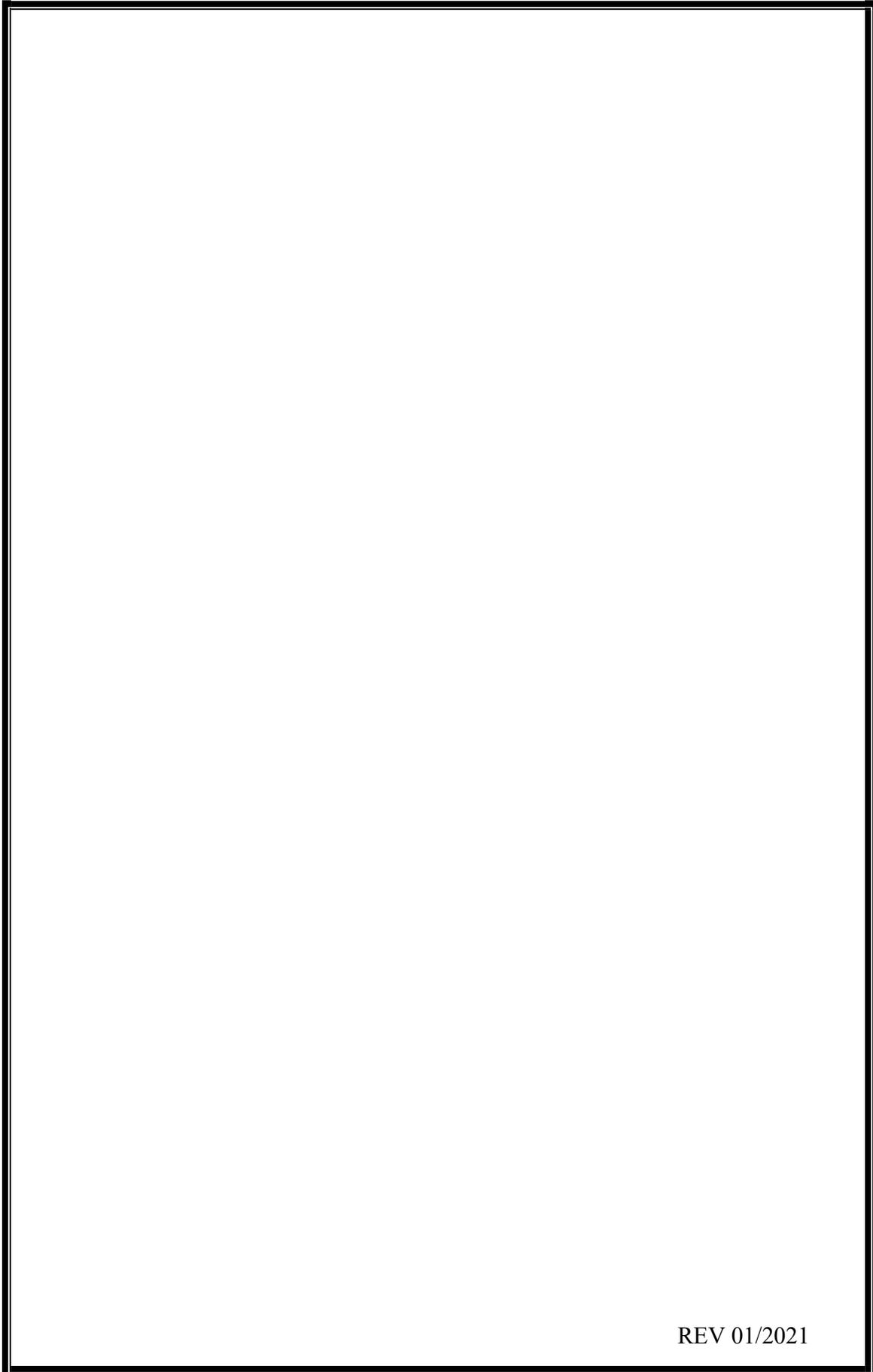




# Parent Handbook 2021-2022

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REV 01/2021

# **PROGRAM OVERVIEW**

## **MISSION STATEMENT**

We are a Christ-centered preschool that provides a loving environment, giving children the opportunity to learn and grow emotionally, intellectually, physically, socially and spiritually. We believe that children learn through hands-on experiences and we emphasize how God created each of us to be unique and special.

