



Parent Handbook

2021-2022

[www.joyfuldiscoverypreschool.org](http://www.joyfuldiscoverypreschool.org)

## **Important Contact Information**

Mary, Queen of Peace Catholic Church

1121 228th Avenue SE

Sammamish, WA 98075

Preschool website: [www.joyfuldiscoverypreschool.org](http://www.joyfuldiscoverypreschool.org)

Facebook: [www.facebook.com/joyfuldiscoverypreschool](http://www.facebook.com/joyfuldiscoverypreschool)

Preschool phone: (425) 391-1178

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## **Table of Contents**

Philosophy/Mission Statement/Statement of Confidentiality	3
Staff/Qualifications for Teachers	3-4
Tuition Policy	4-5
Withdrawal Policy	5
Calendar	5
Inclement Weather/Make up Days	5-6
Arrival and Departure	6-8
Curriculum/Classroom Activities/Folders	8-10
Discipline Policy/School Rules/Playground Rules	10-11
Personal Items	11
School Supplies	11
Comfort Kits	11-12
Change of Clothes	12
Parent Involvement	12
Snack/Lunch Bunch	12-13
Conferences/Special Needs	13
Absences	13
Emergency Contacts	13
Sick Policy/Allergies/Immunization Policy	14-15
Bathroom Policy	15
Safety	15-16
Injuries	16
COVID-19 Precautions/Procedures	16-19

## **Philosophy/Mission Statement**

Joyful Discovery Preschool at MQP provides a safe, nurturing environment of learning with a child centered, developmentally appropriate curriculum balanced in play, academics, and joyful discovery. Our curriculum focuses on encouraging and guiding children towards success through early academic preparation, social- emotional development, and spiritual growth. We value the uniqueness of each child, foster a love of learning, and seek to instill an awareness of being loved by God.

Joyful Discovery Preschool is a ministry of Mary, Queen of Peace Catholic Church for children ages 2.5 through 5. This handbook provides you with guidelines and expectations for our families. As a ministry, we are also available as a resource for the spiritual needs of our families. Please do not hesitate to reach out to us if your family needs assistance.

Consistent with the values of the Catholic Church, we nurture personal growth, scholarship, lifelong learning, service and responsible stewardship through a faith-centered way of life. We welcome students of any race, color, or national and ethnic origin. Joyful Discovery Preschool does not discriminate toward students on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and other school administered programs.

## **Statement of Confidentiality**

Joyful Discovery Preschool seeks to protect the privacy rights of children, staff, and families. Therefore, information about families enrolled in our program will not be disclosed to unauthorized persons unless there is written permission from the parent. Every effort is made to maintain confidentiality regarding information pertaining to families such as health status, relationships, finances, etc.

## **Staff**

Our Teachers are provided with a curriculum framework and materials that are appropriate to the age level of the children they are teaching, which they creatively individualize and enhance for each class. Each Teacher strives to create a learning environment that will meet the needs of each student. Open communication between school and home is very important and helps your child to grow in a positive and supported way. Please feel free to discuss any questions or concerns that may arise about your child's development and growth.

## Qualification for Teachers

Our Teachers have commensurate education, college degrees and/or experience working with preschool age children. They are selected based on experience, training, and ability to work with your children. All Teachers are required to have the following qualifications:

- A Bachelor of Arts/Science degree (Lead Teachers). If the degree is not in the education field, comparable experience in the field is necessary.
- Demonstrates a loving, enthusiastic and positive energy towards children
- Clearance through Washington State Patrol by the Archdiocese of Seattle
- Current CPR/First Aid Certification
- Training in AED and Epi-Pen/allergic reactions
- Completion of "Safe Environment" training program
- Training and support from Directors

## Tuition Policy

Tuition is due on the 1st of the month for 10 months starting in August. Each month's tuition is to be paid one month in advance. Tuition is determined to be an annual amount based on the number of days each class is in session and then divided by 10 months to provide a manageable payment for our JDP families and to facilitate our school budget cycle.

