

COVID 19 Guidelines for Sayre Lower School

The following document explains the adjustments we have made to our program, environment and routines in response to the current COVID 19 pandemic. The guidelines explained here are non-negotiable and all members of our community are expected to do their part in keeping our school and its community members safe and healthy. A tremendous amount of time and energy has been spent making decisions and adaptations for this coming school year. Once again- these decisions are firm and all community members are expected to comply. If you or your child has a medical issue that prevents you from being able to adhere to one of these guidelines, please contact Annie Papero at apapero@sayreschool.org. Careful exemptions will be made for those presenting documentation.

Preschool Guidelines

The following changes to our program are predicated on two documents released by the State of Kentucky which dictate regulatory requirements for child care programs in operation during the COVID 19 pandemic. Our guidelines reflect both Governor Beshear's *Healthy at Work: Requirements for Childcare Programs* as well as the Kentucky Division of Regulated Childcare's emergency regulation: *Statement of Emergency 922 KAR 2:400E*. Both of these documents are available online on Governor Beshear's Team Kentucky website and at Child Care Aware Kentucky. These guidelines are legal mandates for operation, except where noted.

1. All of Sayre's preschool classrooms have been capped at 10 students present on any given day. In order to make this happen, we have eliminated the Pk-2, Pk-3, Pk-4 labels and children are grouped into wonderful developmental age groups which will allow them to thrive. This has allowed us to accommodate all children who were already enrolled with us. We are currently running a waiting list for our programs. Our groupings will not affect the date of Kindergarten entry as that will be dictated by children's birthdays.
2. Children will remain in the same group of ten children throughout our Lower School day without being combined with another classroom. We will be staggering playground times to ensure that classes don't mix and all preschool classes will be eating lunch in their classrooms or as a picnic on the playground.
3. In order to maintain the protection of our preschool cohort or “family” groups and to comply with the mandate to not have teachers who travel across the grade levels, we will not be having specialty classes for preschool until the threat of covid spread is reduced. Classroom teachers will provide physical activity, music activities, and art activities in their classrooms.

4. All children and adults will be screened for fever and contagious symptoms upon entry into the school. This will take place as we help your child out of your car in car line, and again at the exterior door to the school. Parents are expected to wait until their child has passed the first screening each day before leaving Sayre, whether that is in car line, or at the door if you approach by foot. **A contagious fever shall be considered a temperature of 100.4 degrees Fahrenheit or higher in accordance with recommendations from the CDC.** We ask that all parents temperature check their children at home before bringing them to school to prevent unnecessary exposure. It should not be necessary to say this, but **please do not dose your child with Tylenol in order to reduce his/her temperature to attend school. This is never a responsible thing to do, but during COVID it would place our teachers and children at risk. We all need to work together as a team to keep everyone healthy.**
5. Statute requires that we limit adult access to the classroom. Other than children's regular teachers and administration, we will not be allowing visitors or other adults to enter the room.
6. Parents will be asked to drop their children off at the exterior door to the school building or by using the car line. Detailed drop off and pick up plans are below. Different classrooms will be entering through different doors so you will need to read carefully. **Except for extenuating circumstances such as picking up a sick child, parents will not be allowed to enter the school building.** We will have classroom staff available to assist with these morning and afternoon transitions.
7. Preschool statute requires that only one child may enter the premises through the same door at a time. At each assigned entrance to the building, there will be social distancing markers (either a sticker or a cone). If you arrive at the entrance door and there is someone in front of you, please line up on the social distance markers and wait for your turn to be temperature checked and cleared for entrance. Some preschool families will enter through the front door, while others will enter their classroom through the playground doors. Preschoolers arriving through the car line will be accompanied by a Lower School employee to their assigned doorway.
8. Kentucky Statute prohibits siblings who are not enrolled in the program from entering our classrooms under any conditions.

