



## Reopening Plans - Preschool & Mother's Day Out

Please take a moment to review our most recent reopening plans for our Preschool and Mother's Day Out Programs. We will be continually reevaluating the logistics, health protocols, policies, procedures, and our students' experiences. As we respond to best practices and the latest information available regarding COVID-19, plans are subject to change, and will certainly be reevaluated constantly. Thank you for your attention!

### **Preschool:**

- **Parent Orientation and Meet the Teacher**
  - Preschool Parent Orientation – week of August 24<sup>th</sup> (email)
    - A virtual Preschool and MDO Parent Orientation will be emailed to parents the week of August 24<sup>th</sup>
  - Teachers and Classrooms – week of August 24<sup>th</sup> (email)
    - Families will receive an email the week of August 24<sup>th</sup> informing them of their teachers and classrooms for the 2020-2021 school year. This email will include the date of their Zoom Classroom Orientation and a Sign-Up Genius for Meet the Teacher.
  - Classroom Orientation – week of August 31<sup>st</sup> (Zoom)
    - Teachers will schedule Classroom Orientations via Zoom. These class overviews, with time to ask questions, will be scheduled during the week of the 31<sup>st</sup> and will be recorded and distributed for anyone unable to attend.
  - Meet the Teacher – week of August 31<sup>st</sup> (at Wesley Prep)
    - Families will have the opportunity to sign up for each child and one (1) parent to visit the classroom and meet their teacher the week of August 31<sup>st</sup>. This will also be your opportunity to review drop off and pick up procedures including the use of the health screening app and Brightwheel app for touchless check-in. The prescreening and face coverings for adults is a requirement for everyone entering Wesley Prep.
  - Family photos – by August 31<sup>st</sup> (email)
    - Because arrival and dismissal will look different this school year, and families will interface mostly with their primary teacher during that exchange, we want to ensure administration and support staff are familiar with each family unit. We are requesting that each family send a photo of their child with their parents/guardians/caregivers to: [familyphotos@wesleyprep.org](mailto:familyphotos@wesleyprep.org).

- **Returning to School/Start Dates**

- Preschool will return to school on a staggered schedule to allow everyone space and time to practice new arrival and dismissal routines.
  - 5-day students (3-year-olds and Pre-K 4s) will begin on Tuesday, September 8<sup>th</sup>.
  - 3-day students (2 ½-year-olds, 3-year-olds, and Pre-K 4s) will begin on Wednesday, September 9<sup>th</sup>.
  - 2-day students (2 ½-year-olds, 3-year-olds) will begin on Thursday, September 10<sup>th</sup>.
- Wesley Prep will maintain our customary schedule of having each day of the first week of Preschool (September 8<sup>th</sup> – September 11<sup>th</sup>) as an early release day. Students will not eat lunch at school this first week.

- **Before School and After School Care**

- Keeping teachers and students in the same group (cohort) lowers their exposure risk by decreasing the number of people each person comes into contact with each day. Therefore, in order to limit the mixing of cohorts, Wesley Prep will not offer any before school or after school care at this time. Wesley Prep will re-evaluate offering this service after the first 60 days of school.

- **Arrival and Dismissal**

- Prior to arriving at school each day, parents will be required to complete a health questionnaire on a screening app. This includes taking your child's temperature. If you do not own a thermometer, please purchase one before start of school. The health questionnaire needs to be completed on the student attending school. Failure to complete the screening before arrival will result in delays at drop off. Additional information will be sent out prior to the beginning of school regarding the set up and usage of this app.
- Pre-K 4s students will arrive and dismiss at Entrance A located on the North side of the LLUMC campus.
  - Arrival: A parent will walk their child to the church doors where their teacher will be awaiting their arrival. Students will wait with their cohort until the group is ready to travel to their classroom.
  - Dismissal: Students will wait with their cohort from which their teacher will individually dismiss to their parent in a carpool line.
- 3-year-old and 2 ½-year-old students will arrive and dismiss at Entrance D located by the school gym.
  - Arrival: One (1) parent and child will enter the building and travel through a distanced queue where their teacher will be awaiting their arrival. Students will wait with their cohort until the group is ready to travel to their classroom.
  - Dismissal: Students will wait with their cohort from which their teacher will individually dismiss to their parent.

