



## TCNSK Welcome Back GUIDELINES 2020-2021

We are looking forward to having students return to the  
TCNSK campus again on

Tuesday, September 8<sup>th</sup> for the school year.

Based on instructions from the PA Governor and the CDC, we have made necessary adjustments to our daily routines and procedures to mitigate the risks of spreading COVID-19 to our students, staff, and the wider community.

Our approach is a multi-layer preventive defense but please know that even as we do our best to mitigate the risks of transmission of any illness on our campus, **there is no such thing as eliminating the risks entirely.**

We will have 3 separate areas in our building for students and staff to use each school day. Each area will have classes of students and will have up to 12 students per group. There will be 1 TCNSK staff for each 6 students. These staff members will help students with daily learning activities in the classroom and outdoors, along with hand-washing help, extra sanitizing of high touch areas and personal space reminders.



**Some of the new procedures & guidelines we will implement are:**

- \*During daily drop off & pick up parents/guardians will need to wear a mask and use the car line procedure beginning at either 8:30am or 8:45am for each child's specific class drop off time. Pick up times will be according to class dismissal times. Please see specifics in drop off/pickup procedure section.
- \*Parents are required to complete a health check of their child at home prior to leaving for school. A child's temperature may not exceed 100.4 degrees, and the child must not have any other symptoms of illness present such as; cough, fatigue or sore throat, in order to enter the school. Each day students' temperatures will be taken prior to entrance to the building using a touchless thermometer.
- \*As per usual procedures if a student develops any symptoms of illness or of COVID-19 the parent/guardian will be called immediately and will be required to pick up the student within 30 minutes from the time of the call.
- \*Students and staff will be required to wear a face mask while moving throughout the building and when they are closer than 6 feet apart. We ask that each student have 2 face masks labeled with their name each school day. Please practice having your child wear a mask at home 😊
- \*Hand sanitizer stations will be placed throughout the school building for access by all and used by each student & staff member upon entering the building daily.
- \*Students will have their own supply box, in the classroom, for individual items.
- \*The admission of visitors to the building will not be allowed at this time.
- \*Parents will need to provide an extra change of clothing including socks & underwear to keep at school for use as needed. These items will need to be in a labeled Ziploc storage bag and be kept at TCNSK. We ask that NO back packs or extra bags be brought into the school building at any time.
- \*Every student will need to bring their own snack bag, labeled on the outside with their name and will include a filled, refillable water bottle and an individual healthy, protein-rich snack. Snack & water will not be shared.
- \*Our TCNSK and maintenance staff will regularly sanitize high touch surfaces throughout the day and as is our usual practice, the entire school will be thoroughly cleaned and sanitized each day after dismissal.
- \*If a student or staff member in our program tests positive for COVID-19, you will be notified. We will inform the health department & contact tracing will be put into place for those who have interacted with the person that tested positive. Those staff & children will quarantine at home for 2 weeks and will be able to return after having tested negative at the end of the quarantine period.

## Reopening Schedule

- TCNSK staff meet and greet dates with families will be held at the end of August and Parent Orientation will also be held prior to the start of school. Specific details will follow (via email) regarding dates and procedures.



## Daily Routines

*How will children be grouped together?*

- To lower risks of transmission, and to aid in contact tracing should there be a case of COVID-19, students will be placed with the same group of children every day.
  - For example, each class will enroll between 6-12 students and have 1-2 adult staff with the class each day. Students will learn together and participate in outdoor activities together at their group's designated time to avoid other students, and be dismissed from their designated group door at their specific class dismissal time.
- Students and staff will use the same classroom area, only the materials in



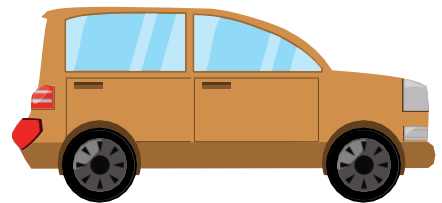
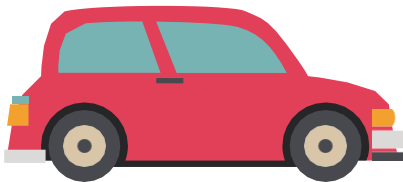
their classroom, and enjoy working with the same staff each day of the week that they attend school. This will be helpful so that they are always together and not in contact



with larger numbers of children

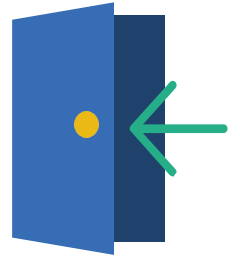
## Morning Drop-Off Line

- Will be staggered and begin at either 8:30am or 8:45am & will end promptly at 9am.
  - Parents/Guardians will need to wear a mask, pull into the carline & place your vehicle in park. They will need to turn the vehicle off and walk the student to the door for his/her group. If a family has more than 1 child enrolled at TCNSK each child will need to be walked to his/her designated group entrance separately at the time designated for their individual group.
  - A TCNSK staff person will take each student's temperature with a contactless thermometer and help each student sanitize his/her hands prior to entering the building.
    - Students with temperatures of 100.4 degrees or above or a persistent cough will not be permitted to attend school. These students are **required to remain home and be free of an elevated temperature and excessive cough without medication for at least 48 hours before returning to school.**
    - Students may need to be tested at one of the COVID-19 testing sites to confirm that the student does not have the virus.
- If you do not make the drop-off window, you will need to park in the lot, turn off your car, approach the building and wait in the designated standing spots outside the main entrance and ring the doorbell for help. If there are already other families waiting to drop off a student please be sure to distance yourselves.



