



Pre-K College Heights Return to In-Person Procedures and Processes

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Staff Hours	7:40 am-3:40 pm
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Student Arrival	7:45 am-8:15 am
Student Dismissal	2:30 pm-2:50 pm

The following safety procedures and guidance are for the daily operations of the College Heights ECLC pre-K program during the ongoing COVID-19 pandemic. Procedures are based on recommendations made by the Center for Disease Control (CDC) and the City Schools of Decatur and College Heights Covid Teams. Please note district leadership is continually monitoring the recommendations from the CDC as well as state and local governments and at any time College Heights ECLC may be required to close again due to changes in the pandemic landscape.



Safety Protocols

CSD Safety Manual	CSD Covid-19 Safety, Facilities, and Healthy Schools Manual will guide our decisions as we return to in-person school.
Daily Screener	<p>Prior to entering any CSD facility, all CSD Staff must complete the Daily COVID-19 Screening Self-Check Form. Staff can access the screening document directly through the CSD staff portal or by scanning the QR code found at each entrance.</p> <div data-bbox="815 758 1037 982" data-label="Image"> </div>
Facial Coverings	<p>Employees, students four years and older, and approved visitors must properly wear an appropriate facial covering over both mouth and nose while inside or outside a CSD building including drop-off or pick-up of students, and/or aboard CSD transportation. Facial coverings should be taken off while eating/drinking, and during naptime. When social distancing is possible students may remove facial coverings when outdoors. Students should not wear masks while engaged in activities that may cause the mask to be wet, making it difficult to breath (i.e. due to sweating during sporting activities). Facial coverings should be stored in a ziploc bag when not being used. If a facial covering becomes wet, the mask should be changed. Students should bring in several (at least three) facial coverings in a labeled ziploc bag. Disposable facial coverings will be made available for students who forget.</p> <p>Facial coverings must cover both nose and mouth, and they are not a substitute for – but rather supplemental to – maintaining appropriate physical distance. Masks should not be removed when speaking. Masks with valves are not permitted.</p>
Handwashing	All students and staff must engage in frequent handwashing , including upon arrival, after recess, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. We understand that hand



	<p>washing will have an impact on time available for teaching and learning during the school day. If handwashing is not feasible at a particular time, hand sanitizer should be used until hands can be properly washed. Handwashing (either with soap and water or with hand sanitizer) should last at least 20 seconds (sing Happy Birthday to ensure enough time is spent).</p>
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Building Access

CSD Employees	Only CSD employees and students will be permitted into the school building. At this time parents will not be permitted into the school unless in case of student emergency.
Visitors	Until further notice, no visitors are permitted in CSD schools unless on official CSD business. There will be no parent volunteers allowed in the building at this time. If any visitors are deemed necessary by the principal, these visitors must also complete the CSD Self-Screener Form and follow all safety protocols outlined in the CSD Covid-19 Safety Manual.
On/off campus field trips	We will pursue virtual activities and events in lieu of field trips, assemblies, special performances, and school-wide parent meetings until further notice. Community Circle will be virtual on the last Friday of every month.
Outside Deliveries	We will attempt to schedule all deliveries either before or after school.
Birthday Celebrations	We ask that teachers collaborate with parents on ways to celebrate birthdays. Families should not send in food for birthday celebrations.

School Spaces

Arrival Areas	<ul style="list-style-type: none"> ● All parents/guardians are required to wear a facial covering when on campus. Teachers should not receive a student (car rider or walker) unless the parent is wearing a facial covering. ● In addition to the drive through staff we will have staff stationed throughout the building and outside the cottages to supervise arrival and ensure mask-wearing. ● Disposable masks will be available if students need one. No student shall be denied access to the school however, the student shall wait to enter the classroom until a mask is provided. At her convenience, the classroom teacher should send an email reminder to the parent regarding the mask requirement.
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	<ul style="list-style-type: none"> ● Arrows and place markers along sidewalks and entrances to encourage social distancing even when arriving together. ● So that we can quickly identify breakfast eaters colored tags will be provided to students. ● All individuals should enter the building using the ramp and exit using the stairs. <p>Bus Riders:</p> <ul style="list-style-type: none"> ○ Students will have assigned seats. Students unload front to back. Staff will escort students into the building or cottage. ○ Bus riders will arrive on campus between 8:05-8:10 am <p>Walkers:</p> <ul style="list-style-type: none"> ○ Students placed in the building will enter through the front door. ○ Students placed in the cottages will enter using the cottage ramp. ○ Walkers may arrive on campus between 7:45-8:10 am <p>Car riders:</p> <ul style="list-style-type: none"> ○ Carpool staff to supervise; if the child is not independent with unbuckling then the parent will put the car in park and assist the child out of the car on the passenger side . Staff will transition students and belongings to staff at the front door. Carpool staff will direct traffic to ensure a safe exit. ○ Car riders may arrive on campus between 7:45-8:05 am. At 8:05 drive through will close to prepare for bus arrival.
Tardies	<ul style="list-style-type: none"> ● Students must be in their classroom by 8:20 am or will be marked tardy by front desk staff. ● All cottage classroom doors will be locked at 8:20 am. Any student arriving after 8:20 am must check in with the front desk. Parents will ring the front door buzzer and give the student name and reason for late check-in. Front desk staff will record the tardy. Students located in the building will be escorted to the classroom by a staff member. Students located in the cottage will be escorted to the classroom door by the parent. You can verify tardy by checking your daily attendance in Infinite Campus.
Dismissal Areas	<ul style="list-style-type: none"> ● All students should wash their hands prior to dismissal. ● Early Pick-Up: Parents will buzz the front desk. Front desk staff will inquire about their pick up via intercom. Parents should wear masks and ensure social distancing should someone else arrive. Ms. Caretha will call the class for the student to be dismissed. ● Bus Riders: <ul style="list-style-type: none"> ○ Bus riders will be dismissed after car riders. ○ All bus riders will be transitioned to the library where they will