Payment #	1	2	3	4	5	6	7	8	9	10
Tuition Due Date	8/1/21	9/1/21	10/1/21	11/1/21	12/1/21	1/1/22	2/1/22	3/1/22	4/1/22	5/1/22

Discounts Available:

- Families who are in good standing as parishioners of Mary, Queen of Peace church will receive a 10% discount on tuition (rounded up to the nearest dollar).
- Families with two or more children enrolled at Joyful Discovery Preschool are eligible for a 15% discount on the younger child's tuition (rounded up to the nearest dollar).
- Families who chose to prepay the annual payment in August can deduct \$100 from the total yearly charge.

**A late fee of \$25 will automatically apply to your account if tuition is not paid by the 10th of the month.** If the account is assessed a late fee, the family will be notified by email and the account must be paid in full (tuition plus late fee)

within 5 days or risk dismissal from the program. The best way to avoid late fees is to set up a recurring monthly payment through our website.

Payments (and set up of recurring payments) can be made online at:

<https://mqp.weshareonline.org/ws/opportunities/JoyfulDiscoveryPreschool>

**2021-2022 Tuition Rates by Category** (Paid in Full Amount includes \$100 discount):

	Monthly Tuition Rate	MQP Parishioner Monthly Rate	Paid in Full Amount	MQP Parishioner Paid in Full Amount
Bears/Frogs	\$ 340	\$ 306	\$ 3,300	\$ 2,960
Bears/Frogs with Lunch Bunch	\$ 380	\$ 342	\$ 3,700	\$ 3,320
Wolves/Foxes	\$ 400	\$ 360	\$ 3,900	\$ 3,500
Wolves/Foxes with Lunch Bunch	\$ 450	\$ 405	\$ 4,400	\$ 3,950

If you do not wish to pay online, checks should be made out to “Mary, Queen of Peace”. If for some reason you are not able to pay on time, please make prior arrangements with the Operations Director. All questions regarding tuition, late fees, or other financial concerns should be discussed only with the Directors.

**Withdrawal Policy**

A Notice of Withdrawal from Joyful Discovery Preschool Form must be filled out if a student wishes to withdraw from the program. This form is available by request to the Directors. Notice is required by the 1st of the month or 100% of tuition is due for the following month. The form must be turned in at least 30 days in advance of the withdrawal date. Tuition will not be pro-rated. No withdrawal forms will be accepted for withdrawal dates after April 30.

**Calendar**

Joyful Discovery Preschool follows the Issaquah School District calendar for holiday and vacation days, with a few exceptions. We are closed for the following holidays: Veteran’s Day, Thanksgiving Day (and the day following), Christmas/Winter Break, Martin Luther King Jr Day, Mid-winter Break, Good Friday, Easter Monday, Spring Break, and Memorial Day. A school calendar is posted on our website.

**Inclement Weather Days**

**School closures for any reason will be communicated through email as well as the Joyful Discovery Preschool website and/or Facebook page.**

In case of inclement weather, we **usually** follow the Issaquah School District for closures and delays. If ISD is delayed or closed, then most likely JDP will be

closed for the day. The Directors will work with MQP staff to determine the safety of coming to school given the unique circumstances of the MQP building and location. Please note that occasionally we may be open or closed even if ISD has made a different decision. Parents are expected to check their email and/or the JDP Facebook page in the morning before coming to school on days when a closure is possible.

### **Make Up Days**

JDP does not make up the first 4 missed days due to any closure reasons: inclement weather, power outages, or other closures out of our control. After the 4th missed day, we will allocate make-up days based on accumulated days missed per class. Only the students who attend that class may attend. For the safety of all students and staff, we cannot accommodate the entire student body during these make up days.

