



ONE CITY
PRESCHOOL



ONE CITY SCHOOLS COVID-19 FAMILY POLICIES FOR PRESCHOOL (2K-4K)

August, 27 2020



While One City Schools, Inc. has no control over what staff or family members do outside of our schools, all members of our One City community are strongly encouraged to minimize contact with other individuals and follow CDC guidelines related to social distancing. We ask that everyone consider the safety of our entire school community during this time. Each person that you come into contact with carries additional risks for us all.

Hours of operation

Monday - Friday
7:30 am - 5:00 pm

Address

2012 Fisher St
Madison, Wisconsin 53713

Before Arrival at School:

Parents must complete One City's **daily** Pre-Screening health questionnaire using their smart phones or computers **prior to** dropping off their child(ren) **each day**. You can complete the online questionnaire by visiting: <http://bit.ly/OneCityHealthQuestionnaire>. Paper copies will also be available at the school as well, but you will need to complete it before your child can enter school.

For the first day of class, students must bring:

1. Three (3) complete change of clothes including underwear. Please bring the outfit in a bag and please write your child's full name on the inside of each piece of clothing.

2. Unopened bag of diapers, if not potty trained.
3. Soiled clothes will go home and are expected to be returned having been washed.
4. Nap necessities: Blanket (to stay at school and the staff will be in charge of washing).
5. Toys or other items from home are not allowed in our school facilities.

Drop Off/Pick Up Procedure

Nursing Assistant Ms. Isabel Perea, or other Front desk staff, will be outside welcoming families and staff in the Health Check Station using PPE (Personal Protective Equipment), taking temperatures and checking for symptoms.

- ☐ Cones will be placed indicating a school drop zone. Parents should wait in their car until a staff member approaches their car to explain the screening procedures and confirm that prescreening was completed online. If this is not done, your child(ren) will not be able to enter our school facilities. A written paper copy of the questionnaire will be made available to you by a One City team member at drop-off if you need one.
 - ☐ This extended drop-off process takes time. Please be prepared, patient, kind and respectful with us, and please arrive on-time.
 - ☐ *Only children and approved staff and volunteers are permitted in the building and inside classrooms.*
 - ☐ Parents and caregivers will be admitted to classrooms only in case of emergency, with authorization by our school principal or designee.
 - ☐ In case of inclement weather or other special circumstances, one approved drop-off/pick-up person may enter the lobby with your student(s).
 - ☐ Parents will be required to wear masks to pick up and drop off students. We will offer masks if the child/adult doesn't have one when they arrive.
 - ☐ A **Nurse Pass** will be given to the child to inform their teacher in the classroom or main entrance that he/she was already checked.
 - ☐ Only one drop-off/pick-up person should accompany the child to the exterior door of our school facilities/outdoor classroom.
- Any child with a high fever (100.4°F or higher) as determined by an infrared thermometer will have their temperature rechecked using the Health Office digital thermometer. If this second reading confirms a fever of 100.4 or higher, the child's parent will be asked to make alternative arrangements for the child's care. School Nurse Maggie Felker will then contact the parent to develop a plan for the child's return to school.
 - Parent/guardian will proceed through the front and back playgrounds and leave the student at the exterior classroom door.



- Parents/guardian will be asked to drop off their children between 7:30 am and 9:00 am. After 9:00 am, the gates will be secured. Parents will have to call the office if they arrive after 9:00 am. Main Office Telephone number: 608-268-8004
- Teachers will conduct the sign in and sign out - so that parents are not needlessly touching papers, pens, clipboards.
- At the end of the day, a Parent/guardian will again come to the exterior door. No parent/guardian will be allowed inside the building without authorization.
- A designated staff member will be present to lock and unlock the gates and monitor those coming onto the playground before and after morning drop off and afternoon pick up

Tips to explain our drop-off procedures to the child(ren) before school starts.

- ☐ Considering using the walk/drive to school as your "goodbye time."
- ☐ If you have any drop-off routines or rituals, talk with your child(ren) about how these might be different when school starts, and ask your child for suggestions.
- ☐ Please ensure they understand that you will not come into the building at drop-off.
- Children age 5 and older will be required to wear cloth face coverings indoors. When outdoors and unable to socially distance, face coverings will be encouraged.

