



I. Drop Off/Pick Up

- a. No parents are allowed in the building at this time. Each parent will be greeted by an employee at the door to take the child's temp before entering the building. After the temp is checked, a designated employee will then escort your child to their classroom. This will take some time to flow so please give yourselves extra time in the morning to accommodate.
- b. Any child with a 99-degree temp will not be allowed in the building. Any child sent home with a temp will not be allowed to return for THREE days. Once parents are contacted to pick up their child with fever, they will have 30 minutes to pick them up. If they have not been picked up within that allotted time, the authorities will be contacted.
- c. If a child has shown any respiratory symptoms or has been exposed to anyone with respiratory symptoms, we ask that they remain at home.
- d. All children have to be dropped off by 9:30 a.m. There will be no exceptions.
- e. For pick up, children will be brought to the front door by a designated teacher. The teacher will walk the child out to the parent but the teacher nor any staff can help the parents load their kids up.
- f. Because of these new policies with pick up and drop off, please note that there will be back-ups in the line. We ask for your patience as we continue to find what works best for everyone.

II. Hours of Operation

- a. To ensure that all measures are taken to prevent the spread, our hours of operation will be 6:30 a.m. to 6:00 p.m. Mr. Curtis will arrive at 4:30 p.m. to begin deep cleaning the rooms. This is a STRICT pick up time.

III. Holding Fees/Tuition

- a. As of June 1st, holding fees will no longer be an option. Spaces will not be held, and full price tuition will be charged.
- b. Management will email unpaid balances which should be paid in full ASAP. They can be resolved by paying with check, Venmo, PayPal, or over the phone credit card. At this time, we will not be accepting cash payments and credit card payments will only be taken over the phone. At the end of this email, the links for Venmo and PayPal will be attached for your convenience.

IV. Events

- a. All events for the month of May have been cancelled. Summer has been postponed until further notice. There will be a small fee for summer activities. This information will go out at a later date.
- b. The center wide move up has been pushed back to a later date. This date is TBD. All classes will use this time to catch up and ensure students are ready.
- c. are working on a way for parents to come by and take a professional picture in their cap and gowns outside. Once the picture is taken, the parents will be

V. Nap mats



- a. There will be time slots available for parents to choose from to come pick up their child's nap mats. An email will be sent out Sunday with the available time slots. This is mandatory. If your child's nap mat is not picked up, they will not be allowed to come to school until it is done so.

VI. Questions/Concerns

- a. All concerns of parents should be addressed from the hours of 12:00 p.m. to 3:00 p.m. over the phone. This policy change has been set into place to continue social distancing.
- b. As always, if we do not know there is any issue, we cannot fix it. We are always here to help, answer questions, and address concerns for every family.



Staff Meeting Agenda
COVID-19 Policy Changes
May 1, 2020

I. Drop Off/Pick Up

- a. There will be designated individuals at the door each morning to take the child's temp before they enter. Parents are not allowed in the building at this time so the child will be escorted by a teacher to their classroom.
- b. Each member of our staff will also have to have their temp taken before entering the building. If the temp is 100 or above, you will not be allowed to return for three days.
- c. At the end of the day, the 4K will remain in their classrooms for pick up. The 3K will come to the cafeteria, the 2K will come to the afterschool room AFTER it has been sanitized and the after-schoolers will be outside.
- d. Children will be escorted to the front doors of the building by a teacher to their parent. Staff is prohibited from helping the parents load the children into their car.
- e. Any staff designated to help with drop off and pick up should wash their hands in between dealings with all children.

II. Cafeteria/ Kitchen

- a. Breakfast will be served in the classrooms. Lunch will be served in the cafeteria.
- b. All staff excluding Mrs. Liz and Mrs. Velma ARE NOT ALLOWED IN THE KITCHEN. If you need to put something in the kitchen, Mrs. Liz or Mrs. Velma can do so. If something needs to be heated up, they will take care of it.

III. Quarantine within the Classrooms

- a. Teachers will be quarantined to their classrooms. There will be no hanging out in others' rooms, no walking the halls, no coming to the front. Baby room is off limits for all breaks- if you do not work in a classroom on a daily basis, you are not allowed in it.
- b. Ms. Anshika and Ms. Holly will be quarantined to the front desk as well. Please stay out of Shika's office.
- c. When using the restroom, please use the one at the front. The 4K bathrooms, infant rooms restroom, and Shika's bathroom in her office ARE ALL OFF LIMITS.
- d. When going outside, classes cannot go out together. The age groups should be quarantined within themselves. The one's can go together, the two's can go together, etc.
- e. After each age group visits the playground, it will be sanitized.
- f. All children who have employees as parents ARE NOT ALLOWED OUT OF THEIR ROOMS.

IV. Lunch Breaks

- a. Teachers are not allowed to ride together to get food if they do not work together in the classroom.



- b. All employees are not allowed to go to grocery stores or public places. You should only use curbside pick-up or drive thru when ordering food for lunch.

V. Curriculum

- a. Teachers need to work together to ensure a safe and stable environment. We are wanting to take this opportunity as a fresh start for everyone.
- b. Please use this time to catch up for your students. Numbers will be low so there will be no excuse for children not completing work and/or actively engaging your students.
- c. Excessive TV time will not be tolerated. We are still a preschool. Please use your judgement wisely so that your children are actively engaging in curriculum and learning.

VI. Time Clock/ Pay

- a. When clocking in and out, please wash your hands before and after. This is to help prevent the cross contamination.
- b. Once we have reopened, all employees will be back on hourly pay.

VII. Cleanliness

- a. All employees should wear clean clothes every day. Each employee needs to have a clean set of clothing in their vehicle in case they are pulled to a different room.
- b. Mr. Curtis will be at the school every day at 4:30 to begin deep cleaning. You are not allowed back into the room once he has begun cleaning.
- c. Toilets, sink handles, doorknobs, light switches, and toys should be sanitized throughout the day. The 3-step process should be performed on the toys every day until notified otherwise.
- d. Please do not bring personal belongings into the school.

VIII. Handwashing Procedures

- a. Children should be washing their hands throughout the day. We have made a list of the specified times that children HAVE to wash their hands:
 - i. At drop off and before pick up
 - ii. Before and after eating
 - iii. After playing on the playground
 - iv. When rotating centers
 - v. Before and after naptime
 - vi. After using the restroom
 - vii. Before and after traveling the halls
- b. When washing hands, you can be sure that they have done it appropriately by singing this song with them- "Scrub, scrub, scrub your hands, scrub them the right way. Ups and downs and in between will scrub the germs away" Sing this twice and that will be the appropriate time for them to wash their hands correctly.



PAYPAL: Lilshika22@gmail.com

OR

checks mailed to:
107 Homestead Drive
Madison, MS 39110

OR

Payments via Venmo. The link to the pre-school's Venmo account is:



Anshika Singh
@Anshika-Singh-5



Scan QR Code for payment