The first 4 days that JDP is closed will not be made up

The 5th day we are closed will be made up on June 10th, 2022

The 6th day we are closed will be made up on June 13th, 2022

The 7th day we are closed will be made up on June 14th, 2022

The 8th day we are closed will be made up on June 15th, 2022

If more than 8 days are missed, the Directors will discuss a plan beyond the policy stated above. The PreK celebration will be shifted to accommodate any make up days JDP may have to schedule. For your planning purposes, please be aware that the JDP school year may go as late as Wednesday June 15th, 2022.

Note: No make up days will be scheduled due to closures after April 1st.

### **Arrival and Departure**

To minimize crowding in the JDP hallway, classes will have separate parking, drop-off and pick-up procedures.

### **Bear and Frog Classes:**

*Parking:* Please park your car in any of the designated parking spots of the church parking lot. Do not park in any marked handicap spots unless you have a valid permit to do so. Please do not use the fire lanes in front of the building for drop off or pick up. This space is reserved for emergency vehicles only.

*Drop-off routine:* Please have masks on before entering the building. Parents or caregivers will need to escort their child downstairs into the classroom each morning. Please make sure the teacher is aware of your child's arrival. Interior

hallway doors will be locked from 9:45am to 1:15pm daily. If you need to have access during these hours, please contact a Director or MQP office staff for entry.

*Pick-up routine:* At the end of the school day, the Teachers will escort the children upstairs to the South Bell Tower (elevator side) for dismissal. Students will be dismissed individually to you, once you have entered the building. Please be courteous with noise volume during this time—MQP is a busy place and we want to be respectful to other groups using the building.

### **Fox Class:**

*Parking:* Please enter the MQP parking lot from 228th SE and proceed slowly. Turn right near the top of the lot, followed by a left, in order to proceed down the far right lane of the lot. Go straight past the main entrance to loop around the back side of the building. You will pass the playground on your left and continue around to the back door entrance to JDP. Please stay to the left and PULL ALL THE WAY UP TO THE MARKED SIGNS AND CONES. Park your car, leaving your hazard lights on.

*Drop off routine:* Exit your car, getting your child out safely on the left side nearest to the building. PLEASE HAVE YOUR MASKS ON AT THIS TIME. Walk your child down to the back doors of the JDP hallway and stand with your child on a designated, marked spot. A teacher or staff member will open the doors and your child will then enter the building and proceed to his/her classroom. After your child enters the building please proceed directly to your car and exit the parking lot at the top of the lot.

*Pick up routine:* Repeat the process above for Drop-Off in terms of entering the parking lot, driving around the building and parking in designated area. Walk down to the JDP back doors and stand on one of the marked spots. Your child will be walked out to you by a JDP staff member. Please exit the MQP grounds as soon as your child has been dismissed to you, returning to your car and exiting the parking lot.

### **Wolf Class:**

*Parking:* Please park your car in any of the designated parking spots of the church parking lot. Do not park in any marked handicap spots unless you have a valid permit to do so. Please do not use the fire lanes in front of the building for drop off or pick up. This space is reserved for emergency vehicles only.

*Drop-off routine:* Please have masks on before entering the building. Parents or caregivers will wait with their child downstairs outside the preschool doors. A Teacher or staff member will escort all students into the classroom each

morning. If you arrive after 9:30am and the class has already been escorted inside, please contact a Director or MQP office staff for entry.

*Pick-up routine:* At the end of the school day, the Teachers will escort the children upstairs to the **North** Bell Tower (MQP office side) for dismissal. Students will be dismissed individually to you, once you have entered the building. Please be courteous with noise volume during this time—MQP is a busy place and we want to be respectful to other groups using the building.

### **ALL Classes:**

If another adult is authorized to pick up your child, a Carpool Authorization Form will need to be filled out and signed in order to release your child to that adult. If we do not recognize the person picking up your child we will ask for identification.

Please be respectful of the church staff and parishioners after school pick up. Preschool families are asked to refrain from play on church grounds after school hours due to liability and disruptions. This includes the plaza, parking lot and sidewalk areas. If students and their families wish to play or visit after dismissal, please find an alternate location.

