

# COVID Plan

for 2020–2021 School Year



Dear Families of Kiddie Kampus,

**We are so glad you have enrolled your child in Kiddie Kampus preschool!** We look forward to great things as your child learns and grows as a student in our program. While the thought of your child attending preschool is an endearing milestone in his or her development, the reality of the COVID pandemic cannot be ignored. The following guide is written to help you understand how we plan to navigate the 2020-2021 school year in light of these unprecedented times.

As you may know, we are governed by an advisory committee consisting of educators and other family-minded leaders within the community. It is our belief that an on-site learning experience is of great value for early learners. Programs such as ours allow for children to establish a firm foundation of life-long learning.

Given the serious nature of the COVID pandemic, we recognize our responsibility to adjust our program accordingly, and within reason, to mitigate risk factors associated with the spread of COVID. Please understand that Kiddie Kampus will work diligently to provide your child and your family with the best possible experience despite the current cultural uncertainty.

We interpret your decision to proceed with your child's enrollment as a demonstration of the trust you have in us and that the reward of a quality educational experience outweighs the potential risks of the COVID pandemic. We do not take lightly the relationships we have with families, such as yours, who entrust their children into our care, especially during this current season.

Please keep in mind that the following detailed protocols have been carefully crafted and reviewed by our committee as reasonable precautions to aid in reducing the spread of COVID and other communicable diseases. We thank you in advance for your compliance to these measures. We are grateful for your trust and confidence in our leadership and the Kiddie Kampus program.

Sincerely,

Kevin Duecker, *Director*  
Evan Guse, *Lead Pastor*  
Dana Alford, *Teacher*  
Anne Schmerber, *Teacher*

Rachel Aupperle, *Advisory Committee Member*  
Nate Chu, *Advisory Committee Member*  
Julie White, *Advisory Committee Member*  
Sarah Sparks, *Advisory Committee Member*  
Chelsee Jones, *Advisory Committee Member*

# COMMUNICATIONS

*Communicating the latest information, strategies, and concerns surrounding the pandemic is critical for overall clarity and unity in navigating the school year.*

## ▷ Refer to the [UplandPreK.com/COVID](https://UplandPreK.com/COVID) webpage

This page will be dedicated to **(1) any COVID-related policies affecting the program.** In addition, this webpage will **(2) have links to resources** that have been used in our committee's decision-making process, from CDC guidelines and Indiana Department of Health mandates, to published research findings that help us make sense of the disease in a school-setting.

## ▷ Weekly communications via email and SeeSaw

As in the last few school years, you can expect weekly emails (and linked through SeeSaw) from the Director (Kevin Duecker) to update you on the latest lessons and content being taught in the classrooms (the teachers will continue their month-at-a-glance calendars), as well as other important updates, **including any COVID-related changes.**

## ▷ Communicate with us anytime about anything

Our hope in regularly communicating with you is that it will be easier for you to communicate with us. **Have questions or concerns? Let us know.** Communicating back and forth is more essential than ever given the urgency of the pandemic.

# SICK POLICY & ABSENCES

*Implementing a detailed sick policy serves as a primary defense line against the spread of COVID or other potential outbreaks.*

## ▷ Screen your child daily for symptoms

### **Symptoms that warrant staying home from school include:**

- ▷ Runny nose (green/yellow in color)
- ▷ Fever of 100.0 F or higher (Kiddie Kampus policy)
- ▷ Cough or difficulty breathing
- ▷ Headache
- ▷ Sore Throat
- ▷ Diarrhea
- ▷ Nausea / vomiting
- ▷ Muscle pain / fatigue
- ▷ Chills
- ▷ Loss of taste / smell

[Please refer to this specific COVID screening guide from Indiana Dept. of Health.](#)

## ▷ We will screen for symptoms too

In addition to **screening ourselves** for symptoms of illness, we will also be conducting forehead-scan **temperature checks** at drop-off (more information on drop-off in another section). Also, teachers and staff have the authority to **call home and require a student to be picked up** if symptoms of potential illness appear during the school session. Students at school who appear ill (and a call home is made) will be temporarily quarantined in a separate room until a parent/guardian arrives.

