

# **Susanna Wesley Early Education Ministry**

120 Greene Street  
Huntsville, AL 35801  
256-534-688

## **SWEEM COVID-19 POLICIES AND PROCEDURES**

Parents,

In order to do the utmost to protect our children, families and staff, we have made some temporary amendments to our SWEEM Parent Handbook due to the COVID-19 pandemic. Please read these policies and procedures carefully.

### **Drop off/Pick up Procedures:**

- Parents must take their children's temperatures prior to arrival at school EVERY day. In addition, SWEEM staff members will take children's temperatures throughout the school day.
- Parents and guardians will not be allowed beyond the foyer of the center.
- Parents and guardians must wear masks at drop off/pick up.
- Children will be dropped off/picked up at the Lincoln Street (playground) entrance only.
- Drop off times are 7:30 to 8:30 a.m. for full day students, and 8 to 8:30 a.m. for half day students.
- Pick up for half day students is from 12 to 12:15 p.m.
- Pick up for full day students is from 4:15 to 5 p.m.
- No children will be allowed in the center after 9:30 a.m. each day.
- SWEEM staff members will come to each car with the sign in/out sheets. Parents are required to have their own pens to sign in/out. Please keep a pen in your car each day.
- Once a car reaches the portico area, there will be two lanes. You may go to the right (under portico) or left. Parents will then take their children out of the cars and walk them to the foyer doors where a SWEEM staff member will escort them to their room.
- In order to ensure the safety of the carpool procedure, several SWEEM employees will be staffing the carpool line daily.

**Sick Policy:**

- Any child with a temperature of 100 degrees or higher will be sent home. There will be no exceptions to this rule.
- Any child with a dry cough, chills, shortness of breath, or difficulty breathing, will be sent home.
- If a child is sent home, the child will not be able to return for that day and two additional days after. For example, a child sent home on Monday will not be able to return until Thursday.
- The child must be fever and symptom free without medications for at least 24 hours in order to return to school.
- All SWEEM staff members will be screened daily for temperatures and any other sign of illness.
- If a child (or staff member) is diagnosed with COVID-19, parents (or staff members) are required to contact SWEEM as soon as possible. SWEEM will then immediately contact all parents, the Alabama Department of Public Health and the CDC.
- Once learning of a COVID-19 case, local health care officials will work with the SWEEM administration to determine a course of action for the center.

**Testing/Quarantine Guidelines:**

If a parent or other member of the household thinks he/she may have COVID-19, or has had direct exposure to someone who has tested positive for COVID-19:

- The family member needs to be tested for COVID-19.
- While awaiting test results, the child may NOT come to school.
- If the test comes back negative, the child may return to school.
- If the test comes back positive, the child may return to school after a 14-day quarantine.

If a parent, or other member of the household, is being tested for COVID-19 due to a medical appointment or another reason other than exposure or symptoms, the child may return to school pending the negative test results.

**Communication:**

- Since parents will not be allowed in the center, SWEEM staff members will use Preschool2me to communicate daily, sending classroom reports and photos via the app.
- Parents can communicate with their children's teachers in several ways. First, messages to teachers can be sent via the Preschool2me app. *Please remember that these messages are READ ONLY for the teachers. They cannot respond to those messages.* The administration can send a response,

but the teachers are unable to do so. Second, parents may send an email to their children's teachers at [sweem@huntsvillefirst.org](mailto:sweem@huntsvillefirst.org). Messages will be constantly monitored and given to the teachers. Third, parents may call the center at 256-534-6866 to relay a message or to set up a phone conference with a teacher. Finally, parents may send in written notes to their children's teachers. Please tell the carpool staff that a note is being sent.

### **Classroom/Center Changes:**

- Increased hand washing.
- Increased sanitizing of toys and surfaces.
- Staff members will wear masks anytime they are within 6 feet of another person (adult or child).
- If the center, or your child's classroom, closes for an extended period (for instance, due to a pandemic), for the first month of closure, full tuition is due in order to hold your child's spot. After the first month, 50 percent tuition is due to hold your child's spot. If the closures extends beyond two months, the SWEEM Board of Directors will meet and determine a course of action.
- Diaper bags and backpacks will not be permitted in order to minimize the risk of unwanted germs coming into the center. Extra clothing may be sent in a labeled Ziplock bag. Bottles/baby food must be labeled and sent in a labeled soft cooler. Diapers and wipes will need to be sent in the original container and labeled with your child's name.
- Removal of all soft toys from room that cannot be properly sanitized.
- Removal of shared sensory items, like playdough.
- Each child will have individual art materials (crayons, pencils and paint brushes) that will be stored in individual crayon boxes.
- Nap Time
  - Nap mats will be brought in on the first day of each school week.
  - Mats must be in a large plastic bag labeled with the child's first and last name.
  - Mats will be placed on sanitized cots before nap time.
  - After nap time, the nap mats will be put in the child's bag.
  - Cots will be sanitized daily.
  - Staff will wear gloves when handling the cots and nap mats.
  - Cots will be placed as far apart as possible while maintaining DHR regulations.
  - Children will be placed alternately.
  - Nap mats will be sent home in the child's plastic bag each Friday to be washed by the parents.