## **VISION STATEMENT**

Shepherd of the Valley Lutheran Preschool is a fun-loving, Christ-centered preschool that is supportive and respectful to all and dedicated to excellence.

Shepherd of the Valley Lutheran Preschool adheres to the purpose statement of Shepherd of the Valley Lutheran Church. "God's purpose for Shepherd of the Valley is to receive, embody, and proclaim God's living Word with all."

## **OBJECTIVES**

- To provide a Christ-centered learning environment.
- To minister to the whole child including his/her mental, physical, emotional, social and religious needs.
- To learn to thank God for His many blessings and learn to love and serve others.
- To provide an opportunity for the child to develop socially with other children.
- To provide meaningful learning experiences which contribute to the developmental needs of the child.
- To provide an educational foundation on which future learning experiences can be based and to foster readiness for the primary grades.
- To provide the child with opportunities to act and think for him/herself and develop a degree of independence.
- To help the child develop an interest in the world around him/her.
- To foster in the child the idea that learning can be exciting and fun!

## **DAILY SCHEDULE AND CURRICULUM**

Shepherd of the Valley Lutheran Preschool program provides a warm, loving environment that implements developmentally appropriate learning activities. Above all, at SOV Preschool the students learn that God loves them, and that they are very special to Him.

For preschool children, the process of learning is much more important than the product. Children learn by being free to experiment and by manipulating materials in both teacher and student directed activities.

The preschool gives children an opportunity to use and experiment with equipment and materials the individual family may not have at home. Preschool is the beginning step in learning to live with and become part of a group. With understanding and careful guidance on the part of adults, children will gradually experience social growth by

becoming aware of the rights and feelings of others as well as developing an increasing consciousness of their own rights.

Each classroom has a daily schedule which typically will include: group time, learning centers, free choice, snack, outside time, art projects, songs, Bible stories, science experiments, and sharing. We have a variety of special events including one field trip in the spring, which add to the overall experiences of the children. Many activities are available to the children each day, but the children are not required to go to each activity. Remember that children learn through play and that play is the work of the child.

- **Bible** – Bible stories, verses, songs and prayer are implemented weekly. This helps foster a positive self-image, respect, and acceptance of others.
- **Self-image** – Sharing, caring, manners, acceptance, and self-respect are emphasized.
- **Fine and gross motor skills** – Movement and coordination activities are implemented both indoors and outdoors.
- **Social/emotional skills** – The children are taught how to interact appropriately, solve problems, resolve conflicts, express their feelings, and communicate with others through activities such as circle time and dramatic play.
- **Language development** – Oral language, sign language, rhymes, poems, finger plays, and songs are utilized. We use Zoo Phonics to introduce letter recognition and sounds. Storybook reading and storytelling are integral. Development is also enhanced by constant interaction with peers and teachers and by participating in activities such as show and tell.
- **Cognitive development** – Many cognitive skills are taught through calendar time, weather, group time, and projects. Music and visual arts are also emphasized.

## CHAPEL

One day each month the students will gather for a brief service with the church's pastor or youth director. The children will sing songs and learn about God's love for them. Parents are always welcome and encouraged to join their children for chapel at either 9:30 a.m. or 1:00 p.m. Chapel dates are listed on the school calendar.

## POLICIES

### ARRIVAL & DEPARTURE

- The school day starts at 9:00 a.m. for the morning classes and 12:30 p.m. for the afternoon classes. Doors are locked until this time and again 15 minutes after this time for our students' safety.
- Upon arrival, children are to be brought into the classroom by an adult. No exceptions. All children must be signed in and out each day. (See COVID response for updates)
- If someone other than the designated person(s) will be picking up your child, please notify teachers or the director(s) of this change, in writing, prior to pick-up

and have him/her bring a picture ID. We will refuse to release your child to anyone we cannot verify as an authorized person.

