



Northminster Day School Families,

As we prepare for the 2020-21 school year, I want to communicate precautionary measures that we have implemented for our upcoming school year. The teachers and administration at NDS are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While we have adopted many new procedures for health and safety, this will continue to be an environment that fosters fun and learning. It is our goal to inspire the best in our students as we provide them with opportunities to create, explore, and learn. Our motto for our children continues to be, "I will try my best!", as we meet our little ones where they are, and progress from there.

Over the past few months, a Task Force of educators, parents, and NDS and Church leadership, has met to review these recommendations from various resources. Recognizing that the highest priority is the health and well-being of our community, this fluid document is a road map of plans based on current information. The COVID-19 pandemic is unprecedented and constantly evolving, therefore, all changes included in this handbook, will remain as the "new normal" until further notice. Guidelines for our staff and children were developed by following The CDC (Center for Disease Control), as well as The Georgia Department of Public Health, The Georgia Department of Education, and Bright from the Start.

Please feel free to contact us with any questions regarding the policies and procedures outlined in this Parent/Student Handbook. They are in place to ensure that NDS is a safe and enjoyable place for your family.

I look forward to reviewing this handbook, as well as providing more details, at our virtual meeting, Wednesday, August 19th at 7:00pm.

*If unable to attend, the meeting will be recorded to watch at your convenience.

Our Changing School Environment

The Day school has implemented a host of new precautionary measures to mitigate the spread of COVID-19. The current plan is guided by research from the science and medical fields, along with government recommendations. We have created an environment with new operating procedures, policies, training, and standards of hygiene. Plans and procedures will continue to be refined.

Families, teachers, NDS staff, and the church, all share responsibility for the health and safety of our school community. NDS remains committed to listening and working together to make the 2020- 2021 school year a success.

- We follow CDC, Bright from the Start, and DECAL (Department of Early Care and Learning) guidelines
- Detailed procedures regarding hand hygiene, the use and cleaning of manipulatives, toys, etc., will be followed.
- NDS parents and staff are required to wear a mask, while in the building, as well as submit a health questionnaire each Sunday.
- NDS parents and staff will have temperatures taken prior to walking in the building, as well as hands sanitized.
- Parents of children 3 and older are not permitted in the building.
- Parents of 2's and PMO classes are allowed one parent in the building to drop off child, after health screening (temperature check and hand sanitize). They remain 6 ft. apart from one another.
- All families and staff agree to minimize their exposure outside of school.
- Playground and surrounding grounds will not be available for after school gatherings.
- After school activities, as well as special school wide events have been suspended.
- Early drop off, late stay, and enrichment programs are suspended at this time.
- No use of water fountain.
- No use of bathroom by parents, other than NDS staff.
- Arrival/Dismissal will be staggered, limiting contact with others outside their zone.
- No outside visitors – families or prospective parents.
- No parent can enter the building when picking up child early or dropping off late.
- Front doors remain open during arrival, and dismissal process, to eliminate touching door and handle, as well as provide ventilation throughout the building.
- Playground limited to one class at a time. High touch areas of the equipment are sanitized between classes. Each class brings separate sand toys, balls, chalk, etc. to playground.

Our Classroom Environment

- Each child will wash hands with soap and water throughout the day (upon arrival into classroom, before eating, after restroom, after playground, and in between circle and center time). Children will be requested to wash hands after hand face contact, such as blowing nose, or rubbing face (eyes, nose, mouth).
- Children's book bags kept separate in bins outside of classroom.
- When appropriate, windows in classroom will remain open.
- Teachers and administration wear masks.
- Communication remains similar but may include.... email, Zoom, group text, videos, learning packets, Shutterfly, and Facebook private pages.
- Each child uses individual school and art supplies.
- Efforts made to space children appropriately, depending on activity and age group (lunch, centers, circle time, etc.)
- Classes will no longer intermingle.
- Each classroom uses designated bathroom. Sprayed with disinfectant in between use by teacher or NDS staff.
- More time dedicated to outdoor learning. Our Natural Playground will also serve as an 'outdoor' classroom. Classes scheduled one per time slot. Additional areas on the Northminster campus will be designated for class outdoor time, as well as outside lunch.
- 2's and older classes will incorporate the CDC endorsed "The Scrub Club" curriculum. This curriculum playfully introduces hand washing, respiratory etiquette, and germs, to children through games, science activities, and fun characters.

