

Parent Handbook  
COVID-19 Edition  
2020 School Year



**SOLANA BEACH**  
PRESBYTERIAN **PRESCHOOL**

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# **Solana Beach Presbyterian Preschool**

## **Parent Handbook**

### **COVID-19 Edition**

## **Philosophy and Goals**

We operate under the auspices of the Solana Beach Presbyterian Church. Our philosophy is based on helping the child grow in a positive way in his awareness of God, himself and the world around him. We have a carefully planned schedule and curriculum. We are consistently searching for and incorporating new ideas and methods within the Early Childhood Education guidelines. We implement a wide variety of indoor and outdoor activities that are designed to meet the continued needs of the child's development. Our program is designed to meet the individual needs of the child in order to develop a positive self-awareness and love of learning. Our staff is made up of experienced Early Childhood Educators with a student/teacher ratio of approximately 10-1. Our main objective is the educational, physical, social, emotional and spiritual growth of the child. Our program is based in the belief that God is our Heavenly Father, Creator of us all, that He loves us and we in turn love each other.

## **Mission Statement**

Solana Beach Presbyterian Preschool is an Early Childhood Education program that provides a positive and nurturing environment that promotes a foundation for learning, friendship and god's love.

# Introduction

Dear Parents,

As parents of a child in our program, you are not clients. You are partners with the teachers. Children learn the most important lessons of life at home. As partners, we want your child to learn to make decisions and solve problems for themselves through active experiences. In this group setting we will try to help your child learn:

1. School is an interesting place to be with and meet new friends.
2. Confidence in themselves and their capabilities. As self-esteem grows so will their ability to seek out the world ahead.
3. Basic skills in areas of growth so that the transition to Kindergarten is an easy step forward.
4. As we are getting ready to reopen after being closed for nearly four months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before. The staff and I, here at Solana Beach Presbyterian Preschool are committed to providing a quality program that is safe, loving, educational that is age appropriate and FUN!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters learning, acceptance of others and knowing God's Love. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to love one another, create, explore and grow under God's love and presence.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the "new normal" until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the San Diego Health Department and State Licensing. Please be sure to read through this, sign and return the last page electronically or by mail.

We will make every effort to keep parents informed about every day activities and upcoming events through monthly newsletters as well as email updates. It is the parents' responsibility to read the information provided.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Solana Beach Presbyterian Preschool is a safe and inviting place for your family.

Carla Martinez  
Preschool Director  
Solana Beach Presbyterian Preschool

## A. Enrolling Your Child

Before enrolling any child, parents or guardians should schedule an appointment for a virtual tour. Upon the decision to enroll your child, parents or guardians will be asked for payment of a non-refundable, non-transferrable deposit and prorated tuition of the last month of the school year that you are enrolling for. You will then be provided with an application, waiver/financial agreement, all health and emergency forms, state required forms as well as a copy of our handbook. All forms should be filled out and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director or Office Manager when an opening becomes available.

## B. Nondiscrimination Policy

Admissions to Solana Beach Presbyterian Preschool shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

## C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Handwashing and hand sanitizer stations are located in every classroom and throughout our facility. Children will not have access to hand sanitizer, teachers will provide to each child individually if needed.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Facial Coverings: Masks and or face shields will be worn by preschool staff and families while on the preschool/church campus. It is recommended but not required that children aged 2 years and older wear face coverings, especially when indoors or when a six-foot physical distance from others cannot be maintained. Children may wear a mask but we will not force any child to wear a mask at any time.

4. Physically Distancing: Preschool staff and families must have a 6ft physical distance between each other. Each class is considered a “pod family.” Each “pod family” will physically distance from other “pod families” to assure safety. Classes will not intermix and will be with the same teachers unless a teacher is absent then a school aid will sub in that classroom. All staff will wear masks or shields but may remove them during their outside time.

## D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs. Some children may need personal aides or shadows that also must adhere to all school, county, state guidelines and policies.

## E. Fee and Payment Policy

Solana Beach Presbyterian Preschool enforces the following policies and procedures for tuition payments:

1. Tuition and extra hours will be billed on the 1st of the month through Procure, our billing system.
2. **All families must set up an account** (due to Covid19 we going paperless)
  - a. Existing Account Link: <https://www.myprocare.com/>
  - b. New Family Sign-up Link:  
<https://www.myprocare.com/Default/Index?aWtuPTcyMzY2MDAwMjImc2NoSWQ9Mg>
3. A \$25.00 per month late fee will be charged when a payment is declined.
4. There will be a \$25.00 late fee per child that will be added to your account for late pick up (5 minute grace period).
5. A \$50.00 late fee per child will be billed to your account after 30 minute late pick up.
6. All tuition is due regardless of sickness, behavioral/disciplinary removal, weather-related closings or holidays (including Thanksgiving, Christmas, Winter break, and Easter/Spring Break), unforeseen events, natural disasters, **emergency-related closings mandated by the state/local government/DHS, like a pandemic.**
7. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
8. If you there is no waitlist and you decide to take an extended leave of absence, we can only hold your child's spot by paying a 25% per month tuition. **The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.**