- Designated persons who are allowed to pick up the child should be listed on the enrollment form and should bring a picture I.D.
- Pick-up time is 11:30 a.m. for the morning classes, and 3:00 p.m. for the afternoon classes.
- It is recommended that families develop a back-up system for pick up. The individuals who are chosen should be listed as authorized adults on your child's form. Please contact the preschool immediately if it is necessary for you to use your back-up plan.

## **REDIRECTION / POSITIVE DISCIPLINE**

The process of redirection is to point a child toward what they can do. This method entails stopping the undesirable behavior and directing the child to an alternate approach or activity. We want children to feel comfortable and learn what is appropriate **to do** instead of what **not to do**. Some examples:

“Don’t throw the blocks”	translates into	“Blocks are to build with”
“Don’t touch”		“Just look”
“Don’t stand on the table”		“We keep our feet on the floor”
“Don’t run”		“Use walking feet”
“No yelling”		“Please use an inside voice”
“Quit pushing”		“Use your words”

SOV Preschool staff members follow the philosophy that discipline and guidance are a tool for teaching children problem solving skills, self-discipline and self-control. We also have a “keep your hands to yourself” policy. Most of all, our love and cooperative concern will surely provide the best guidance for your children.

Our staff is qualified to handle typical behavior problems. If a child has routine difficulties, we will make you aware of the problems and work cooperatively to solve them. We will work closely with parents to discover ways of helping children when they become frustrated. Through the continued use of these positive guidance techniques, Shepherd of the Valley Lutheran Preschool can continue to be a safe, happy and rewarding environment for all of the children and families it serves.

If the preschool staff feels that at any time a student's behavior is creating an unsafe environment, and the classroom teachers have exhausted all discipline actions stated above, the following procedures will be followed:

1. A phone call will be made to the parent if any physical harm has been done to another child or teacher.
2. If the behavior continues, a conference will be set up between the parents, teachers, and director(s) to develop a plan of action for the student.

We respect each child as an individual – even when he/she displays inappropriate behavior – physical punishment, verbal abuse, and humiliation are never permitted. We always try to avoid misbehavior by redirecting, encouraging and reinforcing children's

appropriate behavior. We reserve the right, however, to explore alternative solutions for any child whose needs may be better met in a different setting.

If you, as a parent, have a happy and relaxed attitude regarding preschool, your child is apt to feel likewise. When a problem, question, or suggestion comes up, please communicate it to the teacher or directors.

## **PARENT COMMUNICATION**

Please inform the teacher and/or directors about any changes in the child's home environment, which may impact the child's interaction with others. Changes such as moving, changing jobs, a new baby, vacation, or visitors can all affect your child. Your privacy will be respected and all information is kept confidential.

## **ADMISSIONS**

**Non-Discriminatory Policy:** Shepherd of the Valley Preschool bestows all rights, privileges, programs, and activities generally accorded or made available to the students of the school, regardless of race, color, nationality, or ethnic origin.

**Member and Non-member Admission:** Children will be admitted on a first-come, first-serve basis; however, we have a priority registration period and an open registration period. Priority registration is given first to SOV church members' children, then to those families currently enrolled and SOV Preschool alumni. Open Registration is for those who are new to our program.

**Age Deadlines:** A child must be three by September 1<sup>st</sup> to participate in the 3-year old class, four by September 1<sup>st</sup> to participate in the 4-year old class, and five by September 1<sup>st</sup> to enroll in the Pre-K class (with exceptions).

- In the event our Pre-K class is not full by March 1<sup>st</sup>, 2021, children who are 5 by December 1<sup>st</sup> will be considered for placement at the discretion of the director(s) and Pre-K teacher.

**\*A child must be toilet trained (and completely independent in the bathroom) by the start of school. No training pants are allowed. Please call if you are in the process of training and have questions.**

**\*Enrollment materials for class placement must be completed and returned with the registration fee in order to hold your child's spot. Enrollment packet includes the Registration Form, Student Profile, the most current copy of the child's immunization record and birth certificate.**

**\*If you need to withdraw your child from our program, we require 2 weeks paid notice. It usually takes at least 2 weeks to fill a vacancy even when we have children on the waiting list.**

**Special Needs:** Children with special needs will be considered on an individual basis. Shepherd of the Valley Lutheran Preschool will accept children as long as we are assured that we can fully meet the child's needs with reasonable accommodation and the

needs of other children in the group. In all cases, the child must be able to participate and substantially benefit from our program without risk to himself/herself or to other children.

