

SLDS COVID-19 Policies and Procedures
Family Handbook Addendum
2021-22 School Year
(Updated 8/23/2021)

Introduction to SLDS Pandemic Protective Practice

St. Luke’s Day School (SLDS) joyfully resumed programing just over one year ago June 1, 2020 with our full-day, Luke’s Place, classes. Our class offerings continued to expand into the 20-21 school year, and we have learned many things over these months of protective practice! As we begin the 2021-22 school year, young children remain unvaccinated, and health recommendations and safeguards continue with layered strategies of COVID-19 protocols. The following is an overview of our current protective practice policies and procedures effective until further notice. These policies and procedures are subject to change as local officials, state authorities, and Texas HHS Child-care Licensing provide updated guidelines and/or we see necessary adjustments. We will notify families immediately regarding any changes.

The policies and procedures in this document are based on current guidance of the Texas Health and Human Services (HHS) Licensed Child-care division, the CDC, the American Academy of Pediatrics (AAP), and the Houston Health Department.

Program hours for the 21-22 school year are as follows:

- 7:30am-5:30pm Luke’s Place Full-day classes and children enrolled in TK After School
- 8:30am-2:30pm Kaleidoscope TK Part-day
- 9am-2:30pm SLDS Part-day classes

By reading and signing the acknowledgement, parents/guardians confirm to having been informed and agree to follow all instructions included in this document for continued enrollment at SLDS. We will work together as staff and families to provide a safe, healthy, and nurturing early childhood environment for our SLDS children.

For Your Review: SLDS FAMILY HANDBOOK ILLNESS POLICY

All guidelines are applicable unless noted to have changed with COVID-19 restrictions.

Staff are alert to the health of each child. Upon arrival and throughout the day, teachers observe children for behavior changes or signs of illness. Individual medical problems and accidents are recorded and reported to staff and families.

An ill child needs to be at home. The following symptoms are to be used to determine when a child should not be brought to school (***also see COVID-19 Addendum symptoms***):

- The child is unable to participate comfortably in all activities.
- The child has a greater need for care than teachers can provide while caring for other children.
- The child has one of the following:
 - An ear (tympanic) temperature of 100° or greater
 - Uncontrolled diarrhea
 - Two or more vomiting episodes
 - Excessive coughing

- Rash with fever
- Mouth sores with drooling
- Behavior changes or other signs that the child may be severely ill.

If a child becomes ill during the day, we will care for that child until the parent or authorized adult can arrive. **All parents must have emergency plans established to care for ill children.** Children must be fever/symptom free without medication for 24 hours or one program day, whichever is longer, before returning to school. ***(Amended for COVID-19 conditions, see addendum specific information.)***

Notices will be emailed from the Day School office concerning children who have been exposed to communicable diseases. Please notify the school at once if your child has a communicable disease or has been exposed to one (Communicable Disease list is available in the office and upon request).

Our school has cooperative arrangements with the Houston Health Department to audit children's immunization records, keep current on relevant health information, and as a resource should an outbreak of communicable disease occur. We are inspected by the health department annually.

Hand washing is our number one defense for preventing the spread of illness. Children and teachers wash hands upon arrival to school, after diapering or using the toilet, before meals and snacks, after playing in water that is shared by two or more people, after handling any visiting pets, after outdoor play, and other times as necessary ***(and as per COVID-19 recommendations)***. The teachers assist the children as needed and work toward each child learning to do this independently. As a final step in hand washing and prevention of the spread of germs, we teach the children to turn off the water faucet with a paper towel. We appreciate your support of these practices at home.

SLDS Enhancements for COVID-19 Childcare Operation

Currently, as of August 23, COVID-19 Delta variant conditions are severe in Houston, Texas. If during any time COVID-19 Public Health emergency conditions change, St. Luke's Day School will comply with all state, county, or local stay-at-home and/or return to work orders. In the case of school closure, SLDS will re-open under government guidelines and will adopt additional health and safety procedures to limit, to the extent possible, the risk of COVID-19 exposure for all persons within our facility. Safety measures may include, but are not limited to the following:

- Parental agreement to comply with any and all state, county or local COVID-19 orders, as well as, any and all COVID-19 health and safety procedures implemented by SLDS.
- Parental acknowledgement that while present on our campus their child/ren will be in contact with children, families, and other employees who are also at risk of community exposure, thus, no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19.
- Immediate notification by parents to SLDS administration
 - when aware of any person with whom the child or parent has had contact and is presumed or has tested positive for COVID-19.
 - At this time, the CDC does not have restrictions on travel within the USA; please continue to check CDC protocols for international travel, and further updates, in conjunction with your family's travel plans.