Virtual Learning

If a mandated shelter-in-place order goes into effect during the school year, we are determined to meet, and go beyond expectations based on recent experience, feedback, and research. We have designed learning experiences that support your child's growth academically, and socially. To maintain the goal of school readiness, the 3's and older age groups, will conduct virtual learning. At home 'learning packets' will be provided, along with hands on materials, for art, and other activities, related to the class thematic unit. Video instruction, as well as "live" learning, will utilize platforms such as Zoom and private Facebook pages. Please refer to 'School Closure Criteria' included on our website, to reference reductions in tuition for all age groups.

Cleaning and Sanitizing

Cleaning and sanitizing will continue by our Jan Pro cleaning service. Our disinfectant is Envirocleanse and used daily in all classrooms. Each Sunday disinfectant 'fogging' will occur by our cleaning crew, in every classroom, as well as the entire school building. Nightly cleaning will continue by our service as well. Each morning, prior to children's arrival, as well as in the afternoon, disinfectant will be used on tables, chairs, countertops, doorknobs, sink faucets, and toilets.

In addition, we are using PreventX 24/7, which gives us protection against bacteria and viruses between disinfecting. This product serves as a 2nd level of defense against germs, odors, mold, and mildew. It can be used on both hard and soft surfaces, and acts as a final bacteriostatic finish on multiple surfaces (doorknobs, handles, gloves, cabinetry, countertops, fixtures, grout/tile, carpets, equipment, walls, etc.). The treatment is known to last 30 days, but will be re-applied every 7 days, in high traffic areas, as well as high touch areas.

Children will have individual bins outside of classrooms, which will be sanitized daily. Our teachers will clean high touch surfaces with a disinfectant throughout the day.

We will add modifications to our physical building environment, that will allow us to continue to reduce contagion risks, throughout the school year.

COVID Diagnosis/Exposure Protocol

We have created Zones (hallways) to better identify areas of the building.

Zone 1 – Rooms 112, 115, 116, 117 (PMO and 2's classes)

Zone 2 – Room 106, 107, 108, 109 (downstairs, 3's and 5 day 4's classrooms)

Zone 3 – Room 202, 203, 204 (upstairs, 4 day 4's, Older 4's/Young 5's and Kindergarten classes)

Zone 4 – Front foyer, office space, teacher resource room

- In the event of a COVID-19 diagnosis of a teacher or child, the 'zone' will be closed for 48 hours, to deep clean and evaluate exposure. The specific class infected will continue to quarantine for up to 14 days total, and the department of Health will be notified.
- If a COVID-19 diagnosis of a family member of a teacher or child (same household), the NDS teacher/child will quarantine for 14 days total.
- NDS will notify parents, teachers, and church staff, of a positive case of COVID-19, while maintaining confidentiality
- If a child's classroom is closed over an exposure, siblings of children in the classroom will be required to quarantine as well.

Northminster COVID-19 Health Policy

As we obtain and evaluate new information, we will provide updates as needed. We will continue to closely monitor guidelines from the Georgia Department of Public Health, the Georgia Department of Education, the CDC, and Bright from the Start, as recommendations and requirements change throughout this pandemic.

Below are symptoms of Coronavirus (COVID-19) as listed by the CDC

Fever or chills

Cough

Shortness of breath

Fatigue

Body aches

Headache

Loss of taste or smell

Sore throat

Congestion or runny nose

Nausea/vomiting

Diarrhea

Each family is required to sign our COVID Acknowledgement and Disclosure form before a child can be admitted into the building. This will be sent to families prior to the start of the school year.

All NDS families and teachers must submit our Health Questionnaire each Sunday. This form will be emailed each Friday afternoon.

- If symptoms are not related to COVID-19, or other illnesses, that would exclude your child from the preschool setting, you must present a doctor's note stating that your child is free and clear to attend school. NDS may still request the child remain at home.

In summary, we want to ensure that although we have created strict policies regarding the health of our staff, children, and families, our goal remains the same. Thank you for trusting us with your children, and being patient and flexible, as we navigate this new normal. Your child and family's health and happiness will always be our primary goal.