### **Curriculum**

#### A Typical Preschool Day:

*Welcome and Arrival Activity:* When students arrive to class each day, they will unpack their backpacks and “check in”. After completing an entry activity planned by the Teachers, they can then choose to play in an area of the classroom. The Teacher will signal the students to clean up once it is time to join the class for the next activity.

*Circle Time:* Everyone gathers at Circle Time which begins with a short prayer and welcome song. Students will actively participate in calendar time, which integrates math (number recognition and counting), reading/phonics and science (weather). This is also a time to share songs and poems. Each Circle Time ends with a fun, engaging movement activity.

*Theme Activity:* An activity based on the week's theme follows Circle Time and ties into our child centered unit of study. This activity might include literacy, math, art, social studies or science.

*Snack Time:* Students provide their own healthy, nutritious snack each day. All children use the restroom and wash hands before snack. Prior to eating, a group prayer is said. During snack, table manners and social skills are practiced as well as the chance to try new foods!



Recess: Students will play outside on our playground or in the gym – depending on weather. It is an important time of day to practice gross motor skills such as climbing, running, and throwing.

Small Group Learning: Teachers will gather small groups of students to lead them in an activity or task, often integrating math or literacy.

Center Time: During Center Time, students will rotate around the classroom to different thematic activities. They will have free choice to select which area of the classroom they would like to explore. Some of the centers might include dramatic play (changes each month), sensory tub, puzzles, reading, art, dress-up, one on one Teacher activities, games, manipulatives and writing center.

Closing Circle: We end each day with a prayer and song that brings closure to our day in a positive, meaningful way.

Lunch Bunch: Students have the option of joining classroom friends for a social Lunch Bunch group that meets right after Closing Circle. Children bring a lunch from home and gather with their classmates to eat lunch and enjoy a small amount of Free Choice Play.

Religious Education: Classes will participate in a focused, developmentally appropriate Bible based lesson several times each month. Additionally, the students will learn a morning and snack/lunch prayer. Students will participate in a monthly Chapel Time that will help support our monthly Character Education and Community Service goals.

### **Classroom Activities**

In all our classrooms the Teachers create a balance of both active and quiet activities, as well as, group time, individual time and small group instruction. The weekly themes are developed to engage the students using literature, songs, movement, art, science, social studies, math, fine and gross motor development and sensory play. The children are encouraged to explore these activities through a variety of materials to help develop excitement and curiosity for learning and the world around them.

We value the process of the activities and learning, more than the end “product”. Do not be surprised if something comes home that requires some explanation from your preschooler but trust that he/she was enriched through the process of working with the materials and the experience of creating. This is where true learning takes place.

### **Folders**

Each day parents should check their child’s backpack to locate his/her folder. Inside that folder you’ll find artwork or activities that your child will love to share

with you. You will also find news and information from your child's Teacher. Please take time to appreciate the work that your child brings home. They are so proud of it and positive, specific feedback helps develop self-esteem and encourages your child to keep on trying! You will also find samples of classroom projects out on our hallway bulletin boards. Some pieces are held out for assessments and projects.

### **Discipline Policy**

We believe that children learn best in a positive, loving, consistent and developmentally appropriate environment. Our ultimate goal is to help your child develop intrinsic control of their own behavior as well as develop their sense of responsibility and independence.

At Joyful Discovery Preschool our Teachers help children develop these skills through role-modeling, specific and deliberate lessons, and through daily positive interactions. They use language that helps children know "what to do" rather than "what not to do". For example, instead of saying, "do not run in the hallways", we say, "walking feet in the hallways, please".

At this age, behavior issues are generally a great opportunity to learn. Our Teachers help students problem solve and guide them towards making good choices. However, if a problem persists and is disruptive on a regular basis, the Teacher(s) and Director(s) will request a conference with the parents to discuss the situation.

Please consider us a resource and safe place to share issues, questions or challenges regarding your child. Our door is always open, and we believe that communication is important. If there are any changes going on outside of school or at home, please feel free to share them with us. We are here to help!

