

# REOPENING PLAN



## REGISTRATION ELIGIBILITY

Children must be 3 years of age by October 1, 2020 to register for 2020-2021 preschool year. (Students under 3 require an additional staff member, or parent volunteer in order to maintain child to adult ratios. Given COVID cohort size restrictions this is not feasible at this time. Students may however join us after turning three, if they do so prior to December 31, 2020).

## COHORT SIZE & CLASS STRUCTURE

It is the responsibility of everyone within the cohort to do everything possible to protect the health and safety of the cohort. We are limited to cohort sizes of 30. This includes staff, students and parent volunteers.

Families should refrain from bringing siblings, who are not members of the cohort, into the school. If a sibling needs to enter the building, and they are over 2 years of age, they should wear a mask.

Each time we switch between cohorts, we must do a full clean of the entire facility including all toys and surfaces. Our previous schedule of MWF / TTh means this has to be done every night, which is cost prohibitive. As such, we will be school will be divided into two cohorts:

1. The staff and students of the Junior Monday/Tuesday/Wednesday and Senior Monday/Tuesday/Wednesday classes.
2. The staff and students of the Junior Thursday/Friday and Senior Thursday/Friday classes.

Siblings must be registered in the same cohort, but not necessarily the same class. Example: if an older sibling is in a 3 day a week class, the younger sibling needs to be in a 3 day a week class as well.

## STAGED ENTRY CLASS SCHEDULE

We will be staggering entry to minimize congestion during entry and exit.

<u>JUNIOR Class</u>	<u>SENIOR Class</u>
8:45 – 9:00 Arrival of Junior Class	9:00 – 9:15 Arrival of Senior Class
9:00 – 10:00 Free Play	9:15 – 10:15 Free Play
10:00 – 10:20 Gym	10:15 – 10:30 Group Time
10:20 – 10:35 Group Time	10:30 – 10:45 Gym
10:35 – 10:45 Snack	10:45 – 11:00 Snack
10:45 – 10:55 Story	11:00 – 11:10 Story
10:55 – 11:15 Outdoor Play & Pick up outside	11:10 – 11:30 Outdoor Play & Pick up outside

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## MASKS

Following the best evidence available including the recommendations of the Sick Kids Hospital on reopening schools<sup>1</sup>, the guidelines of AHS, and the city of Calgary<sup>2</sup>, at this time we will not be requiring the use of masks by students and staff during school hours. However, if guidelines and recommendations change, please be aware that this may differ as the school year progresses.

We also understand that some families may prefer their child wear a mask during school hours, and we will do what we can to support this decision. Staff will also be supported if they choose to wear a mask during school hours.

Masks must be worn by:

- Parents/guardians during drop off/pick up if they require access into the building.
- Visitors to the school
- Parent Volunteers for the duration of their volunteer experience.

Parents/guardians, parent volunteers, staff, children and visitors may wear their own masks. If you do not have a mask and are unable to secure one offered free through the City/Provincial government, Campus will also have a small supply of masks available.

## HAND WASHING

Hand washing will be done either with soap and water at the sink at the back of each room or at a sanitizing station. Hand washing will be required:

- Upon entering and prior to exiting the building
- Before and after eating
- After coughing or sneezing
- After toileting
- Before and after gym time
- At the teachers' discretion throughout free play times

## BATHROOM PROCEDURES

One bathroom will be designated for each classroom. Our senior students will be asked to sanitize their hands and then walk directly to the bathroom without touching or interacting with items in the junior classroom.

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<sup>1</sup> <https://www.sickkids.ca/PDFs/About-SickKids/81407-COVID19-Recommendations-for-School-Reopening-SickKids.pdf>

<sup>2</sup> <https://www.calgary.ca/cspcs/cema/covid19/safety/covid-19-city-of-calgary-mask-bylaw.html>

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## PRESCREENING

Each day, prior to arriving we would ask you to undergo a pre-screening process at home. If you or anyone in your household is showing COVID symptoms you must stay home and follow the assessment, testing and return to school procedures listed below. Prescreening includes:

- Checking your child's temperature. Normal temperatures are:
  - Mouth: 35.5-37.5°C (95.9-99.5°F)
  - Underarm: 36.5-37.5°C (97.7-99.5°F)
  - Ear (not recommended in infants): 35.8-38.0°C (96.4-100.4°F)
- Filling out and signing the screening form "GUIDANCE FOR PRESCHOOLS – Appendix B".
  - A copy of this form will be held by the school for 14 days and provided to AHS if requested.
  - A new form must be filled out every day your child attends class.