- Arrival and dismissal times will be staggered to provide ample space to maintain distancing during drop off and pick up. The duration of the school day will not change from previous years. All drop off times will occur between 8:45am-9:15am with pick up times between 1:45pm-2:15pm Monday through Thursday and 11:45am-12:15pm on Fridays.
- For families with multiple children in Preschool and Mother's Day Out, we will communicate ways to streamline your arrival and dismissal procedures prior to the beginning of school.
- Specific arrival and dismissal information will be sent prior to the beginning of school.
- **Face Coverings**
  - Children
    - Preschool children will be required to wear face coverings when entering and exiting the building and traveling in the halls.
    - Children are welcome to wear face coverings in the classroom, but they are not required.
    - Students can use a face covering of their choice. Wesley Prep will provide at least one face covering to each student.
    - Face coverings that are one-ply synthetic material as well as bandanas are discouraged. No masks with valves or ventilation holes are allowed. Cloth masks made from non-synthetic material and at least two-ply are preferred. Per Texas Education Agency guidelines, medical and non-medical disposable masks may be worn.
  - Parents/Caregivers
    - All parents and caregivers will be required to wear face coverings when dropping off and picking up their children.
  - Teachers
    - Wesley Prep is requiring a face covering over the mouth and nose at all times by all adults (staff/faculty) unless the individual is alone in a private office.
- **Backpacks/ Lunches**
  - Each child will arrive with all of their belongings contained in their backpack.
  - Each child's backpack should be large enough to hold the contents listed below yet compact enough that the child can independently carry it while walking through the halls to and from their classroom.
    - Each backpack should contain:
      - two (2) changes of clothing in individual gallon zip lock bags
      - a single, bento style lunch container
        - can be inside of a lunch bag with ice pack
      - spill proof, leak proof, refillable water bottle
      - room for a standard sized folder and/or child's artwork
  - **All items need to be clearly labeled with the child's name.**

- **Snacks**
  - Wesley Prep will continue to provide commercially packaged individually wrapped snacks one time/day to each Preschool student.
  - Special snacks: Baked goods and homemade snacks will not be allowed for special days and occasions. Wesley Prep will provide commercially packaged individually wrapped “special snacks” for birthdays and/or special occasions during the first 90 days.
- **Cohorts**
  - Children will be kept with their individual class/cohort while at school. The exception to this is outdoor recess when each class will be in a pod with one other Preschool class. The classes combined to form these pods will not change.
    - For 2 ½- year-olds, the playground pod will be the two 2 ½ classes that share a bathroom.
    - For 3-year-olds, the 5-day students will form a playground pod, the 3-day students will form a playground pod, and the 2-days students will form a playground pod.
    - For Pre-K 4s students, the two 5-day classes that share a bathroom will form a playground pod. The remaining 5-day class and the 3-day class will form a playground pod.
- **Recess**
  - Weather permitting, Preschool students will have outdoor recess at least once per day.
  - Two classes will share the playground or courtyard during recess.
- **Specials Classes**
  - Music – Our music teacher will teach her classes in the students’ classrooms or in a designated outdoor space. Instruments and materials will not be shared unless they are cleaned between uses with an EPA approved disinfectant for use against COVID-19.
  - PE – PE will happen outside when the weather permits. Equipment will not be shared unless it is cleaned between uses with an EPA approved disinfectant for use against COVID-19.
  - Library – Our librarian will bring library to the students’ classrooms.
  - Art (Pre-K 4s only) – Our Art teacher will teach her classes in the students’ classroom using individual art supplies.
  - Counseling (Pre-K 4s only) – Jennifer Kennedy, school counselor, will teach her lessons in the students’ classroom.
- **School Pictures**
  - School pictures have been rescheduled for the spring semester.