Daily Arrival and Pre-Acceptance Procedures

HEALTH SCREENINGS - COMMUNITY COMMITMENT

In the midst of the COVID-19 pandemic, our success in sustaining a safe environment at St. Luke's Day School depends on our commitment to one another. In order to keep our school community healthy, we ask families to commit to **daily health screenings** for their child, and to **keep children at home** if they are showing signs of illness.

Each morning, **prior to arriving at school**, please evaluate your child's health by taking their temperature, and assessing for illness using the symptom list below. If your child is experiencing any of these symptoms, keep them home and consult with your physician before returning to school.

Teaching staff will continually monitor each child's health throughout the day, and if any COVID-19 symptoms arise, will immediately call parents for pick up.

Daily Health Screening Questions

Has your child experienced any of the following symptoms in the past 24 hours?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

PLEASE REPORT ALL COVID-19 EXPOSURES AND/OR DIRECT QUESTIONS TO MRS. FRAZIER cfrazier@stlukesmethodist.org for contact tracing, quarantine protocols, and community care.

Within the past 14 days, has your child been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with:

- Anyone who is known to have laboratory-confirmed COVID-19?
- Anyone awaiting a COVID-19 test result?

Is anyone in your household isolating or quarantining because you may have been exposed to a person with COVID-19, or are worried that you may be sick with COVID-19?

Is anyone in your household currently waiting on the results of a COVID-19 test?

We understand that many of these symptoms can also be related to non-COVID-19 issues. The above symptoms that appear during the school day will be carefully monitored to determine next steps. For instance, in case of fever, shortness of breath, chills, and/or loss of taste or smell, parents will be notified and expected to pick up the child within 30 minutes of notification. We expect students to stay home if direct exposure to COVID-19 is confirmed or if any of the above symptoms persist.

Limitations to Building Entrance

Students, teachers, administrators, approved SLDS and SLUMC staff, and DTK Housekeeping Services will be allowed to enter the secure access Children’s Ministries area. Parents/designated caregivers of enrolled students will be allowed to enter during specific drop-off and pickup windows only, will not enter classrooms, and will not linger or gather inside the children’s area. This procedure is to protect the health of everyone inside this area by limiting the risk of COVID-19 exposure.

To enter the premises, allowed adults (as above) must **wear a mask** and be free from the COVID-19 symptoms previously listed.

Return to School After Illness

COVID-19 Positive: A child who experiences a suspected or confirmed case of COVID-19 may return to school when at least 10 days have passed since onset of symptoms confirmed by physician and/or testing. **And**, at least 1 full day (24 hours) has passed since recovery – defined as fever and symptom free without the help of medication with improvement in respiratory signs like cough and shortness of breath.

Illness not COVID-19: If a child experiences symptoms on the COVID-19 list and your physician **does not** suspect or confirm COVID-19, as per the Harris County Health Department, “If no reason to suspect COVID-19, the child may return as per the school policy on returning after a typical illness.” Your child should be able to participate fully and be fever free without the help of medication for at least 1 full day (24 hours). ***In the event of multiple COVID-like symptoms, or fever persisting longer than 24 hours, we request a doctor’s note that the child is cleared to return to school.***

If a Child, Staff Member, or Close Family Member Test Positive for COVID-19: Proper community health authorities will be notified, and instructions followed. This may include classroom closures and/or self-quarantine periods.

Arrival and Departure

New for 21-22: SLDS Part-day and Luke’s Place Full-day programs have different arrival and dismissal plans.