## ENTRY PROCEDURE

In order to comply with our cohort size restrictions, with the exception of our Parent Volunteer, parents will be allowed to enter in order to settle their child into the class but we will ask you leave as soon as possible and not linger inside. If at all possible, we would ask that one designated family member perform the drop-off/pickup and do so without bringing siblings. We understand for many families, this isn't possible, but anything we can do to reduce the number of people who enter the school is appreciated.

If your child is comfortable and you feel they can independently enter the school without you, we ask that you sign them in at the entry door and depart without entering the building.

- **Masks** – Masks are mandatory during drop-off and pickup for anyone except registered students or siblings under 2 years of age.
- **Staggered Entry** – We will be using a staggered entry system to reduce congestion during entry and exit. See class schedule for timing.
- **Removing Outerwear** – We ask that students and parents for the Junior Class go directly to their classroom without stopping in the Senior Classroom to remove or change footwear.
- **Hand Washing** – After removing outerwear and before beginning play, students must wash or sanitize their hands. Junior Class children will use the bathrooms to wash up. The students of the Senior Classes will use the sink located in their classroom.

## EXIT PROCEDURE

The staff and parent volunteers will take care of getting the students' outerwear on. Once everyone is ready the class will be escorted outside and parents can sign out their child outside.

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## CHANGES TO PROGRAMMING

During the preschool years, children learn many important social skills such as sharing, making friends and conflict resolution. It is our goal to allow the kids to interact as much as possible while still complying to the guidelines of Alberta Health Services and Childcare Licensing, two of our governing bodies. Teachers will not be asking students within the same cohort to maintain social distancing. However, teachers will be modifying activities to increase opportunities for physical distancing. The following changes will be implemented to ensure everyone's safety:

### Free Play:

- Shared large group play centres will be removed. These centres include the sand and water. Teachers will modify activities to provide for creative individual sensory experiences.
- Toys that are made of non-washable materials will be removed from the classroom.
- Toys and materials that come into contact with student's mouths will be removed from play and sterilized before returning to the classroom.

### Group Time:

- We will be expanding the group time area to allow for more space.

### Gym:

- We will continue to use the upstairs hall for gym activities when we can. As this is a shared space with the community centre, it will need to be cleaned prior to our use. As such, we may not be able to use it every day.

### Outdoor Play:

- We are not allowed to use the playground during school hours.
- We will be utilizing our outdoor field, bushes as well as our outdoor equipment to support outdoor play.
- When weather permits, we will be engaging in outdoor play.

## SNACK & WATER BOTTLE

We will be asking each family to provide a water bottle and a snack each day for their own student(s). Please pack the snack in a small container and leave it in the student's backpack with the water bottle.

Please comply with the following guidelines when preparing snacks:

- The preschool will remain nut-free.
- If someone in your class has an extreme allergy other than nuts, it will be communicated with the families in that class and everyone in the class will be asked not to include the allergen in the snacks sent to school.
- We would ask that the snacks be simple, predominantly fruits and vegetables, and be quick to eat.
- No refrigeration will be available.
- Please provide any cutlery necessary.

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## CLEANING PROCEDURES

We have professional cleaners who will be doing a thorough clean of the toys, materials and surfaces twice a week (between cohorts).

We will have a cleaning person on staff throughout the day, this is in addition to the teacher and parent volunteer. Our cleaner will be doing spot cleaning of high touch surfaces as well as preparing our gymnasium prior to our use, along with other protocols such as daily care of bathrooms.

## ON-CALL PARENT VOLUNTEER

Because of the high likelihood we will be scheduling a second parent for each day who will be our 'On-Call Parent'. This parent will be called in if either the teacher or the Parent Volunteer is sick and unable to make it to class that day.

