

The



of Preschool & Pre-K at

**The Learning Tree**



Dear Parents,

Welcome to The Learning Tree! What an exciting time of development for you and your child. Thank you for choosing to include us as one of your child's first school experiences. We believe preschool is the foundation of a life-long love for learning and are excited to work with your family!

In this packet, you'll find all you need to know to get the year started. Please take some time to read the information carefully. I want to highlight 3 basics important to our success this year.

1. **Partnership:** We're in this together! Our teachers and staff want to set your child up for success (in preschool and beyond!), and the best way for us to do that is to partner with you. You know your child better than anyone, and together we can support one another.
2. **Communication:** The key to success in our partnership is communication. Our staff will strive to keep you informed about what's going on during the school day with emails, newsletters, social media posts, and conferences. Please don't hesitate to fill us in on things going on at home, or to come to us with questions or concerns. We love hearing from our families!
3. **Involvement:** The Learning Tree strives to offer opportunities for family involvement. Whether it's attending family chapel time, participating in a Christmas service project, or extending learning from the classroom to the living room, you are invited to share in this time with your child.

**What to look forward to:**

**Parent Previews:** An opportunity for parents/caregivers to meet one-on-one with teachers before school starts to share a little about their child and to receive an individualized overview of the year to come. Be on the look-out for an email from your child's teacher with a link to sign-up for a 30-minute time slot at the beginning of August.

I look forward to a fantastic year to come!

Blessings,

Stacy Robinson, Director  
The Learning Tree: Preschool & Parents' Morning Out  
O'Fallon First United Methodist Church  
618-632-2354  
[thelearningtreedirector@offumc.org](mailto:thelearningtreedirector@offumc.org)



## 2020-2021 School Supplies

Please bring to your Parent Preview.

### Preschool: Peach Tree (T/TH)

- 1 Plastic folder with pockets only
- 1 Primary journal (see picture)
- 1 - 2" 3-ring binder
- \*12 Glue sticks
- \*1 large container of Clorox™ wipes
- \*Boys: Mr. Clean Magic Erasers
- \*Girls: 4 pack black chisel-tip Expo markers
- \*1 Ream copy paper
- \*4 Pack Playdoh™
- \*Hand Sanitizer
- \*1 pack page protectors

### PreK: Apple and Cherry Tree (M/W/F)

- 1 box of Crayola™ crayons, 8 count primary colors
- 1 Plastic folder with pockets only
- 1 Primary journal (see picture)
- 1 - 2" 3-ring binder
- \*4 Pack Playdoh™
- \*12 Glue sticks
- \*1 Ream copy paper
- \*1 Large container of Clorox™ wipes
- \*Hand sanitizer
- \*Boys: Mr. Clean Magic Erasers
- \*Girls: 4 pack black chisel-tip Expo markers
- \*1 pack page protectors

Primary Journals can normally be found at Walmart or Amazon.



\*to be combined for classroom use, please label all others with student's name

# Welcome to The Learning Tree

## What to Know for Week 1

### Label and Bring:

- Backpack
- Face Masks (one worn and several extras inside backpack)
- Extra change of clothes (weather appropriate) inside backpack
- Water bottle
- Lunch Box (if staying on Wednesday) **\*No Nuts\***



### Before Coming to School:

- Talk with your child about what to expect.
- Read the books The Learning Tree provides about coming at school and wearing a mask to school.
- Have your child practice wearing a mask. Stay positive and show support by wearing yours, too.
- Drive past the school and show your child where he/she will be getting out of the car.

### When Coming to School:

- Plan to arrive during your class' allotted time.
- Be sure everything your child will need is packed in his/her backpack.
- Place your child's backpack, jacket, etc. on the floor of your vehicle in front of his/her car seat.
- Enter the parking lot via the west entrance.
- Follow the car line to the front of the building. **Stay in your vehicle.**
- As you approach the entrance, prepare your child to exit the vehicle. Share "I love you's" and blow kisses. Tell him/her you will be back soon and that he/she is going to have a fun day at school.
- Wearing a face mask and a shield, Mrs. Stacy will be at the door to help your child exit the vehicle and will ask if your child has been exhibiting any symptoms of illness. She will take your child to his/her Assistant Teacher. This teacher will take your child's temperature and escort him/her into the building where the Lead Teachers will be waiting to greet everyone.
- Don't worry if there are some tears at first as we get used to this new process, we understand this is hard and will do our best to offer lots of comfort and fun distractions. In no time at all, we're sure everyone will be hopping out of the car and dashing into school.