**Waiting Lists:** If Shepherd of the Valley Preschool has no immediate vacancies, a waiting list is maintained for future enrollment vacancies.

## TUITION / BILLING

Since the preschool is a ministry of the Shepherd of the Valley Lutheran Church, we are fortunate that we are able to keep our tuition costs reasonable while at the same time offering a wide range of activities and special events. We also maintain our budget requirements through fund-raisers each year.

Tuition is due on the 1<sup>st</sup> of each month. Fees are due regardless of the number of days a child is in attendance (we do not prorate for illness, family vacations or school holidays). This policy is necessary in order to meet our continuing expenses and to reserve the space for the child.

Tuition can be paid online at [www.sovpreschool.com/pay-tuition](http://www.sovpreschool.com/pay-tuition), by check, money order or cash (please place cash in an envelope with student's name on it) to be placed in tuition boxes at each entrance. Please do not give checks to teachers; they are busy with the students. Please mark your child's name and class on the memo area of the check.

## FEES

**Registration:** A non-refundable \$85 registration fee is due at the time of registration.

**Tuition:** Can be paid annually or in equal monthly installments (September through May) due on the 1<sup>st</sup> day of each month. Late fees will be added to your account if a payment is not made by the 10<sup>th</sup> of the month.

**Annual payment fees:** Please see calculations below (you must pay tuition in full by September 25<sup>th</sup>, of the current school year, to receive the 2% discount):

2 days/week: \*\$1,058.40                      3 days/week: \*\$1,455.30

4 days/week or Pre-K: \*\$1764.00\*These prices include the 2% discount.

### **Monthly payment fees:**

2 days/week: \$120              3 days/week: \$165              4 days/week or Pre-K: \$200

## **Discounts:**

- Church Members discount: 2 days = \$6/month 3 days = \$8/month 4days or Pre-K = \$10/month
- Sibling discount: 10% discount for each additional child (discount is applied to the lowest tuition amount).

\*One discount, per family, will be applied to each account.

**Late Tuition:** A late tuition fee will be assessed if payment is not received **by the 10<sup>th</sup> of the month**, unless other arrangements have been made with the Preschool Directors. **The late tuition fee is \$20.00.** Please include the late fee along with your tuition payment.

**Returned Checks/Payments:** A fee of \$20 will be charged for returned checks. If more than two checks are returned for this reason, payment will be required in cash. A fee of \$10 will be charged for returned online payments. This fee may increase if the bank charges increase or if, due to unpaid tuition, collection fees are accrued.

**Delinquent Accounts:** In order to maintain our budget, if payment is not received by the end of the month, the preschool will consider your child's position available for a new student. If your family is going through some unforeseen crisis, please talk with the Preschool Directors. We want to assist your family in any way possible. Delinquent accounts may be turned over to a collection agency.

**Scholarships:** Scholarships are available on a limited basis to families in need of financial help. If you need an application to apply for assistance, please contact the Preschool Directors.

## **HEALTH**

Before entering school, your child should have had immunizations for DTP, MMR, PCV (7 & 13), HIB, Hep A & B, Varicella, and Polio. The school requires a copy of the immunization record.

Parents are expected to keep ill children at home and are asked to inform the school if the child will be absent. If a child displays any of the following symptoms, he/she must be kept home:

- ❖ Two or more bowel movements that are out of the ordinary for the child.
- ❖ A temperature of 100<sup>0</sup> or above. It is not ok to medicate your child in order to bring down their temperature while they are at school.
- ❖ Cold sores that have not crusted over.
- ❖ A very sore throat as indicated by refusing food and drink suggesting the possibility of streptococcal infection (with strep throat, your child may return to school after being on medication for 24 hours).
- ❖ Listless, lethargic behavior, lack of appetite, refusal to eat or drink, extreme irritability or any behavior clearly indicating the likelihood of oncoming illness.
- ❖ Nausea is present or vomiting within the past 24 hours.
- ❖ Body or head lice or any nits remaining in hair. Students must complete one cycle of

treatment for the removal of nits and lice to return to school.

