

REOPENING PLAN

FALL 2020

OUR LADY OF GOOD COUNSEL PARISH SCHOOL



REOPENING PLAN FALL 2020 OVERVIEW

Our Lady of Good Counsel remains firm in our mission and faith. We are excited to continue in our faith journey with each of you as we come together again in the Fall in a safe way. Students will resume activities in the building that adhere to the State, Michigan Department of Education, AOD, and CDC reopening guidelines.

As our state moves through the phases of the Michigan Safe Start Plan, OLGC Parish School is prepared to adjust its health and safety protocols as directed by the AOD and State of Michigan while ensuring a positive and safe educational experience for all students. Though we are not proposing a hybrid or optional instructional model at this time, those scenarios and others may be considered as the COVID-19 situation unfolds. Please see the current possible learning scenarios below:

SCENARIO 1 (Phase 4): In-Person (At School) Learning with most strict health/safety protocols

SCENARIO 2 (Phase 5): In-Person (At School) Learning with somewhat strict health/safety protocols

SCENARIO 3 (Phases 1-3): Online/Distance Learning only

Should the State of Michigan or our immediate area experience a spike in COVID-19 cases or if a stay-at-home order is implemented, our school staff is ready to move to exclusively distance learning for either the short-term or long-term. By using online platforms (such as Google Classroom, Star Renaissance, Raz Kids, and Freckle) for our current in-person learning, our students will be prepared to transition to distance learning much more independently should the need arise.

The following guidelines are based on Scenario 1 and 2 guidelines for reentry to school, with Scenario 1: (Phase 4) specific requirements noted. It is our extreme prayer and hope that we will continue to move towards Scenario 2 (Phase 5), which will allow for more individual choice and less strict requirements overall.

Know that through all of this, OLGC's heart is for the safety and wellbeing of the children, families, and staff--our school family. We believe that the children will benefit, not only academically, but both socially and emotionally with a return to school. Young children, especially, learn best through play. Through healthy interactions they build relationships with both peers and adults. Our school staff is praying for all of you and we ask that you continue to pray that God will give us wisdom as we seek to do what is best for all.

*****Please Note: The OLGC PreK 3 & 4 programs have a separate plan due to licensing requirements. See their plan and agreement on page 12 of this document.***

All Revisions will be added to the plan in RED to note any updates or changes.

WE EXIST TO OFFER A LIFE-CHANGING ENCOUNTER WITH JESUS AND EQUIP LEADERS TO TRANSFORM THE CULTURE.

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OLGC Parish School's Health & Safety Plan Overview (*Phase 4 specific requirements noted*)

CLEANING/SANITATION

- As is feasible, desks will face one direction and be spaced apart.
- Desks will be cleaned often throughout the day and between class exchanges.
- Hand sanitizer stations will be available in each classroom and in increased numbers throughout the building.
- Students will be asked to use hand sanitizer and to wash their hands throughout the school day.
- Frequently touched surfaces will be cleaned frequently throughout the day.
- The whole school will be thoroughly cleaned daily.
- Ipads/Computers in labs will be sanitized between users.
- Staff will do daily self health screens for any symptoms and families are asked to do the same before bringing students to school.

SCHOOL-WIDE EXPECTATIONS

- In Phase 4, all staff will wear facial coverings, except while eating.
- Students in grades K-4 will wear masks/facial coverings in common areas only.
 - *Please see the separate plan for the PreK Programs.
- In Phase 4, students in grades 5-8 are required to wear a mask all day, except while eating.
 - Once in Phase 5, students in grades PreK-8 will be required to wear face masks in common areas such as hallways and bathrooms, not classrooms. Students may choose to wear a mask otherwise if desired.
- All students and staff must wear masks/facial coverings on buses, during arrivals and dismissals, when working in the Student Support Room, during buddy activities (mixed groups of students), and during Mass (per the AOD mass guidelines.) As we move into varying phases, guidelines may change and families will be notified.
- PreK and grades 5-8 will eat safely socially distanced in the cafeteria, while grades K-4 will eat in their classrooms during Phase 4. (K-4 lunchtime location will be reevaluated as we move into Phase 5.) Students will continue to have recess daily.
- Students will be trained and reminded of proper handwashing techniques and hygiene practices.
- Water bottle fill stations will be allowed in Phase 4.
- Arrival and dismissal procedures have been altered for students to enter through multiple doorways and exit in the same manner based on current recommendations for safety. Please be mindful that congregating on the school grounds is currently not allowed.
- **REVISIONS:**
 - ALL staff and students K-8 will wear face masks (unless unable to medically tolerate) while in the school building and during arrival and dismissal, until Michigan is cleared from face mask necessity. PreK will continue to only be required to wear masks in common spaces.
 - Grades 3 & 4 have shifted to eating lunch safely in the cafeteria, while PreK and grade 8 have moved to the Commons area.