### When Picking Up from School:

- Plan to arrive during your class' allotted time.
- Display the Pick-Up Placard (distributed at Parent Previews) in your windshield.
- Enter the parking lot via the west entrance. **Stay in your vehicle.**
- Learning Tree Staff will bring students outside one at a time as parents arrive.
- Please be mindful of other families picking-up children. If you'd like to talk with your child's teacher, please email her to set up a time.

### Other notes:

- Closed-toe shoes only. No sandals or flip-flops.
- Make sure all emergency contact information is up to date.

# Welcome Handbook

## A

**Attendance:** Please make every effort to have your child in class. You will see an amazing amount of growth socially and academically this year and ensuring that your child is present will give him or her the opportunity to thrive. If your child will be absent from school, please be sure to let us know as early as possible. This helps teachers plan and prepare for the day.

**Assessment:** Each child will have their own portfolio with observations, concrete examples, and teacher and student reflections that will show each child's progress, areas of concern, and areas of talent. This assessment gives a whole picture of your child and will help guide instruction to best prepare him or her for Kindergarten.

## B

**Backpacks:** Please choose a backpack that will fit a folder and change of clothes. Label your child's backpack in an easily visible place. The backpack should include a labeled water bottle, extra face masks, and an extra set of seasonally appropriate clothes, including socks.

**Birthdays:** Birthdays are special and meant to be celebrated! If you would like to bring in a small treat on your child's birthday to share, you are welcome to do so. We will celebrate birthdays as close to the actual day as possible and on a day that works best for you and the class. Summer birthdays will be celebrated in May so that those students with summer birthdays can have a special day as well. Please let the teacher know in advance what you are planning to bring and to set up the day and time. Our school is nut free, so please be sure to only send items that are safe for everyone.

**Birthday Invitations:** If you are planning a party for your child and would like to hand out invitations to other students in the class, please give the invites to the teacher to place in children's backpacks. This will limit any feelings getting hurt.

## C

**Chapel Time:** Once a month, students will share a special time in the church's sanctuary with our director, Mrs. Stacy for a time of Bible stories, songs, and games. We want kids to know that God made them, God loves them, and Jesus will be their friend forever.

**Communication:** Feel free to contact us any time!

Stacy Robinson, Director; [thelearningtreedirector@offumc.org](mailto:thelearningtreedirector@offumc.org); 618-589-9040

Patrice Marchese, Apple Tree Lead Teacher; [theappletreeclass@offumc.org](mailto:theappletreeclass@offumc.org); 618-589-9040

Patrice Marchese, Peach Tree Lead Teacher; [thepeachtreeclass@offumc.org](mailto:thepeachtreeclass@offumc.org); 618-589-9040

Molly Wheeler, Cherry Tree Lead Teacher; [thecherrytreeclass@offumc.org](mailto:thecherrytreeclass@offumc.org); 618-589-9040

Drop-off and pick-up are often busy times for teachers. They are happy to schedule a time to meet with you before or after school if you have questions or concerns.

**COVID-19:** The Learning Tree has developed new policies and procedures to keep your family and our staff safe during the pandemic. Please see the attached Enhanced Risk Management Plan for details.

**Curriculum:** Learning Tree Preschool strives to nurture your child's talents and interests while preparing them for kindergarten and the future. We are excited to offer an outstanding phonics curriculum, Jolly Phonics. We will use Starfall as an extension literacy program as well. Finally, we will use an excellent math program, Everyday Literacy, to develop number concepts and reasoning skills.

