

**Cornerstone UMC Preschool**  
**Parent Handbook Amendments during the Covid-19**  
**Pandemic Public Health Emergency for the 2021/2022 School Year**

In effect from August 15, 2021, until Public Health Emergency is reduced to yellow or green by Harris County Public Health Department and the CUMCP School Board votes to return to “normal” Parent Handbook procedures.

A Covid-19 Acknowledgement and Disclosure Statement for Family/Child requires both parent signatures before the child can be allowed to participate in Cornerstone UMC Preschool’s program. **THIS FORM CAN BE FOUND ONLINE via our website at [www.cornerstoneumcpreschool.com](http://www.cornerstoneumcpreschool.com)** under the School Start Information tab. Form should be brought to Meet the Teacher.

**If suspicion of exposure to COVID-19 or suspicion of having COVID-19 is present in your household, PLEASE do not send your child to school until it is confirmed that COVID-19 is not present.**

**For the start of the school year until further notice, all teachers and staff will be wearing mask when in the building. However, vaccinated teachers and staff will be allowed to teach circle time, story time, and other “teaching times” without a mask, with distancing being used. Masks will also not be required during outside playground or class activities. We understand the importance of children seeing the faces of those they interact with on a continual basis. We take seriously the balance between social and emotional development and the health and safety of all those that work and play at Cornerstone Preschool.**

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

Regular communication with parents will continue via classroom calendars and newsletters, emails, and phone calls (when appropriate). Visitation into the classroom will be halted until deemed safe by The Harris County Health Department and/or Texas Health and Human services.

## **2. CURRICULUM**

### **Special Activities**

During the health emergency, special activities (Open House, Family Picnics, Disney Days, Christmas at Cornerstone, Donuts with Dad, Multicultural Days, Rodeo Days, Muffins with Mom) may be halted or reconfigured for the health and safety of the staff and children.

### **In-house Field Trips**

During the health emergency, in-house field trips may be halted or reconfigured for the health and safety of the staff and children.

#### **4. FAMILY PARTICIPATION**

During the health emergency, family participation inside classrooms will be halted. Family participation may be reconfigured when appropriate and available.

#### **5. PAPERWORK, POLICIES AND ROUTINES**

##### School Records

Each child may be subject to having their temperature taken multiple times during the school day.

##### Health

Children must be fever-free (below 100.4) without fever reducing medication for 72 hours.

Children must be symptom free for 72 hours from the below whether they are COVID related or not:

- dry cough
- shortness of breath
- chills
- loss of taste or smell
- sore throat
- muscle aches
- continuous runny nose

Parents will be called to pick up their child if any of the above symptoms occur while the child is at school. The child will be separated from their class and kept in a healthy and safe place away from other children. The child MUST be picked up as soon as possible.

Hand sanitizing stations are available at all entrances used for Preschool use.

All children and staff members will use non-methanol hand sanitizer upon entry into the building, then will immediately wash their hands according to CDC recommendations upon entry to the classroom. CDC hand washing recommendations will continue to be followed throughout the Preschool day.

##### Cell Phone Policy

**NO CELL PHONES CAN BE IN USE DURING DROP OFF OR PICK UP. This policy will STRICTLY be enforced.**

##### School Cancellation Policy

CUMCP will continue to follow CFISD cancellations due to weather or unforeseeable circumstances. This includes COVID-19 related closures. Additional closures for the preschool will be assessed on an as needed basis for the health and safety of all staff, children, and families. Information concerning tuition and fees is in the *Tuition and Fees* section of this document below.

### Transmittable Illness

IT IS ESSENTIAL that parents/caregivers notify the school if a child or family member is suspected to have, has come in contact with someone that is suspected to have, or comes in contact with someone that has tested positive for COVID-19. This is in addition to the other illnesses listed in the 2021/2022 Parent Handbook. PLEASE DO NOT send a child to school if there is any suspicion of COVID or COVID exposure.

If any child or staff member tests positive for COVID-19 the following procedures will be followed:

1. Local health officials will be notified. CUMCP will follow all health official recommendations which may include self-quarantine, classroom closure or school closure.
2. All school parents will be notified. The identity of the infected person will be kept confidential.
3. All areas where the infected person had contact will undergo a deep disinfectant cleaning.
4. The classroom or school will stay open or reopen as directed by local health officials.

Any child or staff member who (a) is lab-confirmed to have COVID-19; (b) experiences the symptoms of COVID-19 (listed below), must stay at home throughout the infection period, and cannot return to school until the school screens the individual to determine that the below conditions have been met.

