



Kenowa Hills Public Schools **Education inspired.**

Kenowa Hills Community Education Tuition Preschool Safe Start to School Plan

The plan to reopen/provide preschool instruction at Kenowa Hills ECC will align with [MI Safe Schools](#) guidance as well as [CDC guidance for child care sites](#). Exceptions are minor, are within allowable choice for sites, and reflect specific parameters unique to the KHECC building and current practice.

This plan is subject to change based on either updates to health guidelines, state licensing requirements of Kenowa Hills Public Schools policy changes. Parents will be provided with updates when/if they occur.

Parents are encouraged prior to the start of school to practice mask usage with their children as well as speak with their children about school and COVID-19. Options/tips for those conversations can be found [here](#). We want students to be used staff that have their faces covered even if the students' faces will be visible.

Phases 1-3

Instruction: In person instruction will not occur. Teachers will provide a connection to families/students and the opportunity to access teacher curated activities (e.g. online links/activities, teacher read stories, teacher video lessons, etc). Technology will not be provided to families to assist with access.

Tuition: Payment will be required for the first month (first installment amount) but not thereafter until in person instruction occurs. This payment will ensure student placement/access to the preschool originally registered for by the family. Tuition will be prorated using a per diem calculation and amount paid to date to determine a new balance for the remainder of the year.

Health Screening: School is closed

Hygiene/Cleaning: School is closed

Extracurricular Activities: School is closed

Response to Positive Tests Among Staff and Students:

- Should the COVID-19 symptoms of a staff member inhibit their ability to provide online instruction, families will be contacted regarding the interruption to updated online connections/learning opportunities. A substitute teacher may be utilized.

- If a student tests positive for COVID-19, families would only need to inform staff if quarantine and symptom-free durations have not been completed when school can resume in person. The Kenowa Hills staff cares deeply about student health and would appreciate being informed if that is a desired support of the family.

Phase 4 & 5

Instruction: In person instruction will occur. Group sizes will cap at 20 students + 2 staff members in each preschool classroom. Instruction will occur following the 2-4 day schedules of the corresponding preschool sections.

Personal Protective Equipment (PPE):

- Staff will wear face coverings/masks at all times. The term “mask” will be used in this document to describe use of either item. Masks will either be homemade (washed daily) or disposable surgical masks (level-one, disposed of daily)
- Parents have the option of having their child wear a mask during drop off/pick up and in common areas like the building hallways. Current guidance does not recommend the use of masks within the classroom for 3 and 4 year olds.
- Masks will be stored with student’s personal belongings in/outside of the classroom during in-classroom instructional time. Masks will not be required in the classroom for students.
- If a parent desires for their child to wear a mask in the classroom, this will be allowed. However, it is expected that parents provide practice/training for proper mask usage. Staff will only provide verbal reminders for appropriate mask usage and may choose to have the mask stored with a student’s belongings for the remainder of a day if they observe improper mask usage and/or student discomfort related to the mask.

Tuition:

- Payment will be required in full for the school year. Family precautionary choice to stay home for safety reasons will not create an exemption from tuition.
- Tuition adjustments will be considered in the event of a COVID-19 positive testing result.
- Should the state Phase adjust to 1-3 or Kenowa Hills determines that it is appropriate to close schools, tuition will be prorated using a per diem calculation and amount paid to date to determine a new balance for the remainder of the year.

Hygiene/Cleaning:

- Students will have easy access to soap, hand sanitizer and tissues
- Staff will teach and reinforce proper hand washing and use of hand sanitizer.
- Handwashing/hand sanitizer will be reinforced following following coughing/sneezing that is not into an elbow
- Student personal items will be kept separate from peers
- The need for increased sanitation precautions and staff supervision of students is more important than ever. We understand that some students will have toileting accidents while they grow up. However, the policy of independence with toileting is critical and will

continue to be used as a potential basis for dismissal from the program if a student demonstrates that they are not independent with toileting needs.

- Classroom materials will be sanitized between groups
- Staff will be required to engage in regular hand washing, use of hand sanitizer, and surface disinfecting throughout the school day.
- Surfaces including items within the library and technology items will be cleaned after use with EPA-approved disinfectant.
- Classrooms will receive the same level of cleaning on a daily basis that Kenowa Hills Public Schools will require of K-12 classrooms/restrooms/facilities.