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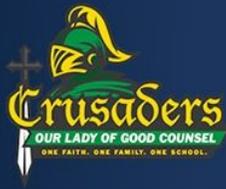
- All parents are asked to wear face masks at arrival and dismissal if they leave their vehicle. This is a requirement, per licensing law, for our PreK parents.

SICK CHILD PROCEDURE

- Students showing symptoms will be seated in our designated isolation area and asked to wear a mask. A staff member will monitor and assist them until a guardian picks them up.
- Symptomatic staff and students must follow CDC guidelines for return to school.
- Any questions continue to be referred to the local health department and depending on specifics are resulting in different protocols, which OLG is following.

VISITOR PROTOCOL

- Access to the building is limited to outside visitors unless there is an extenuating circumstance. Regular volunteers that are necessary to school functioning include lunch/recess volunteers, Mass Sacristans, and copying and laminating committees. School tours are being done on a case-by-case basis and parent meetings may be conducted with a teacher in-person if staff are comfortable.
- People dropping off items at school, delivery people, or regular school volunteers will need to complete a self-screener form and wear proper PPE.



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OLGC Parish School's Comprehensive Health & Safety Plan (Phase 4 specific requirements noted)

Screening Protocols

- **OLGC will cooperate with the local public health department regarding implementing protocols for screening students and staff and adjust as necessary.**
- Staff will be required to do a daily self-screen before entering the building.
- ALL families are asked to do a self-screen at home before coming into school and immediately report any positive cases or symptoms to the school office.
- If a student begins to show symptoms while at school, they will be taken to a chosen isolation area to await immediate pick up from a guardian.
- Any student or staff member who shows multiple symptoms of COVID-19, has possible exposure, or test positive for COVID-19, must stay home until the individual has tested negative, completely recovered according to [CDC guidelines](#), or can present a doctor's note with an approval to return to school.

RECOVERY GUIDELINES: (the CDC continues to alter and update these guidelines and OLGC will follow the most updated guidelines provided as well as the health department's guidance.)

- 1) fever free for 3 days or more without the use of medication that reduces fever AND;
 - 2) other symptoms have improved AND;
 - 3) at least 14 days have passed since the symptoms first appeared.
- **Response to Positive Tests:** *In the event that someone in our school community should become ill with COVID-19 we will report to and take direction from the Wayne County branch of the Michigan Department of Health and Human Services (MDHHS). Appropriate and swift communication, maintaining confidentiality, to our school community will occur along with proper cleaning protocols.*
 - Any questions continue to be referred to the local health department and depending on specifics are resulting in different protocols, which OLGC is following. The [Wayne County Health Department's Decision Tree](#) can assist.

School Arrival & Dismissal

To limit the numbers gathering on school property at once, OLGC's arrival and dismissal plans have been slightly altered based on current safety recommendations. Parents and students are asked not to gather on campus before and after school at this time. Please promptly return to your vehicles upon completion of



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drop-off/pick-up. Masks should be worn by students upon entering/exiting the building. Playgrounds are not open for use before or after school hours. **All arrival/dismissal plans can be found on the school website.**

ARRIVAL

- Students should exit their transportation and proceed to their classrooms upon arrival. Doors will be open at 7:45am. *Students will be welcomed by their teacher to enter the classroom where they should immediately use hand sanitizer.*
- At this time, only students are allowed in the building. Parents should say goodbye to their children outside.