## **D**

**Differentiation:** Every child is unique and learns in different ways, and each child needs to be challenged in different ways. We differentiate lessons, activities, and themes to spark interest and create an exciting learning environment for every child. We often work in small groups and these groups will change frequently. Your child may have different work than another child, but rest assured that everyone is learning the same concepts, just in a way that best fits him or her.

**Discipline:** Learning Tree Preschool uses the philosophy written by Thomas W. Phelan, PhD and Sarah Jane Schonour, M.A. called 1-2-3 Magic for Teachers. It is an excellent way to teach children self-control, respect, empathy and positive behavior in school. If you would like to research more on 1-2-3 Magic, there are many resources on the Internet. You can start at [www.teachingkidstolisten.com](http://www.teachingkidstolisten.com) by Dr. Phelban. The teachers will communicate with parents regarding any serious or reoccurring behaviors. For the safety of all students and teachers, students exhibiting aggressive behaviors (hitting, kicking, biting, etc.) will be removed from the classroom and parents will be contacted.

**Dress Code:** We intend to have fun and get a little messy! Please dress your child appropriately in play clothes and provide an extra set of clothes in their backpack in case of spills or accidents. Outside play is important, so we plan to visit the playground whenever the weather allows. We will play outside in the winter when the real feel temperature is 15 degrees or higher, so please be sure to send coats, hats, gloves, and scarves as appropriate. For safety, close-toed shoes must be worn. Please, no sandals or flip-flops.

**Drop-off and Pick-up:** This year, to maximize social distancing and ease congestion in our car line, drop-off/pick-up times will be staggered.

- Apple Tree Class will drop-off between 8:45-9:00 and pick-up between 11:45-12:00 (12:45-1:00 for Wednesday Lunch).
- Cherry and Peach Classes will drop-off between 9:00-9:15 and pick-up between 12:00-12:15 (1:00-1:15 for Wednesday Lunch).
- All drop-off/pick-up will be conducted curbside at the front entrance of the building.
- Parents will remain in their car, and Learning Tree staff will assist children in exiting the vehicle and entering the building.
- If a parent needs to exit the vehicle, he/she will pull into a parking space, remove the child, walk the child to the front of the building while maintaining social distancing from other families, and release the child to a member of the Learning Tree staff.

## **E**

**Emergencies:** Please ensure two current emergency contact numbers are on file at all times.

## F

**Facebook:** For the latest updates, please follow The Learning Tree on Facebook at [www.facebook.com/offumcpreschool](http://www.facebook.com/offumcpreschool).

**Fees and tuition:** Monthly tuition is due on the first of each month. A \$10 late fee will be charged each day after the 5<sup>th</sup> that fees are not paid. If tuition is not paid by the end of the month, the student will not be permitted to return to class the following month. To have tuition directly withdrawn from your bank account, please turn the ACH form at the end of this packet into Mrs. Stacy or your child's teacher. If, for some reason, your child won't be finishing the entirety of the school year at The Learning Tree, two months' tuition is due past his/her final date of attendance. This fee may be waived for military families receiving orders. If you ever have concerns about payment, would like to request tuition assistance, or need to establish a payment plan, please contact our director, Stacy Robinson ([thelearningtreedirector@offumc.org](mailto:thelearningtreedirector@offumc.org)).

## G

**Gift Cards:** The Learning Tree participates in Scrip fundraising to supplement our tuition assistance fund. Scrip is another way to pay for everyday purchases using gift cards in place of cash, checks, and credit cards. You purchase gift cards from OFFUMC at face value, and The Learning Tree earns an instant percentage. It's really that simple! Just by using Scrip to pay for your normal weekly purchases or as you give gifts to your friends and family, you can easily put your shopping dollars to work. Order forms are available from your child's teacher. Orders are due by the 1<sup>st</sup> of the month and gift cards will be delivered to the school by the 15<sup>th</sup>.

## H

**Home Activities:** Watch your weekly newsletter and take-home folder for opportunities to extend your child's learning at home.