9. Extra hour options will be available for all ages but families must sign up by August 1, 2020 for a 4 month commitment, September-December. All extra hour fees will be added to your monthly tuition on the first of each month.
  - a. Extra hours may adjusted or cancelled due to minimal enrollment.
10. To ensure your child's enrollment, parents must re-register their child(ren) for the each new school year.
11. It is understood that there will be an annual tuition increase before the start of each new school year prior to the registration process.

## F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 858-755-4133 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within 30 minutes of notification.

The child will be permitted to return when his/her temperature is normal for 48 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 48 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Solana Beach Presbyterian Preschool without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered emergency medications, such as an inhaler or Epi-Pen at the school must be approved by the Physician and parent utilizing the MEDICATION ADMINISTRATION form. The medication must be given to the Director/Front Desk in its original box, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their emergency medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever of 100F, dry cough, shortness of breath or difficulty breathing, chills, fatigue, muscle pain, headache, sore throat, congestion, or runny nose, nausea, vomiting, diarrhea, new loss of taste or smell) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the (CDC) Centers for Disease Control, San Diego Health Department, Community Care Licensing and our parents. At which point we will follow the guidance of the CDC which could possibly result in a classroom only closure or a full school closure. During this point information will be immediately sent to Solana Beach Presbyterian Preschool families and staff. Preschool maintenance will thoroughly sanitize all classrooms, store rooms and office.

## G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Nap bedding will be laundered on site at the end of each week.

Two and a half and 3 year olds will be asked to bring in an extra change of clothes in a gallon size Ziploc to keep in the classroom.

All students will need to bring in a sweater or jacket that can be kept at school. PLEASE LABEL YOUR CHILD'S CLOTHING.

## H. Arrival and Departure Procedures

Our facility is operational from 8:00am – 3:00pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. You will be given a time between 8-8:45am to drop off and between 12-3pm (12pm-3pm extra hours) to pick up. All children must be dropped off by 9am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time.

### **Drop-Off Procedures**

#### Two and Half's and Families with Siblings

If your child is two and a half or you are a family with multiple children, you will bring your child(ren) to the lower parking lot. All parents MUST wear a face mask and please use the hand sanitizer station. You will be asked a series of yes/no questions regarding symptoms and travel. Your child(ren) will get their temperature taken and logged. If it is below 100F, our runner will take your child(ren) to his/her classroom. Using your own pen you will be asked to sign in.

#### Three and Older

If your child is three or older, you will bring your child(ren) to the upper parking lot. All parents MUST wear a face mask and please use the hand sanitizer station. You will be asked a series

of yes/no questions regarding symptoms and travel. Your child(ren) will get their temperature taken and logged. If it is below 100F, our runner will take your child(ren) to his/her classroom. Using your own pen you will be asked to sign in.

We ask that there be one designated drop-off and pick up person at every drop off and pick up time. Please do not send a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition). Families will need to sign in with a full signature, please bring in your own pen to sign. We will have extra pens at check in that you may keep in your car.

### **Pick-Up Procedures**

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. A runner will bring your child to the front of the school. All staff and pick up person must wear a facial covering.

## **I. Visitors/Volunteers**

Visitors/Volunteers will not be permitted at this time. This includes special teachers until further notice. Speech therapist will be permitted if they pass screening procedures and follow protocols.

In the event that licensing visits our campus they may want to speak with children in the program. Though we will notify you if this happens we are not able to stop the analyst from interviewing a child

## **J. Special Events**

There will be no special events/gatherings at this time.

## **K. Birthdays and Holidays**

We will celebrate your child’s birthday with a pretend cake, birthday crown and fruit popsicles provided by the school. The use of candles is prohibited due to safety reasons. Summer birthdays are celebrated in June.

Holidays will be celebrated as a “pod family” in the classroom.

## **L. Food**

- A. Snack:** Please provide a morning snack in a disposable Ziploc or paper lunch bag.
- B. We ask that you do not bring in lunches that need to be heated.**
- C. Lunch:** A packed lunch in a disposable Ziploc bag or paper lunch bag.

