



Mount Olivet Preschool

Family Handbook 2021-2022 School Year

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Welcome Letter from the Director

Dear MOPS Families,

As we prepare to reopen after being closed since March 2020, I want to reassure families that Mount Olivet United Methodist Church and Weekday Preschool staff and faculty are working closely with the Preschool Committee, the Trustees, and the Post-COVID Re-entry Group (PRG) (previously the "Healthy Church Team") to ensure that the environment is as safe and healthy as possible. As always, the teachers and administration at Mount Olivet Preschool (MOPS) are committed to providing a quality program that is safe, educational, and fun!

While many things will seem different with new procedures in place for safety of all, MOPS will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students by providing them with age-appropriate opportunities to create, explore, and learn in a safe, caring, Christian environment.

This Family Handbook explains our policies and procedures on all facets of preschool life, while considering the most current advice and mandates regarding the COVID-19 pandemic and proper childcare administration. Since this situation is constantly evolving, all procedures included in this handbook will remain as the "new normal" until further notice. We will make sure that all procedures are realistic and feasible for staff and children by following CDC (Center for Disease Control), guidelines as well as those put forth by the Virginia Departments of Social Services (DSS) and Education (VDOE), the Arlington County Health Department, and the Virginia Conference of The United Methodist Church. ***Please be sure to read through this document carefully and sign and return the last page electronically.***

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Family Handbook. They are in place to ensure that Mount Olivet United Methodist Church and Weekday Preschool (MOPS) is a safe and enjoyable place for your family.

Michele A. Liberty, M.Ed.
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1) Mount Olivet Preschool (MOPS) History and Philosophy

Thank you for choosing Mount Olivet Preschool (MOPS), a ministry of Mount Olivet United Methodist Church. Mount Olivet has been ministering to Arlington County's young children since 1954. The preschool was established in 1971 as a Mother's Day Out program and has grown to a half-day, week-day program serving the educational needs of up to 190 children each year, ranging in ages from 3 months to 5 years.

MOPS teachers nurture the social/emotional, academic, and spiritual needs of our students through loving Christian guidance, intentional research-based curriculum, and play-based instruction. Aligning to [Virginia's Milestones of Child Development](#), the MOPS curriculum develops growth in six key domains: social/emotional, approaches to learning, language/literacy, cognition/general knowledge, fine arts, and physical/health. Since families are the primary and most influential teachers of young children, MOPS partners with our families to provide the very best care for our students. We always value and strive to establish and maintain close partnerships with families.

Every child is a capable and competent learner who develops at her or his own pace, displaying unique characteristics and exhibiting an array of talents and interests - regardless of family background, culture, special need, experience, or ability. We strive to provide children with inspiring experiences that are consistent with the best practices and principles of early childhood education. We accomplish this goal in a safe, loving, and Christian environment with qualified and experienced teachers and staff. Our low student-teacher ratios and our teaching team approach enable us to nurture each child as an individual and to prepare each child for the next step in her or his preschool or elementary school experience.

2) Registering and Enrolling Your Child

All families who wish to register their child for the upcoming school year may do so online at <https://mountolivetumc.com/registration>. One (1) online form can be completed for all children being registered within the family. The Registration Fee of \$115 is required at the time of registering to ensure placement in a class or on the Wait List, depending on availability.

Upon receiving an enrollment offer, MOPS will send parents or guardians an offer email with a tuition and fees statement. All health, emergency, and enrollment forms for each child enrolling within a family for the 2021-2022 school year were sent electronically in April to the email listed on the Registration form; the completed enrollment and emergency documents are due back by May 15th. The exceptions are physical/immunization reports that are due by the first day of school. Detailed

instructions and explanations were in the initial email sent in April. This handbook will be available online as soon as possible. Families will receive an email directing them where to find the document.

All forms should be returned through email or mailed to the preschool.

Please Note: In the event that a class is at full capacity and a child cannot be placed, MOPS will offer to place that child on the waiting list that is valid for the 2021-2022 school year only. We are sorry that we cannot always meet the needs of families when requested; we will make every effort to find placement for your child throughout the school year. You will be notified via email when an opening becomes available.