### **School Rules**

Each classroom may have more specific rules that pertain to that age and classroom, but these are the over-arching guidelines that Joyful Discovery Preschool operates under:

- We are respectful and kind to each other
- We take care of our classroom and keep it safe
- We listen to each other

### **Playground Rules**

Our top priority for playground/recess time is for the students to engage in gross motor activity, develop friendships and social skills, and have fun while being safe. We follow our school rules on the playground as well, but here are our specific rules that pertain to the playground:

- Go down the slide on your bottom, feet first
- Students cannot climb up the slide
- No throwing sand or wood chips
- Students must keep masks on in the playground

### **Personal Items**

It is a Joyful Discovery Preschool policy that all personal items (other than backpacks, masks and water bottles) stay at home unless it is your child's sharing day. Any comfort items brought to school at arrival (such as a special stuffed animal or blanket) or toys need to be taken home prior to the start of class each day. It has been our experience that toys or items from home often cause problems with sharing/turn-taking. Additionally, special items that get lost or broken at school can be very upsetting. Our classrooms are filled with age appropriate and interesting toys that your child has access to. We thank you in advance for your help with this important rule.

### **School Supplies**

A monetary amount will be collected at the beginning of the year to purchase school supplies for each classroom. Your child will need a school backpack that is large enough for their folder and schoolwork. Your child will receive a folder on the first day of school which is our primary communication tool. Feel free to place communication to the Teachers or Directors in the folder daily. The Teachers will be checking these. However, you can always hand important items (including checks) directly to the Teachers or Directors.

### **Comfort Kits**

As part of our Emergency Preparedness plan at Joyful Discovery Preschool, we prepare emergency kits for each classroom. Additionally, we are asking you to please assemble a "comfort kit" for your child. During an emergency (such as an earthquake), it is important for children to be reassured that everything will be all right. The "comfort kit" is a personal touch because you prepare them especially for your child.

Please place the items in a large Ziploc baggie and clearly label it with your child's name. Here are some suggested items for the kit:

- **Nonperishable food** - example: granola bar, energy bar, dehydrated fruits, packaged crackers, beef jerky, etc... (no nuts, please)
- **Bottled Water** (no larger than 16 oz.)
- **Letter and/or photograph** from home - example: handwritten letter reassuring your child that everything will be ok and that you love them.

- **Small comfort item** (stuffed animal, small blanket)

Please turn in comfort kits by your child's **first day of school**. It will be returned to you at the end of the school year.

### **Change of Clothes/Extra mask**

Each child will need an extra change of clothes, including top, bottom, underwear and socks. We also ask that each child have an extra mask along with their extra clothes. Please store them in a large Ziploc baggie clearly labeled with your child's name. These will be used in case of accident due to art projects, inclement weather or bathroom issue. These will also be returned to you at the end of the school year.

### **Parent Involvement**

The partnership between families and school is a very important one! We appreciate parent involvement and have a few opportunities each year. We are not yet sure at the level of involvement parents will have this year due to COVID-19 restrictions, however in the past some examples have been:

- Room parent (helps coordinate parties, teacher appreciation week, social events)
- Attending field trips with your child
- Sharing a special talent, gift or celebration
- Classroom party helper
- Helping to plan Teacher Appreciation Week

Other opportunities are subject to Teacher and classroom discretion as well as COVID restrictions at the time.

### **Snack Time**

Due to severe food allergies, our Joyful Discovery Preschool classrooms are to be **peanut and nut-free**. If your class has a child with a different food allergy that needs to be addressed, your Teacher will let you know.

Students will bring their own snack each day. We encourage healthy snacks such as string cheese, small oranges, wheat crackers, carrots and dip, and other fruits and vegetables.

### **Lunch Bunch**

Students have the opportunity to attend an optional Lunch Bunch extension each school day. It is an additional 45 minutes of class time and includes lunch-time and free play.