# School Group Entrance/Exit doors

The door students will use to enter/exit our building will depend on the designated group in which they are scheduled. Specific groups will be assigned prior to the beginning of the school year; you will be notified via email of your child's group.



- Group #1 will be dropped off/picked up at the NEW chapel door, the 1<sup>st</sup> door as you pull up to the building in the car line.
- Group #2 will be dropped off/picked up at the MAIN doorway of the building, this is the 2<sup>nd</sup> set of doors when going through the car line.
- Group #3 will be dropped off/picked up at the last doors closest to the STOP sign for the car line on the way out of the parking lot.

During the day ALL doors will remain locked from the outside for safety purposes. Each group will ONLY enter/exit through their specific doors and use the bathrooms designated for their specific group in their section of the building during the school day.

## Daily Protocols

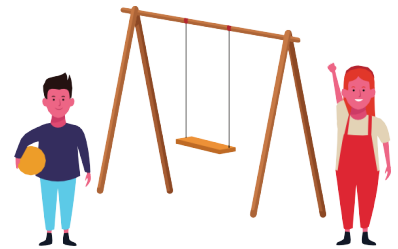
### Snack

- Students will need to bring their own peanut and tree nut free snack, in a bag labeled with their name each day.
- Students will wash their hands before & after eating snack daily.
- Each student will need to bring a reusable, refillable water bottle labeled with their name for daily hydration.



# Daily Activities

- Teachers will provide a daily schedule for each class prior to the school year starting. The schedule will allow for outdoor lessons (weather permitting) throughout the day. Students will be taught to line up and be escorted outside while maintaining physical distance from their classmates and will not need to wear face masks while outside and distanced from others.
- Students will move through activity stations throughout the day and will be helped to wash their hands between activities.
- Personal water bottles will be taken outside and will not be shared at any time.
- Playground toys and all outdoor equipment will be sanitized after each group's use during the day.
- Students will wash their hands upon returning to the building and prior to dismissal daily.



# Pick-Up Procedures

**\*\*Read this section carefully as pickup procedures have changed in order to limit the number of people in our building for the safety of all.**

Parents/guardians will need to pull their vehicle up to the specific group assigned door for their child. Please place your vehicle in park and turn off the vehicle.

**Parents/guardians will need to wear a mask**, exit the vehicle and proceed to the door to pick up your child from a TCNSK staff member. \*Anyone picking up a student will need to provide proper photo identification and the TCNSK pick-up ID card in order for the student to be released to their care. **TCNSK will provide the yellow postcard ID for parents to complete and return prior to school starting. TCNSK staff will need to have the completed card on file prior to the first day of school.**

**Please be sure your child is safely buckled into the car before leaving the parking lot.**

To make dismissal safer and smoother, **please be on time**. Thank you for your anticipated patience with these new procedures for pick up at TCNSK ☺





# Comprehensive Cleaning and Sanitizing

Begins daily at 2pm in ALL rooms used during the school day. Also, throughout the school day, doors, doorhandles, handrails, bathroom sinks and toilets will be regularly sanitized thoroughly. Additionally, safe cleaning agents will be used to disinfect all tables, chairs, manipulatives and toys used.



## After Dismissal Each Day

It would be best if your TCNSK student returns directly home after school each day. This is recommended by the Center for Disease Control in order to discourage any unnecessary gathering or socializing in new groups (such as places like a friend or relative's house, a favorite restaurant, or a shopping center) after school each day. In addition there will be NO access to our school playground area after dismissal.

## Before Your Child's First Day at TCNSK

- Drop off the completed, signed TCNSK Voluntary Return to Campus Agreement 2020 Form along with your September 2020 tuition via DRIVE BY THE CHURCH PARKING LOT BETWEEN 1-3PM ON EITHER OF THE FOLLOWING SUNDAYS, 8/23 or 8/30 OR drop off in our drop box outside the main office doors.
- All TCNSK Forms will be sent via email to all students' parent's email address on the original registration form. These forms will need to be completed and returned by 8/30 via the Sunday food drive drop off or using the drop box outside the main front doors at our campus.
- The forms needing to be completed PRIOR to or by 8/30 are:
  - 1) TCNSK Emergency Contact Form
  - 2) TCNSK Student History Form
  - 3) PA Child Health Report-completed and signed by child's physician
  - 4) TCNSK yellow ID card

We look forward to having you become part of our TCNSK family ☺

Please reach out to me via email ([bethb@trintyfairview.com](mailto:bethb@trintyfairview.com)) or phone (610-584-8411) should you have any questions or require assistance.

Thank you, Beth F. Barainyak, TCNSK Director