3) Teacher Qualifications and Student/Teacher Ratios

All MOPS employees are required to complete 16 hours of child development training each year, including training on mandatory reporting, COVID readiness training, health screening training, First Aid/CPR, and EMAT certification, as well as having completed the Virginia 10 Hour Preservice training and Virginia's required Health and Safety course prior to employment. Additionally, staff must be at least 18 years of age and pass/maintain the required Virginia background checks. The Director and Assistant Director have Master of Education degrees, while Lead Teachers have bachelor's degrees and/or ten (10) years of experience minimum.

All faculty report to the Preschool Director, who oversees preschool operations, enrollment, and special events throughout the school year. The Assistant Director manages the day-to-day activities, student attendance, and student records. The Preschool Director is supported by a Preschool Committee, which includes the Mount Olivet UMC Director of Children's and Family Ministries, the Parents Group Board president, parent representatives, and up to two MOPS teachers.

Only qualifying faculty may be placed in a supervisory role (counted in ratio) in charge of children. MOPS will always meet the required Virginia staff to student ratio, with the goal of surpassing those ratios to provide more individualized attend and education for our children.

Age Group	VA DSS/DOE Ratio	MOPS' Goal Ratio
0 to 16 months (Infants)	1 teacher to 4 children	1 teacher to 3 children
16 to 24 months (Toddlers)	1 teacher to 5 children	1 teacher to 4 children
24 to 36 months (2s)	1 teacher to 8 children	1 teacher to 5 children
36 to 5 years (3s - 4s)	1 teacher to 10 children	1 teacher to 8 children
5 years to 9 years (5s)	1 teacher to 20 children	1 teacher to 10 children

4) Fee and Payment Policy

MOPS implements the following policies and procedures for tuition payments:

1. A non-refundable Registration Fee of \$115 per child is due upon registering.
2. A non-refundable Down Payment is due within 30 days of accepting an enrollment offer; the amount is 1/10th of the total tuition due for the year.
3. In addition to the Down Payment, monthly payments of 1/10th of the total tuition due for the year are due on the 10th of each month of September through May.
4. If an account is 30 days past due, a reminder email/letter will be sent home. If an account is 60 days past due, a 5% (of the tuition amount due) Late Fee will be charged. If an account is 90 days past due, an *additional* 5% (of the tuition amount due) Late Fee will be charged. If an account is 120 days past due, the child will be disenrolled; **all** tuition and late fees due up to that date will be due.
5. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings, holidays (including Thanksgiving, Christmas, snow days, and Spring Break), or ***emergency-related closings mandated by the state/local government/police/DHS, like a pandemic.***
6. If you desire to withdraw from school before the end of the 2021 - 2022 year, you must provide thirty (30) days written notice of your intent to withdraw. Tuition continues to be charged during the notice period and until the end of the calendar month in which the end of the notice period falls, even if the child is not attending. For families paying in advance, tuition will be prorated, and a refund will be issued.
7. To ensure your child's enrollment, parents must re-register their child(ren) for the following year.
8. It is understood that there will be an annual tuition increase each July at the start of the fiscal year.
9. There is a 2.5% convenience charge for payments paid online via credit card, and a .5% convenience charge for payments paid online via ACH. Checks may be mailed to the preschool; however, plan for the extra time for traveling by post in order to ensure timely arrival.

5) Nondiscrimination/Inclusion Policy

Admissions to Mount Olivet Preschool (MOPS) shall be made without regard to race, culture, ethnicity, sexual orientation, gender identity, family or socioeconomic status, mental ability or health, or faith history. To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at MOPS by making necessary accommodations to meet the child's specific needs. If a parent wishes to have a para-professional attend school with their child or visit to observe, please contact the preschool director to discuss how best to accomplish this.

6) Required Enrollment Documentation

In accordance with the Virginia DSS/DOE and MOPS policy, the following documentation is required for each child prior to attendance:

1. Proof of Identity (birth certificate or passport - prior to start of first year at MOPS)
2. A current physical on the Virginia School Entrance Health Form (renew annually)
3. A current immunization record (updated bi-annually for children under the age of 2 years, and annually for children above 2 years of age) that complies with [Virginia Code 32.1-46](#). Once available, COVID vaccinations are suggested in order to loosen preventative measures; however, consult your child's physician first.
4. Emergency Contact document with parent(s) information, at least 2 emergency contacts, and pertinent health/allergy information
5. Allergy Action Plan, IEP, etc., if applicable
6. Authorized Pick-up List
7. Student/Family Information Survey
8. Financial Agreement
9. Special permissions forms

Please Note: All information listed above is maintained in a secure cabinet in the Preschool Office and is only available to staff with a direct need-to-know.

