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The Mission of Christ Church Episcopal Preschool

Christ Church Episcopal Preschool educates young children, creates community among families, school and church, and honors and nurtures children in the Episcopal tradition. *Please note that our mission includes families*. We are eager to include families in all aspects of school life.

The Vision of Christ Church Episcopal Preschool

Christ Church Episcopal Preschool (CCEP) is a ministry of Christ Church Christiana Hundred, serving children between the ages of eighteen months and five years. The school offers a developmentally appropriate, play-based and literacy-rich curriculum to develop the intellectual, emotional and spiritual growth of the young child. To accomplish this vision, Christ Church Episcopal Preschool provides:

- Low student to teacher ratios
- Grouping of children by age
- Full-day and half-day programs
- Three- and five-day programs
- Traditional academic year (September June) programs plus summer camp
- o Grace at snacks and meals; weekly chapel services
- o Religious stories and traditions of the Episcopal Church and the Christian faith
- o Age-appropriate activities for emerging literacy and math skills
- o A collection of quality literature for young children
- Art, music, Spanish and physical education
- o Outdoor play and exploration
- o Gross and fine motor development activities
- Two state-of-the-art playgrounds
- Outdoor classroom
- o Before-school and after-school care
- Holiday and summer programs during school vacations

The School Community

Christ Church Episcopal Preschool, established in 2005 by the Rector and Vestry of Christ Church Christiana Hundred, serves both parish and community families. The school was founded to support families and their young children in the tradition and community of Christ Church Christiana Hundred. The first class of children entered CCEP in September of 2006.

Governance

The Board of Trustees and the Board of Directors of Christ Church Episcopal Preschool are the governing bodies of the school. The Board of Trustees focuses on the long-range and strategic needs of the school. The board is charged with adopting a clear statement of the school's mission, vision and strategic goals, and establishes policies and plans to support these goals.

Additionally, the board engages proactively to support and provide guidance to the Head of School. The CCEP Board comprises interested individuals who are connected to Christ Church Christiana Hundred and/or the school, with three members coming from the Vestry of the church. For a list of Trustees, please see Appendix A.

Head of School

Dr. Kimberly Wagner, Head of School at Christ Church Episcopal Preschool, has an extensive background in education, having taught in PK-8 schools for 10 years and for the University of Delaware for 5 years. While at the University, in addition to teaching, she provided professional development to teachers across the country, co-wrote a literacy curriculum, served as the director for the Delaware Writing Project, and presented at several national conferences. She holds a Doctor of Education, a Masters in Instruction, and an undergraduate degree in elementary teacher education, all from the University of Delaware. She is also a Nationally Board Certified teacher of Literacy: Reading-Language Arts for children birth-age 12. Kim holds an Early Childhood Administrator's Certificate and a School Age Administrator's Certificate from Delaware First (Department of Education).

Faculty and Staff

At the heart of the educational environment at CCEP are its qualified, dedicated, career educators. All teachers have been certified as Early Childhood Specialists by Delaware First (Department of Education), have excellent references, extensive education and experience, and have had background checks completed through federal and state databases.

Parents' Association

All parents are automatically members of Christ Church Episcopal Preschool's Parent Association and are encouraged to attend regular meetings and planned events. The Parent Association sponsors events that build the school community and support the educational programs and mission of CCEP. Every CCEP parent is asked to volunteer time, talent and treasure in support of the school community. Parent Association dues are \$60 per child and are billed with the first tuition statement.

The Curriculum

Curriculum Overview

Christ Church Episcopal Preschool recognizes that parents are their children's first and most important teachers and it is our desire to work with parents to achieve the best possible outcome for each child. We have a written curriculum for academic and special programs which actively fosters, promotes and develops, as fully as possible, the human potential that resides in each child. The curriculum also guides children in responsible and productive behaviors. Goals for children's learning and development are provided in order to guide teachers as they develop plans for learning experiences for students.

This curriculum framework and its corresponding Scope and Sequence for each age group, addresses the following areas: Spirituality, Social/Emotional Development, Literacy and Language Development, Math, Science, Social Studies, Fine Arts, Physical Development, and Health and Safety.

The CCEP Curriculum is broad in scope, but not exhaustive. Teaching and learning are enormously complex activities that involve multiple interactions between teachers and students, as well as among students, in a multi-dimensional environment. Our curriculum is helpful to parents and teachers in marking the progress of the children in knowledge and skills that can be observed and assessed with a degree of reliability and objectivity. It is critical to recognize that efforts to promote development in any one area must be considered within the context of the overall development of the whole child.

CCEP has invested in high quality, literacy-rich curriculum materials that provide children with valuable theme-based experiences. We base our curriculum on a pre-kindergarten curriculum published by Houghton-Mifflin, supported by Handwriting Without Tears, and with appropriate modifications for younger students. CCEP's students are successful because teachers invest time and effort in guiding children in the acquisition of language skills and vocabulary, good work habits, positive social interactions, learning skills and independence. In addition to the basic classroom curriculum, CCEP offers expanded instruction in the following areas:

Godly Play

Godly Play is an imaginative approach to working with children that supports, challenges, nourishes and guides their spiritual quest. Godly Play assumes that children have some experience of the mystery of the presence of God in their lives, but that they lack the language, permission and understanding to express and enjoy that in our culture. In Godly Play, we enter into parables, silence, sacred stories and sacred liturgy in order to discover God in ourselves, in one another and in the world around us.

Music

Music not only provides an opportunity for artistic expression; it also enhances learning in many other cognitive domains. Singing, moving, and playing instruments help to create physiological pathways in the brain, improving memory, concentration, language skills, reason, and creativity. The enjoyment of making music with others, both formally and informally, is an important part of the day in each classroom. A qualified music teacher provides music instruction and musical experiences once a week for 3 day students and twice a week for 5 day students.

Physical Education

The development of a strong, fit, and healthy body and the ability to participate in physical recreation are important to a child's achieving his or her greatest potential. Current research suggests that aerobic activities enable and enhance learning and support synaptic connections that prepare children for learning. Activities that encourage children to breathe deeply, to use major muscle groups, and to "cross the midline" of their body are included throughout the day and are essential to successful preschool experiences. Scheduled PE classes with a qualified teacher are offered once a week for 3 day students and three times a week for 5 day students.

Spanish

The ability to speak more than one language contributes to a child's growth in English language skills too. Moreover, it builds self-confidence and creativity. Students receive instruction once a week from *Language University*, a contracted provider of Spanish language instruction.

Computers

We do not provide computer experiences for Beginner students. Computer experiences are limited for nursery students. Pre-K and Primary students use iPads in learning centers for limited periods of time. Occasional video clips may be shown in Nursery, Primary or Pre-K classrooms to support weekly themes. Parents may give or withhold permission for such use.

In-House Field Trips

In addition to the CCEP curriculum, students have a variety of special instructional experiences. Community visitors are invited to share their programs with our classes. Some of these have included storytellers, the Philadelphia Zoo on Wheels, presentations on animal safety and humane treatment of animals, visiting artists, the Delaware Nature Center, and the Hagley Museum. Students remain on campus at all times.

Sample Daily Schedule (varies by day)

- 8:30-9:00 Arrival, outdoor play, learning centers
- 8:30-9:00 Chapel (Thursdays)
- 9:00-10:00 Learning Centers, thematic play, snack
- 10:00-10:30 Specials (Music, P.E., Spanish, Godly Play, etc.)
- 10:30-11:30 Outdoor play
- 11:30-12:00 Lunch
- 12:00-12:30 Story time, good-byes
- 12:30-2:00 Quiet-down activities for afternoon children, followed by rest time (Length of rest time varies by age, followed by activities which extend the morning themes)

2:00-2:15	Gradual wakeup and restroom break (or diapering)
2:15-2:30	Snack time
2:30-3:00	Afternoon Special
3:00-3:30	Outdoor play and Good-byes

Outside Evaluation and Support

Occasionally students may benefit from outside support and services or a professional evaluation. When a teacher, the Head of School, and/or a parent determines that a professional resource may be helpful, parents are guided to seek such support in a timely manner and to share the results with CCEP. With parents' permission, when the child has been referred for special services, the school may share information with other professionals. A list of community resources may be found in Appendix B.

Families sometimes arrange for a special tutor, a speech therapist, an occupational therapist, or a counselor to visit CCEP on behalf of a child, or to work with that child on a regular basis. Parents make arrangements with the Head of School to authorize a schedule allowing professional guests the privilege of visiting CCEP, observing a child, and working with an individual child on the school campus. Individuals not employed by CCEP must sign in and out at the school office at each visit.

Dual Language Learners

We seek to support families who speak languages other than English in the home by gathering information about children's backgrounds and experiences with more than one language. We use such information to inform curriculum planning and to individualize instruction, supporting the child's continued progress.

Program Options

CCEP offers a wide variety of program schedules to meet the various needs of our families.

The Academic Day

The academic school calendar year is published annually and is provided during the summer each year. Parents have a choice of schedule, including:

- Half day: 8:30 a.m. 12:30 p.m. (drop off begins at 8:20)
- Full day: 8:30 a.m. 3:30 p.m.
- 3 day or 5 day programs are available (The Pre-K program is 5 days only.)
- 2/3 Split consists of 2 half days and 3 full days

The Extended Day Program

CCEP offers an extended day program comprising before-school care from 7:30 to 8:30 a.m. and after-school care from 3:30 to 5:30 p.m. Parents sign up for the extended day program when

they sign the tuition agreement each year and will be billed for the program chosen. Drop-ins are accepted for before-school care and after-school care on a space-available basis. Drop-ins must be scheduled 24 hours in advance.

Holiday Camp

Holiday Camp is available on certain school holidays and for the Christ Church Green Show held in early December each year. Parents can choose the Holiday Camp package (20 days) at the time of enrollment and re-enrollment. Other students may participate in Holiday Camp on a space-available basis and pay a fee for the days selected. Parents are responsible for providing a lunch except on pizza days (Wednesdays). The school will provide drinks and snacks. Remember, we are a nut-free school.

Summer Camp

Summer Camp begins the Monday after the last day of the traditional school year and runs for nine weeks, with a one-week recess during the first week of July. The summer camp themes emphasize the exploration of our outdoor environment, taking advantage of the woods, fields, and trails on the CCEP campus. The children learn about nature, including caring for the earth and its resources, and participate in a variety of active sports and games, while enjoying water play activities daily. Schedules and fees are published in the spring of each year. Families are billed for the weeks chosen.

Admission and Re-enrollment

Christ Church Episcopal Preschool offers its program to students without regard to race, gender, color, creed or national or ethnic origin.

Application Process

To complete the application process, please:

- Call to make an appointment with Kim Wagner, Head of School, to visit CCEP and learn more about our programs.
- Complete and return the application to CCEP, with the following:
 - A non-refundable application fee of \$50. (Not applicable to POC families) (Checks should be made payable to *CCEP.)*
 - A copy of the applicant's birth certificate.