If your child is attending Lunch Bunch, you will need to provide a healthy, nut free, appropriately sized lunch for your child for each day they attend. Dismissal from Lunch Bunch is 1:15pm. You may sign up your child for Lunch Bunch on an annual basis (include additional payment with tuition) or you can attend on a drop in basis with the purchase of a punch card. These are available for 5 stays (\$35) or 10 stays (\$65) and can be purchased from a Director with cash or check.

More information will be given to you prior to the first Lunch Bunch session. Lunch Bunch will begin in September and go through the end of the school year. There will be no Lunch Bunch on field trip days or the last day of school.

### **Conferences/Special Needs**

Parent/Teacher conferences for the Bear, Frog, Fox and Wolf classes will be held in the month of March 2022. As the date gets closer, you will have the opportunity to sign up for a day/time that works best for you. The JDP staff, including Teachers and Directors, are always available as a support to you and your child. If you have a concern or question regarding your child prior to the conference time, please be sure to let us know and we can arrange a meeting. If the concern requires a referral for additional services that JDP does not provide (ie. Speech therapy, OT/PT, etc) we can help you facilitate that process. JDP will make accommodations as appropriate in these situations and will help you to determine if JDP is able to continue providing the best preschool setting for your child. If JDP is unable to meet the needs of your child, we will work with you to find a more appropriate setting.

### **Absences**

If your child will not be in school for any reason (illness, vacation, etc.) please email either the Directors ([lindsay@Joyfuldiscoverypreschool.org](mailto:lindsay@Joyfuldiscoverypreschool.org)) or your Teacher to let us know. Attendance is taken in class each day and instruction is planned around the number of students present. For absences longer than one week please contact the Directors.

### **Emergency Contact and Transportation Forms**

Upon enrollment and before your child can participate in class, **the Emergency Contact Form must be filled out completely, including both a Primary Emergency Contact AND a Secondary Emergency Contact. Please be sure to let us know if this information changes!** (Staff are not able to transport children for medical assistance). Additionally, if **anyone** besides a parent will be picking up your child, we must have a signed Carpool Authorization Form with the person's name and contact information. Please note that we will check ID before releasing a student to someone who is not their parent.

## **Sick Policy**

Children learn best at school when they are healthy and happy! Each day when your child comes to school, the staff will be informally evaluating them to make sure they are feeling well and ready to learn. Children who are ill will be sent home. Please keep your child home if he/she is showing any symptoms of illness. We want to assure the safety of all children and reduce the spread of illness. When your child is not feeling well, it is hard for them to receive the care and attention they need at school, as well as, difficult for them to learn.

Please call if your child will not be attending school due to an illness. Here are some reasons for keeping your child at home:

- Fever: If your child has a temperature of 99\* or more, he/she should stay home until fever free for 24 hours. If your child develops a temperature at school, he/she will be sent home.
- Rash: Chicken pox or body rash, especially with fever or itching (not associated with toileting, heat or allergic reactions)
- Vomiting: Within the past 24 hours
- Diarrhea: Two or more watery stools in a 24-hour period, especially if the child looks or acts ill
- Excessive runny nose: Especially thick, green mucus
- Pink eye/Conjunctivitis: Mucus or pus draining from the eye
- Sore Throat: Especially accompanied with fever or swollen glands
- Open sores: Any sores or wounds that cannot be covered by a dressing
- Unusual appearance or behavior: Unusually tired, pale, lack of appetite, confused and/or irritable; fatigue that prevents participation in regular activities
- Ear infections: May attend if treatment has been started and child is acting well
- Lice/nits: Children must not return to school until they are free from lice and nits (eggs). **Parents need to notify school immediately if their child has lice!**

**Please make sure your child is symptom free for at least 24 hours before returning to school.** If your child is taking any medications, please let us know so we can be aware and on the lookout for any changes in behavior. Thank you for your cooperation in this matter.