SLDS Part-day and Kaleidoscope TK: Walk in Drop-off and Pickup

Parents may enter the building to drop-off and pick up children at the classroom during specified windows of time only. All adults will wear masks for building entry. Children will be dropped off at the classroom door; parents **may not** enter classrooms, linger after drop-off, or gather while inside the children’s area. Entry doors will be locked following set arrival times. To limit the volume in the hallways, designated parking lots and entrances are assigned by classroom; these details will also be outlined for

each class on their Class Welcome Page. Families with siblings attending on the same days will be given hallway access as needed.

Part-day Windows of Arrival and Dismissal:

- Windows of arrival: 8:30-8:45am Kaleidoscope TK
 9-9:15am SLDS Part-day classes
- Window of dismissal: 2:10-2:30pm SLDS Part-day and TK
- For late arrival or early pickup, parents will park in the parking lot, walk up to the Activity Center entrance, and buzz the intercom to alert the Welcome Desk. A staff member will alert the child's teacher who will come to receive your child or bring the child from the classroom.

Part-day Designated Entrances/Parking:

- **Activity Center Entrance** – South Parking Lot: EW107 (TK), EW108, EW202, EW206, EW211
- **SLUMC Chapel Entrance** – St. Luke's Parking Garage: EW126, EW135, EW137, EW141, EW143, EW145
- **SL Main Entrance** – South Parking Lot: ES101, ES103, EW104, ES108 (Johnson Building rooms)

PLEASE, no late pick up for the sake of your child's teachers who must remain with your child until you arrive. In case of emergency delay, call the office (713-402-5030) and leave a message by 2:35. ALL delayed parents park in the South parking lot and walk to the Activity Center entrance.

Luke's Place and TK Full-day: Carline and Walk in Options

Parents of children enrolled in full-day classes have the option to drop off at carline or inside the building at the classroom. Please note that walk-in drop off is limited to a very specific window of time; for the safety of children and families, there will be no walk in drop off during carline. **Pick up will be carline only.**

Luke's Place Carline Plan

Please see carline instructions below.

- Window of Arrival: 7:30-8:30am
- Window of Dismissal: 4:30-5:30pm
- Carline Locations:
 - Edloe Driveway: EW110, EW112, EW118, EW122, EW123
 - Activity Center Porte-cochere: EW105, EW106, EW107, EW109, EW113, EW207/8

Luke's Place Walk in Plan

Park in the South parking lot and use the Activity Center entrance beginning at 8:30am. Children will be dropped off at the classroom door; parents **may not** enter classrooms, linger after drop-off, or gather while inside the children's area. Entry doors will be locked after 9:15am.

- Windows of arrival:
 - 8:30-8:45am Kaleidoscope TK
 - 8:30-9:15am All Luke's Place Full-day

There is no end of day walk-in dismissal.

For late arrival or early pickup, parents will park in the parking lot, walk up to the Activity Center entrance, and buzz the intercom to alert the Welcome Desk. A staff member will alert the child's teacher who will come to receive your child or bring the child from the classroom.

No Late Pickup

PLEASE, no late pick up for the sake of your child's teachers who must remain with your child until you arrive. In case of emergency delay, call the office (713-402-5030) and leave a message by 5:35. ALL delayed parents park in the South parking lot and walk to the Activity Center entrance.

Luke's Place Full-day Carline Arrival and Dismissal Instructions

Parents will receive a school-issued sign that must be displayed in a visible area of the front window. The sign has the child's name and classroom and is essential to alert the teacher who will receive the child at drop off and escort the child to the car at pick-up.

Edloe Driveway entrance (west side of campus)

- Cars will enter from the North (Westheimer), traveling South
- A Carline Helper will read the sign and radio the teacher
- A Carline Helper will then direct parents to park in a line on the right-hand side of Edloe Driveway; please allow space between cars
- Parent must wait for school staff to indicate when it is safe to exit

Activity Center porte-cochere (center of campus)

- Cars approach the Activity Center porte-cochere from the South (parking lot), heading North
- A Carline Helper will read the car sign and radio the teacher, then direct parent to one of two car lines
- Parent must wait for school staff to indicate when it is safe to exit

LP Full-day Carline Arrival Procedures:

- Currently, since drop-off and pick-up take place outdoors, masks are optional for parents/caregivers.
- Parents/caregivers unbuckle the child and help the child out of car seat to exit the car. Child exits with belongings and stands next to car with parent.
- Teachers report to cars as they are radioed.
- Parent/caregiver re-enters car once teacher has received child.
- Teacher takes child to a designated waiting area or directly to the classroom.
- A Carline Helper will direct parent/caregiver when it is safe to exit.
- Next cars drive forward and the process repeats.