## ▷ Let us know what's going on

Due to unique nature of the pandemic, **schools are permitted to ask more direct questions** about a student's symptoms and illness. We ask that you **let us know** the pattern of symptoms your child exhibits while absent. This is especially critical if "tell-tale" signs of COVID are apparent, such as a persistent cough, intense fatigue, or loss of taste of smell. We would also appreciate the courtesy of knowing if your family (and your enrolled child) happen to **travel to areas having an especially high volume of COVID cases**.

Lastly, and most importantly, **if ANY member of your immediate family or household happens to test positive for COVID**, please report this to the Director so contact tracing may be performed with consultation from the Grant County Health Department.

All of the information submitted to Kiddie Kampus, in regards to this section, will be kept confidential but may serve as beneficial to our records should an outbreak occur within the community as **we will have a duty to conduct in-depth contact tracing**.

## ▷ Absences will require more recovery time

If a student is symptomatic with *any general symptom* of COVID, they must **stay home for the next 10 calendar days** and may not return to school until fever-free for 72 consecutive hours (without the aid of fever-reducing medicine). This policy is based on mandates by Indiana Dept. of Health. ([Click for PDF](#))

**An exception may be made** if a note from physician is provided stating an alternative diagnosis other than COVID (i.e. child tested positive for strep throat);  
and contain the doctor's permission for the student to return to school;  
and the child is fever-free for solid 24 hour period (w/o fever-reducing medicine).

**More extensive restrictions** will apply if a Kiddie Kampus student DOES test positive for COVID. In this situation, the Director (Kevin Duecker) will seek consultation with the Grant County Health Department on an approved plan for the student to return to school.

▷ **NOTE:** *Kiddie Kampus will be **enhancing distance-learning initiatives** in anticipation of increase in absences and duration of absence. More information on alternative learning in another section.*

## DROP-OFF & PICK-UP

*Adapting our drop-off and pick-up procedures allows for more effective social distancing among parents and guidance who may pose a vulnerability to contracting COVID.*

### ▷ Remain in your vehicle (Drop off)

Enter the parking lot and turn right to proceed through the route for curbside drop-off. We are excited for the convenience this will present to you in being able to **remain in your vehicle.**

### ▷ We'll be ready to greet (Drop off)

A masked attendant will be present at the sidewalk / parking lot to **assist your child in getting out of the vehicle.** You are welcome to help unbuckle your child. NOTE: it's ok to exit your vehicle as a means to unbuckle your child but please have a mask ready to wear as a precaution for interactions with our attendant.

Please be advised that the attendant will **scan your child's forehead for a mandatory temperature check** PRIOR to unbuckling. Any temperature of 100.0 F or greater will require that the child is unable to attend Kiddie Kampus for that day. (Please see the previous section for more information related to absences and when it is acceptable for your child to return to school).

After unbuckling, the attendant will guide your child to proceed up the sidewalk to the Café doors. At the doors, a greeter will welcome your child to Kiddie Kampus and **administer a dose of hand sanitizer** for your child to disinfect upon entry to the building.

### ▷ Repeat the process for pick up

Follow the same parking lot route as drop-off.

### ▷ Have your car tag visible (Pick up)

**Your child will be assigned a number** to help expedite the pick-up process. **Make sure your car tag is visible** for the attendant to see it: hang from the rearview mirror, place on the passenger window, or on the passenger side of the dashboard or windshield.

### ▷ First come, first serve dismissal (Pick up)

Students will be dismissed in the order of cars parked in line, so it's worth it to arrive on time. First one in line? Your child will be the first name called.

### ▷ Safety first and foremost

**Please be cautious** during drop-off / pick-up with children present. Be patient and alert. Please refrain from using your phone while in the drop-off or pick-up line.

# CLASS PRECAUTIONS

*Enacting reasonable precautions helps mitigate the transmission of ANY communicable diseases (including COVID), promoting student and teacher health and wellness, and keeps in-class instruction ongoing and as consistent as possible.*

## ▷ Personal supplies

Students will maintain their **own school supply box** to avoid contact with another person's germs. Among the oft-used supplies (i.e. crayons, scissors, glue sticks), students will also be required to their own travel size bottle of **hand sanitizer** as well as a **reusable water bottle** (clearly labeled with the students name) as the water fountain will not be available for use.