7) Naptime at Mount Olivet Preschool

Since MOPS is a half-day preschool, a designated naptime is not included in the daily schedule. However, in the Infants and Toddlers program, children sometimes do fall asleep. Depending on where the child falls asleep (quiet time mat in classroom or in the teacher's arms), teachers may choose to sit with the child, or a teacher may move the child to the portable crib in the adjoining room, monitoring the child carefully in accordance with Virginia DSS/DOE's safe sleep practices in both instances.

8) Playground Safety

During preschool, teachers will spread out to view all sections of the play areas and supervise all children in that area. Teachers will perform Name-Face checks periodically: leaving classroom, leaving the building, upon arrival to the play area, during play time, before leaving the play area, entering the building, and before entering the classroom.

Please dress your child for a fun day of running, jumping and sand box play every day, especially with closed-toed shoes. Families are welcome to play on the playground after 1:30 pm when preschool is done for the day. Please encourage your child to follow the same safety rules as those they learn in school.

- NEVER, NEVER leave your child unattended in your vehicle or anywhere on Mount Olivet property!
- Only an adult should open the gate; please be sure it closed behind you.
- No climbing on fences, benches, the "umbrella pole," or trees, please.
- Please take turns using equipment.
- Have fun *inside* playhouses, not on top.
- The chain ladder to the slide structure is for 2s and above.
- Everyone enjoys a good slide: One child at a time, sitting, and downwards.
- Keep sand in the sand box (as much as possible). Do not throw sand.
- Sand toys should be used for sand only and be used in the sand box area.
- Please put toys back in the toy box before leaving.
- No pretend weapons on Mount Olivet property.
- A receptacle is available for all trash.
- Glass should not be brought into the play areas.

9) Safety Information

Your child's safety at Mount Olivet Preschool is always our primary concern. All MOPS staff will do our best to ensure that your child has a safe and enjoyable school year, but we do need your assistance. MOUMC/MOPS administration will walk the building and premises periodically to ensure that the environment is safe and secure for all children, faculty, staff, and families.

Emergency Evacuation Drills, in which all exit the building, will be performed monthly. Shelter-In-Place Drills will occur every two (2) months, with Emergency Weather Drills occurring each quarter.

The Arlington County Fire Marshall and Health Department shall inspect the premises annually.

All sinks and water fountains will be tested for lead and safe drinking standards every five (5) years.

Please read the following safety reminders carefully:

- Please drive slowly and carefully on neighborhood streets that surround the preschool--especially on North 15th Street and North Woodstock Street.
- Please do not block driveways on the local streets. We want to be good neighbors to the families who live close by.
- NEVER, NEVER leave your child unattended in your vehicle or anywhere on Mount Olivet property! Even if you plan to be parked for only a few minutes (i.e. in the 15th Street playground circle), please do not leave your child alone in your car.
- Mount Olivet church and the Virginia Department of Transportation have made efforts to help you safely transport children across 16th Street from the parking lot to the church. Due to heavy and sometimes fast-moving traffic, however, it is imperative that you ***always hold your child's hand*** and use extreme caution when crossing 16th Street.
- The semicircular driveway at the 15th Street playground entrance will be closed to traffic from 9:30 a.m. until 1:00 p.m. Parking here is restricted to drop-off only and is reserved for drivers with special parking passes issued by the Preschool Office.
- Interior doors permitting access to areas of the building used by the preschool (upstairs and main-level classrooms and the play space in Fellowship Hall) have security locks. Interior doors are locked each day between 9:30 a.m. and 1:00 p.m., except for some special events.
- Parents, caregivers, and others who want to enter the preschool during the school day when interior doors are locked must call the preschool office to arrange entrance during school hours.
- During the 2021-2022 school year, late drop-off will not be permitted. All students Must drop-off between 9 and 9:30 am.
- NO RUNNING inside the building, please! The only exception to this rule is during supervised recreational time indoors. In Fellowship Hall, children may not play on the stage.
- Children are not allowed to play on any staircases or use the elevator without supervision.
- MOPS will be outdoors as often as weather permits for classes and play. Please get into the habit of putting sunscreen on your child before school begins, since MOPS does not keep any on hand.
- Please remove all medications from your child's diaper bag or backpack, unless giving to the teacher (see #18 for the authorized medication administration during school hours policy). This includes all over-the-counter

medications (Tylenol, Motrin, etc.) and items such as diaper ointment, sunscreen, and hand lotion.