If you are the parent volunteer, we would ask that you make arrangements for childcare and plan other activities such that you can be at the school with 30 minutes notice without any dependents, regardless of age, other than the child(ren) registered in class.

## SICK TEACHER POLICY

If a teacher is sick, or displaying any COVID symptoms, they will not be allowed to return to work until they have complied with all the COVID testing and return to work policies listed below. Because of restrictions between cohorts, teachers from other cohorts are not allowed to fill in. The Parent Volunteer and On-Call Parent will be asked to substitute when needed. If they cannot, we will be asking all parents within that cohort to volunteer. If we cannot get parents to volunteer, we will have to close the class for as long as it takes for testing and symptoms to resolve.

When you volunteer substitute:

- You will be given an outline prepared by the teacher.
- You will have the support of the other teacher as well as that day's parent volunteer.
- You cannot bring along any non-registered siblings or children.
- No teaching background is necessary. You will play, read, keep the children safe, be present, enjoy and support the children.

## SICK PARENT VOLUNTEER POLICY

Parent Volunteers must due a COVID self-assessment and be symptom free in order to volunteer. Your first call will be to the On-Call Parent, but as in previous years, it is the responsibility of the Parent Volunteer to find a substitute.

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## SICK STUDENT POLICY (STUDENTS DEVELOP SYMPTOMS DURING THE DAY)

If a child develops symptoms while at school, the child will be isolated from the rest of the class and the parent/guardian of that child notified immediately. We ask that they are picked up as soon as possible. Staff will wear a mask and continue to care for the student until they are picked up.

## COVID ASSESSMENT & TESTING

Once COVID symptoms have been identified, either at home during the pre-screening process or at school, we would ask that the parents complete the Alberta Health Services screening for COVID testing either online at <https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx> or by phone by calling 811. If either of these indicate screening is necessary, we require this testing is completed prior to returning to class.

A child that has tested negative for COVID-19 does not need to be retested unless new or different symptoms develop.

## RETURNING TO CLASS – AFTER POSITIVE TEST

Anyone who tests positive for COVID-19 is legally required to self-isolate. The isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer. If you do not have symptoms but do test positive, you must still self-isolate for 10 days from the date of testing.<sup>3</sup>

## RETURNING TO CLASS – AFTER NEGATIVE TEST

If a student, staff or parent volunteer has been tested for COVID symptoms and the results have come back negative. They may return to class 24 hours after the resolution of all symptoms.

## RETURNING TO CLASS – STUDENTS WITH PREEEXISTING MEDICAL CONDITIONS

Parents / Guardians will need to identify any pre-existing conditions that would share symptoms with COVID (eg. asthma, allergies). If a child develops symptoms, either at home or during class, that are consistent with either COVID-19 or a known pre-existing condition, the child should be tested for COVID-19 to confirm that it is not the source of their symptoms. They will be allowed to return immediately after a negative COVID test, and will not need to wait until symptoms resolve.

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<sup>3</sup> <https://www.albertahealthservices.ca/news/Page15508.aspx>

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## OUTBREAK & CONFIRMED CASE PROTOCOL

If two or more children are identified as having symptoms consistent with COVID-19, Campus will follow outbreak notification procedures as per routine zone protocols dictated by Alberta Health Services.

If we have two confirmed or probable cases of COVID-19, we will be required to close for a minimum of 72 hours to allow contact tracing, and then adhere to recommendations from Alberta Health Services.

## REFUND POLICY

If the school has to close for a period of two or more consecutive weeks, families will be issued refund. (either by cheque, stop payment of tuition, or both) The refund will be issued starting at the end of the initial two weeks and will continue for as long as the closure continues.

The initial registration fee will only be refunded if the school fails to open.

## LIABILITY WAIVER

Prior to the first day of class all parents will be asked to sign a waiver, waiving Campus Preschool's liability if your child were to contract COVID while in our care.

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of Campus Preschool Cooperative as defined in the Campus Preschool Reopening Plan.

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Parent's Name

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Child's Name(s)

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Parent's Signature

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Date