

## TCS Policies and Procedures

### Re-opening TCS on May 4, 2020

- TCS will open at 7:30 a.m. but we will close at 5:00 p.m. to ensure we have enough staff all day to get children in and out of the building safely
- We will resume 7:30 a.m. – 6:00 p.m. when our summer session begins on May 26, 2020
- Each staff member and teacher's temperatures will be taken before they are permitted to enter their classroom
- All staff and teachers will be wearing a mask
- It is recommended and highly desired that parents wear a mask when bringing children into the lobby
- The front door will remain propped open with a staff member standing at the door for drop off
- TCS staff member will limit the number of families who enter the lobby to only 2 families at a time
- There will NOT be any parent sign in/out sheets at the front desk
- As per our Well Child Policy, a student can not attend school if running a fever. Medicine can not and will not be given for a fever – for any reason
- It is the parent's responsibility to check your child's temperature before attending school as per our current Well Child Policy
- TCS teachers will sign the children in once in the classroom
- Drop off will take place only in the front office/lobby area
- Only parents of infants, who are still being brought in by car seat, can proceed to the Common Room to remove the child from their car seat. A staff member will then take the child to their classroom
- TCS staff member will take the children to their classrooms. Parents are expected to leave
- The classrooms will adhere to DCF rules and regulations for teacher to student ratios
- The cafeteria will be limited to very small classes – the toddlers will be split into 2 classrooms at a time while sitting at tables adjacent to each other, the Pre K 2 classes will be 1 classroom at a time, Pre K 3 will be the only class, and Pre K 4 the only class. This pertains to snacks and lunch times
- Outside play time will be one class at a time on the Toddler porch, small playground and large playground
- All extra "resources" have been cancelled: this would include Music and Library day

- All field trips and summer activities to include water play and the enrichment program our Pre K 3 and 4 students were going to have this summer are cancelled
- The July 4<sup>th</sup> parade has been cancelled
- The July 4<sup>th</sup> class parties will be students and teachers only – parents are not permitted to attend
- The class pictures and VPK Graduation have been cancelled. Ms. Silvana will be sending a Preschool Diploma home with the children or by mail if the student does not return
- Administration used the supply fees paid on March 11 to purchase supplies and doubled up on: paper towels, disinfectant spray, gloves, hand sanitizer and hand soap
- TCS staff and teachers have always practiced hand washing procedures while working with children and at TCS. It has been in their contract for many years that this is always a priority
- Sanitizing of the toys and classroom items will be washed and sanitized on a daily basis. This includes the items in the Common Room as well
- Our cleaning person (Ms. Anice) will be here every evening, as usual, to clean carpets, all bathrooms, all sinks and counters, the front lobby area, and cafeteria
- I have spoken with each staff member regarding their return on May 4. All teachers will return, except Ms. Amparo who has decided to wait a short time due to her age
- Pick up of students will be similar to drop off of students
- We are asking that the parents contact the school when on their way to pick up their child(ren). Please either call the school or use Bright Wheel to send a message to let administration know you are on your way to pick up your child(ren).
- Please allow at least 10 minutes so we have ample time to get the student(s) and their belongings from their classroom
- Please do not call or text until you know you are coming to get your child(ren) so we do not have too many children sitting and waiting to be picked up
- All parents will pick up their child(ren) from the front lobby area
- Only parents of infants will be allowed into the Common Room area to pick up car seats.
- TCS staff will not be allowed to strap children into car seats
- The students will be signed out for the day by their classroom teacher

Thank you - Kristine