- ❖ Children with chicken pox must be home until all pox marks have scabbed over and they are no longer breaking out with pox marks.
- ❖ Continuous cough or pain to the degree that prevents normal play.
- ❖ Discharge from the eyes or crusted eyelids indicating the possibility of an infection. Conjunctivitis (pink-eye) in which a medication is needed based on the advice of a doctor; the child needs to remain out of school for at least 24 hours after the medication is started and eyes are no longer crusted or oozing.
- ❖ After any surgery, the child must stay home for the amount of time recommended by the doctor for recovery. A doctor's note may be required to return to school.

You will be notified if your child becomes sick while at the preschool and needs to be picked up. Please notify the Preschool Directors if your child has been exposed to any communicable disease or contracted chicken pox or lice so that other parents in the classroom may be notified.

\*We will not administer any medications to a child, including cough drops.

## **ALLERGIES**

If your child has allergies of any kind, please discuss this with the classroom teacher as well as clearly noting this on the student profile form. We will make every effort to accommodate your child's special needs. If your child needs to use an inhaler or an Epi pen, please talk with your child's teacher before the start of school. If your child's needs change during the school year, be sure to talk to your child's teacher. **\*NOTE: If an inhaler or epi pen is needed, then please contact the teacher before the beginning of the school year so that you can complete the necessary paperwork.**

## **CHILDREN WITH CASTS, SLINGS OR BRACES**

In an effort to keep all children safe, we need to monitor the use of equipment and supplies when a child has a cast, sling or brace. We need to protect the safety of the child who has already been injured, but also the safety of the children in the class. The teacher will determine which playground equipment is appropriate for the child to use. (Parents are responsible for staying in the building if their child will need additional help such as with the bathroom.) If your child has an injury outside of school hours and will need accommodations while in attendance, be sure to let your child's teacher know in advance.

## **SNACKS**

Snack time is part of the daily routine. The preschool will provide a small, healthy snack each day, consisting of two food groups. If your child has any food allergies, please make sure that the classroom teachers are aware of them. Children will be asked to bring their own clean and full water bottle to school to be used throughout the day as well as at snack time.

**Please Note:**

- **We do not serve peanuts or tree nuts.**
- **No gum is allowed at school.**

## BIRTHDAYS

Each child will have the opportunity to bring in a special snack to celebrate his/her birthday. Birthday treats must be commercially prepared (cannot be homemade), in original packaging, nut free, and small enough that it can be eaten during snack time. No drinks please. The preschool will provide water, as well as plates, napkins, utensils and cups.

***Please do not bring in cupcakes or cakes; you will be asked to replace them with an alternative snack.*** Please do not send any balloons to the school as they are not permitted.

Suggestions for appropriate birthday snacks are as follows:

- Rice Krispy treats
- Donut holes
- Cookies
- Fruit snacks

## SAFETY

### PHOTOS

Shepherd of the Valley Preschool must obtain a signed photo release form prior to posting any photos of a child attending our school or any programs affiliated with the school for marketing purposes or otherwise made public. We will NOT use any photos of a child whose parents have opted out of the photo release. Your child(ren)'s safety is of utmost concern; therefore, we will never use a picture of a child that would put a student at risk, nor will we use student names.

### OUTDOOR PLAY

Outdoor play is an important part of your child's day and total health. Weather permitting the children will play outdoors each day. You can help your child to enjoy this time outdoors by being sure that he/she is dressed for the existing weather conditions. In winter, this may include a warm coat, mittens, and a cap. In the spring please sunscreen your child. Please make sure that your child wears appropriate shoes for playing outside. See "Clothing Section" for what shoes are acceptable.

Preschool families are welcome to play on the playgrounds before and after school at their own risk. There are playground rules posted on each playground. Please make sure your child/children are playing according to the rules and that they are supervised at all times.