Program Selection

As you select a program on the application, please note the following age requirements:

Beginner: child must be 18 months

Nursery: child must be 2 years old by September 1 *Primary*: child must be 3 years old by September 1 Pre-K: child must be 4 years old by September 1

Application Deadline

In order to be considered for the first round of admissions, the application, the application fee, and a copy of the applicant's birth certificate must all be received by CCEP on or before the deadline announced in January each year. Once a **complete** application is received, it will be dated and your child will be considered one of our applicants. All applications received after the January deadline will be placed in our waiting pool and will be considered as space is available.

Admissions Decisions

Families of current CCEP students are given the opportunity to re-enroll their children in January of each year, establishing the number of spaces we have available to accept new children into our programs. In mid-February, we will make the first round of admissions decisions for new applicants. As part of our decision-making process, we will consider whether we can effectively meet the child's developmental and educational needs. If accommodations are needed in order to accomplish this, we will meet with the parents to determine an appropriate plan of action.

Discrimination

We will not discriminate against any child or family based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws

Priority Guidelines

As a family school and a ministry of Christ Church Christiana Hundred, we have a strong interest in and make every effort to enroll all siblings from a family and children of parishioners, if we have the appropriate program openings. Therefore, acceptance decisions are made using the following priority guidelines:

- 1. Siblings of CCEP students
- 2. Children of parishioners and staff members
- 3. All other applicants to balance our program, with consideration to the date a complete application is received.

Enrollment Process

Once a student has been accepted, the following must be returned to CCEP in order to complete the enrollment process:

• The tuition contract, indicating payment schedule selection, signed by both parents/guardians.

• A non-refundable enrollment deposit of 10% of the annual tuition. (This will vary depending on the program and schedule the family has selected for each child.) No deposit is required for the extended day or holiday camp program. Deposits are not charged to POC families.

Transition Plan For Entering Students:

Students applying for admission at CCEP may visit in the classroom of the appropriate age group for a short time. Parents may stay to observe or may wait in another area of the school during the visit. Feedback from the parent and teachers will assist us in our decision to admit a child. A classroom visit is not a requirement of the admissions process.

In the spring, returning students visit the classrooms of the age group they will be joining in the fall, either individually, or as a group with their classmates. Sending teachers will communicate with receiving teachers in order to share pertinent information about each child. Recommendations for placement in particular classrooms may be made by the sending teachers. We ask parents to refrain from making requests for a particular classroom placement. Students and parents are invited to meet new teachers on our annual "Meet Your Teacher" day, which is before the first full day of school. Students may engage in typical classroom activities, interact with classmates and teachers, and spend time acclimating to the new classroom.

Transition Plan For Exiting Students

Students who have completed our full program (through Pre-K) are celebrated with a special chapel service at the end of the school year. They are full participants in the liturgy, and each is presented with as a gift from the church. Parents may request that records be sent to future schools and that teachers complete a recommendation or other form provided by the new school. CCEP responds to all such requests in a timely manner.

Promotion Guidelines

Upon successful completion of the school year, a student progresses to the next level of preschool. In consultation with the parents, we occasionally determine that a student will benefit from spending an additional year at the current preschool level.

Annual Re-enrollment

To guarantee placement of the student in subsequent school years, your tuition agreement will renew automatically through Pre K with the most recent programming choice. If a change in program is requested for the upcoming year, a written request must be provided to CCEP by March 1. Beginning in March, CCEP will begin to accept new students (who have completed the application process by the January deadline) where enrollment openings exist.

In order to complete the re-enrollment process, the non-refundable enrollment deposit of 10% of the annual tuition is due by March 1.

Please note that a student's space may be released to a new student if the family's tuition account is not current before the above-mentioned re-enrollment deadline.

Tuition Payment Plans and Policies

Christ Church Episcopal Preschool offers parents a choice of the following payment plans for the annual tuition:

- 1. One annual tuition payment paid by July 1st
- 2. Two payments due on July 1st (60%) and December 1st (40%)
- 3. Ten payments due monthly from July 1st through April 1st

The decision for payment preference is made when the parent signs the tuition agreement at the time of enrollment or re-enrollment.

Tuition accounts paid monthly are due by the first of each month July through April. A late fee is charged for payments that are 30 days past due. Late fees do not apply to POC families.

Tuition agreements are for a full academic calendar year. A child may not begin the new school year if a tuition debt remains from the previous year.

When a student withdraws from Christ Church Episcopal Preschool, all tuition accounts and other charges are due in full. Please note that withdrawal *during* the school year does not negate the contractual obligation to pay the full annual tuition. POC families are not bound to the annual contract and may withdraw with a 5-day notice.

Program Changes

If a parent wishes to change their student's program during the school year, we may be able to accommodate an increase in hours (half day to full day) or in days (3 days to 5 days). This will be based on the space and needed faculty. All requests should be made in writing to Kim Wagner, Head of School.

Family Surveys

Each year, a family survey is sent to parents in order to evaluate CCEP's fulfillment of its Mission and Vision, as well as the overall program. This is part of CCEP's commitment to communication and to building a strong and healthy community. Parents are asked to share some thoughts about their family's experience at CCEP so that the school can assess its strengths and identify and address concerns.

Termination

CCEP is not equipped to provide specially trained staff or services for children who need an inordinate amount of teacher attention for their physical or emotional needs, or to ensure the safety of the other children and staff. Children in the program need to be able to function within the staff-child ratio so that the teachers have time for all students. CCEP reserves the right to terminate care (with 5-day notice) if this becomes an issue but will provide a list of community resources appropriate to the child's needs.

We reserve the right to suspend and/or terminate service immediately when respect for CCEP's staff, children, policies, procedures, and administration is disregarded. This includes a pattern of delinquent payments, or noncompliance with the Community Guidelines.

Student Safety and Health Policies

Due to the extraordinary times we are facing this year, some of our health and safety policies are changed based on licensing requirements. Please see <u>Appendix E</u> and <u>Appendix F</u> for COVID-19 regulations required by the Office of Child Care Licensing.

Child Maltreatment Policy

Christ Church Episcopal Preschool is committed to providing a safe and healthy environment for children, staff and volunteers. Policies and procedures are developed and periodically reviewed to prevent and protect children from maltreatment. Christ Church Episcopal Preschool staff members are mandated reporters of suspected abuse or neglect, whether such abuse is suspected within or outside CCEP. This is to be done in accordance with Delaware Code: Title 16, Chapter 9, Subsections 901-909. Staff, parents, or other concerned individuals or agencies are asked to inform the Head of School immediately about any suspected abuse or neglect, whether within or outside the school. We shall immediately report the suspected abuse or neglect and take remedial action to protect children from harm. Any staff member suspected of harming a child will be immediately removed from contact with any child until an investigation is completed.

Notification of Illness

CCEP observes children as they arrive at school and notes behavior and affect during the day for symptoms of illness. If, at drop-off, a teacher observes symptoms of fever or illness, the parent will be asked to take the child home or to the doctor. In order to ensure the health and safety of members of the CCEP community, the school requires that parents abide by the rules of the Office of Child Care Licensing and do not send a child to school until the child has been fever-free and symptom-free for at least 24 hours (without fever-reducing medication).

A parent or designated caregiver of a minimally injured or mildly ill (no fever) child is notified immediately and a collaborative decision about the best care for the child is made, given the specific circumstances (allergies, environmental changes, etc.). The child may remain in the classroom and his or her condition will be monitored by the teacher. If appropriate, the child may relax in the Head of School's office under her supervision. If the child's condition

improves, the child may return to the classroom. If symptoms worsen, the parent will be contacted and asked to take the child home.

Health Exclusion

Children who have a fever or a sign of a communicable disease are separated from other children, and parents are notified immediately. The child is made comfortable and remains supervised near the administrative office while waiting to go home. Children with fever or other indications of illness must go home and remain at home until fever-free without medication for at least 24 hours. CCEP also requires that a student remain at home for at least 24 hours after the last episode of vomiting or diarrhea. If a child returns too soon, the parent will be asked to take the student home until the full 24 hours has elapsed.

Masking Fevers and Functionality

Children requiring acetaminophen, ibuprofen, or other antipyretic to maintain functionality throughout the day are considered too ill to be at school.

Symptoms for Health Exclusion (according to the Office of Child Care Licensing)

- Temperature: children older than four months: equivalent to 101° F or greater, accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility;
- Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion;
- Uncontrolled diarrhea; that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; if diarrhea is accompanied by fever, exclude for 48 hours following resolution of symptoms;
- Blood in stools not explainable by dietary change, medication, or hard stools
- Vomiting illness of two or more episodes of vomiting in the previous 24 hours or one occurrence if accompanied by a fever until 48 hours following resolution of the symptoms or until a health care provider determines the cause of the vomiting is not contagious and the child is not in danger of dehydration;
- Persistent abdominal pain (continues more than two hours) or intermittent pain associated with fever or other signs or symptoms;
- Mouth sores with drooling, unless a health care provider determines the condition is noninfectious;
- Rash with fever or behavior change, until a health care provider determines these symptoms do not indicate a communicable disease;
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after antibiotic treatment has been initiated;
- Scabies, until 24 hours after treatment has been initiated;
- Pediculosis or head lice, until 24 hours after treatment has been initiated;
- Tuberculosis, until a health care provider states the child is on appropriate therapy and can attend care;
- Impetigo, until 24 hours after antibiotic treatment has been initiated and lesions are dry;
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- Varicella-Zoster or chicken pox, until all lesions have dried and crusted (usually six days);
- Shingles, only if lesions cannot be covered by clothing or a dressing; if not, exclude until lesions have crusted and are dry;
- Pertussis, until five days of antibiotic treatment;
- Mumps, until five days after onset of glandular swelling;

- Hepatitis A virus, until one week after onset of illness, jaundice, or as directed by the Delaware Division of Public Health when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff;
- Measles, until four days after appearance of rash;
- Rubella, until seven days after appearance of rash;
- Herpetic gingivostomatitis or cold sores, if the child is too young to have control of oral secretions; or
- Unspecified illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without comprising the health and safety of other children.

Exclusion For Non-Functionality

One criterion for exclusion of children from CCEP is their inability to participate in regular activities. We do not have sufficient staff to care for children who are too ill to participate in the program, or who require almost constant attention. It is difficult for our staff, who love and care for children, not to be able to provide the one-on-one attention that we believe sick children deserve. When children are non-functional, with no other symptoms, the decision to send them home will be made by the teacher and Head of School. Children may be isolated and cared for in the Head of School's office until they are picked up (which must be within one hour).

Other Exclusions

In a limited number of other circumstances, children need to be excluded for their welfare and the welfare of others.

Communicable Disease

Children, who have a reportable communicable disease or have recently had a reportable communicable disease, as listed below, may not attend CCEP until they have a <u>written</u> <u>statement from the child's physician</u> stating that the child is disease-free and presents no risk to others at school.

If a child who attends CCEP contracts a communicable disease, CCEP notifies the Division of Public Health. Each parent whose child may have been exposed to a reportable communicable disease shall receive written notice of the outbreak of such disease at the school. All staff will be notified if a child contracts a communicable disease.