NEW ENTRY POINTS:

- PreK 3: enter through the doors off of Penniman directly into their classroom. (**see the PreK plan for more information*)
- PreK 4-Grade 2: enter through their corresponding grade level door off of William St.
- Grades 3-6: enter through the side doors across from Irvin St., as they do at recess
- Grades 7-8: enter through the main entrance
- **Any student arriving after the bell should enter through the main entrance**

DISMISSAL

- *All students will wear masks as they exit the school building until they are 6 ft. from all of their peers, dropped off by the bus, or inside their guardian's car.*
- Bus riders will wait in the gym in their assigned socially distanced location for their bus to arrive. *Students must wear masks while waiting in the gym and until they arrive home.*
- Car Riding students will exit the school building through the same doors they came in.
- Walkers will line up socially distanced in front of the main office and a staff member will lead them outside through the Arthur Street exit.
- **An extra dismissal loop was added in the back of the school for families with one child to reduce student congestion in one area.**

The following are ways we are supporting the health and safety of our school community, while also lessening the transmission of the virus:



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Personal Protective Equipment (PPE)

Please note: Our face mask policy is in place not only to protect our general student/staff population, but also students and staff who may be immuno-compromised/high-risk for COVID-19.

All students, faculty, staff and visitors will be required to wear a mask in some way while in the building, per the current CDC, AOD, and MDE guidelines.

- In Phase 4, all staff will wear masks/facial coverings except while eating or if unable to medically tolerate.
- Grades K-4 must wear masks/facial coverings in common areas only (hallways, bathrooms, etc.) but may remove them within their homerooms if they choose.
- In Phase 4, grades 5-8 must wear masks/facial coverings while at school except while eating or if unable to medically tolerate (**see below).
 - Once in Phase 5, students in grades PreK-8 will be required to wear face masks in common areas such as hallways and bathrooms, not classrooms. Students may choose to wear a mask otherwise if desired.
- All students and staff must wear masks/facial coverings on buses, during arrivals and dismissals, when working in the Student Support Room, during buddy activities (mixed groups of students), and during Mass (per the AOD mass guidelines.) *As we move into varying phases, guidelines may change and families will be notified.*
- OLGC will provide each student in PK-8 with one cloth mask, if needed. Parents may purchase additional masks/facial coverings for use.
- Fabric must cover both the student's nose and mouth, and remain in position either through fit (such as a buff/gator) or have elastic/ties to keep the mask attached to the head. Students should be able to put on and remove the mask independently.
 - Facial coverings may be homemade or disposable level one/basic grade surgical masks. At this time, face shields alone are not approved.
 - For younger students, lanyards are a great tool for keeping track of one's mask.
 - Facial coverings should be washed daily after wearing.

****Please Note:** If staff or students cannot medically tolerate masks/facial coverings as documented through written and signed verification by their personal physician, then they are not required to wear one. Verification must be presented to the school.

- ALL staff and students K-8 will wear face masks (unless unable to medically tolerate) while in the school building and during arrival and dismissal, until Michigan is cleared from face mask necessity. PreK will continue to only be required to wear masks in common spaces.



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Cleaning Protocols & Personal Hygiene

- Frequently touched surfaces (such as lightswitches, doors, hand railings, bathrooms etc.) will undergo routine cleaning each day.
- Student desks will be wiped down before classroom exchanges and frequently throughout the day.
- The Library, Computer Lab, and used Gym equipment will undergo cleaning after every class period.
- Student ipads will be continually sanitized as needed.
- Staff will wear appropriate PPE when performing cleaning activities with EPA-approved disinfectant or bleach solutions.
- Bulk ordering of PPE equipment (face masks, face shields, gloves, gowns, etc.) will be on hand for emergencies or if students/staff misplace their masks.
- The school building as a whole will undergo thorough cleaning daily and all cleaning supplies will be stored safely away from children.
- Adequate supplies and training will be provided to support healthy hygiene behaviors. *This includes soap, hand sanitizer, etc. Signs reinforcing proper handwashing techniques, in addition to, the appropriate way to cough/sneeze will be posted throughout the building.*
- Handwashing opportunities will be provided multiple times throughout the day.
- Extra hand sanitizing stations have been installed in common areas and will be checked routinely.
- Only the “water bottle fill stations” will be utilized at drinking fountains at this time.
- Teachers will limit sharing of personal items and supplies as much as possible. (All personal supplies should be clearly labeled with student names.) When supplies are shared, appropriate sanitation will be used to sterilize the items.
- Contactless IR thermometers will be used as necessary.