## ▷ Masks / Face Shields

Out of compliance with [Gov. Eric Holcomb's recently issued mandate](#):

**Students are not required to wear masks / face shields**, however this practice is encouraged. If you wish for your child to wear a mask, we will work to enforce this directive as much as possible while your child is in our care. However, **you will be required to provide a mask for your child to wear**. We also recommend, in this scenario, that you also provide a secondary "back-up" mask (to be included with your child's extra clothes) in the event that the first mask breaks or becomes somehow unusable. Either reusable cloth masks or disposable masks are acceptable. Please note that a follow-up conference may be necessary if your child exhibits a regular resistance to wearing a mask.

Teachers and staff will be required to wear masks / face shields **when social distancing is not possible and during interactions between other adults** (i.e. parents / guardians). However, because so much learning at this early age is aided in facial expressions and clear communication (verbal and non-verbal), teachers will seek to practice physically-distanced instruction (to avoid the obstruction of facial masks) as often as possible.

## ▷ Social distancing

Social interaction is a key tenet of Kiddie Kampus. We value the development of children making friends and learning to consider another person's thoughts and feelings. With this in mind, we must recognize that not every instance of social engagement can be realistically avoided in a preschool learning environment. However, select strategies can be employed to promote social distancing where possible:

- **Seating arrangements** at tables will be such that students are placed at "every other" chair. Tables will be marked to indicate a student's personal workspace and students will be guided to remain in their space and respect other student's space.
- **Plexiglass dividers** will be safely mounted along the midline of the tables to act as a shield / barrier against bodily aerosols emitted through coughing or sneezing

- **Individual carpet squares** will be introduced as a substitute for sitting on a singular, large class rug. Individual squares allow for students to still have an “assigned” spot or number, but can spread out further during floor-based times of instruction.
- **“Taking turns”** and **“sharing”** will be emphasized to encourage students to respect forms of social distancing around popular toy items. The exchanging of toys and other items will be closely monitored in conjunction with revised cleaning and disinfecting processes.
- **Outdoor experiences** (weather permitting) will also allow for opportunities that mitigate the risk of spreading communicable disease through social distancing and open air environments.

## ▷ Cleaning and disinfecting

For the purposes of clarifying terms in this section, *cleaning* refers to general wiping up of visible and tangible debris and “grime.” Spray products, such as a mild, kid-friendly soapy solution, can help clear an area of unfavorable textures and stickiness, but unfortunately, many products in this “milder” category are NOT proven to kill coronavirus (or other microbes). We will regularly guide kids in cleaning up their areas, using mild, kid-safe products, but these cleaning efforts will be **done in combination with the use of hand sanitizer** to complement the cleaning effort with a proven method of microbial disinfection.

*Disinfecting*, as you might guess, refers to a *proven* method of killing bacterial and viral microbes, including coronavirus (see the [EPA’s “List N”](#) of disinfectants proven effective against coronavirus). As a means to **disinfect larger surfaces or toys**, we will be using a mild bleach solution of 200 ppm (parts per million) per the standard set by Indiana Office of Early Childhood and Out-of-School Learning [Form 49973](#), “Sanitizing Solutions.”

This measure of disinfecting **will only be conducted at times** when the teachers are able to safely perform the disinfect apart from the presence of children, as well as ensuring ample time for the air-drying process to complete before students play with the toys again.

It is also worth noting in the distinction between *cleaning* and *disinfecting* that **hand sanitizer falls under the category of disinfecting** as the proper concentration of alcohol (60% or greater) is proven effective in killing coronavirus microbes. As such, we will set aside time for **routine “sanitizer breaks”** for students to safely disinfect any microbes on their hands during class transitions and other necessary times.

## ▷ Other precautions

As has always been the case at Kiddie Kampus, a special emphasis is placed on **teaching personal hygiene** such as how to cover a cough or sneeze, using a facial tissue, proper hand washing, and not placing hands or fingers in the mouth or on the face. Teachers will continue to reiterate the importance of these aspects of hygiene with increased frequency during class.

As research and resources become available, Kiddie Kampus will **continue to assess** the classroom environments and the quality of care we are providing to mitigate the spread of communicable diseases. We will be quick to update you of any changes made to enhance the learning environment in an effort to defend against COVID.