## **Allergies**

If your child has any allergies – either food or environmental – that might affect their health if exposed, please let us know as soon as possible. **A child with a life-threatening or health risk allergy will need to have an Action Plan on record.**

This Action Plan is to include specific instructions from the doctor or parent regarding the kind of allergy and severity, steps to take in case of allergy exposure, as well as, medications and dosage for your child (please make sure medications are labeled with your child's name and up to date).

## **Immunization Policy**

All students must have a current immunization form on file to start classes in September. You can fill out the Certificate of Immunization Status Form, or provide a copy of the vaccinations provided by your child's health care provider. If you need an exemption form for religious or health-related reasons, please let us know and we will provide one for you. Exemptions are only accepted as allowed by WA state law.

If your child has a certificate of exemption, he/she may be asked to stay at home as needed if an outbreak of a disease he/she is not vaccinated against becomes prevalent in our community.

## **Bathroom Policy**

Students must be able to care for their own bathroom needs. We recommend you dress them in clothes that are easy for them to use (elastic waistbands are easier than belts, buckles and zippers).

When you arrive at school, we recommend you take your child to the bathroom. During the school day, there are times when the whole class will walk to the bathroom to use it. However, if your child needs to go at another time, we adhere to the following policy:

***Teachers and staff will not enter the toilet stalls with the child. If the child needs help in cleaning themselves, the teachers or staff will help instruct the child vocally from outside the stall area. Children needing help with buttons or zippers will receive help from staff outside the stall area.***

Students are always escorted to the bathroom with a Teacher or Director.

If your child has a bathroom accident at school, the parent or guardian might be called to help with cleaning needs or change of clothing.

## **Safety**

Our primary concern is your child's safety and the safety of all the children and staff at Joyful Discovery Preschool. During the first few weeks of school, your child will be learning classroom, school, and playground rules that will help keep them safe. These rules will be reviewed and enforced throughout the year.

The double doors on either end of the preschool hallway will always remain closed and locked during the school day. Additionally, we have been advised by the local law enforcement offices on how best to prepare our school for any safety issues, including lockdowns and intruders. Please let us know if you would like more specific information about this policy.

### **Injuries**

There is a standard first aid kit in the classroom that is updated and maintained. For minor injuries, first aid will be administered (band-aids or ice packs for example). Injuries will be recorded on an Accident/Injury report. The original report will be given to the parent to sign and return. We will then make a copy to send home and also keep a copy in our files. We will verbally speak with you at pick-up or by communication home (phone call or email) to make sure you are aware.

For major injuries, we will call 911. Staff will apply first aid as appropriate or as directed for 911 dispatch. Parents and or other authorized persons will be contacted as soon as possible. All staff members are CPR certified.

### **COVID-19 Precautions and Procedures**

During this COVID-19 crisis, Joyful Discovery Preschool is committed to keeping your children safe at school, while also providing a rich, valuable preschool program, centered around your children's needs and development. Along with MQP parish leadership, we are consulting the latest guidelines from the WA Office of Superintendent of Public Schools, WA Department of Health, King County Department of Health, CDC, WA Department of Children, Youth and Families, Archdiocese of Seattle Catholic Schools, ISD and LWSD. We are constantly updating this information to reflect the latest mandates and changes in policies.

We recognize that no single action or set of actions will completely eliminate the risk of any type of virus in an on-campus setting, but implementation of coordinated interventions can greatly reduce the risk.

JDP and MQP want to make sure our parish building and daily practices provide a healthy and safe environment for all. The COVID-19 precautions and procedures we have established for JDP focus on disinfecting surfaces daily and on personal prevention practices, such as handwashing, physically distancing



oneself when possible, wearing face coverings, and staying home when sick. Thank you in advance for your cooperation with these prevention practices!

### **COVID Safety Measures**

- Scheduling frequent **hand washing** routines
- Using **touchless hand sanitizer stations** along with hand sanitizer in the classrooms
- Daily **cleaning and disinfecting** of all restrooms, classrooms and school facilities
- Sanitizing communal classroom supplies and toys after use
- All staff and students required to wear **face coverings** at all times
- **Physical distancing** with activities
- Rearranging classroom furniture and structuring activities to encourage more physical space between student work and play areas

### **Hand Washing**

The preferred method to wash hands is with soap and water for at least 20 seconds. (A recommended way to make sure one is washing long enough is to sing the ABC Song.) Handwashing may be accomplished by the use of sanitizing gel when soap and water are not available.