Health Screening/Responses:

- Staff screening will include a temperature check, an assurance of COVID-19 related symptom-free status, and an assurance of no exposure to known positive COVID cases in their household or via contact tracing.
- Student screening will be expected of parents prior to bringing students to school. Bringing a student to school will assume assurance of a COVID-19 related symptom-free status and an assurance of no exposure to known positive COVID cases in their household or via contact tracing reported to a staff member.
- If a student demonstrates symptoms of COVID-19, they will be removed from the classroom setting and supervised by an adult until they can be picked up. Students will wear a mask until pick up unless there is a disability/medical reason that prohibits wearing a mask.
- Symptomatic students sent home should be kept home until they demonstrate either a negative test and fever free for 3 days or demonstrate 10 days of being symptom-free since symptoms first appeared. This aligns with current [CDC guidance](#).
- If a student has been in contact with a person with a confirmed case of COVID-19 (including confirmed but asymptomatic), they can return to school after 14 days or following the negative results of a test.
- Families will be notified of tested or diagnosed cases of COVID-19 within the classroom and any other close contacts of their student
- Close contact is defined as more than 15 minutes less than 6 feet in close proximity to the students/staff member.
- Staff will cooperate with the local health department with contact tracing efforts. Confidentiality will be maintained.
- Families are asked to self-identify any high-risk situations that may result in severe illness connected to COVID-19

Response to Positive Tests Among Staff and Students:

- Should the COVID-19 symptoms of a staff member inhibit their ability to provide instruction, families will be contacted regarding the interruption to instruction and duration of classroom closure. A substitute may be utilized, if available/appropriate.
- If a student tests positive for COVID-19, families would only need to inform staff if quarantine and symptom-free durations have not been completed when school can

resume in person. The Kenowa Hills staff cares deeply about student health and would appreciate being informed if that is a desired support of the family.

Arrival/Pickup:

- Pick up and drop off will be from the family vehicle.
- A color coded sign will be provided to you to indicate your child's program. This is to be displayed on the passenger side of the vehicle's windshield.
- Drop off spaces will be noted in the parking lot. You may get your child out of the vehicle and stand on the sidewalk, but a staff member will take your child from the sidewalk into the building.
- Please have your child's mask on when they leave the vehicle if you choose to have them wear a mask.
- Please arrive within the designated drop off window of time that corresponds to your child's program. Your patience is appreciated as some programs will be arriving and dismissing at the same time. Our ability to receive and release students will be based on the rate at which staff can safely get students to/from their vehicles and parents can ensure they are secure in the car prior to leaving.
 - 4's AM drop off: 8:30 - 8:45
 - 4's AM pick up: 11:15 - 11:30
 - 4's PM drop off: 12:00 - 12:15
 - 4's PM pick up: 2:45 - 3:00
 - 3's AM drop off: 8:45 - 9:00
 - 3's AM pick up: 11:30 - 11:45
- Students will be supervised by a staff member within the building when waiting for more students to arrive and when traveling to the classroom.
- Additional Kenowa Hills ECC staff (e.g. daycare staff) may be utilized to receive students from vehicles or supervise students prior to going into the classroom.

Extracurricular Activities for Phase 4: Field trips will not occur. Extracurricular activities (demonstrations, visits by the fire department, etc) in the building will require the use of masks and will attempt social distancing. Within the gymnasium, students will not assemble in groups of more than 2 classrooms with spacing between the groups (<50 total people).

Extracurricular Activities Phase 5: Field trips can occur. Use of transportation will comply with transportation guidelines, which will include hand sanitizing prior to entering the bus and use of masks. Extracurricular activities (demonstrations, visits by the fire department, etc) in the building will require the use of masks and will attempt social distancing. Within the gymnasium, students will not assemble in groups of more than 2 classrooms with spacing between the groups (<50 total people).

Phase 6

Instruction: In person instruction will occur. Group sizes will cap at 22 students + 2 staff members in each preschool classroom. Instruction will occur following the 2-4 day schedules of the corresponding preschool sections.

Personal Protective Equipment (PPE): No longer required

Tuition:

- Payment will be required in full for the school year. Family precautionary choice to stay home for safety reasons will not create an exemption from tuition.
- Tuition adjustments will be considered in the event of a COVID-19 positive testing result.
- Should the state Phase adjust to 1-3 or Kenowa Hills determines that it is appropriate to close schools, tuition will be prorated using a per diem calculation and amount paid to date to determine a new balance for the remainder of the year.

Hygiene/Cleaning:

- Students will have easy access to soap, hand sanitizer and tissues
- Staff will reinforce proper hand washing and use of hand sanitizer.
- Handwashing/hand sanitizer will be reinforced following following coughing/sneezing that is not into an elbow
- Classrooms will receive the same level of cleaning on a daily basis that Kenowa Hills Public Schools will require of K-12 classrooms/restrooms/facilities.

Health Screening/Responses: No longer required

Arrival/Pickup: Parents will be allowed to bring their child(ren) into the building and pick up their students by the classroom doors.

Extracurricular Activities: No safety precautions required beyond standard hygiene. Assemblies and field trips can occur without group size restrictions.

Response to Positive Tests Among Staff and Students: Should a COVID-19 case be confirmed with either a staff member or student, the classroom and areas exposed will be closed until cleaning can occur. Short term closures of all or part of the preschool program may occur until proper cleaning can occur. Any closure decision will align with the local health department recommendation.