Communicable diseases include:

<u>Respiratory</u>

- Diphtheria
- German Measles
- Haemophilus Influenza Disease
- Measles (Rubella)
- Bacterial (spinal) Meningitis
- Mumps
- Pertussis (whooping cough)
- Rubella

• Tuberculosis

Gastro-Intestinal

- Giardiasis
- Hepatitis A
- Salmonellosis
- Shigellosis

Exclusion of Non-Immunized Children

If a child at CCEP develops symptoms of a disease for which immunization is normally given, every effort is made to separate him or her from children not immunized against the disease until the child is taken from the school.

Adult Safety and Hygiene

CCEP ensures that on-duty faculty, staff, and volunteers are free of communicable or other reportable disease during normal working activities. This precaution includes diseases which are readily contagious to others, whether or not the person has symptoms.

CCEP faculty and staff are trained in hygiene procedures relating to diaper changing, potty training, and general disease prevention measures to ensure a hygienic environment for our children and staff.

Administering Medication

CCEP faculty and staff members who have completed training for administering medication in accordance with state law may, with parent permission, administer prescription or over-the-counter medicine to a child following the approved procedures.

- Only medication provided by the parent in its original container may be administered. The container must be labeled with the child's name, the name of the medication, the date of the prescription, dosage, and physician's name. Parents must sign an authorization for medication form weekly. This form is kept on file and is available for review by parents and the Office of Child Care Licensing.
- 2. A CCEP faculty or staff member records the details of administration on the medications report, including dosage, time administered, method of administration, faculty/staff initials, and comments (e.g., observation of adverse effects).
- 3. Physicians, nurses or other qualified medical health personnel shall administer medication to a CCEP student in an emergency or by advance arrangement through the school office.
- 4. Parents are notified immediately of any adverse effects of medication, such as diarrhea, vomiting, continuous hunger, refusal to eat, nosebleeds, skin rash or high temperature.

A child with diagnosed sensitivities and allergies which require an epi-pen, nebulizer, or other specialized treatment must provide CCEP with all equipment and medications, labeled with the child's name, prescribing physician, and date of prescription. Parents of children with a prescription for an epi-pen must provide two such devices, one to be kept in the school office and one in the child's classroom. Parents must also place on file a signed authorization for medication for such equipment and medications. Medication requiring refrigeration is labeled and stored in a refrigerator on the premises and away from children.

Faculty and staff members return medication to parents at end of the day or at the end of the week.

Students may not have prescription or over-the-counter medications, including cough drops or lozenges, in their possession.

First Aid and CPR

All faculty and staff members are certified in first aid and pediatric CPR.

Incidents and Accidents

Bumps, scrapes, and bruises occur as children grow, learn, and play. Faculty and staff members are diligent in their supervision to help children avoid accidents. When those regrettable spills or incidents occur, a written report is made on the Accident/Injury Report and parents are asked to read and sign the report. The teacher or staff member present when the incident occurred will be available to discuss the situation. If the child's injury appears to require medical attention, a parent is contacted immediately, and in emergency situations, medical services are immediately obtained even when a parent cannot be reached. Parents give permission to CCEP to seek such medical treatment on the application for admission and on the tuition agreement.

Playground Rules

When students are on the playground:

- Stay within sight and supervision of teachers
- Use the steps for the slides. Go up the steps, then down the slide feet first, on the bottom, for safety.
- Rocks stay where they belong, on the grass or on the ground.
- Mulch stays on the ground.
- Sand stays in the sand box.
- Do not climb trees.
- Avoid walking on the stone wall.

Sanitary Conditions

We take our responsibility to maintain a safe and healthy environment seriously. Toys, tables, sinks, toilets, and classroom equipment are cleaned and sanitized daily. We know that hand washing reduces the likelihood of illness spreading and ask parents to assist us in this routine. Children should wash their hands in the classroom or restroom upon arrival at school. We will assist your child in washing hands before lunch and snack, when coming in from outdoors, before and after using a water table, after messy activities, and after using the restroom. You can help your child learn the proper hand washing technique by following these steps in order:

- 1. Wet hands before applying soap.
- 2. Apply liquid soap.
- 3. Lather for 10 seconds (not under running water).
- 4. Rinse hands.
- 5. Dry hands with a paper towel.
- 6. Use a separate paper towel to turn off faucet.

We remind children "water, bubbles, water" when helping them remember the steps. Water activates soap, and if soap is applied before wetting hands, the procedure is much less effective.

Outdoor Play

If children are well enough to be at CCEP, they are well enough to go outside and play. Please provide children with ample and correct clothing for cold, wet, snowy, or hot outdoor weather. We go outside except during thunderstorms or on days with a public warning related to cold, heat, or air quality. Fresh air promotes good health and is not a contributing factor in catching colds and flu. Because wind can be uncomfortable to an ear infection, a hat is required to be kept at school. Parents should not send children to school if they do not want them to spend time outside. If there is a weather advisory, we will not have outdoor play but will play indoors in the gym. We do have water play outdoors in the summer months. If a child is well enough to be in school, he/she is well enough to participate in water play. An outside temperature of 68° F is the threshold for summer water play days. Please provide your child who is attending camp with towels, bathing suits, and water shoes. On our playground the children have the pleasure of using the sandbox for sensory and fine motor activity.

Privacy, Safety, and Security

A CCEP family directory is published annually, including names, mailing addresses, telephone numbers (including cell), and email addresses of enrolled families. Any family who wishes to have any or all of this information excluded from the directory, must indicate this preference in writing by the first day of school. CCEP's family directory is for Christ Church Episcopal Preschool use only.

Facebook posts, school marketing materials, and newsletters are created during the year and sometimes include pictures of children. Parents may give or withhold permission for a child's

photo or video to be used publicly on the tuition agreement. We never provide a child's name when publishing such materials.

Release of Children

Parents list individuals who may take their child from CCEP on both the Application for Admission and the Child Information Card. CCEP does not release children to individuals not included on these forms unless parents call the school office or provide in writing the names of additional individuals who are authorized to take their child from CCEP. Additionally, individuals who are not known to CCEP must provide a picture ID before signing the child out from school. Children will not be released to a non-custodial parent not authorized by the custodial parent or to a person who appears to be intoxicated or incapable of transporting the child safely. If an unauthorized person attempts to pick up a child, the parents will be called immediately, and the child will not be released.

Access to Classrooms and Offices

During school hours, all visitors and parents must sign in at the school office located in the reception area.

Fire and Emergency Drills

At least once each month, CCEP evacuates all classrooms during a fire drill. Children are taught how to exit the buildings quickly and safely and to stay with their class once outside of the building. A record of these fire drills is kept on file in the school office.

Parking and the Safety of CCEP Students

To ensure the safety of all members of the CCEP community, parents are asked to drive slowly along Buck Road and through the Christ Church parking lot, to adhere to all marked traffic patterns, and to refrain from using a cell-phone while driving on campus.

Parents must keep children with them at all times in the parking areas and driveways on the CCEP campus. Children should not be allowed to run ahead of parents, cross the driveway unaccompanied, stand behind parked vehicles, or pass between parked vehicles at any time. Children should never be left unattended in a car.

Please leave the handicapped parking spots for our handicapped visitors. Parking is not permitted along the sidewalk in front of the building, in the staff parking spaces next to our door, or in the lower circular driveway. There is one exception to this rule: parents dropping off (prior to 8:00am) or picking children up (after 4:00pme) for before and aftercare may park briefly along the curb near the front door while entering the school to retrieve a child.

School Policies and Schedules

Absences

Parents are asked to call the school by 8:30 a.m. when a student will be absent. Please notify CCEP in writing or via email of preplanned absences.

Attendance

The academic school day for preschool is 8:30 a.m. until 12:30 p.m. for the half-day program and until 3:30 p.m. for the full-day program. The classroom doors open at 8:20 a.m., and students are tardy after 8:45 a.m.

Children transition more smoothly when they arrive at school on time. The school asks that parents make every effort to deliver their children to their classrooms as close to 8:30 a.m. as possible. On Family chapel days (see calendar), teachers will leave the classroom at 8:30 to accompany students to chapel. Parents arriving after 8:30 on Tuesdays must bring their children to the chapel.

Arrival and Departure

Beginner Students

Pick up and drop off is on the small playground* to the left of the school

Please park your car in the parking lot next to the church and walk your child down the path, across the road in front of the school, and down the stone steps. Before releasing your child to play, you will check your child in with your teacher.

<u>To Check-In</u>

- 1. Open the **<u>Brightwheel App</u>** on your phone (this is mandatory)
- 2. Click Check in/out (remember your check in code)
- 3. Scan the QR code provided by the teacher
- 4. Click Check in
- 5. Read and answer the Health Survey questions
- 6. Click Submit
- 7. Enter your check in/out code
- 8. Wait for the teacher to check your child's temperature and welcome them to play

To Check Out

- 1. Open the **Brightwheel App** on your phone (this is mandatory)
- 2. Click Check in/out (remember your check in code)
- 3. Scan the QR code provided by the teacher
- 4. Click Check out
- 5. Enter your check in/out code

6. Escort your child to your car

*On <u>inclement weather</u> days, drop off will take place at the backdoor of the preschool. To access this door, please follow the patio around the little playground and around the back of the school. We will bring your child to meet you at the exit.

Nursery Students

Drop off is at the main entrance of the preschool Pick Up is in the Outdoor Classroom*

For drop off, please pull up to the front of the school and park along the curb. Walk your child to the entrance to the school to meet your teacher for check in.

<u>To Check-In</u>

- 1) Open the **<u>Brightwheel App</u>** on your phone (this is mandatory)
- 2) Click Check in/out (remember your check in code)
- 3) Scan the QR code provided by the teacher
- 4) Click Check in
- 5) Read and answer the Health Survey questions
- 6) Click Submit
- 7) Enter your check in/out code
- 8) Wait for the teacher to check your child's temperature and welcome them into the building

For pick up in the outdoor classroom, please park your car in the parking lot next to the church and walk down the path, across the road in front of the school, and down the stone steps. Follow the patio around to the back of the school and meet your child's teacher in the Outdoor Classroom.

To Check Out

- 1) Open the **<u>Brightwheel App</u>** on your phone (this is mandatory)
- 2) Click Check in/out (remember your check in code)
- 3) Scan the QR code provided by the teacher
- 4) Click Check out
- 5) Enter your check in/out code
- 6) Escort your child to your car

*On <u>inclement weather</u> days, pick up will take place at the main entrance to the school. We will bring your child to your car.

Primary Students

Drop off is on the Big Playground* Pick Up at the Circle

For drop off, Please park your car in the parking lot next to the church and walk your child down the path, across the road in front of the school, down the stone steps, and follow the patio behind the school. Before releasing your child to play, you will check your child in with your teacher.

<u>To Check-In</u>

- 1) Open the **Brightwheel App** on your phone (this is mandatory)
- 2) Click Check in/out (remember your check in code)
- 3) Scan the QR code provided by the teacher
- 4) Click Check in
- 5) Read and answer the Health Survey questions
- 6) Click Submit
- 7) Enter your check in/out code
- 8) Wait for the teacher to check your child's temperature and welcome them into the building

For pick up, please follow the parking lot to the end, make a left, and follow the parking lot down into the circle. A teacher will bring your child to your car, you will check your child out.