9. We will not be holding any large family gatherings, field trips or culminations until the pandemic has passed. We will create new ways to celebrate with our families and showcase what is happening in our classrooms.
10. We will be putting enhanced cleaning and sanitizing procedures into place. We do have a sanitizing machine and all toys and materials that have been contaminated will be sanitized daily as they always are. Each classroom will have a location to place toys which have been contaminated out of the reach of other children. In addition, all typical sanitizing and disinfecting statutes for child care will continue to be in effect. We will have two full time members of our cleaning team in our building throughout the day to clean and sanitize bathrooms and high touch surfaces continuously.
11. We have removed all of our carpets from classrooms. This allows for the floors to be cleaned thoroughly each evening.
12. Lunch will be served in the classroom and staff will prepare the plates for children. We have eliminated family style dining for this period of time. There will be a menu, as always, available to families for the upcoming month.
13. Staff will practice hand hygiene and wash hands frequently. Staff will also assist children in washing their hands thoroughly with soap as they arrive for the day, after coming inside from playing, after toileting or diapering, before and after meals, whenever hands have come in contact with bodily fluids, and before departure.
14. Masks will not be worn by preschool children. All adults in the building will wear a cloth mask at all times unless they are alone in a room. Adults may also wear face shields in addition to the mask as desired. The mask protects others, the face shield protects the wearer. Statute does not allow children 5 and under to wear a mask in a licensed classroom due to risk of suffocation, strangulation or poor hygiene practices which make the mask contagious to others.
15. Children will be able to play freely in our preschool programs. Teachers will work to create learning areas of interest throughout the room which will serve to socially distance children. We are working to mitigate risk in our preschool classrooms by maintaining a limit of 10 children in the classroom per day, keeping these cohorted groups separate throughout the day, and ensuring that the staff in the classroom remain stable to the

extent that we can. Obviously, we will need to place substitute teachers into classrooms as needed. We have rearranged the scheduling of our assistant teachers to eliminate “floating” teachers who go from room to room, and instead have assigned these teachers work with only one to two groups of children unless teacher absences require it.

16. Teachers are required to wear gloves during diapering, while serving food, while cleaning, while handling children's belongings during pick up and drop off, and during shipping and receiving.
17. We will be utilizing the outdoors as much as possible and will leave our windows open when the weather allows in order to maximize fresh air into the classroom.
18. Any child who has a fever or other contagious symptoms will be removed from the classroom immediately and held in a safe and isolated area. Sayre has employed a nurse to help with this process. The child must be picked up by the parent within one hour per Kentucky statute, although we request that parents come immediately as we work to control any spread of this virus to other children or our staff.
19. Any staff member showing symptoms of COVID-19 must be tested for the illness.
20. Should there be a case of COVID 19 in our programs, we are required to notify enrolled families while maintaining confidentiality for the diagnosed individual.
21. All preschool staff have been required to take a “reopening” online training which has informed them of these regulations and has provided information about how to prevent the spread of COVID in programs serving children.
22. All faculty and staff will be required to show proof of a negative COVID test.
23. Should parents have questions or concerns, we ask that you contact us by email or phone. Teachers and Administrators will be happy to speak with you by phone or video conference to address any questions you have- we are asking parents to remain outside the building in order to control potential spread of the virus into our programs. Although the building will not be open to adults who are not employed by Sayre School, we will

continue to be available to any parent who wishes to speak with us. We continue to encourage families to collaborate with us regarding your child's education and safety. Our office number is 859-254-1364.

Morning Arrival for Preschool Children- Lower School Parking Lot Car Line

Prior to leaving for school each morning, parents should review our health survey, detailed in our Safe at Sayre information, for each student they will be bringing to school that day to ensure that no coronavirus symptoms are present.