## I

**Illness:** We want The Learning Tree to be a safe place for your children. This includes protecting them from illness. Your child may not attend school if he/she:

- Has had a fever above 100.4 within the past 24 hours
- Has vomited within the past 24 hours
- Has had diarrhea within the past 24 hours
- Has pink eye
- Has head lice
- Has strep throat
- Has had symptoms of COVID-19 (fever, chills, shortness of breath or cough, sore throat, vomiting, diarrhea, or new loss of taste or smell); please see Enhanced Risk Management Plan
- Has been come in close contact with someone suspected or diagnosed with COVID-19; Please see Enhanced Risk Management Plan

**Independent Reading:** Reading readiness is a focal point of preschool and your child will be exposed to many different books, computer programs and magazines. Children will be encouraged to explore these every day during class.

**Interests:** School motivation is linked to having the opportunity to explore personal interests. Our philosophy at The Learning Tree is to hone in on the child's interests and natural curiosities to shape and guide our themes and lessons.

## J

**Jumping:** Jumping, running, skipping, kicking, balancing and stretching are all important large motor skills that are a part of the National Preschool Standards. Be assured that your child will practice these important skills every day.

## K

**Keep:** Keep backpacks neat, tidy and prepared. Having your child help pack his/her backpack in the morning and helping to unpack it every night will instill responsibility and independence.

## L

**Love:** Our school centers around the Christian teachings of love. We love one another and we love ourselves. If you have any concerns at all about what is happening in class, please talk to the teachers so that we can work through any issues in a positive way.

**Lunch:** If your Pre-K student is signed up for lunch, spend some time showing him/her how to open the packaging. Sending food in easy open packaging not only empowers your child to be self-sufficient, but also decreases the risk on cross-contaminating food.

## M

**Masks:** Face masks are a new addition to the Learning Tree school supply list, and we know they're going to take some getting used to. Please practice mask wearing with your child prior to the start of school. Send a supply of several masks so we will have extras in case one gets dirty. Notify the Director and your child's teacher if he/she is unable to wear a mask for medical reasons. Your child's Lead Teacher will use her best judgement to determine if your child needs to remove his/her mask at any point during the day. Please wash your child's masks DAILY before returning them to school.

**Morning Routine:** Our morning routine is very important. Please ensure that your child is at school on time and be ready to learn.

## N

**Newsletter:** Teachers will email a weekly newsletter detailing learning themes, upcoming dates and helpful tips to extend learning from the classroom to home. Please take the time to read it each week.

## O

**O'Fallon First United Methodist:** The Learning Tree families are an important part of our church community. You, your friends, and family are always invited to all events, activities, and groups at the church. Let us know if we can help you find your niche.



## P

**Play:** Play is a crucial part of a child's development. Through play, a child learns a multitude of social and academic skills, and a teacher can learn about a child's interests and abilities. These insights give the teacher a different perspective on the child's thought processes and ways to best help the child achieve their potential. Play is an important component to our curriculum.

**Preschool Screenings:** The Learning Tree works in conjunction with O'Fallon District 90 to evaluate students who qualify for early intervention services. Should your child's teacher feel that an evaluation may be important in meeting your child's needs, you may be asked to schedule a meeting at one of District 90's pre-k screenings or a screening may occur during the day at the Learning Tree Preschool if no screenings are close in calendar date. Results of the evaluation will help determine the best placement of the student to meet his or her needs.

## Q

**Quality Time:** At several times throughout the year, we hope to invite families to special events at school. These events will be scheduled as COVID protocol allows. Watch your newsletter for details!

## R

**3 Rs:** Respect, Responsibility and Right Choices will be emphasized this year. Your child will learn what these mean in depth so that behavior expectations are well understood.

## S

**Schedules and Routines:** As we all know, children thrive with structure and routine. Our school day includes lots of play, but you will find that all play is intentional. We have a lot to learn in a relatively short amount of time and following a routine helps us all to take advantage of the time in school in the best possible way.