	<p>wait until buses arrive on campus To minimize potential transmission bus riders will be waiting in the library no longer than 15 minutes and will be observing social distancing recommendations. .</p> <ul style="list-style-type: none"> ● Walkers: <ul style="list-style-type: none"> ○ All walkers will be dismissed at the same time as car riders. Students placed in the building will be dismissed from the front playground. ○ Students placed in the cottages will be dismissed from the picnic table area. Parents must wear a mask when picking up their student. ● Car Riders: <ul style="list-style-type: none"> ○ All car riders will be dismissed from assigned classroom areas. Administration/Staff Support will use radio communication devices to call out car rider numbers. ○ The paraprofessional will escort the child and his/her belongings from the assigned area to the car. Administration/Staff Support will be floating among areas to supervise. ○ Students who are not independently able to buckle themselves into the car will need to be supported by the parent/guardian. Staff will assist with the transition to the vehicle but due to safety concerns staff will not be asked to physically get the student into the vehicle. <p>In case of inclement weather all students placed in the building will be dismissed from inside the building. Children will be stationed along the hallways by classroom. All students placed in the cottages will be dismissed from their cottage classroom. Administration/Staff Support will use radio devices to communicate assigned car rider numbers. The paraprofessional will quickly transition the student to the car. The teacher will remain with the class.</p>
<p>Media Center</p>	<p>The media center will be closed for in-person student browsing. Teachers (and families) may safely browse the library catalog system and place <i>hold requests</i> if desired. Login with your student's google account is required to place <i>hold requests</i>. Requested books will be delivered to students' classrooms for take home. Curbside pickup 1 to 2 per week will also be available. More information will be shared in an upcoming weekly newsletter.</p>
<p>Seating</p>	<p>Student seating should be spaced apart, as feasible. Seating charts will be updated and used on a regular basis. Plexiglass barriers will be available to each classroom for small groups or 1:1 instruction.</p>



<p>Breakfast</p>	<p>Parents must predetermine if their student will be a breakfast eater prior to the return of in person learning. Students who will be breakfast eaters will receive a colored “breakfast tag” which will be placed on the student’s backpack.</p> <ul style="list-style-type: none"> ● Breakfast will be available 7:45-8:10 am ● Students will wash their hands upon arrival ● Breakfast will be eaten in the cafeteria, students will be socially distanced and supervised by staff ● Students must transition to their classroom by 8:15 am
<p>Lunch</p>	<ul style="list-style-type: none"> ● Lunches will be delivered via carts left outside of classroom ● Lunch will be eaten outside when possible or in the classroom. ● Classroom teachers will supervise. ● If possible, each student should bring a beach towel on which to sit during outside lunch. This will be kept in their cubby. ● Students should be encouraged to eat, then put their mask back on. ● Teachers can create a schedule so half of the class eats, then the second half of class eats, to minimize the number of students with masks off. In this case, create a rotating schedule. ● We will continue to avoid sharing food and utensils to ensure the safety of children and food allergies.
<p>Naptime</p>	<p>Per Bright from the Start guidelines naptime/restime is a required component of the daily schedule. Cots/mats will be spread throughout the classroom to support social distancing. Children will not be permitted to wear a mask during naptime. Parents wishing to pick their student up at naptime may do so without early release penalty but must check in at the front desk before the student is released.</p>
<p>Playground</p>	<p>Classes will be scheduled for recess and will be permitted to use playground equipment. Only one classroom will have access to each playground at a time. Students will need to wash their hands before and after recess. Staff supervising recess should take hand sanitizer with them and there will be stations throughout the building. Students are permitted to take a mask break with proper distancing. Playgrounds will be sanitized in between use.</p>
<p>Bathrooms</p>	<ul style="list-style-type: none"> ● Staff bathrooms will be disinfected every hour. A custodian checklist has been posted on the bathroom door to ensure disinfecting has been completed. ● Students' bathrooms will be disinfected every hour. A custodian checklist has been posted on the bathroom door to ensure disinfecting has been completed. ● No more than two students in the bathroom area at one time- teacher should monitor.