As you enter the Lower School parking lot, please circle around and pull up to the sign that says "Stop Here for Temperature Check". You will be met at your car by a teacher who will use a touch free thermometer to take your child(ren)'s temperature through your slightly lowered window. Should your child have a temperature above 100.4 F, you will be asked to take your child (and any siblings) back home with you. Once your child(ren) clears the temperature check, he/she will proceed from your car to their assigned entrance door. Students will be provided with hand sanitizer as they get out of the car. Sayre staff will be waiting by the car line to assist children to their classroom. We will not be using 5th graders in this role this year. Instead, your child will be supervised by Preschool Assistant Teachers and other Lower School Faculty. We are mandated by the state to record the temperature of your preschooler each morning at drop off as well as at other points in the day.

We will be using multiple doors to bring our preschoolers into the building due to Kentucky emergency statute that requires that only one child can enter the building through a door at a time.

Children in the following classrooms will enter the building using the following doors:

Magnolia Room- Students will enter their classroom through the playground door which is the first door on the left as you enter the preschool playground.

Cherry Blossom Room- Students will enter their classroom through the playground door which is the second door on the left as you enter the preschool playground.

Honeysuckle and Willow Rooms- Students will walk around the playgrounds on the outside of the building and enter the Toddler Playground, finally entering the building through the exterior door into the Honeysuckle Room.

Redbud and Dogwood Rooms- Students will enter through the Front Door and be walked to their internal classroom doors.

At each of these entrances, there will be social distancing markers to indicate where children should wait to enter their room. Teachers will again take student temperatures as they arrive to the classroom.

Parents of 2 year old children, as well as parents of older preschoolers who wish to walk their children to the school door, should park and walk their child to the appropriate entrance door. Someone will meet your child at the door to welcome him/her into the building and escort him/her to the classroom. Parents will not be allowed to enter the building and we will have staff available to assist children as they say goodbye. If you have more than one preschooler and wish to walk to the door, you will need to walk to both entry doors and wait for your children to be escorted inside.

Preschool Pick Up (Both Noon and 3 pm)

Students will be held with their own class until their name is called for pick up. Please place your name card in your front windshield to assist us in making this process as smooth and rapid as possible.

As you pull into the lot, we will have a teacher posted at the entrance, notifying Mrs. Stiles of who has arrived. She will then let classroom teachers know to walk that child to the car line.

Please remain in your car and we will bring your child to you. If you have an older sibling to pick up as well, they will also be brought to you in the Parking Lot car line. It will really help to keep things moving safely and quickly if you put your name in your windshield and stay off of your phone.

We ask that all parents use the car line to pick up their children rather than parking and waiting at the door. Statute mandates that we must not allow groups to congregate in close proximity at our facility.

Guidelines and Adaptations for Kindergarten through 4th Grade

1. All adults in the building are required to wear masks at all times unless they are alone in a room. Adults will be allowed to wear a face shield in addition to their mask if they desire. A face shield protects the user, while a mask is more protective of those around you. All students Grade 1-4 will be expected to wear a mask at all times except when outside AND socially distanced by at least 6 feet. Masks can have colorful patterns, or be solid, but we ask that they do not have words or distracting images on them. We require that children and adults wear masks specifically- **bandannas and gaiters will not be allowed**. Students and teachers may choose to wear a face shield in addition to their mask. If a student arrives at school without a mask, they will be provided with one. **All masks should be laundered each day**. We suggest having 5-10 masks for your child in order to have enough to wear one each day and have an extra in their backpack should it get wet or dirty.
2. Each classroom will form a “cohort” or “family” and will not mix or mingle with other classrooms in order to limit the spread of infection and to limit the numbers of people who must quarantine should there be a case of COVID in the Lower School.
3. Parents and adults who are not employed by Sayre will not be allowed into the building except under extenuating circumstances. All students must be dropped off in car line or walked to the appropriate exterior door. Siblings who are not enrolled in our programs will not be allowed to enter the school building. We request that parents use the car line as much as possible as we are discouraging congregating around our building as our students enter the building.
4. Specialist Teachers will be assigned to grade levels for a 3-4 week period of time rather than rotating through all grades throughout the week. This means your child will receive intensive, integrated instruction in two specialty areas for a block of time before having different specialists rotate into their “family”. For example, one grade might have Art and Spanish only for three weeks before rotating to two different specialty areas. Each classroom K-4 is scheduled to have two specials classes per day. In addition, every student is scheduled to have instruction from every specialist over the course of the first semester. This structure is very important to limiting spread between classrooms and I know that the teachers will do magical things with this team model. We will have one specialist paired with each grade for the first, transitional part of the school year. Instruction by two specialists will begin on September 1st. PE and Community matters will be provided to students on our typical schedule.