<u>To Check Out</u>

- 1) Open the **<u>Brightwheel App</u>** on your phone (this is mandatory)
- 2) Click Check in/out (remember your check in code)
- 3) Scan the QR code provided by the teacher
- 4) Click Check out
- 5) Enter your check in/out code
- 6) Escort your child to your car

* On <u>inclement weather days</u>, drop off for the Hidden Rainbows will take place at the backdoor of the preschool. To access this door, please follow the patio around the little playground and around the back of the school. Drop off for the Magic Trees will take place at the classroom entrance off the Little Playground. Please maintain six feet between any other families waiting to check in. Pick up will still take place at the circle entrance.

Pre K Students

Drop off and Pick Up is at the main entrance of the preschool

For drop off, please pull up to the front of the school and park along the curb. Walk your child to the entrance to the school to meet your teacher for check in.

To Check-In

- 9) Open the **<u>Brightwheel App</u>** on your phone (this is mandatory)
- 10)Click Check in/out (remember your check in code)
- 11)Scan the QR code provided by the teacher
- 12)Click Check in

- 13)Read and answer the Health Survey questions
- 14)Click Submit
- 15)Enter your check in/out code
- 16)Wait for the teacher to check your child's temperature and welcome them into the building

For pick up, please pull up to the front of the school and park along the curb. A teacher will bring your child to your car, you will check your child out.

To Check Out

- 7) Open the **<u>Brightwheel App</u>** on your phone (this is mandatory)
- 8) Click Check in/out (remember your check in code)
- 9) Scan the QR code provided by the teacher
- 10)Click Check out
- 11)Enter your check in/out code
- 12)Escort your child to your car

Before and After Care Drop Off and Pick Up Procedures

- **Prior to 8:00 am**: Parents may park their car along the curb in front of the school and walk their child down to either the big playground or to the outdoor entrance for Parish Hall C, depending on the weather. To access either location, walk down the stone steps to the little playground and follow the patio around to the back of the school.
- Between 8:00 am-8:20 am AND 3:30 pm-4:00 pm: Parents should park in the parking lot next to the church and either drop off or pick up their child from the big playground or the outdoor classroom, depending on the weather.
- After 4:00pm: Parents may park their car along the curb in front of the school and pick up their child from either the big playground or to the outdoor entrance for Parish Hall C, depending on the weather.
- **Check in/out**: Parents should check their child in/out with the before and after care teacher using the Brightwheel App. Follow the provide instructions on the front of this document.

Drop Off and Pick Up Courtesies

- During pick up, please stay in your car until the teacher brings your child to you
- Please have the Brightwheel App open and ready for check out
- Please be certain that **caregivers** are listed in Brightwheel as an approved pick up and that they have the **Brightwheel app installed on their phone**
- Please be patient during pick-up to ensure the safety of children and staff
- Please do not drive around cars that are actively loading children
- Please note that when you arrive in the car line, you must be ready to receive your child at that time
- Please do not engage in a lengthy conversation with other parents or with teachers during pick up. This prevents the parents behind you from picking up their children
- During check in, please maintain 6 feet from other families checking in
- You are required to wear a mask while on campus

Behavior Guidelines

Conscious Discipline

The foundation of classroom behavior management at Christ Church Episcopal Preschool is *Conscious Discipline,* a comprehensive emotional intelligence curriculum and classroom management program based on current brain research, child development information, and effective educational practices, developed by Dr. Becky Bailey.

CCEP offers in-service training to the faculty and staff on the use of *Conscious Discipline* so they can create safe classroom environments and teach self-control, conflict resolution, character development, and social skills.

Conscious Discipline guides children to create solutions and to be accountable and responsible for their behavior. This method scientifically and practically links social-emotional learning and classroom management to build a school family.

Upset Children

In an occasional situation, if a child's behavior escalates and the child is "out of control," calm intervention is used to help the child regain composure in a safe and nurturing environment. Children are taught calming breathing techniques and a safe place is available in each classroom to support the child's transition back to controlled and safe behavior. Encouragement, deep breathing, and connection are adult behaviors which support this transition.

When a child is unable to regain composure, the Head of School may intervene and support the child's transition to an alternative safe space. The classroom teacher will discuss the situation with parents each time an administrative intervention is necessary, and the Head of School is available to parents to plan strategies of support for the child. These discussions will not take place at pick up.

Rough Play and Fighting

Children are discouraged from playing rough, pretend-fighting, karate kicking, and other aggressive behaviors that often result in hurt feelings or hurt bodies. Some super hero t-shirts and costumes of characters who use violence to "right wrongs" are not appropriate at CCEP. If rough play is consistent or escalating, the classroom teacher will discuss with parents. These discussions will not take place at pick up.

Biting

Biting by young children is a typical and frequent developmental phenomenon much like temper tantrums and separation anxiety. In early childhood settings, biting is an issue because a child is hurt by this behavior. CCEP faculty and staff understand that children in specific stages of development may bite when they are feeling frustrated, or in an attempt to communicate. Engagement, connection, and one-on-one activities to teach children the skills to defuse anxiety, stress, anger, and frustration are on-going to minimize biting.

When biting does occur, the teacher will separate the children. The teacher will complete an incident report for both children to inform both sets of parents of their child's role in the situation. Identities of the participants are not shared with other parents. If further discussion is needed, the classroom teacher will contact the parent. These discussions will not take place during pick up.

Exclusions

In a limited number of circumstances, children need to be excluded from the classroom for their welfare and the welfare of others. CCEP reserves the right to make such a determination when the safety of any individual is at risk.

Communication

Back to School Night

The faculty, staff and Head of School invite parents to attend a Back to School Night in September each year. Back to School Night is an opportunity for parents to meet the teacher and to learn about their child's program for the year. Teachers will present the learning and social goals for the school year, the curriculum materials and equipment, the teacher's procedures for home/school communication, and classroom management techniques. A copy of the daily schedule, which is displayed in each classroom, is given to parents. Additionally, parents enjoy the opportunity to meet and visit with other parents.

Back to School Night is an informational meeting for parents only. Parents should make alternative arrangements for children. Additionally, parents are asked to reserve questions about their individual children for a pre-arranged conference with the teacher. When a parent cannot attend Back to School Night, all materials distributed that evening will be mailed to them or sent home in the child's bag.

For this year, Back to School Night will look a little different. Please check the weekly newsletters for more information.

Families' Culture and Community

We strive to ensure that activities and materials reflect children's cultures and communities. We encourage families to share information about home life so that we may include familiar and new materials, pictures, and experiences in the classroom, and ensure consistency between home and school.

Green Show Week

The Green Show is a long-standing tradition at Christ Church. It raises a significant amount of money for donations to over 30 different charities. The Parish Halls and classrooms are transformed into a Christmas wonderland, offering gifts, gourmet foods, crafts, and, of course, greens! Because our classrooms are used for this event, we have school for 3 days only that

week. We happily support this important part of the church's outreach. Holiday camp is offered on Thursday of Green Show week; the school is completely closed on Friday.

Head of School

Kim Wagner, Head of School, has an open door policy and encourages parents to share both positive feedback and concerns. Parents can visit with Kim before or after school, or can make an appointment to speak with Kim by calling the school office or emailing her directly.

Inclusion Policy

Christ Church Episcopal Preschool welcomes all children and provides an inclusive environment for instruction for children with all levels of physical and developmental needs. To accomplish this, CCEP will use its best efforts to provide:

- Access to physical learning environments in and on its campus;
- Teacher accommodation and support for each child in play and learning activities;
- In collaboration with families and teachers, access to therapists or specialized service providers.

When a child is being served by an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP), we request that parents share a copy of that document with the child's teachers and the Head of School. We support families in meeting the goals expressed in these documents by consulting with professionals who are working with the child and by making accommodations in the classroom whenever these may be necessary or helpful.

Individual Plans and Goals for Each Student

Teachers develop individual learning plans for each student and review these several times each year. Age-appropriate and individually-appropriate goals are developed, and progress toward these goals is shared with parents.

Interactions

In order to maximize opportunities for positive adult-child interactions, our teachers are trained to communicate with children using frequent face-to-face connections, to converse during free play and meals, to read books together, to play with words, rhymes, songs, sounds and letters, to encourage dramatic play and cooperation, to provide opportunities to explore with the five senses, to respond to children's words with interest and encouragement, to help children name objects and experiences, and to support their development of independence and mastery of skills.

Meet Your Teacher

Each year before school begins, all students and their parents are invited to visit the assigned classroom and meet the teachers. This opportunity is a transition activity that supports children's first experiences in a new classroom with a new teacher. Parents and students are invited by telephone or written invitation from the child's teacher.

Newsletter

The school newsletter for parents, grandparents, and friends of CCEP is published weekly for the information and enjoyment of the CCEP community.

Observations and Assessments

Informal observations by teachers and formal assessment records are used to start conversations during parent-teacher conferences and at other times, as needed. The assessment form allows teachers to indicate a child's progress toward mastery of a skill.

Parent Questions and Concerns

Before scheduling a conference with the Head of School, parents are encouraged first to speak with the teacher about questions, concerns, or suggestions. The Head of School, however, is always available to answer questions, to hear concerns, and to partner with parents to find productive solutions.

Parent-Teacher Conferences

A student's school success is closely associated with parent-teacher communication. Teachers at CCEP communicate with parents regularly and schedule parent-teacher conferences twice each year. Additional personal or telephone conversations can be arranged at the request of the parent or teacher at any time. Children being served by an IEP or IFSP will have progress toward identified goals included in their progress reports. A written record of the parent-teacher conference is retained in the child's file.

Parent Visits

*Due to COVID regulations, parents may not be allowed into classrooms. Please check with Ms. Gilliam or Dr. Wagner before planning to visit your child in school.

Parents are invited to visit in classrooms without an appointment at any time. For the safety and security of all students, parents must sign in and out at the school administrative office. Visiting parents are reminded that conferences with teachers should be scheduled for times when teachers are not responsible for the care and education of children.

Daily Reports

Parents will receive live, daily updates about your child's day via the Brightwheels app. Your teacher will provide pictures and/or videos, a short description of the morning and afternoon, and a food update daily. You may also see updates regarding rest time, the bathroom, injuries, and other exciting news.

Student Portfolios

The classroom teacher maintains individual student portfolios that include samples of work representative of the curriculum, as well as teacher notes from in-class observations. Students may be involved in selecting work for their portfolios, and their portfolios will be a part of parent-teacher conferences.

Website

Please visit the school website for more information about CCEP: www.ccepde.org.

Confidentiality and Distribution of Records Policy

Information contained in children's records is privileged and confidential. These records will not be released to anyone not directly related to implementing the program plans without written parental consent. Parents/guardians will be notified if children's records are subpoenaed. Children's records are accessible to parents upon request. Procedures are established governing access to, duplication of, and dissemination of information contained therein. Copies are provided to parents upon request.

Upon written parental/guardian request, records may be transferred to the parents when children are no longer enrolled.

These records are also available to the Office of Child Care Licensing.

Dismissal from CCEP

Membership in the CCEP community is a privilege accompanied by individual and family responsibility. Parents may be asked to find another school setting when a child's or parent's behavior repeatedly falls outside CCEP's community standards.