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:
  - At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever reducing medications);
  - The individual has improvement in symptoms (e.g., cough, shortness of breath, ...); and
  - At least 10 days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to school until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations, at least 24 hours apart, that they are free from COVID-19 via acute infection tests at an approved COVID-19 testing location.

COVID-19 symptoms include but are not limited to:

fever of 100.4 Fahrenheit or higher  
dry cough  
nasal congestion  
runny nose  
shortness of breath  
chills  
loss of taste or smell  
sore throat  
muscle aches

Children who have known close contact (within 6 feet) with a person who is confirmed to have COVID-19, must quarantine away from CUMCP for a period of 10-14 days. The quarantined child should be monitored

for signs and symptoms of the COVID-19 illness and follow the criteria for returning if any signs or symptoms appear.

Pick-up and Drop-off Routines to be used until further notice.

Masks are encouraged to be worn by all person's age 6 and above in the vehicle during drop off/pick up.

Parent/caregiver will be asked to remove the student(s) from the car and place children in the car at pick-up.

All children in the 3's, 4's, and LAL classes will be required to be dropped off and picked up using carline procedures. No walk up drop offs or pickups will be allowed during the time of Enhanced Health and Safety Procedures. In person drop-off and pick-up will be allowed when Harris County Public Health Department returns to yellow or green status and a policy change is approved by CUMCP School Board.

2's children can use the carline or be dropped off at the classroom door using the entrance in between the Preschool building and the gym. The parent/caregiver must wear a mask upon entry into the building. The parent/caregiver must exit the door in between the Preschool building and the gym immediately after dropping off the child. No parent/caregiver will be allowed inside the classroom.

18/24 month children must be dropped off at the classroom door using the Narthex/Sanctuary entrance. The parent/caregiver must wear a mask upon entry into the building. The parent/caregiver must exit the Narthex/Sanctuary entrance immediately after dropping off the child. No parent/caregiver will be allowed inside the classroom.

If a child needs to be dropped off late or picked up early, please notify the front office via phone, and the child can be taken from the car or brought to the car.

**NO CHILD SHOULD BE DROPPED OFF AND ALLOWED TO WALK TO THE DOOR ON THEIR OWN.**

**Late Pickup Guidelines**

If there is a need to pick up your child past 2:15 YOU MUST NOTIFY THE OFFICE asap. All children will be required to stay in the classroom until picked up to ensure the Health and Safety Procedures are being followed. If the office is NOT notified of an emergency situation that causes the child to be picked up late, a \$25 late fee will be charged after 2:15, with an additional \$10 charged for each 15 minutes after that. The late fee will be required to be paid before the next scheduled school day.

**Snacks and Lunches**

Snacks must arrive in **UNOPENED** packages. **NO** homemade snacks will be served until further notice.

**9. TUITION AND FEES**

If you choose to withdraw your child before this school year begins, we **MUST** have written notice via email to [pssec@cornerstoneumc.org](mailto:pssec@cornerstoneumc.org) no later than **AUGUST 16, 2021**. Your registration fee and supply fee are still non-refundable fees as expenses to begin the school year began in April 2021. Your deposit, equal to one month's tuition, can be refunded if we are notified by August 16, 2021. If you wish to re-enroll at any time for the 2021/2022 school year, availability will be assessed first. If space is available another registration fee will be charged, and the tuition deposit will again be charged, with both becoming non-refundable non-transferable fees.

If class/school is canceled or shutdown on or before the 8<sup>th</sup> of a month, and classes do not resume for that month, 50% of tuition will be charged and remote curriculum will be provided for the remainder of the month.

If class/school is canceled or shut down after the 8<sup>th</sup> of a month, and in person classes do not resume during that month, full tuition will be charged, and remote curriculum will be provided for the remainder of the month.

If a combination of the above occurs, a determination will be made by the Director, along with the Financial Coordinator and Preschool Board, as to the amount of partial tuition to be charged.

The tuition deposit that has been collected will be used for the last month that school is in session for the 2020/2021 school year.

If school is out for an entire month, no tuition will be charged, and remote learning curriculum materials will be available for a \$35 fee.

In the event that school is canceled or shutdown and classes do not resume for the 2021/2022 school year, a fair determination of refunds will be made by the Director, along with the Financial Coordinator and Preschool Board, based on the timeline of the shutdown. This must be handled based on the circumstances at the time.

If you choose to withdraw your child from the program during the school year for COVID-19, or any other reason, a 2 week written notice, per our Withdrawal Form, is required, and tuition is required to be paid during this time. No tuition credits or reimbursements will be given. Nonpayment of fees may result in your child being removed from school.

A full registration fee will be required to re-enroll in the program.