



PRESCHOOL OF THE ARTS

COVID-19 Handbook

Updated May 2021

Preschool of the Arts
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Overview

The COVID-19 pandemic created an unprecedented global challenge, but Preschool of the Arts still strives to offer a vibrant, innovative and supportive learning community committed to child-focused exploration and creativity. We aim to meet this significant crisis with **love, compassion** and **understanding**. We believe children are capable. We value play as both means of developmentally appropriate learning and processing the world. We will continue to structure our curriculum around these constructs, while still incorporating ongoing best practices regarding COVID-19.

The following COVID-19 Handbook takes into account the guidance and recommendations of several health and safety related organizations. These are the agencies we defer to, ***in this order***:

1. [The Wisconsin Department of Children and Families](#) (DCF)
2. [Public Health Madison & Dane County](#) (PHMDC)
3. [The Centers for Disease Control and Prevention](#) (CDC)
4. [The Wisconsin Department of Health Services](#) (DHS)

Please note that new guidance emerges every week from these organizations and sometimes these recommendations are not in alignment with each other. The leadership of PSA pays close attention to these developments and discrepancies and reserves the right to determine our own guidelines and procedures when necessary. In some cases, our policies may be even more conservative than the mandates put forth by these agencies in our ongoing effort to do what is in the best interest of the school.

Since the start of the pandemic, our main priority has been the health and safety of our children, families, and staff. Although we can no longer require limited contact with others, we still want to encourage all members of the PSA community to use their best judgement and exercise caution when engaging with the greater community. If you do choose to participate in extracurricular activities or spend time at local businesses, restaurants, etc. you are responsible for ensuring that these venues have COVID policies in place that are consistent with those of PSA. We are all in this together! We must continue to be transparent and rely on each other for the health and safety of our whole community.

This is an ever-evolving situation and we will do our best to keep the school community informed through periodic emails and responses to Frequently Asked Questions. If you have specific questions or concerns, please do not hesitate to contact the Emergency Response Task Force (formerly the COVID Task Force) by emailing: emergencyresponse@preschoolofthearts.com.

Travel

If your family chooses to travel, **unvaccinated people (including children)** should refer to the most recent recommendations from the local Department of Public Health, DCF and the CDC. Inform the director that you are traveling and your plan to limit exposure during your travels. The director may require that your child quarantine and/or receive a negative test result before returning to PSA.

Drop off / Pick Up

Each classroom has been assigned a pick up and drop off time to limit the number of people in the hallways at once.

Children are dropped off either at the front door or at their classroom's designated outdoor spot. Parents are expected to take the child's temperature and check for any symptoms every morning before coming to school. Your child will be met by their teacher or a screener at the door who will verify your child is well enough to attend school. The screener will ask for a "thumbs up" from the adult responsible for the child, indicating that:

- The child is fever free and not taking any fever-reducing medicine.
- The child is not exhibiting any COVID-related symptoms.
- The child has not been in direct contact with someone who has tested positive for COVID-19.
- The child is not waiting for COVID-19 test results.

Then teachers and administrators will assist your child in getting to their classrooms. Upon entering the classroom, teachers and children will wash hands.

We ask that families limit the number of people doing pick up and drop off as much as possible. If you need to drop your child off or pick them up earlier or later than normal, please call the office and an Administrator (or teacher if available) will meet you in the parking lot to pick up or drop off your child.

Social Distancing & Face Masks

PSA is limiting the number of children in each classroom. PSA will do its best to limit interaction between children in different classrooms.

All staff are required to wear face masks when indoors and in their classrooms at **all** times. PSA will provide face masks but teachers and children are also welcome to bring in their own. In keeping with Dane County Public Health mandates, children age 5 and up are also required to wear masks when indoors. PSA highly recommends that children 2 and up wear masks as they are able. Children and teachers may remove their masks when eating and drinking and if necessary when communication cannot be achieved through other means. Children do not wear masks at rest time. Teachers are required to wear masks outside if they are not able to maintain social distancing from staff and children. Children old enough to wear masks outside are encouraged to wear masks outside if proper social distancing cannot be maintained.

Classrooms continue to be encouraged to spend as much time outside as possible.