The rules include:

- Use kind and appropriate words.
- Stay off the fence.
- Be respectful of flowers, trees and plants.
- Keep tanbark on the ground.
- Use climbing equipment as intended.

## ANIMALS

For health and safety reasons, we ask your cooperation in not bringing animals into the school building unless they are being used for educational purposes.

## CLOTHING AND BACKPACK

Be sure your child is dressed appropriately for the day/weather. The children will participate in "messy" activities such as painting. Although we do take precautions to prevent clothes from getting damaged, accidents do happen. Therefore, we recommend clothing that is easy care and washable. Please send your child in closed toe shoes with no elevated heels. The following shoes are not allowed because they have proven to be unsafe, especially on the playground:

- Sandals
- Wheel shoes
- Crocs
- Clogs
- Tap shoes
- Slippers
- Flip flops

\*If your child does not wear appropriate shoes, their play will be limited by the teacher.

## SCHOOL DOORS

Children should arrive at school no earlier than the scheduled time class begins. Teachers are preparing for the class and will not be ready to supervise arrivals before then. Children may play on the playground before and after school with parent supervision. However, we ask that children do not play on the patio or in the flower beds and gardens.

The north and south preschool doors will be locked after each class session begins and unlocked before the session ends. Please call the school if you need to get in after the doors are locked and the directors or a teacher will let you in.

## CHILD'S POSSESSIONS

Sometimes children like to bring a special item to school to show their friends or teacher. However, please refrain from sending any personal items to school, including jewelry, except on their share day. **Weapons of any kind are never allowed at school.**

## PARKING LOT ETIQUETTE

- Please drive slowly in the parking lot and watch for children.
- Please observe the handicap parking spaces and leave them available for those who need them.
- Please park in marked spaces only. Parking at the entrance to the building or next to the iron fence makes backing out of marked spaces difficult.
- Please bring siblings into the school when picking up and dropping off. No child should be left unsupervised on the school property.

## **SCHOOL SUPPLIES**

We ask that you provide the following for your child at the start of school:

- An extra set of clothing (including underwear and socks) inside a sealed bag at the start of the school year to be used in case of an accident. This is kept at school. We will do a swap for warmer clothing at the appropriate time.
- A tote bag or non-wheeled backpack with your child every day to transport papers and important information.
- Water bottle – one that can close completely, is clean and filled with water.
- Teachers will provide a list of the supplies needed for their class with their welcome letter prior to school beginning.

## **COMMUNICATION**

### **NEWSLETTERS HOME & SCHOOL COMMUNICATION**

Each month, an updated newsletter and calendar will be available on-line. You can access your child's teacher's newsletter by going to the following website: **[www.preschool.sov-id.org](http://www.preschool.sov-id.org)**. It will include themes of the month, activities, special days, field trips and snack information. If you would like a hard copy, please let the teacher know. We also frequently use Facebook to communicate with parents and post pictures (in private groups only). Be sure to like and follow us for updates.

### **SNOW CLOSURE POLICY**

When we experience harsh weather conditions, we will close if either the Meridian School District or the Boise School District is closed. Updated information will be available at KTVB.com (channel 7) and/or KIVITV.com (channel 6), we will post on our Facebook page and we will send an email (as early as possible). Make-up for weather related school cancellations will be determined by the Preschool Ministry Board.

### **EMERGENCY COMMUNICATION**

Announcing and communicating with parents about an emergency will consist of mass email being sent out to parents if possible and then teachers will call emergency contact numbers for each student until an authorized adult is reached. If possible, a message will be left on the school's answering machine notifying parents of the emergency status of the school and any appropriate instructions for parents to follow.

## **ADDITIONAL INFORMATION**

### **FIELD TRIPS**

The preschool does one field trip in April. **Parents are responsible for transportation to and from the location.** Cost and the amount of parents allowed to attend the field trip will be determined by the location of the field trip and other varying factors.

## **ON SITE PRESENTATIONS**

Each year we bring in various presenters throughout the year as added programming for our students. In the past, visitors have included: firefighters, a librarian, dental hygienists, Miss Idaho, police officers, and presenters from the Idaho Botanical Gardens. Students are never left alone with presenters, and the presentations typically last about 30 minutes.