Dress Code

CCEP has **an encouraged**, but optional, dress code, details of which can be found on our <u>website</u>. All of the suggested dress code items are available from Lands' End. Orders can be placed online at <u>www.landsend.com</u>, in the school uniform section. (When placing orders, please use the CCEP Preferred School Number: 900114828).

Parents must label all student clothing, jackets, sweaters, sweatshirts, etc. with the child's name. Each year we donate piles of unlabeled, abandoned clothing to charity. Help us return all lost items to the correct owner.

Footwear

CCEP students must wear shoes/sneakers that have rubber soles and full backs. In order to keep children safe while on outdoor play equipment, flip-flops, Crocs, clogs, or slip-on shoes may not be worn. Please provide a pair of pull-on rubber boots to be left at school for the entire year. This allows us to go outside on a muddy or wet day without fear of a child wearing wet shoes for the remainder of the day.

Uniform School Bag

CCEP requires that all students purchase the uniform school bag from Lands' End. This is the canvas tote, medium size, in natural color with scarlet straps. Each school bag must be embroidered with the student's last name.

Food Program

Christ Church Episcopal Preschool offers nutritious snacks in the mid-morning and midafternoon and lunch at approximately 11:30 each day. Children who stay for extended care in the afternoon will be offered an additional snack. *CCEP does not offer any reduction in tuition if parents choose to opt out of the food program.* CCEP also requires parent cooperation in making CCEP a nut-free environment.

It is essential that parents inform us of any food allergies and/or religious dietary requirements. We also request that parents speak directly with our food specialists in the kitchen about dietary restrictions. Our menus adhere to the USDA/CACFP guidelines. In the case of severe allergies or food restrictions, parents may be asked to send a child's food from home. Any lunches brought from home must be clean and safe and comply with the healthy requirements CCEP follows in providing school lunches. They must contain a cold pack in a thermal lunchbox or bag.

Children are never forced to eat, but will be encouraged to eat the nutritious food we provide. We ask children to eat fruits and vegetables before being served a second helping of meats, meat substitutes, or grains.

Gifts for Faculty and Staff

CCEP asks for parent cooperation with our policy that discourages faculty and staff from accepting gifts of any significant monetary value from parents and students. Holiday and end-of-year class gifts will be coordinated through classroom representatives.

License Requirements

CCEP is regulated and inspected by the Delaware Department of Services for Children, Youth and Their Families, Office of Child Care Licensing, and is required to follow all regulations and guidelines promulgated by that office as well as the State of Delaware, Environmental Health, and the State Fire Marshal's Office. Parents are invited to review these regulations in the school office at any time.

Parties and Holiday Celebrations

All parties and celebrations must be approved by the classroom teacher and placed on the school calendar to make certain such celebrations are successful. The classroom teacher can provide information about the number of students in the classroom and the best time for the celebration. Please check with your child's teacher before planning any celebration, surprise, or party for a student, teacher, or class. (School treats, birthday party favors, and snacks should not include gum.)

Birthdays

When delivering birthday party invitations at CCEP, please invite all children in the class. When a smaller party is desired, please extend the invitations privately, through the mail or by telephone.

Halloween

Children at CCEP may enjoy the songs and treats associated with Halloween. We ask that parents do not send Beginner or Nursery students to school in costume during the school day. Primary and Pre-K teachers will advise parents about plans to include costumes in their class celebrations.

Christmas

The celebration of Christmas at CCEP includes a Christmas chapel service, with a simple pageant by Pre-K students, and classroom parties planned by the parents and teachers. An all-school Christmas Party is planned by the Parents' Association and includes a visit from Santa Claus.

Snow Days, Inclement Weather and School Closing

CCEP does not open when there is an immediate threat of ice or dangerous driving conditions, and the school may announce an early closing in anticipation of dangerous driving conditions.

Email, text messages, or Brightwheel alerts regarding school closings will be sent to parents who have their email addresses and cell phone numbers on file. Announcements of school closings will be added to the preschool voicemail at (302) 472-0021 and on the CCEP webpage (http://www.ccepde.org).

Student Placement with teachers

A panel of teachers and the Head of School meet annually to make placement decisions. A good match of teaching style and personality with student learning style and personality is an important consideration. The program selection (half or full day, as well as three or five day) and gender balance are also considered when placing students with particular teachers. We ask parents to refrain from making requests for particular teachers.

Supplies For School

The following is a list of the supplies that parents are asked to provide from home. All clothing and other items brought from home should be marked with the child's name.

- Diapers/Pull-Ups (for Beginner and Nursery students not yet potty-trained)
- Wipes (for Beginner and Nursery students not yet potty-trained)
- Change of clothes, including shoes and socks (Please replace seasonally.)
- Blanket/lovey/pacifier to be used at nap time, if required (for full day students only). We provide a generic fleece blanket for nap time for all students.
- Pull-on rubber boots to be left at school for the entire year

NOTE: Students may not bring any electronic game/toy or listening device to school.

Show and Tell

Items brought from home for Show and Tell must be clearly marked with the child's name and should go home the same day unless special arrangements are made with the teacher.

Toilet Training

CCEP expects children enrolled in our Primary and Pre-K programs to be toilet trained and be able to use the bathroom with minimal assistance. Parents are asked to keep a change of clothing at school for occasional accidents since most children feel more comfortable wearing their own clothing and our supply of extra clothing is limited. Staff members supervise the bathroom and assist with toileting accidents, as needed. Parents will be called to assist their child if frequent accidents occur that require changes of clothing. Beginner and Nursery children will be exposed to bathroom use as they show an interest. Parents need to send a supply of diapering materials for children not yet potty-trained, labeled with the child's name.

Giving At CCEP

At CCEP, we try to provide a variety of opportunities for parents, grandparents, and members of the community to share their time and talent. Additionally, throughout the year, the school's Development Committee organizes fundraising activities/events aimed at supporting our program goals and building our school community.

Parents' Association and Volunteer Opportunities

The CCEP Parents' Association holds regular meetings at the school and encourages all parents to attend. The Parents' Association also offers many leadership and volunteer opportunities throughout the year. Class representatives are assigned to each classroom to serve as a liaison between teachers and parents for special events and functions. Additionally, individual volunteer time invested in classroom activities is welcome. To pursue these opportunities, please contact the President of the CCEP Parents' Association or the school office for more information.

Board Committees

The CCEP Board of Trustees invites parents who are interested to participate on certain Board Committees. Information regarding the committees will be available to families by request of the Board of Trustees at the time of formation.

The Annual Fund

The CCEP Annual Fund was created in 2007 to enable CCEP to bridge the gap between tuition revenue and operating expenses. The Annual Fund makes it possible for CCEP to offer excellent

programs and facilities, an experienced faculty, and financial aid to families with demonstrated need. Because tuition alone cannot provide for the depth and breadth of the CCEP experience, gifts to CCEP's Annual Fund enable the school to:

- Meet and exceed the national programmatic and physical standards for early childhood education.
- Equip classrooms with academic and enrichment resources, including discovery tables, books, and curricular materials.
- Provide comprehensive professional development for CCEP staff and parent education opportunities.
- Continue the development and support of the enrichment programs (e.g., the library, arts and music programs, language programs, and physical education).
- Provide financial aid to ensure access to families with demonstrated need.

The Annual Fund runs from July 1 to June 30 of each year. Our goal is 100% participation by families and staff. Thank you for your support!

Giving Statement of Intention

The first giving priority is the Annual Fund. The Annual Fund campaign provides the most important source of income (beyond tuition) that enables the school to maintain a strong program. Any additional money raised will be used for projects to enhance the overall program. The Board and its committees, working with the administration of the school, will identify these projects.

APPENDIX A (Board of Trustees)

2020-2021 Board of Trustees Members

Head of School

Kimberly Wagner

Chairperson

Aaron Dallaire

Allison Ayers Vera Belger Kate Burris Frank Cacia Kristin Finio Michael Harra Kendall Massett Blair McConnell David Nichols Nicole Sailer (Treasurer) Fred Sears Robert Snowberger Katie Van Druff

APPENDIX B (Community Resources)

COMMUNITY RESOURCES AND SERVICES FOR FAMILIES

GENERAL

Delaware Heipline

A free service that provides information on state government agencies and referrals to community resources. Gives information and referrals for financial assistance, emergency housing and food, government/information services, utilities assistance, legal services, child support, transportation, mental health counseling, family issues, translation services and professional licensing 1-800-464-4357

www.delawarehelpline.org

<u>Division of State Service Centers (DSSC)</u> administers a number of programs and services, as well as a statewide network of safe, secure, well maintained and efficiently operated service centers. These centers, 14 in total, serve as multi-service facilities in which various public and private agencies are collocated. Call the main number to get the phone number for the local service center needed to assist families in your area. The goal of the centers is to promote access to Delaware's health and human service system. Contact Information:

1901 N. DuPont Highway Charles Debnam Bldg. New Castle, DE 19720 Main Number: (302) 255-9675; FAX: (302) 255-4465 www.dhss.delaware.gov

MEDICAL

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Healthy Children's Program

Affordable health insurance for working families. Covers immunizations and doctor's visits plus prescriptions, hospital care, x-rays, lab work, eye care, well-baby and well-child check-ups, speech and hearing therapy, physical therapy, limited home health and nursing care and case management and coordination. 1-800-996-9969

Division of Medicaid and Medical Assistance (DMMA): Information on Medicaid, Healthy Children (CHIP), Prescription Assistance (DPAP), Long Term Care, Home and Community Based Services, Cancer Coverage, Transportation and Chronic Renal Disease The Lewes Building 1901 N. Dupont Highway P.O. Box 906 New Castle, DE 19720 (302) 255-9500 (800) 996-9969 www.dhss.delaware.gov/dhss/dmma/

For information about immunizations: Division of Public Health 417 Federal Street Dover, DE 19901 Phone: (302) 744-4700 or 1-800-282-8672 FAX:(302) 739-3008 E-Mail: <u>dhssinfo@ state.de.us</u>.

Delaware Oral Health Program:

Its purpose is to improve access to dental care and to reduce the burden of oral disease among children in Delaware. (302) 741-2960 www.dhss.delaware.gov/dph/hsm/ohpoverview.html

MENTAL HEALTH

Division of Child Mental Health Services (DCMHS) is part of the Delaware Department of Services for Children, Youth and Their Families. They provide voluntary mental health and substance abuse treatment services to children up to age 18 when they have no health insurance or have Medicaid and require services more intensive than basic 30 hours of outpatient treatment can provide. Crisis Services are available 24 hours per day, 7 days a week. New Castle County (North of C&D Canal): 302-633-5128 New Castle County (South of the C&D Canal): 1-800-969-HELP (4357)

Kent and Sussex Counties: (302) 424-HELP (4357)

<u>Division of Substance Abuse and Mental Health (DSAMH):</u> Provides information about community mental health treatment, counseling and support services. 1901 N. Dupont Highway New Castle, DE 19720 (302) 255-9399 (800) 652-2929 Emergency Crisis

Community Mental Health Clinics

Sussex County: 546 S. Bedford Street, Georgetown, DE (302) 856-5490 Kent County: Williams State Service Center, 805 River Rd, Dover, DE (302) 739-4275 New Castle County: 261 Chapman Road, Suites 101 & 102, Newark, DE (302) 453-4101 809 Washington St., Wilmington, DE (302) 577-6490 www.dhss.delaware.gov/dhss/dsamh

<u>Child Mental Health Services Contact Information</u> 1825 Faulkland Road Wilmington, DE 19805 (302) 633-2600 e-mail: <u>cmh.dscyf@state.de.us</u>

FAMILY SUPPORT

<u>"Warm Line"</u>

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Telephone support service sponsored by Child Inc, .for parents of young children that handles concerns about children, information about the growth and development of children and referrals to community agencies.