Cleaning Procedures

Classrooms will be set up to ensure that everything can be easily cleaned. Toys that cannot be easily cleaned will not be available in the classroom. All staff will follow a two-step cleaning process: clean (either with soap and water or a hydrogen peroxide based cleaner) then disinfect. Heavy traffic items such as doorknobs will be cleaned multiple times throughout the day.

Children and staff will be required to wash hands often including, but not limited to: upon arrival, before and after handling food, before and after handling medicine, before and after diapering, before and after using the bathroom or helping a child in the bathroom, after coming in contact with bodily fluid, after playing outside.

Diapering and Bathrooms

All adults in the building will be assigned an adult bathroom. Adults will be responsible for disinfecting bathrooms after use. Classrooms with bathrooms in their rooms will use their own bathrooms. Classrooms without a bathroom will have assigned bathrooms for children's use to limit contact. Gloves will be required when diapering children. Gloves are changed between each child.

Naptime

Every effort will be made to have children sleep as far apart as possible, with a goal of at least 6 feet apart. Children do not wear masks during naptime.

Sick Children and Staff

Anyone with symptoms of COVID-19 will need to return home until they are symptom and fever free for 24 hours without the aid of medication. They should call their physician and ask if a COVID test is recommended. If a child is determined to have a fever prior to the child entering school, the parent will be asked to take the child home, call the physician, and follow the physician's recommendations for testing and/or for care. Children with a fever over 100 degrees or any other persistent symptom related to COVID-19 (difficulty breathing, loss of taste or smell, severe cough), must be kept home until he/she/they are fever-free and have markedly reduced symptoms for 24 hours without the use of fever-reducing medication.

If the physician recommends COVID-19 testing, PSA will require the negative test result or a doctor's note releasing the child to come back to school. If a test is recommended, **the parent/caregiver must notify the administration that the child is being tested. If a child has a pending test, the child is not allowed to return to school until the results are received AND reported to the director. There are no exceptions.** All communication about testing, including test results, need to be communicated with the director. If the test is positive, PSA will consult with the Dane County Department of Public Health, and the child will be required to be out of school until given clearance to return to school from the Dane County Department of Public Health.

In Case of Positive COVID-19 Tests

If a staff member or child attends school while positive for COVID-19, the classroom(s) affected will close for up to 14 calendar days. We will contact Dane County Public Health and follow their guidelines pertaining to each particular case for classroom and school closures.

Siblings of a Child that was Exposed to COVID-19

If a child has been exposed to COVID-19 and they have siblings that attend PSA but were not directly exposed, the siblings **may** attend PSA, following the guidance by Dane County Public Health and the CDC. However, if the child that was exposed exhibits any symptoms or has a positive COVID-19 test result, all children in the household need to follow the quarantine guidelines from Public Health.

Extended Closure

In case of a closure of a classroom, classroom pod, or hallway, PSA will enact the following:

1. The director will notify the affected classrooms of the exact reasoning for the closure, a potential timeline (if possible), and send a plan of action including when the room(s) is expected to reopen;
2. The director will notify the entire school that the room, wing, or pod will be closed and the extent of the closure, including how siblings in other classrooms will be impacted;
3. PSA will follow the Dane County Public Health guidelines for reopening;
4. The closed classroom(s) will undergo extensive cleaning and disinfecting;
5. Families will be informed if there are any new procedures or protocols that need to be enacted.

In recognition of the extraordinary circumstances we are in, PSA is permitting families in the instances described below to withdraw their child(ren) from PSA in more beneficial terms than the **60 day penalty** in the original enrollment agreement.

