

# Parent Handbook COVID-19 Edition 2021 School Year



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**Parent Handbook  
COVID-19 Edition**

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# Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly 6 months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Safe Haven Preschool are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by NCDEE. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Safe Haven Preschool and Child Care Center is a safe and enjoyable place for your family.

Betty J. King, M.Ed.  
Director  
Safe Haven Preschool and Child Care Center

## A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Safe Haven Preschool and Child Care Center and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

## B. Nondiscrimination Policy

Admissions to Safe Haven Preschool and Child Care Center shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

## C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our the playground when soap and water is not available. All students and staff will be required to wash hands with soap and water upon each re-entry of the building.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask wearing: The North Carolina Department of Health and Human Services (NCDHHS) has updated the guidance on face coverings in child care facilities as outlined in the [ChildCareStrongNC Public Health Toolkit](#).

The guidance also references [CDC information](#) that younger children may be unable to wear a face covering properly, particularly for an extended period of time. In these cases, child care program staff can prioritize having children wear face coverings when it is difficult for children to maintain a distance of 6 feet from other (i.e. during drop-off, pick-up, when standing in line). Additionally, the guidance references [strategies](#) that child

care providers and/or families can use to assist children with becoming comfortable with wearing face coverings.

Updates to the guidance can be found on page 7 and page 10 of the [ChildCareStrongNC Public Health Toolkit](#).

4. Social distancing: Please note that Safe Haven Preschool and Child Care Center will adhere to guidelines recommended by the CDC. Please click the link for detailed information: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#SocialDistancing>
5. Socks-only classroom: All children will take shoes off upon entering the classroom. Shoes will be placed near the front door. Teachers will be allowed to bring in “indoor shoes” to wear in the classroom only. Since children spend time on the floor, we want it to be as clean and safe as possible.

## D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

## E. Fee and Payment Policy

Safe Haven Preschool and Child Care Center enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition is due on Monday for the current week of care.
2. A \$35.00 per month late fee will be charged when a payment is declined.
3. There will be a \$5.00 charge per child for every five minutes elapsed after you scheduled pick-up time.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break), ***emergency-related closings mandated by the state/local government/DHS, like a pandemic.***
5. Free vacation week:
  - a. A vacation week will be granted after a full-time or part-time student has been enrolled in the school for a full year.
  - b. A vacation week **MUST** be taken in **five consecutive days**.
  - c. A vacation week will not be granted if tuition is not current and paid on time on a consistent basis.
  - d. The school director requires a 2-week written notice prior to month requested from parents who want to use their vacation week.

6. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
7. If you decide to take an extended leave of absence, we can only hold your child's spot by paying a 25% per month fee. ***The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.***

## F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at (919) 322-0016 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Safe Haven Preschool and Child Care Center without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Only emergency medicine may be administered medicine in the school must be approved by the Physician and parent utilizing the NC Division of Early Child Development form. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became

symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform our parents.

## G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items (including bookbags) from home will be permitted at this time. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

We are asking that all students bring a pair of comfortable school shoes (bedroom shoes or socks with grips) as during this phase we will be a shoeless environment to help minimize germs. Your child will also need a pair of rainboots for outdoor play during rainy weather.

## H. Arrival and Departure Procedures

Our facility is operational from 7:00am – 5:30pm, Monday through Friday. All children must be dropped off by 9am. If your child will arrive after 9am please contact the preschool at (919) 322-0016. If you see another family being checked in, please be patient during this time.

### **Drop-Off Procedures**

All drivers and passengers must wear a face covering during drop-off. A designated check-in staff will come directly to your car wearing proper PPE. This check-in staff will look in through your child's window for a visual assessment. The check-in staff will then ask a series of yes/no questions regarding symptoms and travel. Your child will get their temperature taken through the open window. If it is below 100F, the runner will unbuckle and take your child to his/her classroom. Students should wear a mask while walking to their classroom. Once in the classroom, the mask will be placed safely in a bag specific to each child.

### **Pick-Up Procedures**

Please call the preschool to let us know that you have arrived for pick-up. A teacher will meet you at the gate with your child. Again, we will not allow anyone other than staff and students in the building during this phase of re-opening. Children will wear face coverings (to the best of their ability) while walking up to the car.

## I. Visitors

Visitors will not be permitted at this time. This includes specials teachers until further notice. IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

## J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

## K. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at Safe Haven Preschool, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

## L. Food

- A. Lunch: Lunch is included in your monthly tuition and will be provided.
- B. Snack: A morning and afternoon snack is included in your monthly tuition amount. Snack is provided at 9:00am and 3:00pm daily.
- C. Food Allergy: **We are a peanut-free facility**. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."

# Safe Haven Preschool and Child Care Center

## Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2020 school year, which contains the policies and procedures for Safe Haven Preschool and Child Care Center while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Betty J. King  
Director  
Safe Haven Preschool and Child Care Center

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I, \_\_\_\_\_ (print your name), the parent/guardian of \_\_\_\_\_ (print child's name), hereby acknowledge receipt of Safe Haven Preschool and Child Care Center Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_