**Snacks:** We love to offer healthy snack options for our students. This year, instead of asking families to sign-up for dates and bring snack, we are simplifying the process. We are asking each family contribute \$25/student at the beginning of the school year to cover the cost of snacks. We'll do all the planning and shopping, and each day your child will be served a fresh fruit or vegetable. If this is financially difficult for your family, please see Stacy, and we'll work out a plan.

**Special Needs:** At The Learning Tree, we celebrate the individuality of each of our students. We will make all reasonable accommodations in our classrooms to include children of a variety of abilities. In some circumstances, The Learning Tree may not have the resources to provide the proper environment for a child to thrive. With the child's best interest at heart, we will work with parents to identify resources in the community for alternate services.

## T

**T-Shirts:** If you'd like to purchase a shirt, the order form is at the back of this packet. Sizers available at Parent Previews.

**Toys:** Please keep all toys at home. They can be a distraction to the school day and can bring along extra germs that we don't want to share.

## U

**Unique Children:** All children are unique and will learn skills at different rates and through different styles. Please refrain from comparing your child to another and know that your child will attain his or her own potential.

## W

**Water Bottle:** Please have a labeled water bottle in your child's backpack every day.

**Weather:** The Learning Tree follows O'Fallon District 90's policies for weather cancellations. If District 90 closes, The Learning Tree is closed as well. Follow our Facebook page for further updates.

**Well Wishes:** It is more difficult for some children than others when they have to say good-bye to their parents. To ease the transition for you and your child, please make your "see you soon" happy, positive and brief.

## X,Y,Z

We are eXcited to work with you and your child this Year. Ensure your child gets plenty of ZZZZZZs each night.



## Authorization Agreement for Preauthorized Payments (ACH Debits)

I (we) hereby authorize O'Fallon First United Methodist Church, hereinafter called CHURCH, to initiate debit entries, and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) account indicted below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to debit and/or credit the same to such account to the CHURCH. I (we) acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

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Name of Financial Institution	Branch
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Address	City/State	Zip
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Type of Account:       Checking       Savings

Please Debit my (our) account monthly on the first Tuesday from September 2020 - April 2021

In the Amount of \$\_\_\_\_\_

**(August and May tuition payments will be pro-rated based on number of scheduled attendance days.)**

If transaction will be made from a checking account, please attach a voided check. A deposit slip cannot be accepted.

If transaction will be made from a savings account, please have a bank employee provide or confirm the routing number and account number.

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Routing Number	Account Number
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This Authority is to remain in full force and effect until CHURCH has received written notification from me (or either of us) by the 15<sup>th</sup> of the month of its termination, in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

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(Print Individual Name)	(Signature)	(Date)
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(Print Joint Account Owner Name)	(Signature)	(Date)
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# The Learning Tree

## COVID-19 Enhanced Risk Management Plan

The purpose of this document is to establish policy which minimizes the risk of COVID-19 transmission to students, families, and staff to the greatest extent possible. These policies are temporarily adopted during the COVID-19 pandemic and supersede previously adopted policies.

### Programming

1. The Learning Tree will educate families on the signs of illness (fever, chills, shortness of breath or cough, sore throat, vomiting, diarrhea, or new loss of taste or smell), encourage families to be on alert for these signs in children, and require children to be kept home if they these signs are present.
2. Drop-off/pick-up times will be staggered.
3. Extended day / lunch programming will not be offered on Tuesday and Thursday.
4. Parents' Morning Out and Play Café will not resume in Fall 2020 and will be reevaluated for opening in January 2021.

### Grouping, Ratios, and Staffing

1. Students will remain with the same class for their entire day at the Learning Tree.
2. Classes will not be combined at any time, including on the playground and in the gym.
3. According to DCFS guidelines, a staff to child ratio no less than 1:10 will be maintained at all times. Classes will be limited to no more than 15 students.
4. The Learning Tree will maintain a list of qualified substitutes in the event staff are out sick.

