



FBC K.I.D.S. STUDENT HANDBOOK

INCLUDING COVID-19 PROTOCOLS

2020 - 2021



***Subject to change based
on Covid-19 Status
July 2020***

Welcome

Thank you for choosing FBC KIDS for your child's first educational experience. We believe God has given parents the responsibility for the education of their children. First Baptist Keller strives to be an extension of the home, providing Christian learning opportunities for children. We believe that all knowledge has its foundation in the ultimate standard of truth, the Bible. God requires us to train our children in His commandments, teaching them how these commandments relate to our everyday lives. We would love to visit with you about anything that arises throughout your child's time with us! Please do not hesitate to call us to schedule a time to visit. We are here for your family!

"And these words which I command you this day shall be in your heart, and you shall teach them diligently to your children: speaking of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up."

Deuteronomy 6:6-7

Contact Information:

817-431-4749	Office Number
fbckids@fbckeller.org	Email
fbckellerkids.org	Website
FBC Keller K.I.D.S.	Facebook

FBC K.I.D.S.

COVID-19 Health and Safety Plan

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The health and safety of our children, staff, and families is paramount. The below-listed policies and protocols are designed to help parents understand their role and the school's role in providing a safe and healthy school environment. These policies and protocols will generally be followed to the greatest extent practicable, will be adjusted as we continue to receive updated recommendations, and will supersede the policies listed in the School Handbook where applicable. **Please read through the policies and protocols carefully and please keep a copy handy for review as necessary.**

1 | Texas Minimum Standard Health Protocols

We will continue to operate within the guidelines of the Texas Minimum Standards for Licensed Child Care Providers, as we previously have done. The Texas Minimum Standards includes a checklist from the Governor's Task Force to Open Texas, in which we have used to create these policies and protocols.

In addition, we will follow CDC Guidance for Child Care Programs that Remain Open for increased health and safety protocols. The areas of guidance the CDC and Texas Minimum Health Protocols addresses, and are specifically included in our school policies and procedures, are:

- ✓ Implement [social distancing strategies](#)
- ✓ Intensify [cleaning and disinfecting efforts](#)
- ✓ Modify [drop-off and pick-up procedures](#)
- ✓ Implement [screening procedures upon arrival](#)

The KIDS staff will take additional health and safety training related to COVID-19 through the Texas A&M Agrilife Extension. These trainings include:

- ✓ Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings
- ✓ Special Considerations for Infection Control during COVID-19

2 | Preventative Health Measures

- **Preparing Supplies**
FBC KIDS has already begun purchasing and confirming the orders of needed supplies, such as non-contact infrared thermometers, gloves, and masks.

- **Staying Home**

It is vital that ***you keep your child home if they are ill or acting in such a manner which you believe they are becoming ill.*** We encourage you to check your child's temperature before leaving for school and for any symptoms associated with COVID-19 (described below). We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy, but our second step is to screen each child and family upon drop-off. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with FBC KIDS Office if or when they start to feel sick. A doctor's note of clearance to return to school may be required. Please email (fbckids@fbckeller.org) to communicate any concerns.

- **If a Child or Staff Member Is or Becomes Sick**

If a child or staff member should become ill while at school, a staff member will escort them to the *quarantine isolation room* located near the KIDS office. As stated in our Health and Safety policy in our School Handbook, a parent will be called for the child to be picked up. To the extent possible, we encourage the designated parent or child caregiver, who normally drops-off/picks-up (more on this request below), be the person to pick up the ill child from school. Upon picking up, please call the KIDS office (817.431.4749) or ring the security bell at the East entrance and a staff member will bring your child to you. An ill child must be picked-up within an hour of their first communication alert by one parent/caregiver. Additional cleaning and disinfecting will be completed of the effected classroom or space that an ill child or staff member has been present.

The children's temperatures will be taken each school day while they eat lunch as a step in continuing to monitor the health of the children during the day.