- **Handwashing and Hygiene**
  - Special attention will be given to hand washing requirements. Children will wash hands upon entering the classroom, going to recess, returning from recess, before/after eating, after toileting, and any other time needed.
- **Cleaning and Rotating Toys**
  - Toys will be on rotation allowing for cleaning between usages.
  - Toys that cannot be washed or wiped after each student use will be removed from the classroom.
- **Parent – Teacher Communication**
  - Parents are welcome to contact teachers by Wesley Prep email or at the main school phone number, (214) 706-9568. Teachers will be able to respond before or after school but not during the school day while with children.
  - Brightwheel
    - Wesley Prep Preschool teachers will use Brightwheel, an early education online platform, to communicate with families and share events from the classroom.
    - Through Brightwheel, parents will be able to view learning objectives and lesson plans. Newsletters and announcements will be posted using Brightwheel. Photos and video clips will also be shared so that parents will have first-hand knowledge of what their children and teachers are doing each day at school. We hope this insight will also be helpful in facilitating conversations between parents and students about the events of their school day.
    - Additional information will be sent out prior to the beginning of school regarding the set up and usage of this app.
- **At-Home Learning**
  - While we are busy preparing and eager to safely welcome our Panther Cubs back into our building, we understand that some parents may choose to keep their children home for a period of time. Responding to COVID-19, every parent has been presented with the task of making a personal decision with a unique set of circumstances. It is our goal for each Wesley Prep family to feel connected and together, even if separate, and for our families to have access to our developmentally appropriate curriculum.
    - Suggested daily schedules, learning objectives, and lesson plans for the upcoming week will be posted on Brightwheel for all Preschool families on Fridays. Materials and resources for implementing a portion of the lesson plans will be available upon request for our Cubs learning at home.
    - Any family choosing to learn at home will have the same access to brief videos (such as teachers modeling teaching techniques or

examples of children engaged in learning activities) and photos of classroom happenings as the families who are attending on campus.

- Efforts will be made for each child in each class to feel they are a member of that class regardless of their physical location.
- Preschool teachers on campus have minimal time during the school day that they are not with their students. For this reason, synchronous, interactive learning with a child's teacher will not be available for families who have chosen at-home learning.
- Any family who is not planning to return to campus on September 8<sup>th</sup>/9<sup>th</sup>/10<sup>th</sup> should send an email to Linda Altick at [laltick@wesleyprep.org](mailto:laltick@wesleyprep.org) by September 4<sup>th</sup> so that teachers can plan accordingly.
- Unlike elementary school, a semester-long decision is not required if a parent is choosing at-home learning for their Preschooler. Due to the nature of the Preschool at-home learning, parents will have the flexibility to return to school after time away or choose at-home learning after some time in school. However, if a parent chooses to make a change, we ask that parents inform their teachers of their plans so teachers can adequately prepare and plan for the child's arrival or at-home learning experience.

- In the event that Wesley Prep Preschool has to close for a period of time and students are not allowed on campus, curriculum updates will continue, and all students will have access to whole group and small group synchronous learning at a frequency and duration that is deemed appropriate from a developmental standpoint.

- **Preschool Tuition and Contract Update**

- The Wesley Prep Board has agreed to the following:
  - Current Wesley Prep policy and contractual obligations dictate that there are no refunds unless the child's spot can be replaced. Any refund will be based upon the tuition recovered by the replacement family.
  - Though Wesley Prep respects each family's decision whether to return to school, no refunds will be given if a parent decides to delay his or her child's start and wants to keep the space for future use. The Board will consider on a case-by-case basis whether the unused tuition may be considered a donation to be used for tax purposes.
  - In the event that Wesley Prep is closed by government or other regulatory action there can be no refund. Please realize that faculty and staff will still be paid to stay in place to be ready to return when the school is eventually allowed to resume classes.
  - However, if a prolonged interruption in classes due to government mandates presents itself, the Wesley Prep Board has committed to review and consider some form of reimbursement to families.