### Building Entry

1. Drop-off/Pick-up
  - a. To maximize social distancing, drop-off/pick-up times will be staggered.
    - i. Apple Tree Class
      1. Drop-off: 8:45-9:00
      2. Pick-Up: 11:45-12:00 (Wednesday lunch, 12:45-1)
    - ii. Cherry and Peach Tree Classes
      1. Drop-off: 9:00-9:15
      2. Pick-Up: 12:00-12:15 (Wednesday lunch, 1-1:15)
  - b. All drop-off/pick-up will be conducted curbside at the front entrance of the building.
  - c. Parents will remain in their car, and Learning Tree staff will assist children in exiting the vehicle and entering the building.
  - d. If a parent needs to exit the vehicle, he/she will pull into a parking space, remove the child, walk the child to the front of the building while maintaining social distancing from other families, and release the child to a member of the Learning Tree staff.
2. Preschool visitors will not be permitted in the building without prior authorization.
3. All entrants will sanitize hands upon entry and will be required to wear a mask.

## Screening and Monitoring

1. The Learning Tree Staff will conduct and record health checks of ALL persons entering the Learning Tree area (to include staff, children, and visitors).
  - a. Temperatures will be screened before entry and at snack time. All persons who have a fever of 100.4 or above or other signs of illness will not be admitted to the facility.
    - (a) Staff members taking temperatures will wear PPE (Personal Protective Equipment), to include a mask, gloves, and face shield.
    - (b) No-touch infrared thermometers will be used.
  - b. Each entrant will be asked if they are experiencing:
    - i. Fever
    - ii. Chills
    - iii. Shortness of breath or cough
    - iv. Sore throat
    - v. Vomiting
    - vi. Diarrhea
    - vii. New loss of taste or smell
  - c. Staff will make visual inspections for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.
2. The Learning Tree will display signage on the exterior of the building communicating entrance limitations and drop-off/pick-up procedures.

## Isolation and Discharge of Sick Children and Staff

1. Any person suspected of having COVID-19 or diagnosed with COVID-19 shall be excluded from the facility.
2. Symptoms of COVID-19 are fever (temperature greater than 100.4F/37C), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting, diarrhea, and new loss of taste or smell. If a child or staff member is diagnosed with COVID-19, he/she is not to return to the facility until ALL three of the following are met:
  - a. Individual is free from fever without the use of fever-reducing medications for at least 72 hours;
  - b. Individual's symptoms, including cough, have improved; and
  - c. It has been at least 10 days since the onset of the individual's illness.
3. If a person has symptoms of COVID-19 and it is subsequently determined by a medical provider that the individual likely does not have a COVID-19 infection, the person can return to school if the following is met:
  - a. No fever for 72 hours without the use of fever reducing medications (fever is temperature greater than 100.4F/37C)
  - b. Negative test for COVID-19;
  - c. A note from a medical provider documenting no clinical suspicion of COVID-19 infection; or
  - d. 10 days have passed since onset of symptoms.
4. Any child or staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 shall be excluded from the facility for 14 days and monitored for symptoms. If symptoms develop, they are encouraged to be evaluated and tested for COVID-19, and numbers 2 and 3 above apply.

5. In the event a staff member, student, or family member tests positive for COVID-19 or comes in close contact (within 6 feet for greater than 15 minutes) with a positive case:
  - a. The Learning Tree director must be notified immediately by phone call at 618-741-0971 and via email at [thelearningtreedirector@offumc.org](mailto:thelearningtreedirector@offumc.org).
  - b. The Learning Tree will notify parents, guardians, and staff in writing via email at the email address on file with the school. Confidentiality of the affected person's identity will be maintained.
  - c. The Learning Tree will notify the local DCFS office and IDPH immediately.
  - d. The Learning Tree will follow the CDC guidelines to assess risk and minimize spread. Possible courses of action include, but are not limited to: building closure, cleaning, disinfecting, contact tracing, and coordination with local health officials.
6. If a staff member begins to exhibit symptoms while at school, he/she will cease duties immediately and isolate until they are able to leave the building.
7. If a student begins to exhibit symptoms while at school, he/she will be immediately isolated from other children and his/her parent/guardian will be called to pick him/her up. The child will be supervised by one staff member wearing PPE, and the space in which he/she is isolated will be sanitized afterward.