- **If COVID-19 is Confirmed in a Child or Staff Member**

If your child, a member of your child's household or person your child has close contact with (a nanny, etc.) is confirmed with COVID-19, you are required to inform FBC KIDS via email (fbckids@fbckeller.org) ***immediately and no later than*** 24 hours of the diagnosis.

If a child or staff member are diagnosed, FBC KIDS will contact the Tarrant County Health Department and Child Care Licensing for guidance on how to respond.

Children or staff with new or worsening signs or symptoms of possible COVID-19 (see list under Screening below) may not return to school until the following criteria have been met:

- ✓ At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- ✓ The individual has improved respiratory symptoms (e.g. cough, shortness of breath);
- ✓ At least 10 days have passed since symptoms first appeared; and
- ✓ Has received a doctor's note of clearance to resume participation at school.

- **Allergies and Teething**

Children or staff who show persistent signs of runny nose, coughing and other respiratory issues that may be due to seasonal allergies or teething will be asked to obtain a doctor's note of clearance to participate in school. This note will be dated, filed in the office, shared with your child's classroom teachers, and kept for 2 months. If symptoms are persistent after two months, we will ask that you obtain another doctor's note of clearance to continue participating in school. Please inform the school during the daily screening process about any allergy or teething symptoms your child may be experiencing that day. Please do not give your child fever reducing medicine if they have an elevated temperature and send them to school.

- **Monitoring Absenteeism**

As we have in the past, FBC KIDS will continue monitoring absenteeism each school day. The KIDS Office will account for each child's absence from school by contacting the parent if we have not heard why they are absent. We will track the trends in absences for each class and the school overall.

- **Group Events**

For the time being, FBC KIDS will not hold group events. This includes any school-wide functions or any individual class parties where parents are invited.

- **Limiting Access to FBC KIDS**

FBC KIDS space is defined as the hallways and classrooms behind the doors in the secure preschool wing. We will be limiting the number of people allowed into the school in attempt to minimize the exposure to any infectious disease. Only the following will be allowed to enter the school space:

- ✓ KIDS Staff (teachers and administrators);
- ✓ Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services staff;
- ✓ Professionals providing services to children;
- ✓ Enrolled children (non-enrolled siblings or other children not allowed); and
- ✓ Parents who have children enrolled and present at the operation. Parents should only enter FBC KIDS when necessary.

Tours of the FBC KIDS program will not be conducted during school hours.

3 | Social Distancing Strategies

Since the grouping method allows for children within each group to intermingle, all participants, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in our school community. Staff and parents are asked to maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face coverings, hand hygiene, cough etiquette, cleanliness and sanitation should be rigorously practiced.

- **Class Sizes and Classroom Space**

FBC KIDS has always had small, individual class groupings which fall below even the *new* Modified Child Care Ratios (page 6) listed in the Minimum Standard Health Protocols published by the Governor's Task Force to Open Texas. The classes already meet in individual classrooms that do not share space with other groups, have the same children each class day which make for stable grouping, and have the same regular teachers. The classes will remain in their classrooms each school day, except for outside/gym playtime. If possible, classroom arrangement will include additional tables so children can have better separation when doing table work or eating. Toys and materials that cannot be easily cleaned and sanitized will not be used and extra rugs, blankets, and pillows will be removed from the classrooms. In order to reduce sharing of materials, the children will have individual sets of crayons, markers and other art supplies, and we will not have class-shared sensory (water/sand) tables and bins.

- **Outside/Gym Playtime**

We will stagger the outside/gym playtime, so each group will use the space individually. High-touched metal and plastic surfaces will be cleaned routinely. Each class will have their own bag of play toys, such as balls and bubbles so that each group is not sharing these items.

- **Co-Curr Classes**

The teachers for our Co-Curr classes will visit each designated classroom so that the children are not traveling to a shared Co-Curr classroom anymore. The Co-Curr teachers will wear a clear face shield to help minimize the potential of spreading an infectious disease. Any materials will be disinfected before use with another class.