Mass, Sacraments, and Assemblies

- School Masses will continue following the AOD Mass Guidelines. A new weekly Mass schedule will be provided that allows for fewer students in attendance at one time. *Mass attendance will be updated as guidelines change.*
- Unless otherwise announced, no visitors will be allowed for school Masses during Phase 4.
- Sacraments will continue to be celebrated in the safest way possible.
- During Phase 4, no indoor assemblies, such as Spirit Rallies, that bring together more than one class will be held. *OLGC will continue to update and follow what the most current guidelines require as we move through phases.*



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Classroom Spacing, Movement, and Access

- We will space assigned desks as far as feasible within classrooms to allow for extra distancing.
- In classrooms where tables are used, students will be spaced further apart from other students in assigned spots.
- Alternative teaching spaces to accommodate social distancing guidelines may be considered.
- In Phase 4, Specials teachers may travel to homerooms to minimize student movement throughout the building. Students will still travel to the gym and library/computer lab for PE and Media.
- Signs and markings will be posted throughout the building to help remind everyone of proper distancing when needed.
- Extra visitors will not be allowed into the school except under extenuating circumstances at this time.
- Any adult guest entering the building will be screened for symptoms, expected to complete a [digital](#) or hard copy screening form at the office, wear a facial covering, and wash or sanitize their hands prior to entering. *OLGC will continue this protocol until advised otherwise.*
 - Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building. This is to assist with reporting or tracing any confirmed cases.
 - For adults who plan on doing regular volunteering such as lunch/recess duty, it is recommended that you make the digital form an icon on your cell phone for easy access. (A hard copy will also be available at the front desk if needed.)
 - Here are tutorials for both the iPhone and Android:
 - *How to create a website (google form) as an iPhone [home screen icon](#).*
 - *How to create a website (google form) as an Android [home screen icon](#).*
- All staff at lunch and recess will be trained in our safety protocols.

Lunch and Recess

- The Hot Lunch program will continue with social distancing guidelines. All lunch staff must wear barrier protection including gloves, face mask, and/or face shield.
- During Phase 4, grades K-4 will eat within their classrooms to limit congregating in close proximity with other students outside their homeroom. Grades PreK 4 and 5-8 will be safely socially distanced in the cafeteria. (K-4 lunchtime location will be reevaluated as we move into Phase 5.)
- At this time, edible birthday treats and sharing food items are not permitted.
 - Small trinkets, such as stickers, or a mass intention/donation would be some suggested substitutes.
- Students will be asked to sanitize their hands before and after eating lunch.



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- Students will continue to have outdoor recess daily (weather permitting). Students are asked to maintain social distancing guidelines. Masks are not required.
- Play equipment will be sanitized as normal.
- Lunch and recess parent volunteers are needed daily and should follow the [volunteer sign up process](#). All volunteers will be trained in our safety protocols.
- Grades 3 & 4 have shifted to eating lunch safely in the cafeteria, while PreK and grade 8 have moved to the Commons area.
- Birthday Treat change: store-bought, individually wrapped treats (such as a Starburst or Twinkie type desserts) may be brought in if the classroom policy allows for food birthday items.
 - Some classrooms have a standing, no-food birthday policy and encourage other trinkets such as pencils or stickers to celebrate.
 - No bakery or homemade items such as cupcakes or cookies are allowed at this time.

Accommodations for High Risk Medical Situations

- OLGC will continually review all current plans (AOD plans, Nonpublic School Plans, Medical Plans etc.) for accommodating students with special health care needs and update their care plans as needed to decrease their risk for exposure.
 - *Should your family have any immediate medical concerns or if your student is severely immuno-compromised/living with someone severely immuno-compromised (i.e. the doctor has identified this person as high risk) please notify Mrs. Hunt or Mrs. Fitch to assess whether we can support an individualized plan. Although we will not be able to accommodate every request, we will do our best to work with your family.*
- Students are asked as part of their supply list to bring disinfectant wipes, tissues, and paper towels to school. Extra hand sanitizer stations have been installed throughout the common areas in the school to encourage hygiene. OLGC is also encouraging students to keep hand sanitizer on hand as needed.
- All families are asked to do daily screenings at home to see if their children are showing any symptoms of infection such as temperature. If illness is detected, including a temperature of 100.4 or higher, the child must stay home per the guidelines previously mentioned. The school should be promptly notified.

