



TRINITY  
PRESCHOOL

2020-2021  
HANDBOOK

[Preschool@trinitycamphill.org](mailto:Preschool@trinitycamphill.org)

717-737-9921 ext.241



***It is important for all families to read the following information as it pertains to the changes implemented due to Covid-19. These policies are vital to keep our children, their families, and our staff healthy.***

**~ Please keep in mind that everything is subject to change as we navigate through this unprecedented situation. ~**

## Drop Off Procedures

Parents will no longer exit their vehicles to drop off their child. All families will be given a color-coded placard to hang on their passenger visor identifying their student. The drop off- line will run parallel to the Church building in the Church's upper parking lot. I will be greeting everyone at the steps near the Market Street entrance. You will be receiving a video of this process prior to the beginning of school to share with your child.

- If you have more than one child attending, you will receive a placard for each child.
- Each child will need to be dropped off at their classes' designated time.
- What does this mean? The first child will be dropped off and you will wait in a parking space. You will get back in line at the scheduled drop off time for your next child.

**Class times will be staggered to allow for limited numbers of students arriving simultaneously.**

- Older Pre-K (Mrs. Hollander), 4 Day 4 (Mrs. Beatty), 3 Day 4 (Mrs. Clark)

Class time ~ 8:45 am -11:45 am

**Drop Off Time is 8:30 am to 8:50 am**

- 3 Day 3 (Mrs. Koch), 2 Day Class (Mrs. Maffei)

Class time ~ 9:00 am – 11:30 am

**Drop Off Time is 8:55 am to 9:10 am**

***This process is relying on volunteers. Due to this fact if you arrive at school after the drop off procedure is finished for the day, your child will unfortunately not be able to attend that day.***

**To keep the drop off system as smooth as possible, please respect the drop off times. If you arrive to preschool before your child's drop off time, please wait in the lower parking lot.**

- Everyone in the car (2 and older) **MUST** wear a mask.
- Your child's temperature will be taken with a non-contact thermometer. Please see below for the (Temperature Check) information.
- If your child passes the temperature check, they will receive a fun sticker.
- If your child can not get out of the car seat unassisted, the parent can help get the child out of the car after temperature check.
- Once out of car seat your child will be escorted to their classroom.

## Temperature Check

All teachers, staff and students will have their temperature taken daily BEFORE entry to Trinity Preschool.

- Anyone with a temperature of 100.3 or lower can report to their classroom.
- Anyone with a temperature of 100.4 or higher will be sent home.

*Does your child have any of the following symptoms? If they do please keep them home until they are symptom free for 72 hours without the use of medication.*

- Fever (higher than 100.3 F)
- Cough, nasal congestion, sore throat, or runny nose (not due to seasonal allergies or common cold)
- Shortness of breath or difficulty of breathing
- Fatigue (more than expected with recommended sleep)
- Muscle and body aches
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

While we understand the nature of childhood illnesses and viruses, we must put a specific process in place during this time of Covid-19 to keep our students 'staff and church safe during a time of pandemic.

## Pick-Up Procedures

The pick-up line will run parallel to the Church building in the Church's upper parking lot. This procedure is the same as the drop-off routine.

Students will be brought down from their classrooms to their parent's/guardian's car.

- Parents/Guardians will receive a colored placard for each student.
- Hang the placard from the passenger visor.
- Parents/Guardians will remain in vehicles; your child will be escorted to your car.
- Parents/Guardians are responsible for securing the child in his/her car seat.
- Older Pre-K (Mrs. Hollander), 4 Day 4 (Mrs. Beatty), 3 Day 4 (Mrs. Clark)

**Pick Up Time is 11:40 am – 11:55 am**

- 3 Day 3 (Mrs. Koch), 2 Day Class (Mrs. Maffei)

**Pick Up Time is 11:20 am -11:35 am**

## Health and Safety

- **Masks: Your child may wear the mask they are comfortable wearing to school. We are requiring that you add a mask extension/adapter to the ear loops of the mask.** The children can pull their masks down as necessary and it will stay on their body. We are adjusting our daily schedule to give the children masks breaks throughout the day. DIY with a piece of elastic through the ear loops and tied or purchase a button headband adapter.
- Use of masks by all teachers and volunteers assisting with child drop off and pick up.
- Hand washing will be vigilant. This is something we do well, and we will continue to do.
- Each classroom has two hand sanitizer stations.
- We will be encouraging hand washing/hand sanitizing between activities.
- We have posted signs, in highly visible locations, that promote health and safety.
- If a child becomes sick while at school, they will be taken to a designated area until he/she is picked up.
- We have added additional outside time to our class schedule.
- We are following the CDC and PA Department of Health and Safety recommendations for cleaning and disinfecting.
- Each classroom is equipped with an activTEK, a technologically advanced air purifier. Scientific tests have demonstrated that the technology in activTek air purifiers can substantially reduce microbial populations on surfaces.