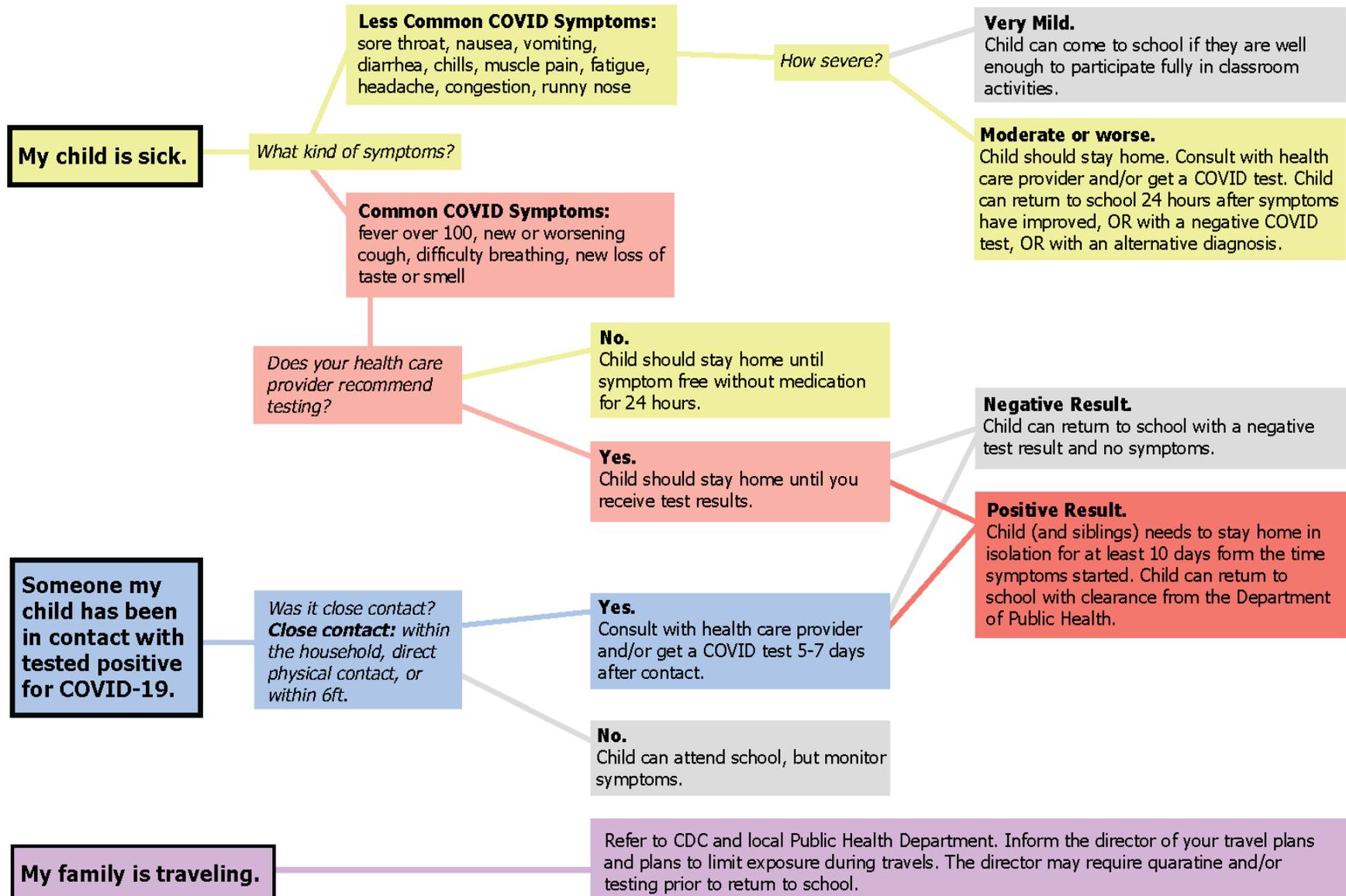
If a family asks for release from a contract as a result of a 15 consecutive calendar day or greater closure event, a release from a contract will be allowed subject to the following terms and conditions. Such a release **must** be requested within 10 business days of PSA announcing such closure. If a family makes such a request, then:

1. Tuition equal to the lesser than one month or then-remaining term of the contract must be paid;
2. The deposit will be forfeited;
3. If the request for disenrollment is not made within 10 business days of the announcement of closure, the withdrawal provisions in the original registration agreement will be in control.

COVID-19 Policy Compliance

PSA reserves the right to terminate the contract of a family who does not comply with the rules and regulations set forth by this handbook, addendums or for any other reasons that may negatively impact PSA or its employees. If PSA terminates a family's contract, that family will forfeit their deposit.

When should my child stay home from school?



By signing below, I certify that I have read PSA's COVID-19 policies. I agree to follow the policies as they apply to me. I further acknowledge that these policies are subject to change, and I agree to continue to follow the policies as outlined by the school. Failure to follow policies outlined in the COVID Handbook above or otherwise communicated by the school, Emergency Response Task Force, and/or Director are subject to disciplinary action including disenrollment from the school.

Name: _____

Child(ren)'s Name(s): _____

Signature: _____ Date Signed: _____