 New Castle
 1-302-762-8938

 Kent
 1-800-874-2070

 Sussex
 1-800-874-2070

Children & Families First

Provides information to families on adoption, foster care, counseling, teen services, parenting education and Support, workplace services, and the Resource Mothers Program. 2005 Baynard Blvd. Wilmington, DE 19802 (302)658-5177 main

(302) 658-5177 New Castle (302) 674-8384 Kent (302) 856-2388 Sussex www.cffde.org

Delaware Early Choices Program:

Evaluates and provides services to children 3 to 5. New Castle: (302) 323-5370 Kent: (302) 739-4707 Sussex: (302) 856-5909

FOOD/NUTRITION

Delaware WIC Program

WIC provides nutritious foods to supplement diets, information on healthy eating, breastfeeding support and referrals to other healthcare, welfare and social services to lowincome pregnant and post-partum women, infants and children up to age 5 who are at nutritional risk. Statewide 1-800-262-3030 New Castle: (302) 995-8684 Kent and Sussex: (302) 422-1343

Mother-to-mother support groups or lactation consultants can help answer questions or find a solution to breastfeeding problems.

Nursing Mothers	(302) 733-0973
Le Leche League	1-800-525-3243

Food Bank of Delaware

Provides low and no cost food to non profit 501 c (3) organizations and churches that serve individuals in need throughout the greater Delaware area. 14 Garfield Way Delaware Industrial Park Newark, DE 19713 (302) 292-1305 ext. 232 main (302) 424-3301 Kent/Sussex

Food Bank of DE- HOPE (Helping Ordinary People Endure)

HOPE programs are offered through Food Bank member agencies in order to help people stretch food dollars on a monthly basis. Milford Business Park 1040 Mattlind Way Milford, DE 19963 www.fbd.org

FINANCIAL ASSISTANCE IN CHILD CARE

Division of Social Services (DSS)

DSS is directly responsible for administering Delaware's Temporary Assistance for Needy Families (TANF), Food Stamps, Subsidized Child Care, General Assistance and Refugee Cash Assistance The Lewis Building 1901 N. Dupont Highway P.O. Box 906 New Castle, DE 19720 (302) 255-9500 (800) 372-2022 www.dhss.delaware.gov/dhss/dss/

The Earned Income Tax Credit (EITC) sometimes called the Earned Income Credit (EIC), is a refundable federal income tax credit for low-income working individuals and families. Dover: 300 South New Street, Dover, DE 19904 (302) 678-2784 Georgetown: 21309 Berlin Road, Unit 13, Georgetown, DE 19947 (302) 855 0309 Willmington: 844 King Street, Wilmington, DE 19801 (302) 573 6343

www.irs.gov

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EMERGENCY/CRISIS

CONTACT Crisis Helpline

24/7 Crisis Helpline, accredited Lifeline Center with the National suicide hotline, Rape Crisis Services Reassurance Program matches persons in need of daily or weekly telephone contact with assigned volunteer.
P.O. Box 9525
Wilmington, DE 19809
www.contactdelaware.org
(302) 761-9800 main
(800) 262-9800 hotline

Family Violence Hotline: Kent/Sussex: (302) 422-8058

Domestic Violence Coordinating Council:

The Domestic Violence Coordinating Council is a state agency created to improve Delaware's response to domestic violence. New Castle County Courthouse 500 N. King Street, Suite 9425 Wilmington, DE 19801 (302)-255-0405 main office www.dvcc.state.de.us

Hotlines and Shelter Information: New Castle County: (302) 762-6110 Kent and Sussex: (302) 422-8058 Northern Kent: (302) 678-3886 Latino Population: (302) 745-9874 or (302) 745-9873

24-Hour Child Abuse/Neglect Hotline: 1-800-292-9582

P.A.T.H.(Preventive Action Telephone Hotline)

A 24-hour help line for parents in need of parenting information and crisis counseling. Staffed by counselors and volunteers of Delawareans United to Prevent Child Abuse

New Castle County	(302) 654-1102
Kent County	(302) 674-1112
Sussex County	(302) 856-1737

Safe Arms for Babies:

Help for women who are thinking about abandoning their babies. It's safe, legal and completely anonymous.

1-800-262-9800

American Association of Poison Control Centers:

Provides information about poison control and preventions and will assist with emergencies.

1-800-222-1222

Parents as Teachers (PAT)

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PAT offers various services to first time parents of children beginning at birth and continuing up to age 3. Information is provided to parents on child development and activities that build language, thinking, social and motor skills. These services, as well as developmental screenings, are provided by certified parent educators through personal monthly visits, group meeting, and play and stay centers. New Castle County:

Parent Early Education Center Eden Support Services Center Room 102/104 925 Bear-Corbett Road Bear, DE 19701 (302) 454-5955

Kent County: Polytech Adult Education 823 Walnut Shade Road P.O. Box 102 Woodside, DE 19980 (302) 697-4545

Sussex County: Lake Forest School District Delaware Early Childhood Center Lake Forest South B Elementary School 100 W. Mispillion Street Harrington, DE 19952 (302) 856 5909

DART First State DART provides public transportation services through accessible fixed route, and paratransit buses. 119 Lower Beech Street Wilmington, DE 19805 1-800-553-3278 or 302-576-6000 1-800-252-1600 TTY

900 Public Safety Blvd. Dover, DE 19901 (302) 739-3278 www.dartfirststate.com To find out if a family qualifies for free legal assistance they can call: <u>Legal Help Link:</u> New Castle: (302) 478-8850 Kent & Sussex: 1-800-773-0606

Civil Matters:

Disabilities Law Program (DLP) Services include individual advocacy, general information, referral services, community education and self-advocacy training. Community Legal Aid Society Community Service Building 100 W. 10th Street, Suite 801 Wilmington, DE 19801 (302) 575-0660 (800) 773-8383 (302) 575-0696

Kent County: 840 Walker Road Dover, DE 19904 (302) 674-8500 (800) 537-8383 (302) 575-0696

Sussex County: 144 East Market Street Georgetown, DE 19947 (302) 856-3742 (800) 773-0606 (302) 575-0696 www.declasi.org/dis.html

Delaware Volunteer Legal Services (DVLS)

Volunteer attorneys that provide legal assistance to low-income clients with problems in a variety of civil areas. New Castle: (302) 478-8850 Kent and Sussex: 1-800-773-0606 Legal Services of Delaware, Inc. Provides legal representation to Delaware's low-income population in civil matters such as bankruptcy petitions and advice, consumer problems, housing problems, and unemployment benefit problems. New Castle: (302) 575-0408 Kent: (302) 734-8820

Criminal Matters: <u>The Office of the Public Defender:</u> Provides indigent defendants their constitutional rights in criminal cases. The responsibility of the Public Defender is to represent every person arrested or charged with a crime who cannot afford an attorney New Castle: (302) 577-5200 Kent: (302) 739-4476 Sussex: (302) 856-5310

Low Income Energy Assistance Program (LIHEAP) A federally funded program for low-income families that need help in meeting their costs of home energy. Kent County (302) 674-1782 New Castle County: (302) 654-9295 Sussex County: (302) 856-6310 www.neada.org

For assistance translating in Spanish: La Linea: Assists people in communicating with agencies when there is a need for a Spanish translator. 1-800 221-2266

CHILDREN WITH SPECIAL NEEDS

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Birth to Three-Child Development Watch Program

A statewide early intervention program for children ages birth to 36 months. Services are designed to meet the developmental needs of the child and needs of the family in enhancing that child's development. Services include assistive technology; audiologists; family training and counseling; health services; nutrition plans; nursing services; occupational therapy; physical therapy; psychological services; social work; special instruction related to the child's skill development; speech-language therapy; transportation and visual services.

Division of Public Health New Castle County: 2055 Limestone Road Wilmington, DE 19808 (302) 995-8632 (800) 671-0500

Kent and Sussex Counties: 18 N. Walnut Street Milford, DE 19963 (302) 424-7300 (800) 752-9393 www.dhss.delaware.gov/dhss/chs/chscdw.html

Parent Information Center of Delaware (PIC) PIC provides information about disabilities and special education rights, consultation about obtaining appropriate services for children with disabilities, and helps parents prepare for Individualized Education Plan (IEP) and other school meetings.

5570 Kirkwood Highway Orchard Commons Business Center Wilmington, DE 19808

City of Wilmington Office: 3707 N. Market Street (PAL Center) Wilmington, DE 19802 (302) 764-3252

Georgetown: 109 N. Bedford Street Georgetown, DE 19947 (302) 856-9880

Toll-free number (888) 547-4412 www.picofdel.org

<u>Child Find</u> is a program available in all school districts with identifies children up to the age of 21 who are in need of special services. See hand-out for school district phone numbers.

Delaware Early Childhood Center;

Provides information about available evaluations and training resources to parents of children ages 3 to 5. (302) 398-8945

APPENDIX C (UNIFORM GUIDELINES) Uniform Guidelines: 2020-2021

CCEP uniforms are strongly encouraged this 2020/2021 school year. Uniforms strengthen a sense of community and allow children to "get messy" without worry. Uniforms can be purchased from Lands' End or from Teespring. As always, each child will need a canvas tote for school. This will come to school at the beginning of each week and return home at the end of each week. New this year, children are required to keep a knit cap in school for cooler weather. We will order them for you. As always, children are required to keep a pair of rain boots in school.

MUST HAVES:

- 1. <u>Lands' End</u>: Medium canvas bag with red trim and open top. This should be personalized with your child's last name. Use School Number: **900114828**
- 2. Navy knit beanie with logo to keep in cubby for cool days. We will order this for you. **\$15** will be applied to your September tuition payment.
- 3. Water bottle with lid to stay at school. We will order this for you. **\$15 will be applied to your September tuition payment**.
- 4. Rain boots of your choice. These will remain in school.

OPTIONAL (STRONGLY ENCOURAGED)

- <u>Lands' End</u>: CCEP uniforms may be purchased from Land's End. Colors include red, white, navy, light blue and pink shirts with khaki or navy bottoms. The school logo is available for monogramming through the Land's End website. Use School Number: **900114828**. **Land's End donates 3% of net sales from the Lands' End School catalogs and Lands' End School web pages back to Christ Church Episcopal Preschool.*
- 2. <u>Teespring CCEP</u>: CCEP spirit wear can also be worn with khaki or navy bottoms. *A portion of all sales go back to Christ Church Episcopal Preschool
- 3. <u>CCEP navy baseball cap</u> with logo. Order a cap to keep in school and one for home.