- **Naptime**

Children's nap mats will be spaced out if possible, at least 6 feet apart, and positioned head-to-toe to further reduce the potential of viral spread.

- **Signage**

FBC KIDS will have signage around school reminding persons to social distance.

4 | Parent Drop-Off and Pick-Up Protocols

- **Designated Parent/Caregiver**

It is recommended that one parent or caregiver be designated to drop-off and pick-up the child at school each day. If possible, older people such as grandparents or those that are immune-compromised should not be the designated person, because they are more at risk for severe illness from COVID-19.

- **Drop-Off Protocols**

- ✓ More details will be given about the dropping off process closer to the beginning of school.
- ✓ Each child will be screened before the child can be dropped-off for school. Please see details about the screening process below.
- ✓ Each parent or caregiver dropping off their child must wear a mask. It is at the parent's discretion if they want their child to wear a mask during drop off/entering the building. Masks will remain with the parent.
- ✓ As recommended and to provide the best opportunity to socially distance, FBC KIDS will have a staggered drop-off schedule. The schedule will be announced closer to the start of school.
- ✓ Late Drop-Off: It is essential for the efficiency of the drop-off process for parents and caregivers to be on time when dropping off; however, we understand there will be mornings when an emergency will arise delaying your arrival at school. If you are late, please call the KIDS office line (817.431.4749) so a staff member can check your child into school and escort them to his/her classroom.

- **Pick-Up Protocols**

- ✓ More details will be given about the pick up process closer to the beginning of school.
- ✓ Each parent or caregiver picking up their child must wear a mask. It is at the parent's discretion if they want their child to wear a mask for pick-up/leaving the school.
- ✓ As recommended and to provide the best opportunity to socially distance, FBC KIDS will have a staggered pick-up schedule. The schedule will be announced closer to the beginning of school.
- ✓ Late Pick-Up: FBC KIDS will still be following the Late Pick-Up policy that is outlined in the School Handbook. Please call the KIDS office at (817.431.4749) or ring the East entrance bell to let us know when you've arrived.

- **Communication**

- ✓ Since we will be limiting the regular face-to-face contact we normally have during the drop-off and pick-up process, we will be utilizing a messaging app. Instructions will be coming soon as to which app we are using. This will be one of the main sources of direct parent/teacher communication in addition to our daily folders. The teacher will also be available for phone appointments to answer any questions or

concerns you might have. We highly value clear and frequent communication with parents and teachers and will do our best in these new circumstances to maintain the level we are used to as a school.

5 | Screening: Children, Parents, and Staff

- **Who Will be Screened**

The following individuals are required to be screened every day before entering the facility:

- ✓ FBC KIDS Staff;
- ✓ Staff that would be working in or around FBC KIDS facility (e.g. janitors or FBC ministers);
- ✓ Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services staff;
- ✓ Professionals providing services to children;
- ✓ Enrolled children; and
- ✓ Parents who have children enrolled and present at the school. Parents will only enter the school when necessary.

- **Screening**

Upon dropping your child off, each person will be screened for the following:

- ✓ Temperature check: Using a non-contact infrared thermometer, each person's temperature will be checked. For children, we will follow the requirement listed in the School Handbook; which is, if a child has a temperature of 99.4° or higher they may not attend school for at least 72 hours and must be fever free without fever reducing medication for at least 72 hours before returning to school.
- ✓ Symptoms of COVID-19 that will be monitored each school day include: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or measured temperature >99.4° Fahrenheit (for children), has had known contact with a person who is lab-confirmed to have COVID-19.
- ✓ Review of a child's close contacts and if any of them have a lab-confirmed case of COVID-19. If so, the child or staff member may not return to school until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for health care workers and critical infrastructure workers.) If a parent believes that they or their child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.
- ✓ Please be familiar with FBC KIDS Health/Illness policy listed in the School Handbook. We will be enforcing our policy of exclusion if your child has any of the listed symptoms. We appreciate your diligence and understanding when we must exclude a child because they have an illness symptom present.