5. All carpets will be removed from classrooms to allow for careful sanitation of the floor each night.
6. Classrooms will be set up to allow for social distancing. Children will have assigned seats that are 6 feet apart from each other, OR there will be a plexiglass divider between children. Our classroom tables are 5 feet long, so we have purchased plexiglass that will divide the table in half and allow one child to sit at each end of the table with the plexiglass in between. Round tables will be divided in half by plexiglass to allow teachers to work one on one with children, and kidney shaped tables will be removed from the classroom. Teachers will continue to work to make our classrooms feel cozy and supportive of learning, but it needs to be understood that creating social distancing will take up most of the square footage of the classroom.
7. Where needed, I have reassigned classrooms in order to place larger groups in the classroom areas with the most square feet.
8. We will be utilizing the outdoors as much as possible and will leave our windows open when the weather allows in order to maximize fresh air into the classroom.
9. PE will only take place outside or inside with students and teachers wearing masks. We will utilize the outdoors as much as possible.
10. Students in grades K-4 will have packed lunches prepared for them each day. This will allow classes to eat outside and enjoy the fresh air when the weather is nice. Please send a beach towel to school with your child that can be used as their “picnic blanket” outside at lunch. We will send towels home on Fridays for washing.
11. Our hallways and stairs will be marked to operate in one direction for classes after 8 am to minimize classes passing each other in the hallway. The stairwell nearest to the Limestone Commons will be an “up” stairwell, while the stairwell near the office will be a “down” staircase. When possible, children will traverse the length of the building outside, rather than through inside hallways. Individual children walking to the bathroom will be able to walk the shortest route as long as there is not a class occupying the hallway at that point in time.

12. Only one student will be allowed in the bathroom at any given time. There will be social distancing stickers on the floor that allow children to know where they should wait in line and when it is okay to enter the bathroom. Masks will be worn in the bathrooms in grades 1-4. Grades K, 1 have bathrooms in their classrooms, Grades 2-4 will utilize hallway bathrooms.
13. Faculty and staff will practice hand hygiene and wash hands frequently. Staff will also assist children in washing their hands thoroughly with soap as they arrive for the day, after coming inside from playing, after toileting, before and after meals, whenever hands have come in contact with bodily fluids, and before departure.
14. All faculty and staff will be required to show proof of a negative COVID test.
15. All children and adults will be screened for fever and contagious symptoms upon entry into the school. This will take place as we help your child out of your car in car line, as well as at the exterior door to the school. Parents are expected to wait until their child has passed their first screening each day before leaving Sayre, whether that be in car line or on foot. **A contagious fever shall be considered a temperature of 100.4 degrees Fahrenheit or higher in accordance with recommendations from the CDC.** We ask that all parents temperature check their children at home before bringing them to school to prevent unnecessary exposure. It should not be necessary to say this, but **please do not dose your child with Tylenol in order to bring down his/her temperature to attend school. This is never a responsible thing to do, but during COVID it would further place our teachers and children at risk. We all need to work together as a team to keep everyone healthy.**
16. Any child who shows a fever or other contagious symptoms will be removed from the classroom immediately and held in a safe and isolated area. Sayre has hired a nurse to assist with this process. The child must be picked up by the parent within one hour per Kentucky statute, although we request that parents come immediately to help us to control any spread of this virus to other children or our staff.
17. Any staff member showing symptoms of COVID-19 must be tested for the illness.
18. We will be putting enhanced cleaning and sanitizing procedures into place. We do have a sanitizing machine and all toys and materials that have been contaminated will be

sanitized daily. Nightly sanitation and cleaning will happen in the classrooms. In addition, we will have two full time members of the cleaning team in our building to clean and sanitize bathrooms and high touch surfaces throughout the day.