Instruction

<p>Hybrid Teaching Model</p>	<p>The College Heights PreK Program will follow the Bright from the Start approved Hybrid <i>2 Days on Site/3 Days Distance Learning</i> model that includes all children in a class receiving on-site instruction 2 days per week and virtual instruction 3 days per week. A combination of virtual and planned instructional activities will be provided by the teacher for all distance learning days. Additional information on scheduling and the rationale for the selected Hybrid model is on our school website under "Reopening Plans."</p>
<p>Specials</p>	<ul style="list-style-type: none"> • Zumba classes will be offered during scheduled music and movement times and will continue to be virtual and pre-recorded.
<p>Multi Tiered System of Support (MTSS)</p>	<ul style="list-style-type: none"> • Students will be pulled out of classrooms to work with the MTSS teacher one-two at a time. Children will not be pulled from different classrooms for the same group. • Children will wash and sanitize their hands before entering and exiting the classroom. • Materials will not be shared - each child will have their own set of materials in their own bucket. Materials will be wiped down or lysol sprayed after each session. • All work will be conducted at the table with a shield between the teacher and student.
<p>Transitions</p>	<ul style="list-style-type: none"> • Tape markings will be placed on the floors to assist with spacing. Stickers will be placed on walls for visual representation of 6 feet. • Students will be required to face forward at all times. • Transitions will be minimized throughout the building.
<p>ESS Intervention Services</p>	<p>Student services will be provided in accordance with district Special Education guidelines and standards.</p>
<p>Water/ Snack Breaks</p>	<p><u>Water</u>: Fountains are disabled. Students may bring a water bottle. To accommodate mask-wearing mandate, it will be consumed at designated break/lunch/recess times.</p> <p><u>Snack</u>: Students may bring a healthy snack. At this time, we are discouraging asking parents to bring snacks for the entire class on a rotated schedule. To accommodate mask-wearing mandate, snack will be consumed at designated break/recess times. All snacks should be able to be</p>



	consumed within 10 minutes and individually wrapped.
Student Assessment	PES- Students will be given some portions of the PES virtually (expressive language and cognitive) by the end of January. A parent screening questionnaire will be used to flag any potential needs for the remaining domains.
After School Program	<p>Aftercare services are available to families who have previously registered for the program. The aftercare program will run from 2:50-6:00 pm (Monday, Tuesday, Thursday, Friday). Students are eligible for after care services only on the days the student is on site with their assigned cohort. Tuition will be charged at the part time rate of \$190/month.</p> <ul style="list-style-type: none"> • Group size will be no more than 10 students and 1 teacher. • Each group will be assigned a location: cafeteria, music room, library • Each group will have assigned outdoor time. Equipment will be sanitized in between groups. • Groups will be heterogeneous and have children from at least 2-3 classrooms mixed together. This grouping structure is due to staffing needs. • Parents will not be allowed access to the building. Parents will pick up their student from the front porch. Parents must call the school when arriving on campus so that staff can timely transition the student to the front.

Teacher Supplies

Providing and maintaining a clean school environment is important. Custodial staff have the resources and training needed to help maintain a healthy environment for students and staff and will disinfect high touch areas continually throughout the day. Faculty and staff also may need to assist with routine cleaning processes during the day. See chart below.

Quantity	Item
1	Cloth mask per staff Extra disposable masks kept in nurses office and classroom
22	Cloth mask per student, to serve as back up



1	Humanity Shield, optional upon request
1	Eye protection, optional upon request
1	Hand sanitizer
2	Plexiglass shields to be used at staff discretion (i.e. small groups, 1:1 lessons)
1	Lysol/Clorox wipes
1	Soap for soap dispensers, paper towels
1	Bottle of Spirit or ZEP

Education Supports

[CSD -How to Properly Wear a Mask](#)

[Video of Mask Wearing](#)

[How to Wash Face Cloth Masks](#)

CSD [Staff support- What to do if](#)

CSD [Student support-What to do if](#)

School Clinic and Get Well Soon Room

- [COVID 19 Get Well Soon Room Guidance](#)
- [CSD Handwashing Guide](#)
- [CSD What if Protocol](#)