In the case of extreme child distress, administrators and teachers will help the parent with a plan of action to help the child with a successful transition.

LP Full-day Carline Departure Procedures:

Please note pick-up windows above. Parents will display the school-issued sign in a visible area of the front window and our staff will escort each child to the car. Once the child arrives to the car, the parent may get out of the vehicle to reunite with their child and buckle the child into the car seat. Please keep in mind that families may be behind you and all will want to make sure that the line is moving as swiftly as possible.

AGAIN, PLEASE, NO LATE PICK UP Over time, we have noticed a trend for pick-up that is very close to our closing time. Allow enough time for reuniting with your child and a brief conversation with your child's teacher before the end of your pick-up window. Please note: In case of late arrival, teachers and admin must stay late to release your child directly to you. Join us in taking care of our amazing staff!

Arrival/Departure RAIN PLAN

In case of rain, all cars will be driving under the porte-cocheres, so please arrive in a timely manner expecting delays.

Classroom Placement and Distribution

Student classroom placements are conducted at the discretion of the school administration based on enrollment, classroom size, recommended student/teacher ratios, among other factors.

New for 21-22 Assigned two-class groupings. These designated classes will share Outdoor Classroom time, may share restrooms, and some Luke's Place classes will be combined at the end of the day. The designated two-class grouping is not rotated; same two classes every day

Multiple class gatherings remain on hold as we monitor COVID-19 conditions.

Outdoor Classroom zones have been revised; class rotation for variety of activities will continue on the Large Outdoor Classroom.

Classes may now visit the Children's Library; Classes sign-up one class at a time for scheduled visits with a 30-minute window in between.

Ancillaries

Ancillary activities, which are part of school programming, will continue for the 21-22 school year, carefully and safely planned for protective practice:

- Music with Ms. Brandt – All age groups
- Motor Class (PE) with Coach Hammond – 2s and up
- Science Lab with Ms. Daswani & Ms. Trammell – PreK and TK
- Early Literacy Lab with Mr. Engle – PreK and TK
- Chapel Time – 3s and up when gathering permitted (2s to follow)

Please note: St. Luke's usually offers optional, paid, after-school enrichment programs for enrolled students in 3s, PreK, and TK classes. These programs (Ballet, Tae Kwon Do, and Soccer Shots) are on hold for the fall semester. We will reevaluate for the spring semester.

Masks

All adults are required to wear a mask while inside the Children's Ministries secure area of the buildings. This includes school administrators and teachers, SLUMC and DTK staff, security guards, parents, and caregivers. If you do not have a mask, one will be offered to you before entry.

Over the past 14+ months, it has been our experience that our careful daily routines have been highly effective in containing the spread of COVID-19. Children enrolled in SLDS will not be required to wear masks unless it is mandated by TX HHS Childcare Licensing. Parents who wish for their child to wear a mask at school are welcome to send masks and we will support the child in doing so.

AS of August 23, 2021: *Current mask order rulings by the Texas Supreme Court are under consideration; please watch for school-wide notification of mask updates for our 2-year-old to TK classes and possible changes in protocols.*

Cleaning and Disinfecting

SLDS staff and DTK housekeeping will follow the protocols for cleaning and disinfecting classroom areas, equipment/furnishings, and toys as recommended by the CDC. All cleaning products meet the CDC requirements for COVID-19 childcare. Teachers are trained to follow strict cleaning, disinfecting, and good hygiene procedures throughout the day. Materials mouthed or otherwise soiled will be immediately removed from the play area and placed aside to disinfect. Clean toys and classroom materials will be readily available to ensure continuation of playing and learning.

Each evening, all classrooms are deep cleaned, including fogging with an EPA approved disinfectant. Additionally, the HVAC systems for the entire St. Luke's campus have been upgraded with Needlepoint Bipolar Ionization technology.