19. We will not be holding any large family gatherings, field trips or culminations until the pandemic has passed. We will create new ways to celebrate with our families and showcase what is happening in our classrooms.

20. Should parents have questions or concerns, we ask that you contact us by email or phone. Teachers and Administrators will be happy to speak with you by phone or video conference to address any questions you have- we are asking parents to remain outside the building in order to control potential spread of the virus into our programs. Although the building will not be open to adults who are not employed by Sayre School, we will continue to be available to any parent who wishes to speak with us. We continue to encourage families to collaborate with us regarding your child's education and safety. Our office phone number is 859-254-1364.

Morning Arrival for Grades K through 4

Prior to leaving for school each morning, parents should review our health survey, detailed in our Safe at Sayre information, for each student they will be bringing to school that day to ensure that no coronavirus symptoms are present.

Upon arrival to Sayre, all Kindergarten through fourth grade students will be dropped off in the Front Circle UNLESS they have a preschool sibling. (Instructions for siblings are below). As you enter the Front Circle, please pull up along the curb to the sign that says "Stop Here for Temperature Check". Please roll down your child's window slightly as you will be met at your car by a teacher who will use a touch free thermometer to take your child's temperature. Should your child have a temperature above 100.4 F, you will be asked to take your child (and any siblings) back home with you. As long as your child does not have a fever, he/she will proceed from your car to the sidewalk that passes beside the Limestone Commons and will enter the building through the double doors next to the Toddler Playground. Students will be provided with hand sanitizer prior to entering the building. There will be a teacher stationed at the door to take temperatures of children again to ensure that we screen all students whether they come by car or on foot. Students should line up on the social distancing dots as they wait to enter.

Each student will go straight to their homeroom classroom. Grades 2-4 will go straight into the stairwell to the upstairs hallway, while K/1st graders will make a left and head directly to their classrooms. We will have teachers posted to supervise on the Front Circle, along the sidewalk, and at the double doors into the building. Children will be in view of Sayre teachers all the way to the doors of the building.

If you wish to walk your K-4 child to the school door, you may park and walk down the sidewalk next to the playgrounds and say goodbye to your child at the double doors in the center of the building where his/her temperature will be taken. Parents will not be allowed to enter the building. We encourage our families to use car line this year. There will be NO parking on the Front Circle prior to 8:05 am.

Pick up for Grades K through 4

Our afternoon pick up will be very similar to our typical pick up schedule. All families K through 4 will pull into the Front Circle. We will be holding children in the classroom and there will be a teacher outside on the phone sharing family names with Mrs. Stiles as you pull into the drive. Mrs. Stiles will then call children to walk outside to your car. We will appreciate it very much if you have your name card in your windshield each afternoon. This really does speed up the process and will assist us in keeping our line moving quickly.

Directions for K-4 Students who have Preschool siblings:

All families whose youngest child is in preschool will come through the Lower School parking lot for drop off and follow the signs in that car line. We will have teachers taking temperatures in this car line as well. Please roll down your child's window slightly to allow the teacher to screen their temperature. All K-4 students, even those that get out of their cars on the parking lot side, will walk along the sidewalk to the double doors in the middle of the building for entrance. K-4 students may not enter the building through the front door, but all will enter through the side double doors.

At dismissal, K-4 students with preschool siblings will exit the building on the parking lot side to get in their vehicle along with their preschool sibling.

There will be no Middle School pick up service this year. All Lower School students will need to be picked up in our car line, either in the Front Circle, or for families with a preschooler, in the back parking lot. We will no longer be holding Lower School siblings

for Middle School Pick Up.