APPENDIX D (SCHOOL CALENDAR)

CCEP Calendar 2020-2021

	SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER
1 st 2 nd 3 rd , 4 th 8 th 10 th 17 th 24 th 24 th	Holiday Camp Meet Your Teacher Day 8:30-10:30 classrooms Holiday Camp Holiday Camp First Day of School Family Chapel: Tiny Seeds Family Chapel: Hidden Rainbows Family Chapel: Bird Watchers Back-to-School Night for Parents 6:30-7:30 Classrooms and Parish Hall	1 st 6 th 8 th 9 th 12 th 15 th 22 nd 24 th 29 th	Family Chapel: Shining Stars Morning with Dad 8:30-9:30 Family Chapel: Magic Trees In Service: Holiday Camp Only Fall Holiday Break Family Chapel: Bright Sars Family Chapel: Tiny Seeds Running of the Rams 5K Family Chapel: Hidden Rainbows	5 th 12 th 19 th 25 th 26 th , 27 th	Grandparents & Special Friends Day: TBA Family Chapel: Bird Watchers Family Chapel: Shining Stars Family Chapel: Magic Trees Half Day Dismissal at 12:30 Closed for Thanksgiving	3 rd 4 th 10th 17 th 22 nd -31	Closed for Parent Conferences; Holiday Camp Closed for Green Show Family Chapel: Bright Stars Christmas Pageant 11 & 11:30 Closed for Christmas Break Christmas Party: TBA
	THE CASE OF THE CA						
th	JANUARY	ath	FEBRUARY		MARCH		APRIL
	School Closed Family Chapel: Tiny Seeds	4 th 11 th	Family Chapel: Magic Trees Family Chapel: Bright Stars	4 th 11 th	Family Chapel: Bird Watchers Family Chapel: Shining Stars	1 st 2 nd	Family Chapel: Magic Trees Closed for Good Friday
	Family Chapel: Hidden Rainbow	12 th	In-Service; Holiday Camp	15th-19th	Spring Break Week 1	2 nd 5 th	Closed for Easter Monday
	School Closed; Holiday Camp	12 15 th	Holiday Camp	15-19	Holiday Camp available	5 th 8 th	Family Chapel: Bright Stars
-	Family Chapel: Bird Watchers	18 th	Family Chapel: Tiny Seeds	22nd-26th	Spring Break Week 2	8 th 15 th	St. Jude's Trike-a-thon
	Family Chapel: Shining Stars	· ·	Family Chapel: Hidden Rainbows	22 -20	Holiday Camp Available	15 th	Family Chapel: Tiny Seeds
•					rionau) camp ritanaure	22 nd	Family Chapel: Hidden Rainbows
	VIV					29th	Family Chapel: Bird Watchers
	MAY		JUNE		JULY		AUGUST
th	Morning w/ Mom	3 rd	Last Day of School	5 th Ca	amp Closed; Office Closed	2 nd	Summer Camp Week 8
	Family Chapel: Shining Stars		Honor the Stars Chapel, 4:00		immer Camp Week 5	9 th	Summer Camp Week 9
	Spring Gala		End of the Year Picnic, 4:30		immer Camp Week 6	16 th	Summer Camp Week 10
	Family Chapel: Magic Trees	7 th	Summer Camp Week 1	26 th Su	ımmer Camp Week 7		
-	Family Chapel: Bright Stars	14 th	Summer Camp Week 2				
	Family Chapel: Tiny Seeds	21st	Summer Camp Week 3				
1st	Closed for Memorial Day	28 th	Summer Camp Week 4				
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Subject to Change Updated 8/13/20

APPENDIX E (COVID-19 PHASE 2 REGULATIONS)

State of Delaware



Engage families and communities to promote the safety and well-being of children through prevention, intervention, treatment and rehabilitative services.

June 1, 2020 Revised June 11, 2020 EFFECTIVE June 15, 2020 Revised June 18, 2020

Phase 2 Requirements for Licensed Child Care Providers

Effective June 15, child care is no longer restricted to DSCYF-designated Emergency Child Care Sites, and may be provided to families seeking child care from a child care provider licensed by the Office of Child Care Licensing (OCCL). Child care providers who wish to reopen on or after June 15th do not need to submit an application to be designated as an Emergency Child Care Site.

Licensed child care providers who wish to operate on or after June 15th must adhere to applicable DELACARE regulations and the following additional requirements developed by OCCL and the Division of Public Health. All previously issued guidelines pursuant to Executive Order 38, the 8th modification to the Governor's State of Emergency, and the "additional requirements for DSCYF-designated Emergency Child Care Sites" are no longer applicable as of June 15.

- 1. All providers, including those operating as an Emergency Child Care Site prior to June 15, must have a written plan to address these requirements as well as additional practices to prevent the spread of and respond to COVID-19. Providers may use the <u>"COVID-19 Child Care Plan"</u> template developed by DSCYF. The written plan must be made available upon request by OCCL.
- 2. Providers must adhere to the following screening practices for adults and children entering the facility:
- Adults who drop off and pick up children must do so at the entrance to the facility, not the classroom, unless the classroom has its own separate entrance where the child can be safely dropped off. Staff will receive the children and see that they arrive safely in their classrooms.
- Providers must ensure that staff and children do not have an elevated temperature before entering the facility. This may be done by actively monitoring a person's temperature before entrance to the facility, or by asking staff and children (or a parent/guardian on behalf of the child) to report their temperature upon arrival.
 - It is best to use touchless thermometers (forehead/temporal artery thermometers) if possible, but if you must use oral or other types of thermometers, make sure to

clean the thermometers thoroughly between each person, as to not spread infection.

- Follow the manufacturer's directions to disinfect the thermometer.
- If no directions are available, rinse the tip of the thermometer in cold water, clean it with alcohol or alcohol swabs, and then rinse it again.
- Personnel screening for fever should consider wearing gloves and face masks per CDC recommendations.
- If a staff member or child reports or is noted to have body temperature at or above 99.5 degrees Fahrenheit, <u>a</u> discussion must be had with the staff member or parent to determine if there is an underlying cause. The staff member or child may be admitted to the child care, but increased monitoring throughout the day must follow to ensure the temperature does not increase or additional symptoms do not develop. If a staff member or child reports or is noted to have a body temperature at or above 100.4 degrees Fahrenheit, they must be sent home. If a provider has a policy that requires staff or children be excluded for a temperature lower than 100.4 degrees Fahrenheit, they should continue to follow their policy, as well as DELACARE regulations, on child health exclusions.
- Providers must also ensure that each incoming staff member and child (or the child's parent may answer on their behalf) is screened with a basic questionnaire each time they enter the child care facility. The questionnaire shall include at least the questions below:
 - Do you have any of the following symptoms: fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of smell or taste?
 - If NO, proceed to the next question.
 - If YES, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.), the provider should weigh the risks for COVID-19 exposure and may consider sending the staff member or child home.
 - If YES (for fever of 100.4 or higher), or the staff member or child is otherwise symptomatic and considered at risk for COVID-19 exposure, the staff member or child may not be admitted to the facility and should isolate at home.
 - The staff member or child should remain at home for a total of 7 days **after symptoms have resolved** defined as resolution of fever without the use of fever-reducing medication **and** improvement in respiratory symptoms (e.g. cough, shortness of breath); **and** at least 10 days have passed since symptoms first appeared before being permitted to return to work or child care.
 - Three days after symptoms resolve, patients are no longer required to self-isolate at home; however, they must continue to practice strict social distancing, avoid sustained close contact with others and maintain good hand hygiene, for the remaining four days (for a total of seven days) before returning to work.
 - Staff or children who have been excluded may return after this 7 day period however should continue to recognize the risk of infectiousness and self-monitor for symptoms.

Page 2 of 5

- Staff members should consult medical professionals if desired or needed and should adhere to screening decisions made by the primary care provider or DPH medical personnel as appropriate.
- If at any time a doctor confirms the cause of the staff member or child's fever or other symptoms is not COVID-19 and approves them to return to work or care, then the provider shall follow the appropriate DELACARE Regulations and their facility's policies in regard to return to work or child care.
- Have you been in *close contact* (e.g., within 6 feet for more <u>than 10 minutes</u>) with a person with confirmed COVID-19 infection?
 - If NO, the staff member or child may proceed with work or may receive child care at the facility.
 - If YES, the staff member or child will be required to stay at home for 14 days from the time they were exposed to confirmed COVID-19.
- 3. Early Care and Education Center providers must adhere to the following ratios and group sizes, and these additional requirements:
 - a. The maximum allowable group size is 15 children (or smaller, as indicated by DELACARE regulations);
 - b. Groups should consist of the same children and staff each day, and mixing of groups should be restricted as much as possible;
 - c. Groups must be kept at least 6 feet apart if using shared spaces;
 - d. Providers may seek a variance from OCCL if they must have a group size larger than 15. Providers must follow the variance process outlined in DELACARE regulations.

	Age of Child	Minimum Staff/Child Ratio	Maximum Group Size
Infant	Under 12 months	1:4	8
Young toddler (1 year old)	12 through 23 months	1:6	12
Older toddler (2 year old)	24 through 35 months	1:8	<u>15</u>
Young preschool child (3 year old)	36 through 47 months	1:10	<u>15</u>
Older preschool child (4 year old)	48 months or older and not yet attending kindergarten or higher	1: <u>12</u>	<u>15</u>
School-age child	Attending kindergarten or higher	1: <u>15</u>	<u>15</u>

4. Family and Large Family Child Care Homes must follow DELACARE Regulations regarding the number and ages of children served, while practicing social distancing to the extent practical given the age, ability, and social and emotional needs of the children in care.

Page 3 of 5

- 5. Providers must suspend the use of all outside contractors, programs, and entertainment, both indoors and outdoors, except:
 - a. Contractors doing work outside of child care hours (ensure that proper cleaning/sanitizing has been conducted before children re-enter the facility or areas where work was being done)
 - b. Physical therapy/Occupational therapy appointments
 - c. Early Childhood Mental Health Consultants
- 6. Cleaning and sanitizing requirements in addition to those in DELACARE Regulations:
 - a. Suspend use of sand and water tables (Water tables may be used if proper social distancing can be maintained, such as only one child using the water table at a time, and the water tables are cleaned in between each child's use and sanitized at the end of each day)
 - b. Suspend use of play-doh or other clay-like materials
 - c. Suspend use of shared toys that children wear on their faces such as masks and goggles, except masks or goggles that are worn by an individual child and stored separately for that individual child.
 - d. Staff and children must wash hands upon entering the classroom and upon leaving
 - e. All hard surfaces must be sanitized twice a day and as needed
 - f. Toys should be separated for sanitizing immediately after being placed in a child's mouth
 - g. All frequently touched surfaces (doorknobs, light switches, faucets and phones) should be sanitized frequently throughout the day
 - h. Access to food preparation areas should be restricted to only staff who are essential to food preparation
- 7. Providers must adhere to the current requirements for cloth face coverings. For child care businesses, these practices include:
 - a. All child care providers and/or staff working in child care facilities must wear cloth face coverings while at work;
 - b. Providers must follow DPH guidance regarding face coverings for children;
 - c. Business owners must provide these cloth face coverings to staff if staff do not already have them;
 - d. Business owners must provide access to hand sanitizer for staff;
 - e. Business owners must deny entry to anyone over the age of 12 who is not wearing a face covering, if one is not available to be provided to that person.