Sincerely,

Andrea Bourgeois

Northminster Day School Director

Parent Handbook and Administrative Information

Northminster Day School

Northminster-atl.org/day-school

Location:

2400 Old Alabama Road
Roswell, GA 30076

Hours of Operation:

The 2020-2021 school year begins on Tuesday, September 8, 2020. Our program runs from 9:20am-1:00pm Monday-Friday. NDS follows Fulton County School system regarding holidays and weather-related school closings.

Immunization:

Each child must have form 3231 (immunization) on file by September 4, 2020. Forms that are up to date will be carried over from previous years. You will be notified if your form has expired. Failure to provide form 3231 will result from your child being withdrawn from our program.

Change of Address, Emergency information. Etc.:

If your address, phone number, doctor information or pick up authorization changes during the school year, please edit your information www.ourschoolhangout.com/npcdayschool

Withdrawal:

A registration fee of \$125 is **non-refundable and non-transferable**. This fee is due upon completion of the enrollment form.

- Our budget is based upon a student's annual enrollment. Each child registered occupies a place that would otherwise be taken by another child paying full tuition. Thus, no refunds can be made if your child is withdrawn during the school year and will be obligated for 30 days from time of written notice. If your child withdraws prior to July 31st, seventy-five percent (75%) of the Aug and Sept tuition payment will be refunded if all three of the following circumstances occur:
 1. The withdrawal is necessitated by the family moving outside the area (more than 20 miles from NDS).
 2. Written notice/email is given on or before July 31st.
 3. The resulting opening is filled on or before September 8th.
- Your family will receive a 75% refund if your child is professionally diagnosed, and documented to have special needs, that cannot be met, as determined by the Director (please reference 'Learning Differences' section for more information)

Registration:

Children currently enrolled at NDS will register for the following school year Jan. 25, 2021. Open registration will begin on Jan. 28, 2021. Registration is an online application found at www.ourschoolhangout.com/npcdayschool. for enrolled and new families.

Class assignments are made based on these criteria:

1. Openings are offered first to church members, then to families in the community.
2. Currently enrolled families are given next priority.
3. Siblings and returning families are offered placement next.

Fees:

A registration fee of \$125 for the first child and \$75 for additional children (\$200 family max) is due before a child will be officially enrolled for the school year. Registration fees are non-refundable. First month tuition is due April 20th or upon registration. Last month tuition will be due June 20th. First and last month tuition is non-refundable.

Monthly Tuition:

Monthly tuition is due on the 20th of the month prior (Example: October Tuition is due September 20th). Email reminders are sent on or around the 15th of each month. Payment received after the 25th will be accessed a \$25 late fee. Payments received after the 1st will be accessed an additional \$25 late fee. Invoices can be viewed at www.ourschoolhangout.com/npcdayschool. Payments can be made by check (sent in your child's folder or drop in the tuition box outside of the office), *Easiest and free way is to set up recurring bank drafts through your checking or savings account.*

PMO Classes:

Parents Morning Out (12-17m)

*Age of Sept. 1st

Parents Morning Out (18-23m)

*Age of Sept. 1st

Day Options:

1 day: \$105

2 days: \$210

3 days: \$290

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Classes:

2-year-old program: MWF, WF, TTh, MTTh

3-year-old program: TTh, MWF, MTTh, M-F

4-year-old program: M-Th, M-F, M-F Older 4's Must turn 5 by Dec. 31st.

Kindergarten: M-F *Must turn 5yrs old by Sept 1st.

Tuition:

2-year-old

2 days: \$210

3 days: \$275

3-year-old

2 days: \$210

3 days: \$265

5 days: \$360

4-year-old

4 days: \$315

5 days: \$360

Kindergarten: \$385

Policies and Procedures

Wellness Policy:

To ensure that children stay healthy while they are enrolled in our program, please do not bring your child to school if he or she shows any of the following symptoms:

- Fever
- Clear, runny nose that cannot be related to allergies
- Runny nose with colored discharge
- Rash, Skin eruptions
- Diarrhea
- Vomiting
- Unexplained itchy scalp (head lice)
- Sore throat
- Skin infections (ringworm, impetigo, etc.)
- Pink Eye
- Frequent Cough or Croup

**If your child is sick with any illness, please keep your child at home

Communicate absences to the preschool office and/or your child's teacher.

Children should not return to school until they are fever/symptom free (without the aid of medication) for 24 hours or until the contagious period has passed.

