



May 28th, 2020

Dear CPP Families,

The CPP is dedicated to constantly evaluating our practices to evolve with the most up to date information regarding COVID19. Our aim is to keep our families and staff as safe and healthy as possible while continuing to minister to our community. Please read this letter thoroughly as we are asking for our entire CPP community to assist us in maintaining the overall health of everyone. You will see there is a page to sign and return showing your receipt and acknowledgement of the new requirements. Be sure to return this form no later than the first day of attendance for your child.

Hours of Operation and Drop-Off/Pick-Up Changes

- We will be open to families from 7:30am – 5:00pm Monday through Friday. We will dedicate 5:00 – 5:30 to performing a thorough sanitizing and disinfecting of toys, classrooms, bathrooms, and common areas. We appreciate your promptness in picking up your child(ren) on time, so our teachers may be diligent with their new cleaning routine.
- Parents will not enter the building at drop-off. A staff member will bring your child into the building at arrival and will bring them out when they are picked up.
- Children's temperatures will be taken and recorded at the vehicle during pick-up. Should the reading be 100.2 or above, your child will not be permitted to come to the preschool until the child is symptom free without medication for 7 consecutive days.
- Your child(ren)'s temperature(s) will also be checked periodically during the day. Should your they have a reading of 100.2 or higher, you will be called to either come pick up your child or have someone on your pickup list pick them up. This should happen within 10-15 minutes of the phone call. Please have someone who is available that quickly on your list of people.
 - Your child will not be permitted to return to the CPP until he/she is symptom free for 7 consecutive days. This also applies to siblings and all family members – if a family member exhibits symptoms and/or fever, then all family members must stay home.
- Staff temperatures will be recorded daily: symptomatic staff members will not return until they are symptom free without medication for 7 days.
- Staff and children will use sanitizer upon entry and wash hands throughout the day.

Procedures Within the Building and Classrooms:

- Classes will not mix with each other. Each class will go to the playground at set times. Toddlers can go the toddler playground while older children are on the main playground as they are separate playgrounds.
- Children's hands and faces will be cleaned at every opportunity.
- Toys that have been put in a mouth will be put into a bin for dirty toys and cleaned during nap or at end of the day.
- NO TOYS FROM HOME
- NO OPEN TOED SHOES
- No soft toys, playdough, or porous type toys.
- Classrooms will be disinfected / sanitized every evening.

Requesting Travel Information:

- Each week we will request information regarding the families travel out of the area. The Travel Advisory lists areas of the world, nation, state, and counties that are heavily affected (level 3). Should a member of your family/household have traveled to a level 3 area the child(ren) must stay home for 72 hours before returning to the CPP. The child(ren) must be clear of any COVID19 symptoms before returning. This applies to our children, families, and staff members.

Other:

All class ratios have been reduced by DHS to comply with new COVID19 rules. Furthermore, we cannot have over 10 in a room one being the teacher. This means that there is limited room in each class. Thus, at this time, we will not allow any part time spots. Should you only need 3 days you will have to pay for all 5 days.

New Ratios are as follows:

- Infants 4 babies to 1 teacher / was 5 to 1
- Ones are 9 toddlers to 1 teacher / was 9 to 1
- Twos are 9 children to 1 teacher / was 12 to 1
 - Threes are 9 to 1 / was 14 to 1
 - Fours are 9 to 1 / was 16 to 1

I know this is all new and creates hardship for everyone involved. I thank you for your patience and cooperation as we all "Go through this together". Should you have any questions, please feel free to call me. 901-483-5874.

Sincerely,

Nancy McNair
Preschool Director
Columbia Presbyterian Preschool
Office: (601) 736-4444
Cell: (901) 483-5874
Email: nancy@columbiapcasprouts.org



I/We _____ (*Printed Name of Parent/Parents or Legal Guardian*) by signing below acknowledge that I/we have received, read, and agree to abide by the modified operating procedures for Columbia Presbyterian Preschool as described in the attached letter. I/We further acknowledge that should there be any questions regarding these procedures follow-up will be made with the Preschool Director, as necessary.

Should I/We not follow these guidelines it is understood that my/our child/children will not be allowed to attend the preschool for a duration as determined proper by the preschool.

Father's Signature: _____

Date: _____

Mother's Signature: _____

Date: _____

-OR-

Legal Guardian (1) Signature: _____

Date: _____

Legal Guardian (2) Signature: _____

Date: _____

****Below For Preschool Director Only****

By signing below, I confirm the receipt of this signed document and that the above has been read and signed by the individuals stated above.

Director's Signature: _____

Date: _____