ONE CITY FAMILY WAIVER

In order to reopen our schools as safely as possible, One City Schools has established new policies and procedures. These policies are effective beginning September 1, 2020 and will be in place until we get further guidance from state education and public health officials. Please carefully read each statement below.

Name of your Child(ren):

I, the parent/guardian of the child(ren) listed above, wish to begin attending One City Schools on September 1, 2020 for the in-person program.

(Only for ECL- 2K/3K) *If tuition has been paused it will resume on your first day of attendance as identified above.

The following list is true for my family:

- ☐ I understand the risks associated with COVID -19. I hereby acknowledge these risks, and understand that although One City is taking recommended precautions to protect children, families, and staff from contracting the virus, some risks remain unavoidable.
- ☐ I hereby release and hold One City, its officers, directors, employees, and staff harmless from any liability arising out of exposure to Novel Coronavirus or COVID-19 and all consequences of such exposure, which are not a direct result of gross negligence or intentional or reckless conduct on the part of the program staff.
- ☐ I will not bring unnecessary items into the school building. This includes, but is not limited to, toys and food from home for safety reasons.
- ☐ I will adhere to my assigned pick up and drop off times to reduce contact with other families and staff members.
- ☐ I will not enter One City's school facilities, except for preauthorized circumstances as defined by the Principal or his/her designee.
- ☐ Everyone in our home is free of COVID-like symptoms and has had no known exposure to the COVID-19 Coronavirus.
- ☐ If anyone in my family has tested positive for COVID-19 or has been informed that they have been in close contact with someone that has tested positive for the virus, I will immediately notify One City's School Nurse and Health Team by emailing them at schoolhealth@onecityschools.org, or calling them at (608) 422-2270 or (608) 268-8004.

- ☐ I will allow enough time for my child to be screened for signs of illness daily.
- ☐ Fever reducers will not be given to my child on any day of attendance at One City Schools for any reason.
- ☐ If my child shows signs of illness (See below **One City “Go Home/Stay Home” Policy**) during the school day, I, or another authorized person, will retrieve my child within 60 minutes of being contacted by One City’s staff.
- ☐ I will thoroughly wash my and my child(ren)’s hands before dropping them off at school, before picking them up from school, and as soon as we return home.
- ☐ I understand that One City’s policies and procedures are fluid and subject to change, per local, county or state public health officials, and/or One City’s program needs.
- ☐ I understand that failure to follow these new safety guidelines may result in the loss of in-person instruction for my child.
- ☐ At least one member of our immediate family must complete a COVID-19 test at least (12) days before school starts on September 1, 2020. If a member of our immediate family was tested before August 22, 2020, we will need someone to get retested.
- ☐ Your COVID-19 test results are to be shared with One City’s Chief Operating Officer, Mr. David Stephan (dstephan@onecityschools.org) and School Nurse, Ms. Maggie Felker (mfelker@onecityschools.org). Your test results will be kept confidential.
- ☐ You should be tested by your health provider, or at a community testing site, and report your results to One City before the first day of school on September 1, 2020.
 - The following community sites are available for testing:
 - Wisconsin Public Health (WIC), 2230 S. Park Street, Madison, WI 53713; (608) 267-1111; M & F 8am-4pm, W 12pm-8pm; call to make an appointment
 - Alliant Energy Center, 1919 Alliant Energy Center Way, Madison, WI 53713; drive up testing (mornings are the busiest) MWFS 8am-4pm, T&TH 8am-8pm
 - Please visit Public Health’s [website](#) for more information on testing facilities and personal care during this pandemic.
 - Please note, testing negative for COVID-19 does not make you safer, and you could contract the virus at any time after you have been tested.
 - Our goal of having every One City team member, all volunteers, and at least one member of our students’ immediately family test before school begins is to do our best to establish a baseline understanding of the collective health of our school community when school begins, and to assist our families, health providers and public health officials in the event we have a positive case to address.
 - While we are not requiring it, we encourage all One City families to have their enrolled student tested for COVID-19 before school begins as well.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____

ONE CITY SCHOOLS

GO HOME-STAY HOME POLICY

Currently, the Center for Disease Control (CDC) lists the following symptoms for COVID-19

- Cough
- Shortness of breath
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Nausea, vomiting, or diarrhea
- Congestion or runny nose
- Fever over 100.4 F

We ask that any staff member, any other adult, or any child experiencing any of the above symptoms stay at home and call your health provider. If a child develops any of the above symptoms at school, s/he must be picked up within 60 minutes of the parent has been contacted by a One City team member.