# **Mother's Day Out (MDO):**

- **Parent Orientation and Meet the Teacher**

- MDO Parent Orientation – week of August 24<sup>th</sup> (email)
  - A virtual Preschool and MDO Parent Orientation will be emailed to parents the week of August 24<sup>th</sup>
- Teachers and Classrooms – by August 21<sup>st</sup> (email)
  - Families will receive an email by Friday, August 21<sup>st</sup> informing them of their teachers and classrooms for the 2020-2021 school year. This email will include the date of their Zoom Classroom Orientation and a SignUp Genius for Meet the Teacher.
- Classroom Orientation – week of August 24<sup>th</sup> (Zoom)
  - Teachers will schedule Classroom Orientations via Zoom. These class overviews, with time to ask questions, will be scheduled during the week of the 24<sup>th</sup> and will be recorded and distributed for anyone unable to attend.
- Meet the Teacher – week of August 24<sup>th</sup> (at Wesley Prep)
  - Families will have the opportunity to sign up for each child and one (1) parent to visit the classroom and meet their teachers the week of August 24<sup>th</sup>. This will also be your opportunity to review drop off and pick up procedures including the use of the health screening app and Brightwheel app for touchless check-in. The prescreening and face coverings for adults is a requirement for everyone entering Wesley Prep.
- Family photos
  - Because arrival and dismissal will look different this school year, and families will interface mostly with their primary teacher during that exchange, we want to ensure administration and support staff are familiar with each family unit. We are requesting that each family send a photo of their child with their parents/guardians/caregivers to: [familyphotos@wesleyprep.org](mailto:familyphotos@wesleyprep.org).

- **Returning to School/Start Dates**

- Mother's Day Out will return to school as originally scheduled:
  - M/W students will begin on Wednesday, September 2<sup>nd</sup>
  - T/Th students will begin on Thursday, September 3<sup>rd</sup>
  - Friday students will begin on Friday, September 4<sup>th</sup>
- Wesley Prep will maintain our customary schedule of having each day of the first two weeks of MDO (September 2<sup>nd</sup> - September 11<sup>th</sup>) as early release days. Students will not eat lunch at school these first two weeks.

- **Arrival and Dismissal**

- Prior to arriving at school each day, parents will be required to complete a health questionnaire on a screening app. This includes taking your child's temperature. If you do not own a thermometer, please purchase one before

start of school. The health questionnaire needs to be completed on the student attending school. Failure to complete the screening before arrival will result in delays at drop off. Additional information will be sent out prior to the beginning of school regarding the set up and usage of this app.

- **Mother's Day Out students will arrive & dismiss through Entrance C**

located on the southeast corner of the building by the Spire. Per licensing, each child is required to be checked in and out by an authorized adult. Each parent or authorized pick up person will need their phone to use Brightwheel touchless check-in/check-out.

- Parents will park in the parking lot adjacent to Entrance C to walk their child(ren) in/out the building. To maintain health protocols and for the safety of our students and staff, parents will remain outside of the secured school space.

- Arrival and dismissal times will be staggered to provide ample space to maintain distancing during drop off and pick up. The duration of the school day will not change from previous years. The exact schedule for specific times is still being determined. All drop off times will occur between 8:45am-9:15am with pick up times between 1:45pm-2:15pm Monday through Thursday and 11:45am-12:15pm Friday.

- It takes longer for some children to separate from their parents and become comfortable in a school environment, therefore you may be contacted to pick up your child early if they are having a difficult time adjusting to school.

- For families with multiple children in Preschool and Mother's Day Out, we will communicate ways to streamline your arrival and dismissal procedures prior to the beginning of school.

- Specific arrival and dismissal locations will be sent prior to the beginning of school.

- **Face Coverings**

- Children

- MDO students under two years of age will not wear face coverings at school per the CDC's guidance that "cloth face coverings should NOT be placed on children younger than two years old." For MDO students over the age of 2-years-old, the student may wear a face covering during the day if requested by their parents.

- Face coverings that are one-ply synthetic material as well as bandanas are discouraged. No masks with valves or ventilation holes are allowed. Cloth masks made from non-synthetic material and at least two-ply are preferred. Per Texas Education Agency guidelines, medical and non-medical disposable masks may be worn.