Additional Changes in Routines and Materials

- As per health guidelines, adults are to wear a mask inside the Children's Ministry Areas and/or to practice social distancing by remaining 3-6ft from all other persons whenever possible; (exception, parents with their own child/ren at drop-off and pick-up, or teachers outdoors with their designated class).
- Students bring lunch and snacks from home in a lunch box as usual; any snacks served at school will be in individual pre-packaged containers. Parents are encouraged to send water in a thermos-type water bottle with a spout. If you wish to send another kind of drink in the lunch box for lunchtime, the cup will be sent home with all lunch containers to be cleaned daily and not used throughout the day. If needed, the school will provide disposable cups for water.
- Parents will provide each child multiple changes of clothing for the child to have available each day in case there is a need to change soiled clothing or wet clothing from outdoor play. Twos classes and up, please send all clothing and sleep sheets each Monday in your child's black SLDS school bag. These will remain at school all week and be sent home on Friday unless laundering is needed during the week. Infant/Toddlers will continue to use diaper bags.
- Your child may bring one comfort item; **do not** send any other toys, stuffed animals, etc.
- Apply sunscreen and insect repellent before the child arrives to school. If children remain for the afternoon, with signed parental permission, teachers will reapply sunscreen and insect repellent, washing their hands between each application following CDC guidelines.
- In the event your child requires medication while at school, please hand the medication to a Carline Helper or drop off with the attendant at the SLDS AC Welcome Desk. Do not deliver medications directly to classrooms. Medication should be in a zip lock bag labeled with your child's name. A "Medication Dosage" form can be found on our website. Please complete and sign the form noting specific time of day and dosage amount to be given and place the form in the zip lock bag along with the medication.
- Since parents have limited access inside our buildings, we anticipate that our teachers may choose to send text communications from time to time; if this arrives from the teacher's personal phone number, we ask that you continue the respectful practice of limiting communication this way. Our teachers are instructed to never send texts while supervising

children and are not expected to respond after school hours or on weekends. Thank you for your understanding.

- We recommend that parents send written notes to school for your children and for the teachers as often as possible. Children love encouraging “lunch box” notes. Teachers want to maintain communications with you in a variety of ways, including sending notes back and forth.
- Each family will receive an invite to your child’s Class Welcome Page, which includes an email signup to provide you future access to your Shutterfly Share Site. Check your Shutterfly Share Site daily for our “Today We” daily activity reports, regular posting of photos of the children’s activities at school, and more.
- Outdoor classroom activity will be encouraged and not time restricted as in a typical manner; precautions will be taken to avoid over exposure to sun and Texas heat. Remember to dress your child in comfortable, breathable clothing for outdoor play. As per our health and safety research and recommendations, teachers will lower masks for outdoor activity and put them back in place for close contact situations as needed.
- Sensory tables and dress up clothing will not be available for shared play until further notice; sensory items like Play-Doh, clay, and finger painting will be presented for individual play as able.
- Children will only use restrooms located in their assigned classroom. First floor hallway restrooms are for adults only, however, are available for “emergency” use by children during drop-off or pickup windows.
- Until further notice, class parties are not open to parents.
- Parents should contact the school office by phone (713-402-5030) or email (dayschool@stlukesmethodist.org). If the phone is not answered, leave a message and someone will get back to you shortly. Messages may also be left at the Welcome Desk. Please do not stop by the main office in person until further notice.

Further Teacher and Staff Requirements for Family Information

- All SLDS employees, approved DTK housekeeping, security, and SLUMC staff will also complete personal daily health checks before entering the Children’s Ministries secure access area.
- Any staff member that displays symptoms will follow the protocols previously described for children and families.
- The staff understands and accepts that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection; they accept this risk and are keenly aware of their crucial role to keep everyone in the facility safe and reduce the risk of exposure by following the strict policies and procedures as outlined herein.

Acknowledgment Required

Parents must acknowledge that they have read, understand, and agree to comply with the provisions listed in this addendum. To do so, follow the instructions on your child's Class Welcome Page.

Thank you for your careful attention to these adapted protocols for pandemic conditions!