Busing Transportation

- Students should follow the Plymouth-Canton Public Schools bus protocols.
- All busing companies have strict guidelines and expectations for cleaning protocols.
- All students and staff are expected to wear masks when riding the bus.
- All riders must use hand sanitizer before entering and upon leaving the bus.



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Latchkey Care

- OLGC will continue to offer Latchkey services. *More specific information related to Latchkey protocols will be confirmed as the school year draws closer.*
- All Latchkey staff will do daily self-check health screens and follow appropriate protocols.
- Students will be separated into small consistent groups and kept in separate and consistent rooms.
- Parents are to complete the screening process for their children so that upon arrival to their assigned Latchkey classroom, they are all set to attend.
- At this time, masks for students are ~~strongly encouraged~~ **required for K-8 students, unless eating snack or playing outside**, and increased distancing will occur.
- Staff will be wearing face masks/facial coverings until guidelines change.
- Students who exhibit symptoms, same as the school day requires, will be isolated until they can be picked up.
- In the event that a positive test occurs, this information should be shared immediately with the Latchkey Supervisor and School Principal.

Student Support Program

- Our Student Support teachers will continue to work with small groups and individual students who need support either in a pull-out capacity in their classroom or push-in capacity in the student's classroom.
- At this time, all students K-8 visiting the Student Support Room will need to wear a mask/facial covering. This is due to groups of students mixing.

Mental Health Support

- This school year will have a strong focus on coping and wellness skills as it is unlike any other.
- As families experience their own personal journey through this pandemic, please do not hesitate to contact our school counselor, Mrs. Fitch, for resources and assistance.
- If you need help explaining the purpose of wearing masks and preparing your child for them, there are many great resources right now. Try these [tips](#) from pediatricians. These helpful [videos](#) from Cincinnati's Children's Hospital or this PBS [video](#) are made for kids and explain about masks, washing hands, and social distancing.

Technology and Online Resources

- OLGC is prepared to implement best practices for distance learning should the need arise again. These best practices were created from the AOD's Task Force, OLGC's Distance Learning Task Force, and survey feedback from parents, teachers, and students.



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- OLGC currently has iPad devices for all Kindergarten through Eighth Grade students should distance learning occur again.
- We are expanding our online learning platforms to enrich our academics and provide seamless transition to distance learning should it occur again. Added programs include:
 - Freckle which offers online differentiated learning activities for K-8 in math, ELA/Reading, Science and Social Studies.
 - Renaissance Star Assessments: The AOD's new standardized platform choice which offers a complete view of student's growth in math and reading by providing formative assessments and interim growth assessments in a faster time frame. This platform also allows for remote testing, if Distance Learning is required.
- As a school team, we are increasing our staff professional development by reviewing virtual learning tools and techniques as well as participating in professional development through the AOD.

CYO Sports/Extracurricular Activities

- Procedures and protocols for athletics will follow MHSAA/CYO guidelines and will be communicated to our student athletes by our athletic directors and coaches. We will update you as soon as we know more. **CYO Winter sports have been paused until further notice.**
- **Band:** During Phase 4, rehearsals for small groups may take place for non-wind instruments (e.g., percussion, strings, etc.). Students must be physically distant. Rehearsals must occur virtually or outdoors for wind instruments (woodwinds and brass).
- **Choir, School Musical, Advent Program:** Due to ongoing health concerns, the AOD is asking schools to conduct such programs virtually or cancel them for the coming school year. If this status changes, it will be announced. Specific logistics for OLGC are being assessed and will be shared closer to the start of the school year.
- **Other Activities:** For other activities (e.g., robotics, chess club, etc.), the AOD states that schools must meet the current specific health and safety requirements. If such requirements cannot be met, these activities are to be conducted virtually or canceled. Specific logistics for OLGC are being assessed and shared as activities are proposed.

Distance Learning

If distance learning becomes required, either temporarily or in the short term, students will engage in both a blend of synchronous (live) learning and asynchronous (accessible any time) learning to provide both direct instruction and allow for flexibility in maintaining high quality education. **Individual student**



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quarantine will receive absent work to complete at home. The Distance Learning plan will only occur when whole school quarantine is required. Whole class quarantine will be determined by the staff and administration based on the grade level and circumstances.

We are mindful of the immense undertaking that online learning is for everyone. Please know that our teachers' dedication to our school, our mission, and our school families is stronger than ever. Using the recommendations for quality distance learning from the AOD's Task Force, the OLGC Distance Learning Task Force analyzed survey data and feedback from teammates to create our school's plan.