- **Travel Alerts**

- ✓ If anyone in a child's household or a close personal contact (e.g. nanny) travels on an airplane, please notify the school in writing (fbckids@fbckeller.org) so we can monitor your child for any possible development of symptoms. Parents might consider keeping their child home for 5 days as an added precaution to other families.
- ✓ Parents and children returning from travel to areas with community spread of COVID-19 must follow the guidelines they have received from local health officials.
- ✓ Please notify us of any international travel. Please stay up-to-date with the recommendations from the Centers for Disease Control – Travel information website.

6 | Enhanced Cleaning and Disinfectant Measures

- **Cleaning Products and Supplies**

- ✓ FBC KIDS uses a hospital grade cleaner for cleaning and disinfecting, which is EPA approved for use against SARS-CoV-2 (COVID-19). The staff will be trained how to use it effectively and safely. For instance, knowing how long the product must remain on the surface to be effective and using it safely around children.
- ✓ FBC KIDS will disinfect each classroom at the end of each day after the children have left with their electrostatic sprayer which uses effervescent sanitizing and disinfectant tablets.
- ✓ The classrooms will be supplied with disinfectant spray/wipes and hand sanitizer with at least 60% alcohol content. These items will only be handled by the staff and kept out of reach of children.

- **Cleaning and Sanitizing Toys, Materials and Surfaces**

- ✓ We will continue our practice of collecting toys throughout the school day that have been put in a child's mouth (or that are otherwise contaminated) and place them in the "to be cleaned" bin to be sanitized at the end of the day.
- ✓ Staff will be cleaning and sanitizing other toys and surfaces frequently throughout the day.
- ✓ FBC KIDS has a cleaning crew who will focus on the cleaning of the classrooms each school day. This person will be focused on cleaning and sanitizing surfaces such as doorknobs, light switches, classroom sink handles, counter tops, toilet areas, tables, desks, chairs, cubbies, and high-touch areas on the playground.
- ✓ Classroom restrooms will be cleaned at least three times a day.

7 | Caring for Toddlers and Preschoolers

- **Holding, feeding and helping**

The hardest part about social distancing is the thought that we will not be able to give as many snuggles and hugs like we are used to. However, we know it is still important to comfort crying, sad and anxious children. If a teacher is not able to wear a face mask or shield, they will exercise the best respiratory practices, like covering their mouth if they have to cough, not talking directly in the child's face as much as possible, and washing their and the child's hands as soon as able.

The staff in the 2-year-old and younger classes will wear a protective clothing cover, like a smock, wear their hair pulled back and wear limited jewelry.

All the staff will be required to bring a change of clothes to school each day so they can change into clean clothes, if or when needed. All families will be asked to provide at least two (2) extra changes of clothes for their child: 1 will be left at school and 1 will be left in their backpack/daily tote. Ziplock bags will be available for this purpose.

8 | Healthy Hand Hygiene and Face Mask Wearing

- **Handwashing: Frequency**

Handwashing is the number one method of stopping the spread of an infectious disease in a school community. FBC KIDS has always placed high value on good handwashing practices, and we will be placing even more emphasis now. Each classroom is equipped with sink(s) with stools to make it easier for children to wash their hands themselves, but teachers will supervise as necessary to ensure good handwashing techniques are being used. The teachers will be building lessons about handwashing into their daily curriculum so that the children can develop the healthy habit of frequent and correct handwashing. Children and staff will wash or sanitize their

hands multiple times throughout the school day; including, but not limited to, upon entering school, after using the restroom or diaper changing, before and after eating, and after outside playtime.

Bottles of hand sanitizer and “touchless” stands of hand sanitizer will be spread out through the KIDS school and we encourage everyone to use some before entering to drop-off or pick-up your child.