Page 4 of 5

In addition, the DSCYF Secretary has the authority to suspend and/or modify existing DELACARE regulations as needed to provide greater flexibility for child care providers. The following sections of "DELACARE: Regulations for Early Care and Education and School-Age Centers" are suspended and modified as indicated:

Modify 24.K.1(c) Staffing; Early Childhood Intern

Guidance: Staff with a valid intern qualifications certificate issued by Delaware First who are at least 18 years of age, have at least one year of experience at the child care facility at which they are currently working, and have been determined eligible as a result of their comprehensive background check by the Criminal History Unit, may be alone with children **ages three years and older.** Documentation of age, experience, and eligibility must be on site in the employee's file. Staff qualifications for those working with infants and toddlers remain as found in DELACARE Regulations for Early Care and Education and School-Age Centers. Aides may not be alone with children at any time.

Modify 28.C General Qualifications

<u>Guidance: A licensee shall ensure that a staff member has a scheduled fingerprinting</u> appointment with Delaware State Police before the start of employment. This information shall be placed in the employee's file. The staff member with a fingerprinting appointment may begin work while being supervised at all times by a person who has completed the background check process and been determined eligible and qualified at least as an early childhood assistant teacher or school-age site assistant. No staff member may be alone with children until after DSCYF's Criminal History Unit reviews the comprehensive background check and determines their eligibility.

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APPENDIX F (COVID-19 PHASE 3 REGULATIONS)

Files - OneDrive



Engage families and communities to promote the safety and well-being of children through prevention, intervention, treatment and rehabilitative services.

June 25, 2020 EFFECTIVE on a date to be determined

Phase 3 Requirements for Licensed Child Care Providers

Effective June 15, child care is no longer restricted to DSCYF-designated Emergency Child Care Sites, and may be provided to families seeking child care from a child care provider licensed by the Office of Child Care Licensing (OCCL). Child care providers who wish to reopen on or after June 15th do not need to submit an application to be designated as an Emergency Child Care Site.

Licensed child care providers who wish to operate on or after June 15th must adhere to applicable DELACARE regulations and the following additional requirements developed by OCCL and the Division of Public Health. All previously issued guidelines pursuant to Executive Order 38, the 8th modification to the Governor's State of Emergency, and the "additional requirements for DSCYF-designated Emergency Child Care Sites" are no longer applicable as of June 15.

- 1. All providers, including those operating as an Emergency Child Care Site prior to June 15, must have a written plan to address these requirements as well as additional practices to prevent the spread of and respond to COVID-19. Providers may use the "COVID-19 Child Care Plan" template developed by DSCYF. The written plan must be made available upon request by OCCL.
- 2. Providers must adhere to the following screening practices for adults and children entering the facility:
- Adults who drop off and pick up children must do so at the entrance to the facility, not the classroom, unless the classroom has its own separate entrance where the child can be safely dropped off. Staff will receive the children and see that they arrive safely in their classrooms.
- Providers must ensure that staff and children do not have an elevated temperature before entering the facility. This may be done by actively monitoring a person's temperature before entrance to the facility, or by asking staff and children (or a parent/guardian on behalf of the child) to report their temperature upon arrival.
 - It is best to use touchless thermometers (forehead/temporal artery thermometers) if possible, but if you must use oral or other types of thermometers, make sure to clean the thermometers thoroughly between each person, as to not spread infection.

- Follow the manufacturer's directions to disinfect the thermometer.
- If no directions are available, rinse the tip of the thermometer in cold water, clean it with alcohol or alcohol swabs, and then rinse it again.
- Personnel screening for fever should consider wearing gloves and face masks per CDC recommendations.
- If a staff member or child reports or is noted to have body temperature at or above 99.5 degrees Fahrenheit, <u>a</u> discussion must be had with the staff member or parent to determine if there is an underlying cause. The staff member or child may be admitted to the child care, but increased monitoring throughout the day must follow to ensure the temperature does not increase or additional symptoms do not develop. If a staff member or child reports or is noted to have a body temperature at or above 100.4 degrees Fahrenheit, they must be sent home. If a provider has a policy that requires staff or children be excluded for a temperature lower than 100.4 degrees Fahrenheit, they should continue to follow their policy, as well as DELACARE regulations, on child health exclusions.
- Providers must also ensure that each incoming staff member and child (or the child's parent may answer on their behalf) is screened with a basic questionnaire each time they enter the child care facility. The questionnaire shall include at least the questions below:
 - Do you have any of the following symptoms: fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of smell or taste?
 - If NO, proceed to the next question.
 - If YES, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.), the provider should weigh the risks for COVID-19 exposure and may consider sending the staff member or child home.
 - If YES (for fever of 100.4 or higher), or the staff member or child is otherwise symptomatic and considered at risk for COVID-19 exposure, the staff member or child may not be admitted to the facility and should isolate at home.
 - The staff member or child should remain at home for a total of 7 days **after symptoms have resolved** defined as resolution of fever without the use of fever-reducing medication **and** improvement in respiratory symptoms (e.g. cough, shortness of breath); **and** at least 10 days have passed since symptoms first appeared before being permitted to return to work or child care.
 - Three days after symptoms resolve, patients are no longer required to self-isolate at home; however, they must continue to practice strict social distancing, avoid sustained close contact with others and maintain good hand hygiene, for the remaining four days (for a total of seven days) before returning to work.
 - Staff or children who have been excluded may return after this 7 day period however should continue to recognize the risk of infectiousness and self-monitor for symptoms.
 - Staff members should consult medical professionals if desired or needed and should adhere to screening decisions made by the primary care provider or DPH medical personnel as appropriate.

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- If at any time a doctor confirms the cause of the staff member or child's fever or other symptoms is not COVID-19 and approves them to return to work or care, then the provider shall follow the appropriate DELACARE Regulations and their facility's policies in regard to return to work or child care.
- Have you been in *close contact* (e.g., within 6 feet for more than 10 minutes) with a person with confirmed COVID-19 infection?
 - If NO, the staff member or child may proceed with work or may receive child care at the facility.
 - If YES, the staff member or child will be required to stay at home for 14 days from the time they were exposed to confirmed COVID-19.
- 3. Early Care and Education Center providers must adhere to the following ratios and group sizes, and these additional requirements:
 - a. The maximum allowable group size is 15 children (or smaller, as indicated by DELACARE regulations);
 - b. Groups should consist of the same children and staff each day, and mixing of groups should be restricted as much as possible;
 - c. Groups must be kept at least 6 feet apart if using shared spaces;
 - d. Providers may seek a variance from OCCL if they must have a group size larger than 15. Providers must follow the variance process outlined in DELACARE regulations.

	Age of Child	Minimum Staff/Child Ratio	Maximum Group Size
Infant	Under 12 months	1:4	8
Young toddler (1 year old)	12 through 23 months	1:6	12
Older toddler (2 year old)	24 through 35 months	1:8	15
Young preschool child (3 year old)	36 through 47 months	1:10	15
Older preschool child (4 year old)	48 months or older and not yet attending kindergarten or higher	1:12	15
School-age child	Attending kindergarten or higher	1:15	15

- 4. Family and Large Family Child Care Homes must follow DELACARE Regulations regarding the number and ages of children served, while practicing social distancing to the extent practical given the age, ability, and social and emotional needs of the children in care.
- 5. Providers must suspend the use of all outside contractors, programs, and entertainment, both indoors and outdoors, during child care hours, except:
 - a. Physical/Occupational/Speech and language therapy appointments
 - b. Early Childhood Mental Health Consultants

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- c. Fire Marshal inspections
- d. Electrical inspections
- e. Lead Risk Assessments
- f. Office of Drinking Water representatives
- g. Radon testing, if not performed by the property owner or licensee
- h. Individuals participating in a pre-employment working interview, as long as the individual is screened per the questionnaire in #2 and wears a mask in accordance with #7. The individual should only participate in the working interview in the classroom to which they will be assigned once employed
- i. <u>Additional individuals if approved in advance by the Office of Child Care</u> <u>Licensing</u>

6. Cleaning and sanitizing requirements in addition to those in DELACARE Regulations:

- a. Suspend use of sand and water tables (Water tables may be used if proper social distancing can be maintained, such as only one child using the water table at a time, and the water tables are cleaned in between each child's use and sanitized at the end of each day)
- b. Suspend use of play-doh or other clay-like materials
- c. Suspend use of shared toys that children wear on their faces such as masks and goggles, except masks or goggles that are worn by an individual child and stored separately for that individual child.
- d. Staff and children must wash hands upon entering the classroom and upon leaving
- e. All hard surfaces must be sanitized twice a day and as needed
- f. Toys should be separated for sanitizing immediately after being placed in a child's mouth
- g. All frequently touched surfaces (doorknobs, light switches, faucets and phones) should be sanitized frequently throughout the day
- h. Access to food preparation areas should be restricted to only staff who are essential to food preparation
- 7. Providers must adhere to the current requirements for cloth face coverings. For child care businesses, these practices include:
 - a. All child care providers and/or staff working in child care facilities must wear cloth face coverings while at work;
 - b. Providers must follow DPH guidance regarding face coverings for children;
 - c. Business owners must provide these cloth face coverings to staff if staff do not already have them;
 - d. Business owners must provide access to hand sanitizer for staff;
 - e. Business owners must deny entry to anyone over the age of 12 who is not wearing a face covering, if one is not available to be provided to that person.

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In addition, the DSCYF Secretary has the authority to suspend and/or modify existing DELACARE regulations as needed to provide greater flexibility for child care providers. The following sections of "DELACARE: Regulations for Early Care and Education and School-Age Centers" are suspended and modified as indicated:

Modify 24.K.1(c) Staffing; Early Childhood Intern

Guidance: Staff with a valid intern qualifications certificate issued by Delaware First who are at least 18 years of age, have at least one year of experience at the child care facility at which they are currently working, and have been determined eligible as a result of their comprehensive background check by the Criminal History Unit, may be alone with children **ages three years and older.** Documentation of age, experience, and eligibility must be on site in the employee's file. Staff qualifications for those working with infants and toddlers remain as found in DELACARE Regulations for Early Care and Education and School-Age Centers. Aides may not be alone with children at any time.

Modify 28.C General Qualifications

Guidance: A licensee shall ensure that a staff member has a scheduled fingerprinting appointment with Delaware State Police before the start of employment. This information shall be placed in the employee's file. The staff member with a fingerprinting appointment may begin work while being supervised at all times by a person who has completed the background check process and been determined eligible and qualified at least as an early childhood assistant teacher or school-age site assistant. No staff member may be alone with children until after DSCYF's Criminal History Unit reviews the comprehensive background check and determines their eligibility.

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Christ Church Episcopal Preschool offers its program to all students without respect to race, gender, color, creed or national or ethnic origin.