Our team thoughtfully designed a plan for potential distance learning to ensure a high-quality online education for all students. Parents and students will be familiar with the plan prior to implementation.

We recognize that there are many logistics and details of our school day that may still need to be finalized or adjusted as we begin in-person. As we continue to receive guidance from the state, AOD, and our planning committee, we will update you. We thank you for your support and patience as we navigate these new procedures. Please know of our continued prayers for our OLGC School family. Please do not hesitate to reach out to any of our school team with your questions or concerns at any time. We are here for you as One Faith, One Family, One School!



OLGC Parish School PRE-K Program Health & Safety Plan

In response to COVID-19, many requirements have been mandated and recommendations given specific to a daycare or preschool setting. This includes OLGC's PreK 3 and PreK 4 programs. In an effort to reopen for in-person learning, while keeping staff and students as staff as possible, this plan was created. School Administration and staff reserve the right to amend this plan as necessary. This plan was created based on current state mandated guidelines for preschool licensing. As guidelines change, OLGC will update and notify families.

Family Responsibilities

- Parents are to complete the online [PreK 3](#) or [PreK 4](#) Healthy Screener Form DAILY before bringing their student to school or upon arrival to school.
- Parents must notify the school office and keep their child(ren) home if ill or showing symptoms.
- Families are expected to report any known exposures to COVID-19 positive individuals to the school.
 - If the student or anyone in the household has been exposed to someone with COVID-19, the family of the student will need to confirm with the school administration that the student and/or household member has abided by the CDC's 14 day quarantine isolation period.
 - If a family member or the student is symptomatic or tests positive for COVID-19, please notify the office immediately.
 - OLGC is then required to notify the local health department and any families affected.
- Any student or staff member who shows multiple symptoms of COVID-19, have possible exposure, or test positive for COVID-19, must stay home until the individual is:
 - 1) fever free for 3 days or more without the use of medication that reduces fever AND;
 - 2) other symptoms have improved AND;
 - 3) at least 14 days have passed since the symptoms first appeared.
- Families are asked to review and follow [CDC information and guidance](#). **This guidance is often updated and OLGC will refer to the most updated guidelines.**

Monitoring Protocols

- Upon arrival each day, students will undergo a temperature check. If the student has a fever of 100.4 or higher or other symptoms, s/he will not be allowed in the building.



- Full day students will also have their temperature checked at lunch time, while constantly monitored by staff for COVID-19 symptoms.
- Staff will complete a daily health self-screener to monitor for symptoms.
- Parents must complete the appropriate online Health Screener Form each day either before arrival or upon arrival at school (see above.) Strict records must be kept according to local health care authorities.
 - If a fever or other potential COVID-19 symptoms develop during the school day, the student will be removed from the classroom and taken to the designated isolation room. Parents will be notified to pick up their child as soon as possible.

Arrival/Dismissal Procedures

Parents and students are asked not to gather on campus before and after school at this time. Please promptly return to your vehicles upon completion of drop-off/pick-up. Playgrounds are not open for use before or after school hours.

PREK 3:

- PreK 3 students will enter and exit the school through the doors on Penniman Avenue.
- Arrival Time is 8:00am (this is a delayed arrival time)
- Dismissal Time is 11:25AM

PREK 4:

- PreK 4 students will enter and exit the school through the PreK room on William Street.
- Arrival Time is 8:00am (this is a delayed arrival time)
- Dismissal Time is 11:25AM half day PreK 4 students and 2:30PM for full day students.
 - If you need to pick up your child at an earlier time, please call the school office or let your child's teacher know ahead of time.

GENERAL INFO:

- Doors will not be unlocked earlier than arrival or dismissal times for any reason, as teachers and aides are preparing the classroom for the day or finishing up the school day. If you need Latchkey for before or after school care, please contact the main office for more information.
- Parents/guardians are asked to wear a mask during drop off time, especially because they will be in close proximity to the staff and other parents bringing their children to school. **Wearing a cloth mask is a requirement, unless a person cannot medically tolerate it.**
 - Please be mindful of trying to stay 6 feet apart and line up along the sidewalk leading up to the PreK classroom.
 - Please do not line up too far ahead of time to limit the congregating of children and parents.
- The staff member who performs the morning health check will be wearing a mask. They will meet you at the door.