## **FUNDRAISERS**

The preschool will be sponsoring a few fundraisers this year. Parents and students are encouraged to participate in these events, but are not required. Previous fundraisers have allowed the preschool to purchase our playground equipment, books, toys and other needed items for preschool.

We offer Scholastic book order forms so that parents can purchase additional books for their homes at a reduced rate. Your child's teacher will be giving you more information about how to place a book order. From your orders the teachers earn free books for their classroom library.

## **INVITATIONS**

Invitations may be brought to the preschool and placed in the children's folders outside of the classroom. Invitations may not be handed out individually to students in the classroom.

## **EXTRACURRICULARS**

We currently have two outside programs that come in during the week; a dance class provided by Dance Connection and a music class provided by Musical Kids. These programs begin at 11:30 a.m. and last about 45 minutes. You can sign your child up for these programs through their respective websites. The cost for these programs is not included in tuition. More information can be found through their websites; flyers and signups can be found at drop-off locations.

## **COVID-19 RESPONSE**

### **DROP OFF AND PICK UP PROCEDURES**

Drop off:

- Separate Entrances:
  - Ms. Hassell's 3s class will enter through the patio door entering directly into the classroom.
  - Ms. DuVall's 4s class will enter through the west double doors and will be led to their classroom by a staff member.
  - Ms. Fulgham's 4s and Pre-K class will enter through the white door on the north side of the building (the same side as our normal doors, just down the sidewalk a bit).
  - Parents will be required to wear a mask when dropping off. One family will check in at our table, while the next family will wait "on deck" 10 feet from the table. Tape markings will be clearly visible for all to see and follow. If there is

not a space available at the table or “on deck”, families are asked to wait in the car until the “on deck” position is available. Please do not congregate in the parking lot or on the playground, which will be closed to all except SOV students.

- Please be sure your student uses the restroom before leaving for school. It will be difficult to facilitate a child using the restroom within the first 10 minutes of class, so it's important they go ahead of time.

Pick up:

- Curbside pick-up: families will arrive and park outside the entrance they dropped off at. Teachers will walk their classes to the doors and release children as they see parents. Students will be walked to the car (within 6 ft) to identify and confirm the correct adult is picking the student up. Please note it will take teachers a couple of weeks to recognize family members so if a different person is picking up and dropping off please make sure to have a photo ID ready at pick up (hold ID up to closed window). The photo ID to the names listed on the Student Profile under pick up information.

### **HANDWASHING AND SANITIZING**

- Regular hand washing (20 seconds using soap) and/or hand sanitizing will take place between transitional times such as, but not limited to:
  - Play time to Circle time
  - Art time to recess
  - Recess to snack

### **HEALTH SCREENINGS**

- Staff:
  - All staff members will have their temperature taken and recorded upon arriving to work. Temperatures must be under 100.4 and staff must answer negative to all screening questions.
  - All staff members must wash hands or use hand sanitizer upon entering, as well as after using the restroom, before prepping snack, or any other situation deemed necessary by staff member.
- Students:
  - At drop off each child will have his or her temperature taken and will need to answer negative to all screening questions before being allowed to enter the building.
  - Any child with a fever (100.4 or higher), chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea will not be allowed to enter.

### **ILLNESS POLICY AND COVID EXPOSURE**

- Symptoms:
  - If child or staff member is at school, they will be isolated from the classroom and sent home immediately.
  - Students will be quarantined in the directors' office until a parent/guardian arrives. Upon arrival, they will then be escorted out of the building. Please

arrange to have someone that can pick up your child within 30 minutes of being contacted.

- Any child or employee being tested for COVID-19 should not be in the facility and should be isolated at home while waiting for test results.