In order to return to school after experiencing any of the above symptoms of COVID-19, staff and children must:

1. Contact their healthcare provider and provide a **negative test** for COVID-19. If the symptoms are caused by a diagnosis other than COVID-19 infection, the individual may return once symptoms improve and they have been **fever-free** for at least **24 hours** without the use of medicine that reduces fevers.
2. Students and staff that are **not tested** for COVID-19 infection but are experiencing any of the symptoms described above must:
 - Remain at home for at least 10 days since the first symptom began AND be **fever-free** for at least **24 hours** without the use of medicine that reduces fevers AND with improvement of symptoms.
3. Students and staff that are **positive tested** for COVID-19 must:
 - Isolate at home for at least 10 days since the first symptom began AND be **fever-free** for at least **24 hours** without the use of medicine that reduces fevers AND with improvement of symptoms.
4. If there is a confirmed case of Coronavirus in the school, School Nurse will be in touch with Public Health Madison Dane County and follow their guidance. If necessary, the

Department of Children and Families Bureau of Early Care Regulation will also be contacted for our preschool as well.

5. One City's School Nurse will notify families of any confirmed staff or child cases of COVID-19 as directed by Public Health Madison Dane County, with attention to confidentiality and HIPAA and FERPA requirements.

Please Note: Public Health will provide regular updates on evolving best practices with regard to the policies, procedures and rules written in this document, and efforts to prevent the spread of COVID-19. These updates may result in changes being made to One City's policies, procedures and practices as well. If changes are made, One City Schools will notify the families of all children enrolled in schools, as well as all team members and volunteers.



Family Agreement

During this difficult and stressful time, we at One City Schools want you to know that we value the safety and wellbeing of you, your child(ren) and family. For this reason, we ask that you take time to read through the following expectations we have established to help keep everyone healthy and safe in our schools.

- ☐ If you meet any of the following criteria, please do not visit, or pick-up or drop-off your child(ren) at our schools:
 - Have symptoms of COVID-19 (fever, cough, shortness of breath)
 - Have been in close physical contact with someone with COVID-19 in the last 14 days
 - Have returned from travel to areas with community spread of COVID-19 as defined by the CDC in the last 14 days.

Note: It is strongly advised and recommended that you avoid visiting, or picking-up or dropping-off, a child at our schools if you are:

- Older than 60 years old
 - Pregnant
 - Have underlying health conditions such as a compromised immune system, respiratory conditions like severe asthma, or a serious heart condition.
- ☐ When picking up or dropping off your child(ren), please wait outside and a teacher/staff person will assist you. Please note that you may be asked to stagger your arrival and departure times; our schools will work this out with you ahead of time. We also ask that you practice “social distancing” (6 feet) at all times.
- ☐ Face masks will be required for any adults and child older than 5 years old.
- ☐ If you need to enter the building for any reason after receiving authorization, we require that you wash your hands immediately upon entry.
- ☐ If your child becomes sick while in our program, we will contact you immediately.
- ☐ You will be asked to pick up your child within 60 minutes of our school team contacting you. Please have plans in place to pick up your child if this happens.
- ☐ You will be expected to identify a person authorized to pick up your child if they become ill while at school. This person should be easily reachable by phone or text at all times during school hours.

- ☐ Please review your enrollment information to ensure we have your current contact information as well as emergency contact information, and please make sure you notify us immediately if your contact information, or that of your emergency contact, should change.
- ☐ Please call One City Schools' front desk at (608) 268-8004 as early as possible on the day your child will be absent or if your arrival will be delayed. If your child is absent due to health reasons, please let the School Nurse know by calling at (608) 422-2270 or emailing schoolhealth@onecityschools.org.
- ☐ Attend a Mandatory parent meeting to be conducted by One City Staff. Details of the meeting will be sent out via email.

Parent/Guardian Name (please print) _____

Child/ren name(s): _____ Grade _____

Parent/Guardian Signature _____ Date _____

We thank you for helping us keep you, your child(ren) and our school community safe during this time.

If you have any questions, please contact our school nurse, Ms. Maggie Felker at mfelker@onecityschools.org, our Preschool Interim Preschool Director Ms. Linda Allen at lallen@onecityschools.org.