- In order for your child to be admitted into the school building, a parent **MUST** have completed the Daily Health Screener Form online first. If your child shows any symptoms, s/he will not be admitted into school.
- It is recommended that parents/guardians bring their own pen to sign in/out each day for personal protection. A pen will be on hand, but won't be sanitized between use.
- Parents, guardians, and siblings are not allowed inside the classroom at any time.
- Please be mindful of making an appointment to speak with the teacher on the phone if you have many questions or concerns, rather than saving them for drop-off/pick-up time. If you have a pressing matter, please call the school office.
- At pick up, a staff member wearing a mask will connect each child with a parent/guardian.
 - The teacher must be notified ahead of time if any change in pick-up adult occurs.
 - An email to the teacher with the name and picture of the new adult is recommended to make the procedure go more quickly.
 - The person must also be listed on the Child Information Card form as having permission to pick up.
- After drop off, we ask that you please return directly to your car. We are discouraging congregating with other families on school grounds for everyone's safety and protection.

Classroom Policies

- PreK students are not required to wear face masks in the classroom, but are encouraged to wear age appropriate face coverings in common areas, like the hallway. This is especially important for PreK 4 students who are in the main hallway.
 - If a child chooses to wear a mask/facial covering, they must be able to independently apply and remove their own mask. Masks will be stored in student backpacks, or on their hooks, when not in use during school time and sent home each day to wash. If a student is unable to wear a mask properly resulting in them frequently touching their mask and face, this outweighs the benefit of the mask and the child should not wear one.
- Staff will wear face coverings
- Activities will be held outside when possible.
- Physical distancing is practiced, modeled and encouraged in an age-appropriate manner with the understanding of the age group's maturity level itself.
 - In practice, this might look like encouraging students to develop independence skills like opening and closing their own snack/food containers, water bottles, putting on their coat and shoes etc. (Velcro shoes are recommended.) This also includes learning about one's personal space and respecting others.
- The use of sand/water and sensory tables are suspended until deemed safe.



- All toys and objects which cannot be easily cleaned or sanitized will not be used at this time. Cloth toys and cloth objects will be removed from the classroom until deemed safe to use them. This includes dress up clothes.
- The sharing of materials is minimized. Each student has a personal art supply box and should be labeled clearly with their name. If any materials are shared, they are disinfected as needed.
- Only the “water bottle fill stations” will be utilized at drinking fountains at this time.
- Regular handwashing with soap and water is practiced as is the use of hand sanitizer throughout the day as needed.
- Classroom windows will be open when weather permits to promote increased air flow.
- All surfaces/materials are cleaned and disinfected regularly, according to CDC and LARA cleaning recommendations.
- For Full Day PreK: Cots are spaced as far apart as possible and/or head-to-toe positioning. Students would not be allowed to wear masks during nap time.
- No classroom volunteers are allowed in the classroom at this time.
- Birthday treats (food or trinkets) are not permitted at this time.
- Field Trips are suspended at this time.

In the event of distance learning needing to occur, PreK3 will not be participating and those families will receive a tuition reimbursement for that time. PreK4 students will participate in our distance learning plan.

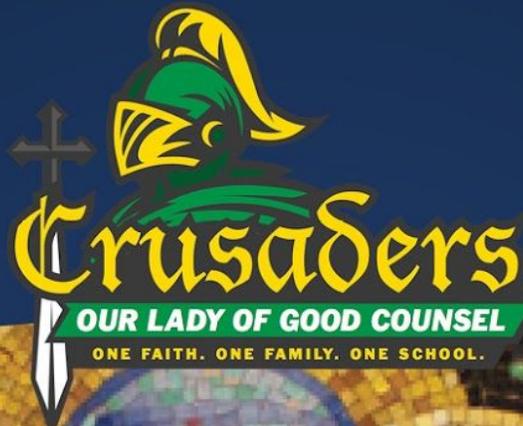
Pre K Program Agreement:

By signing below, I agree to abide by all the guidelines outlined in this plan. I understand the importance of following this plan as it relates to the overall safety of all students, families, and OLG staff. As guidelines change from the AOD and the Governor, OLG’s guidelines will be updated and families will be notified.

Print Name

Signature

Date



OUR LADY OF GOOD COUNSEL
PRAY FOR US.

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