([cdh.idaho.gov/dac-coronavirus](http://cdh.idaho.gov/dac-coronavirus))

- If the test result is negative or testing was not done, the child or employee should stay home until fever has been gone for 3 days and symptoms improve. ([cdh.idaho.gov/dac-coronavirus](http://cdh.idaho.gov/dac-coronavirus))

- Positive Tests:

We will follow the following suggested protocols set out by CDH:

- Dismiss children and most staff for 2-5 days and contact CDH

- "This initial short-term dismissal will allow your local health district to have time to gain a better understanding of the COVID-19 situation impacting your facility and for custodial staff to clean and disinfect the affected areas. Work with the local health district to determine appropriate next steps, including whether an extended closure is needed to stop or slow further spread of the virus." ([cdh.idaho.gov/dac-coronavirus](http://cdh.idaho.gov/dac-coronavirus))

- Follow CDC cleaning protocols including:

- Closing off areas used by sick person
- Open windows and doors to increase air circulation
- Wait 24 hours to clean
- Clean AND Disinfect all areas used by sick person

- Safe Return will require ALL of the following:

- No fever for at least 72 hours
- Other symptoms have improved
- At least 10 days have passed since symptoms first appeared

- Exposure:

- If a staff member or student thinks he or she has been exposed to/in close contact with someone with laboratory confirmed COVID-19 he/she will need to stay home for 14 days since the last day of contact with the infected individual and monitor their health.

- Close contact includes:

- Living in the same household with a positive COVID-19 case
- Caring for a sick person with COVID-19
- Being within 6 feet of a sick person with COVID-19 for 10 minutes or longer
- Being in direct contact with secretions from a sick person with COVID-19 (e.g. being coughed on, kissing, sharing utensils).

- Staff or students who have **not** been in close contact with a sick person with COVID-19, will be advised to monitor health for 14 days since the last day of contact with the infected individual. ([cdh.idaho.gov/dac-coronavirus](http://cdh.idaho.gov/dac-coronavirus))

- We will have alternative learning options for your child during any 14-day quarantine.

- When a positive case is reported, the following details will be included in an email to parents:

- Possible dates of exposure
- Reminder that there is current community spread of COVID-19.

Advise them to watch for signs and symptoms which develop within 2 – 14 days from possible exposure

- Reminder how to best protect from COVID-19 and the importance of staying home if sick
- Subsequent steps (e.g. closing, cleaning, etc.)
- Where to find reputable sources and information for COVID-19 (CDC, local health department, [www.coronavirus.idaho.gov](http://www.coronavirus.idaho.gov))
- We will be strictly enforcing our illness policy this year, with the addition that students must be symptom free for 48 hours.

## **CLEANING AND SANITIZING**

- Cleaning:
  - Prior to school starting, we will have our facility professionally cleaned including the carpets.
  - Upon opening, we will routinely clean surfaces and toys with soap and water throughout the day. Surfaces include, but are not limited to, tables, light switches, door handles, faucets, toilets, playground equipment, etc.
    - Before and after each use, the following will be disinfected:
 

▪ All Surfaces	▪ Light switches
▪ Door handles	▪ High Touch areas
    - After each class, the following will be disinfected:
 

▪ Toys	▪ Cubbies
▪ Tables	▪ Entrance doors
▪ Chairs	▪ Anything else staff sees fit
  - We will use CDC recommended cleaning products to clean all surfaces.
  - We also purchased a UV cabinet to use for disinfecting toys.
  - Air purifiers will be in each classroom.
  - After school hours, routine cleaning of the whole facility will take place Monday-Friday using the same cleaning and disinfecting strategies above.

## **EXTRA-CURRICULAR ACTIVITIES**

- **Dance Connection and Musical Kids**
  - Both will follow all policies and guidelines set forth in this addendum, with the exception of mixing students from various classes. Each will do their best to group kids from the same classes and provide a distance of 6ft or more between each group of classmates.
  - The same drop off and pick up procedures will be applied. For drop off prior to class, use the main entrance where MK or DC will meet you to take temperatures and ask the COVID screening questions. Pick-up will be at the main entrance as well.
- **Field Trips**
  - SOV typically takes one field trip a year. We will be limited to what is available as businesses are subject to certain restrictions.
  - The cost of the field trip will be covered by SOV as is feasible. We will use fundraisers to help supplement costs.

For any questions regarding the Shepherd of the Valley Lutheran Church, please contact Pastor Dave Deckard (208) 362-1112

***Children are a gift from the Lord; they are a real blessing.***  
**Psalms 127:3**