- Classrooms will have hand sanitizer in several areas of the room, along with a free-standing gel dispenser will be in our JDP hallway.
- Teachers will remind students about the importance of washing hands after using the bathroom and after sneezing or coughing.
- Students will also be directed by their teachers to wash hands immediately as they return from recess.

### **Cleaning and Disinfecting**

In general, elimination of high-touch surfaces is preferable to frequent cleaning.

- Classroom and office doors will be left open as much as possible, rather than having people constantly touch the door handles to open the door when entering and leaving rooms. At times it will not be practical for classroom doors to be left open, such as due to noise, and exterior school doors along with our JDP hallway door will always be locked closed, due to security.
- The student bathroom doors in the main building will always be propped open (there is still privacy in individual stalls even with the doors open).
- Since leaving doors latched open not only eliminates the touching of door handles, but also improves a room's ventilation, windows throughout the school will also be left open as much as possible, except when too cold or noisy outside.

- School and custodial staff will disinfect high-touch surfaces when necessary and practical throughout the school day.
- Shared equipment, especially play toys and recess equipment, will be disinfected as needed, using wipes or spray.

### **Masks and Face Coverings**

At this time, JDP is requiring that all students, teachers, school staff, and visitors (parents) wear face coverings in the form of a disposable or cloth facemask.

Face coverings can be removed by a teacher, staff member, or volunteer working alone in an office or room with a closed door. Face coverings can be removed at school when students, teachers or staff are eating or drinking.

We encourage parents to teach their children about the why/when/how of wearing a facemask, including that a mask covers both the nose and mouth.

- Face coverings are to be worn at both morning and afternoon carpool times (drop-off and pick-up).
- Children should be instructed to refrain as much as possible from touching the mask once it is on the face.
- Since children may remove and reposition the face mask throughout the day, parents and teachers will reinforce proper handling, which includes how to remove or adjust the mask by grabbing from the straps, and avoiding touching the front of the mask.

In addition, the following face covering procedures are to be followed by parents/students:

1. Each student will both wear a face covering when arriving at school daily and have in his/her backpack a spare mask at all times.
2. Face coverings are to be brought home at the end of each school day to be disposed of (disposable types) or washed (cloth types.)
3. If a child forgets his/her face covering and/or can't find his/her spare mask that is to be in a backpack, the teacher will provide an emergency backup, disposable mask to the student.
4. When purchasing or creating facemasks, please note that for children, the right fit is important.
  - Pleated face coverings with elastic ear-loops are likely to work better for kids than ones that have straps which must be tied.
  - Whereas adult cloth facemasks are usually 6x12 inches, child-sized ones are around 5x10 inches, but even these child-sized ones may be too large

for small kids. Thus, please verify you are purchasing or creating the correct fitted types.

5. Also, similar to other pieces of clothing brought to school, parents are asked to please mark their child's name on the inside of any non-disposable face covering that comes to school.

**JDP will not accept any exemptions for mask wearing at this time.**

### **Physical Distancing**

While it is a challenge to distance young children, all attempts will be made to encourage some separation for obvious health reasons. JDP believes it is equally important for children to have social experiences as well as academic ones. We have put the following measures in place to create classrooms that are safe for children (spaced out when possible) but also a welcoming, fun place to be with friends and teachers.

- Teachers will schedule activities that encourage some physical space between students.
- Each student will have a carpet square or spot to sit on during Circle Time or Story Time.
- There will be floor markings to help with distancing when waiting in a line.
- Tables will be arranged to create distance between students during seated learning times.

JDP's sizeable rooms and small numbers of students in each classroom does allow us to often provide physical distance between students seated in our classrooms.