D. NO LUNCH BOXES/FABRIC BAGS PLEASE

E. Food Allergy: **We are NOT a peanut-free facility.** If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom.

F. The preschool will provide juice and water for snack. Milk and water is provided during lunch time.

## M. Safety

### Safety

We make every attempt to provide a safe environment for your child. Children are active and energetic, accidents will happen. Minor injuries will be cleansed and handled with lots of TLC and a report of injury will be placed in your child's folder. Parents will be notified immediately in case of a serious accident and immediate action will be taken if deemed necessary. Please be sure all emergency information and phone numbers are updated.

***Please update all cell phone numbers and be sure to keep them on while your child is at school.***

### Disaster Preparedness

All school personnel are trained in First Aid, CPR, and Emergency Procedures in fire and earthquake readiness. Our school is also required to be alert to suspected child abuse and findings must be reported to Child Protective Services as required by California Law.

California State Law requires all schools to have a plan in place in order to provide care for students in the event of a major earthquake or other major disaster.

Fire, Earthquake and Lock Down drills are held once a month to familiarize staff and children on the procedures to follow in the event of an emergency.

Our school is a closed campus facility with video surveillance through-out the grounds.

We will follow the evacuation instructions of the local officials as to the location to evacuate. Be assured your children will be safe and well cared for until your arrival.

## N. Amendment Policy

Solana Beach Presbyterian Preschool reserves the right to amend the policies and procedures outlined in this handbook. This handbook is not an all-inclusive manual. Any questions or concerns regarding any policies or procedures should be directed to the Preschool Director.

**Solana Beach Presbyterian Preschool**  
**Parent or Guardian COVID-19 Handbook Receipt Form**

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2020- 2021 school year, which contains the policies and procedures for Solana Beach Presbyterian Preschool while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email or mail it in to 120 Stevens Avenue, Solana Beach, CA 92075 as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Carla Martinez  
Preschool Director  
Solana Beach Presbyterian Preschool

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Please read and initial each statement below.

\_\_\_\_\_ I/we understand that during this COVID-19 Public Health Emergency, I/we will NOT be permitted to enter the Preschool beyond the designated drop-off and pickup area. I/we understand that this procedure change is for the safety of all persons present in the Preschool and to limit to the extent possible everyone's risk of exposure. I/we understand that it is my/our responsibility to inform any Emergency Contact persons of the information contained herein.

\_\_\_\_\_ I/we understand that during this COVID-19 Public Health Emergency, I/we will NOT be permitted to enter the Preschool beyond the designated drop-off and pickup area. I/we understand that this procedure change is for the safety of all persons present in the Preschool and to limit to the extent possible everyone's risk of exposure. I/we understand that it is my/our responsibility to inform any Emergency Contact persons of the information contained herein.

\_\_\_\_\_ I/we understand that while on preschool/church campus, I/we MUST wear a facial covering. While in the Preschool I/we must practice social distancing and remain 6ft from all other people, except for my/our own child.

\_\_\_\_\_ I/we understand that to enter upon the Preschool premises my/our child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the other children in the classroom. I/we will be contacted, and my/our child MUST be picked up from the Preschool within 30 minutes of being notified. Symptoms include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills

- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom-free without any medications for 72 hours before returning to the Preschool.

OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

While I/we understand that many of these symptoms can also be related to non-COVID-19 related issues I/we must precede with an abundance of caution during this Public Health Emergency. Your child will need to be symptom-free without any medications for 48 hours before returning to the Preschool.

\_\_\_\_\_I/we understand that my/our child's temperature will be taken upon arrival to Preschool.

\_\_\_\_\_I/we understand that my/our child will be required to wash his/her hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.

\_\_\_\_\_I/we will immediately notify The **Solana Beach Presbyterian Preschool** Director if I/we become aware of any person with whom my/our child or I/we have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, I/we will immediately notify The **Solana Beach Presbyterian Preschool** Director if anyone from my/our place of employment is presumed positive or tests positive for COVID-19 whether or not I/we have had direct contact with that person.

\_\_\_\_\_I/we understand that all tuition is due regardless of sickness, behavioral/disciplinary removal, weather-related closings or holidays (including Thanksgiving, Christmas, Winter break, and Easter/Spring Break), unforeseen events, natural disasters, **emergency-related closings mandated by the state/local government/DHS, like a pandemic.**

I/we certify that I/we have read, understand, and agree to comply with the provisions listed herein. I/we acknowledge that failure to act in accordance with the provisions listed herein or with any other policy or procedure outlined above will result in termination of enrollment. I/we acknowledge that my/our child's enrollment will be terminated if it is determined that my /our actions or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

I/we hereby acknowledge receipt of Solana Beach Presbyterian Preschool's Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Student's Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

**BOTH PARENTS/GUARDIANS SIGNATURES REQUIRED**

Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_