### **Personal Protective Equipment**

1. Staff: Learning Tree Staff will wear a face covering at all times.
  - a. Staff will wear transparent face coverings to allow for the reading of facial expressions, which are important for child development.
2. Children: The Learning Tree requires the wearing of face coverings for children age 2 and older who can safely and appropriately wear, remove, and tolerate masks.
  - a. Face coverings will not be worn during snack or lunch (Wednesdays), but strict and consistent physical distancing will be practiced during this time.
  - b. Face coverings will not be worn during outdoor play.
  - c. If wearing the face covering causes a child to touch their face more frequently, the child's lead teacher will use her judgement in determining whether or not a face covering is appropriate for the child.
3. Exceptions to the Use of Face Coverings
  - a. Children under 2 years old;
  - b. Children who cannot safely and appropriately wear, remove, and tolerate face coverings;
  - c. Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
  - d. Children with severe cognitive or respiratory impairments that have a hard time tolerating a face covering;
  - e. Children for whom the only option for a face covering presents a potential choking or strangulation hazard;
  - f. Children who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and
  - g. Individuals who need to communicate with people who rely upon lip-reading.
  - h. Individuals who have medical conditions or disabilities that prevent use of a face covering.

## Health and Hygiene Practices

1. Hand Hygiene will be practiced:
  - a. All children and staff will engage in hand hygiene at the following times:
    - i. Arrival to the facility.
    - ii. Before and after preparing food or drinks.
    - iii. Before and after eating or handling food or feeding children.
    - iv. After using the toilet or helping a child use the bathroom.
    - v. After coming in contact with bodily fluid.
    - vi. After playing outdoors.
    - vii. After handling garbage.
  - b. Hands will be washed with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol may be used if soap and water are not readily available.
  - c. Children will be supervised when they use hand sanitizer to prevent ingestion.
  - d. Children will be supervised during handwashing and assisted if necessary.
  - e. After assisting children with handwashing, staff will also wash their hands.
  - f. Developmentally appropriate handwashing posters will be placed by sinks.
2. Intensified Cleaning and Disinfecting Efforts
  - a. The Learning Tree staff will clean and sanitize regularly throughout the day.
  - b. All high touch surfaces including, but not limited to, doorknobs, toilet flush handles and sink handles will be cleaned every two hours, and computer components and telephones will be wiped down before each use.
  - c. All rooms will be cleaned and sanitized between use by different groups
  - d. No soft or plush toys will be permitted.
  - e. Only EPA-approved disinfectants will be used.
  - f. All cleaning materials will be kept secure and out of reach of children.
3. Cleaning and Sanitizing Toys
  - a. Toys that cannot be cleaned and sanitized will not be used.
  - b. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves.
  - c. Toys will not be shared with other groups unless they are washed and sanitized before being moved from one group to the other.
  - d. Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
4. Snack
  - a. Snack will be served in the Fellowship Hall where students can be seated 6 feet apart while not wearing face coverings.
  - b. Snack times will be staggered.
  - c. Surfaces will be sanitized between uses.
5. Lunch
  - a. Extended lunch hours will only be offered on Wednesdays.
  - b. Lunch will be held in the Fellowship Hall where students can be seated 6 feet apart while not wearing face coverings.
  - c. Parents are encouraged to only send food in packaging that the student can open for him/herself.

- d. Surfaces will be sanitized between uses.
- e. Lunch participation will be limited to 10 students per class.

### **Considerations for Future Changes**

1. The Learning Tree will follow District 90 decisions regarding future school closures. If District 90 closes, The Learning Tree will close as well. Closures will be announced on The Learning Tree Facebook page at [www.facebook.com/offumcpreschool](http://www.facebook.com/offumcpreschool).
2. In case of COVID-19 exposure at O'Fallon First United Methodist Church, it may become necessary for The Learning Tree to close independently from District 90.
3. If the Learning Tree closes due to COVID-19, make-up days and/or tuition payments will be evaluated.
4. For extended closures, The Learning Tree may offer curriculum for families to use at home to continue learning outside of the classroom.