## DISTANCE LEARNING

*Understanding that a “new normal” is currently unfolding, Kiddie Kampus is working toward a more robust off-site and age-appropriate learning experience.*

### ▷ During absences

Expecting that students will be **absent more frequently and for longer periods of time**, we will be intentional about engaging children (who are home ill) in opportunities to keep pace with the set curriculum. In the past, “make up work” was not taken very seriously or, more often, was simply not provided at all. However, we want to change the attitudes around learning opportunities missed during a child’s absence from school. Distance learning opportunities will be provided both using technology and not using technology. **Rewards and incentives** will be used to encourage students (and parents/guardians) to keep up with school activities while at home.

### ▷ Tech-based distance learning

We will be using the SeeSaw platform that has been a part of Kiddie Kampus in recent years. We will be working to further enhance the capabilities of the app and software as SeeSaw itself has grown during the pandemic. Please be sure to keep up with your child’s SeeSaw account for important communication as well as fun activities and features.

## CALENDAR

*While changes can be expected, having a starting point for the school timeline is essential.*

### ▷ It’s a starting point

Here is the proposed [2020-2021 calendar](#). The school year is slated to start with:

- **Meet the Teachers Night** on Monday, August 24
- **First Day of School** on Tuesday, August 25 (all students).

The general academic year will follow Eastbrook’s calendar with regard to Fall Break, Thanksgiving Break, Christmas Break, etc. **While changes are likely**, and may occur suddenly, it still helps to have some idea of a future-oriented timeline.

## ▷ Special events and programs

At this time, we hope to safely host as many events and programs as possible **with applicable precautions firmly in place**. Please be mindful of these upcoming events and understand that we'll continue working toward making them happen and will strive to communicate with at least 10 days notice if an event will be cancelled.

## SHUT DOWN SITUATIONS

*What happens if the school year is interrupted by another restrictive quarantine?*

### ▷ We're ready for the new normal

The COVID pandemic escalated very quickly in March 2020, causing many of us to respond on very short notice. At Kiddie Kampus, we continued the school year through distance learning opportunities, but opted to cancel April and May tuition payments out of a spirit of serving the interests of families who had enrolled, fully expecting an August thru May on-site experience.

Now having the benefit of time to adapt, we will not be cancelling future tuition payments if a shutdown or quarantine is again mandated through the government. Instead, **we will ramp up our virtual and distance learning initiatives** and work with you in keeping your child engaged in the program, all the way through May.

### ▷ Cancelling or withdrawing

If you would prefer to withdraw your child from the program under such circumstances, you will be responsible for paying any unpaid tuition payments that have been posted up until the date you provide us with a written cancellation request.

**Example:**

*Student A's family is late to pay for the October tuition (posted October 1) and school closes on-site learning on October 8, before they submit payment for October tuition. Student A's family decides to cancel their enrollment. Cancellation request will not be accepted until October tuition is paid. If not paid, Student A's family will continue to be billed subsequent tuition payments (November, December, and so on) until account balance is cleared.*

Additionally, no refunds will be offered for ANY tuition payment made prior to an interruption to the on-site schedule.

**Example:**

*Student B's family pays October tuition (posted October 1) and school closes on-site learning on October 8. Student B's family decides to cancel their enrollment. No refund will be given for October, despite the shortened month of on-site learning.*

Cancelling will also jeopardize your student's roster spot when classes resume. You may reenroll your child as long as a roster spot remains. It is not uncommon for new students to enroll during the school year and if a waiting list were to form, your child could have their roster spot taken by a new student who was next on the waiting list.

## CLOSING STATEMENTS

The COVID pandemic of 2020 has been a significant marker of our lifetime. Stories will be told, years from now, to recount where each of us were when we heard the news of schools being cancelled, sports leagues suspending play, witnessing historic job loss and unemployment, and the tragedy of countless lives being lost to illness.

By God's grace, we've made it through some difficult times and we look forward to recovering. While we at Kiddie Kampus and Pierce Church firmly place our ultimate hope and faith in our Lord Jesus Christ, we also find undeniable joy in seeing a young child enraptured with wonder and awe as they explore the world God made. As hard as it has been to endure the pandemic, we look forward with eager anticipation of being able to share the gift of learning, once again, with children in Upland, Grant County, and surrounding areas.

Thank you for being a part of this school year; trusting our leadership and leaning in to embrace a new normal.