## **The Church invested in a Bi-Polar Ionization AIR Purification System!**

See more information in the attached PDF

## **Covid-19 Positive test result for a student or teacher**

If a student, a member of the student's household with whom they reside, a teacher, or a member of the teacher's household with whom they reside tests positive for Covid-19, the classroom will be closed for two (2) calendar weeks.

- The positive test result should be reposted to the Director as soon as possible.
- The positive test result will be reported to the proper government agencies in accordance with HIPAA privacy Laws.
- The classroom will be deep cleaned 48-hours after usage using special precautions and guidelines established by the Department of Health, PA Department of Education, and the CDC.
- If virtual learning will be available and feasible for the class in question, virtual learning may commence during this time.
- If you test positive for COVID-19 you must have a negative test result to return.

## **Family Travel**

- If you have traveled, or plan to travel, to an area where there are high amounts of COVID-19 cases, it is recommended that you stay at home for 14 days upon return to Pennsylvania. For an up to date list of states where there are high amounts of COVID-19 cases, please visit <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

## **Inclement Weather**

- For school **Closures** please watch **ABC 27 SNOW WATCH** you will see **Trinity Preschool Camp Hill** flash across the screen or check their website for school listings. It will also be posted on the preschool page of the **Trinity Lutheran Church website** and on your child's classroom **SeeSaw** account.
- Virtual Learning – No delayed openings, more information to follow

## Snack

- Each parent will be providing snack for their child.
  - ~ Only single serving, factory sealed packages from the list below will be permitted.

Goldfish	Pirate Booty	Teddy Grahams	Animal Crackers
Pretzels	Nutri Grain Bars	Cheez-Its	Scooby Snacks
Veggie Straws	Cheese Ritz Bits (NO PEANUT BUTTER)		

- **Please bring October's supply when you come to the Open House.**
- **Please send each following month's supply on the first school day of that month. Place the snacks in a plastic grocery bag with a label with your child's name.**

*If you have an issue with the snack choices due to a food allergy, please contact Heather Rose.*

- While we will still celebrate birthdays, we are not allowing a special snack to be sent in.

## Preschool Totes

- We will not be using our totes as of now. If the situation changes will notify you.

## Extra Clothing

- Please bring an extra set of weather appropriate clothing and an extra mask (with child's name) to the scheduled **Open House** to leave at school.

## Tuition and Payment Policy

To firmly reserve a place for your child, we are asking that your first tuition payment be received by June 1<sup>st</sup>, 2020. Checks should be made payable to **Trinity Lutheran Church** and sent to the 2000 Chestnut Street, Camp Hill PA 17011. Tuition payments for the months that follow is due on the first of each month from October 1<sup>st</sup> through May 1<sup>st</sup>. Tuition is paid on a yearly basis, in monthly installments for your convenience. **FAILURE TO SUBMIT THE OCTOBER 1<sup>ST</sup> PAYMENT MAY RESULT IN THE REMOVAL OF YOUR CHILD'S NAME FROM THE CLASS LIST.**

A late fee of \$15.00 will be charged after the 10<sup>th</sup> of the month. If you find you will be late with the payment, please contact the director so she will be aware of the situation. If we know in advance every effort will be made to accommodate various financial situations.

**Please mail in your tuition payment or place your check in a sealed envelope and place it in your monthly snack bag.**

# 2020-2021 School Calendar

School will be in session October 5, 2020 through May 27, 2021

With the following vacation days:

## Thanksgiving Recess

Thursday, November 26 through Monday, November 30

*Classes resume Tuesday, December 1*

## Christmas Recess

Monday, December 21 through Friday, January 1

*Classes resume Monday, January 4*

## Martin Luther King Day

Monday, January 18

## President's Day

Monday, February 15

## Easter Recess

Wednesday, March 31 through Monday, April 5

*Classes resume Tuesday, April 6*

**Last day of school is Thursday, May 27, 2021**

**Carnival is scheduled for Friday, May 28, 2021**



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*Trinity Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs."*