cleaning and sanitation requirements. Staff will support increased cleaning and sanitation by doing the following:

- Add extra handwashing for adults and children into the daily routine
- Repeatedly clean and disinfect shared toys and high-touch areas such as door handles, tables, and light switches
- Temporarily suspend family-style meal activities in place of teacher serve only
- Disinfect classrooms between morning and afternoon classes

- Remove hard to clean and disinfect materials from the classroom
- Encourage staff to change into different clothes between work and home to reduce transfer of germs between locations

Talking with Children about COVID-19 and Classroom Changes

While children will notice changes to classroom environments, expectations, and routines, teachers are skilled and experienced at pre-teaching and facilitating difficult conversations with children. This means teachers intentionally pre-teach new expectations, including simple reasons for the changes and examples of how to be successful. They also scaffold children's abilities to talk out loud about how to solve a problem or manage a challenging emotion. Here is a link to additional resources related to talking with children about COVID-19:

<https://childmind.org/article/talking-to-kids-about-the-coronavirus/>

Tours

Phase II: All tours will be suspended throughout phase II to reduce the number of people in the St. Andrew Preschool space. If possible, the Preschool Director will facilitate an electronic tour.

Phase III: Tours will be allowed by appointment only. Families will be encouraged to reduce the number of people present during the tour, required to wear face masks, and maintain a distance of at least 6 feet from staff and children.

Phase IV: Tours will take place as usual. Families will be encouraged to practice good hygiene practices when entering and while in the building.

Other Policies, Procedures, Forms, and Processes

Liability Form: In collaboration with St. Andrew Lutheran Church leadership, the St. Andrew Preschool will develop and ask all families to read and sign a liability form acknowledging the potential risks of preschool during a pandemic.

Registration: Families will complete all annual enrollment forms, confirm allergies and individual health forms, medication forms, and emergency contact forms as usual. If immunizations are not current, the family must provide updated information or appointment schedule by the physician. Family members of children who are immunocompromised and children with chronic respiratory conditions should only return to preschool under the direction of their primary care provider.

Transition Orientation: Prior to reopening, St. Andrew Preschool staff will communicate plans, changes, and requirements to families.