- Parents/Caregivers

- All parents and caregivers will be required to wear face coverings when dropping off and picking up their children.



- Teachers and Staff
  - Wesley Prep is requiring a face covering over the mouth and nose at all times by all adults (staff/faculty) unless the individual is alone in a private office.
- **Backpacks/Totes/Lunches/Nap Mats**
  - Each child will arrive with their belongings contained in one backpack or tote.
    - Each backpack/tote should contain:
      - two (2) changes of clothing in individual gallon-size zip lock bags
      - a single lid, bento style lunch container
        - can be inside of a lunch bag with ice packs
      - spill proof, leak proof, refillable water bottle
      - diapers
      - pacifiers, if needed
      - one lovey, if needed
    - **All items need to be clearly labeled with the child's name.**
    - Each child will bring their own nap mat each full school day (no naps on Fridays or other early release days).
    - At drop off, the children's bins will be available to store their backpack/tote and nap mat.
- **Snacks**
  - Wesley Prep will continue to provide commercially packaged, individually wrapped snacks for MDO students.
  - Special snacks: Baked goods and homemade snacks will not be allowed for special days and occasions. Wesley Prep will provide commercially packaged individually wrapped "special snacks" for birthdays and/or special occasions during the first 90 days.
- **Cohorts**
  - Children will be kept with their individual classes and will not be combined with other classes in music class or recess.
  - Support staff will be assigned specific cohorts to minimize mixing of groups instead of floating between classes as they have in past years.
  - Outdoor play time (playground or courtyard) will be limited to the classroom cohort.
  - The indoor playroom will be available on a rotating schedule allowing time to be thoroughly cleaned between cohorts.

- **Music Class**
  - Music will continue to be a daily part of the students' day. Instead of traveling to the music room, our Preschool/MDO music teacher will travel to the classrooms and maintain distancing during classes.
  - Instruments and materials will not be shared unless they are cleaned between uses with an EPA approved disinfectant for use against COVID-19.
- **Handwashing and Hygiene**
  - Special attention will be given to hand washing requirements. Children will wash hands upon entering the classroom, going to recess, returning from recess, before/after eating, and any other time needed. MDO students will use soap and water as hand sanitizer is not recommended for children under 3 year of age.
- **Cleaning and Rotating Toys**
  - Toys will be on rotation allowing for cleaning between usages.
  - Toys that cannot be washed or wiped after each student use will be removed from the classroom.
- **Parent – Teacher Communication**
  - Parents are welcome to contact teachers by Wesley Prep email (not Brightwheel) or the main school phone number, (214)706-9568. Teachers will be able to respond before or after school, but not during the school day while working with the children.
  - **Brightwheel**
    - Wesley Prep MDO teachers will use Brightwheel, an early education online platform, to communicate with families and share events from the classroom.
    - Through Brightwheel, parents will be able to view learning objectives and lesson plans. Newsletters and announcements will be posted using Brightwheel. Photos and video clips will also be shared so that parents will have first-hand knowledge of what their children and teachers are doing each day at school. We hope this insight will also be helpful in facilitating conversations between parents and students about the events of their days. Communication will also be sent via email.
    - Additional information will be sent out prior to the beginning of school regarding the set up and usage of this app.

- **Mother's Day Out Tuition and Contract Update**

- The Wesley Prep Board has agreed to the following:
  - Current Wesley Prep policy and contractual obligations dictate that there are no refunds unless the child's spot can be replaced. Any refund will be based upon the tuition recovered by the replacement family.
  - Though Wesley Prep respects each family's decision whether to return to school, no refunds will be given if a parent decides to delay his or her child's start and wants to keep the space for future use. The Board will consider on a case-by-case basis whether the unused tuition may be considered a donation to be used for tax purposes.
  - In the event that Wesley Prep is closed by government or other regulatory action there can be no refund. Please realize that faculty and staff will still be paid to stay in place for when the school is eventually allowed to resume classes.
  - However, if a prolonged interruption in classes due to government mandates presents itself, the Wesley Prep Board has committed to review and consider some form of reimbursement to families.