- **Handwashing: Method**

When handwashing, the teachers will have the children wash with soap and water for at least 20 seconds and then use a paper towel to dry their hands. FBC KIDS has “touchless” paper towel dispensers. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- **Face Mask Wearing**

The staff will wear face masks at drop-off, pick-up and in between when necessary such as around other adults or going to the restroom. Students will not be required to wear a mask while in the school area after their daily health screening and entry into the school area. Parents may provide a mask for their child(ren) to wear at drop off and/or pick up. The mask will be handled by the parent and will stay in the parent’s possession. All other adults (parents, necessary visitors, etc.) in the preschool will be required to wear a mask unless otherwise unable to because of health reasons.

9 | Food Preparation and Serving

- **Snacks**

Food will not be served family-style. Snacks will be prepared for individual serving and, as always, they will be served in the child’s individual classroom. Staff will wear gloves when preparing and serving food to the children.

- **Lunch**

Please reference the policy in the School Handbook for complete details about providing a lunch for your child. We are also asking that EACH serving container (top and bottom) be labeled with your child’s name or initials so they can be easily identified if separated from your child during lunchtime. Children should not bring food to share with others.

- **Water**

Please provide a reusable water bottle which your child can use independently that is clean with fresh water for your child each school day. Clearly label the bottle with your child’s name in a manner that it will not rub or come off.

10 | Preparing Your Child to Return To/Start School

Many children have some form of separation anxiety when beginning school or being away for an extended break. After months of spending lots (and lots) of time with you during a period where there has been some level of stress and anxiety when outside interacting with other people, we expect that this may be a difficult transition. In August you will receive a “Welcome to School” email packet which will have resources for smoothly transitioning your child to preschool, have details about what your child will need to bring to school, etc.

We are planning to have our annual “Meet Your Teacher” on Monday, August 31st. More information to come later.

11 | Covid-19 Financial Responsibility Policy

- Should the community be ordered to shelter-in-place and the school must close, the school will assess which one is more feasible: an online learning platform, a credit or a refund. FBC KIDS will attempt to provide an age

appropriate learning platform via our school app, email or maybe Zoom. We will assess how long we will extend an online platform. Please remember that FBC KIDS is a non-profit school and our ability to provide programming is dependent on your monthly tuition.

- When school may resume, tuition will be reinstated (prorated accordingly) and due upon the first day back to school.
- Pro-longed personal absence because of COVID-19 illness or related reasons (i.e. a child must quarantine with their household) will not be eligible for refunds or credits.
- If FBC KIDS is advised by the local health authorities to close for a quarantine or if FBC KIDS decides to close for 24 hours, the tuition for that period will not be eligible for a refund or credit. For any subsequent quarantine closures, specific to KIDS, families will be eligible for a credit for future tuition.
- Our withdrawal policy is listed in the School Handbook under Financial Arrangements. It remains the same. We require 2 weeks written notice and payment of days that your child was enrolled even if they were not in attendance.

12 | Covid-19 Health and Safety Plan Agreement

The virus that causes COVID-19 can infect people of all ages. While the risk of serious illness or loss of life is greatest in those 65 years of age and older and/or are immune compromised, persons in every age group can get COVID-19 and some will have a severe illness.

We should all be thankful that, with rare exceptions, COVID-19 is not claiming the lives of our children. However, we can never forget that a child with a mild or even asymptomatic case of COVID-19 can spread that infection to others who may be far more vulnerable.

COVID-19 is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child, or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. We have learned that infected persons with mild or even no symptoms can spread COVID-19.

FBC KIDS is a team of loving and professional caregivers, committed to implementing the above protocols. By signing and submitting the FBC KIDS digital form, you are agreeing that you have received the above protocols, understand our Covid-19 Health and Safety Plan and agree to follow it. Please notify us in writing (fbckids@fbckeller.org) if there is any change in your family's health status.

We are looking forward to a great year! Thanks for entrusting your child(ren) with us!