If children become symptomatic during the day (with symptoms of an illness that would not allow them to be in a group setting) the child's parent will be called for immediate pick up. Children will be moved to an area away from other children, with a staff member, until pick-up. Parents will contact office upon arrival, and NDS staff will walk child outside at front entrance.

If your child is diagnosed with a contagious disease (Chickenpox, Lice, Hand, Foot and Mouth, Flu, etc.), please let us know as soon as possible, so we may notify the class of exposure. *Please note, if diagnosed with COVID-19, or showing symptoms, please refer to COVID Diagnosis/Exposure Protocol

Emergencies:

Our first response to all emergencies is to call 911

Medications:

Our teachers and staff are not allowed to administer ANY medications. If your child requires an EpiPen, or emergency inhaler, for a life-threatening condition, we must have written certification by your physician. We must have an emergency release waiver on file for Inhalers and EpiPens.

Security:

The safety and security of your child is our primary concern. The Day School doors will be closed and locked from 9:45am-12:45pm. A security camera and button can be pressed at both the Church and School doors for entry. Only parents and those people whom the parents have authorized, may pick up children from our program. Last minute authorizations can be made via phone or email, given the person picking up has a picture ID.

Text Messaging System:

The Day School uses *Callmultiplier*, a text messaging system, to alert families of weather-related closings, school updates, news, or important information. To sign up: text NDS to 404-738-7909.

Carpool/Drop Off/Pick Up

‘Phase 1’ of morning drop off is for 3’s-Kindergarten classes. Carpool will run from 9:15-9:35. NDS staff will take child’s temperature (must register below 100 degrees), as well as provide hand sanitizer for each child, before entering building.

‘Phase 2’ of morning drop off, is for PMO (Parent’s Morning Out) and 2’s classes, and will run from 9:30-9:45. Enter through day school front entrance after NDS staff completes temperature screen, and provides hand sanitizer. One parent allowed in the building per family, required to wear a mask.

‘Phase 3’ is late entry for all children and will begin at 9:45 at the Day School entrance. PMO, 2’s, as well as 3’s and older classes, will be screened outside of the building, and walked to their class by NDS staff.

*please note, 3’s and older classes, who miss morning carpool, must wait in car for Phase 3 ‘late check in’ to begin, at front entrance.

Afternoons pick up is between 12:45-1:00 each day for PMO and 2’s classes. Same protocol. One parent in building (mask and hand sanitize before entering).

Afternoon Carpool will be divided by age groups to allow for safe distancing. 3’s classes will pick up 12:40-12:50,
4’s classes 12:50-1:00, and Kindergarten at 1:00.

The area in front of the Day School will be blocked during drop off and pick up hours.

Please do not use your cell phone during carpool.

All late pick up is outside building, at front of school. \$10 late fee. This must be paid at the time of pick up.

Potty Policy:

Children in the 3's -Kindergarten must be potty trained.

First Accident: Teachers change the child.

Second Accident: Teachers change the child and call parents.

Third Accident: Teachers change the child and the parent will be called to pick up the child.

Fourth Accident: Teachers change the child and the parent will be called to pick up the child. A meeting will then be arranged for the parents and the director to discuss the next course of action.

Biting Policy

First Incident: After first aid, the Teacher/Director will evaluate the severity of the bite, parents *may* be notified. Boo-Boo Report/ Incident Report will be sent home with the children involved.

Second Incident: After first aid, the Teacher/Director will evaluate the severity of the bite, parents *will* be notified. Boo-Boo Report/ Incident Report will be sent home with the children involved.

Third Incident: After first aid, Parents will be called to pick up the biter no matter the severity of the bite.

Fourth Incident: After first aid, Parents will be called to pick up the biter and a meeting will then be arranged for the parents and the director to discuss the next course of action.

Learning/Behavioral Differences

As a small, private preschool, our resources are limited. Our teachers are dedicated and nurturing, however, they are not trained to work with either learning, or behavioral special needs. We do not employ special education teachers on staff, and cannot guarantee our ability to provide an adequate, and appropriate educational setting, for a child with special needs. While we will make every effort to reasonably accommodate a child's special needs, when a child's need prevents us from providing the program described in this handbook, or require a fundamental alteration of the program, it may be necessary for the family to find a suitable alternative program for their child.