- After an authorized adult, 18 years of age or older, has signed your child out from the designated drop-off point (playground area), that adult is responsible for the child. Since the Pick-up process is a time of congregation among families, it is easy to become distracted; please watch young children carefully since young children can move quickly.
- Families are welcome to use the 15th Street playground after school has ended, typically at 1 :30 pm when the building closes; however, a responsible adult must supervise children playing there. Please ask your children to follow the same rules that we use on the playground during the school day.
- For the safety of our children, security cameras are in use throughout the preschool and church in hallways and public areas. The footage is maintained by the church administrator and the preschool director.
- All visitors must report to the Preschool Office. If teachers see an unknown visitor anywhere on the premises (in the building or outside on the playground), they will notify the Preschool Office.
- Balloons and glassware are not permitted at preschool, even for special events such as class parties or birthday celebrations. These materials are a safety and licensing concern, as the pieces can cause a choking/safety hazard.
- Please obtain permission from your child's teacher before taking photographs or making videos of children engaged in any aspect of the preschool program, including classroom activities, playground time, field trips, etc. Please do not post photos of children (other than your own) on websites such as Facebook, Twitter, or YouTube.
- Note that the school staff can photograph your child only in accordance with the parameters parents agreed upon in the *General Permission Form*.
- Once again, please remember that MOPS has a "no-nuts" policy that includes all offsite functions (field trips, school-sponsored picnics, parties, etc.), as well as on-site classrooms and spaces used by our children.

10) Handwashing

Upon entering Mount Olivet United Methodist Church/Preschool, all staff, faculty, students, and family members will wash their hands properly, following the CDC's handwashing guidelines:

1. Wet hands with water.
2. Apply enough soap to cover all hand/wrist surfaces.
3. Rub hands together and scrub everywhere.
4. Wash the front and back on your hands, in between your fingers, and under your nails.
5. Rinse hands thoroughly with water.
6. Dry hands completely using a single-use towel or air dry.
7. Wash for at least 20 seconds (Sing *ABC Song* once or *Happy Birthday Song* twice).
8. Use Hand sanitizer when soap and water is not available. Sanitizing stations are located throughout our facility.

Hands will be washed:

- a. Upon entering the building from outside
- b. Upon returning to classroom from another part of the building
- c. After blowing nose, coughing, or sneezing
- d. Before/After meals and snack, as well before/after food preparation
- e. Before/After sensory play
- f. After restroom use and diapering
- g. After caring for the sick
- h. After touching garbage
- i. Other instances as determined by the faculty

For more guidance, refer to the CDC Handwashing poster at:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/global-covid-19/314181-U_COVID-19_HandWashingBucket.pdf.

11) Cleaning, Sanitizing and Disinfecting

All rooms in the Mount Olivet building that were used during the day will be cleaned that evening by the cleaning company. All hard and high-touch surfaces will be cleaned periodically throughout the day, before and after use, as well as at the beginning and end of each day. Frequently touched surfaces include tables, doorknobs, light switches, countertops, handles, toilets, faucets, sinks, etc. Outdoor equipment will be routinely cleaned, but do not require disinfecting, unless a specific incident occurs.

In accordance with the CDC's recommendations, faculty/staff will first clean the surface or object with soap and water, then will disinfect with an [EPA List N Disinfectant for Coronavirus \(COVID-19\)](#). If a disinfectant from the list is not available, then [.01% Chlorine Solution](#) will be used per the CDC's recommendation.

Any toys that go into a child's mouth will be disinfected according to CDC guidelines. All surfaces and toys will be sprayed prior to leaving the room at the end of the day.

All multi-child use-sensory bins, soft toys, pillows, dress-up clothes, and non-permanent rugs will be put away until the CDC determines it is safe to bring any such item back into the preschool environment.

12) Face Coverings

All adults and children 5 years and over are required to wear a face mask in accordance with the CDC's guidance. Therefore, children in the 4s and 5s programs at MOPS are also required to wear a face mask throughout the day, except when eating/drinking. Children in the 2s and 3s programs are highly encouraged to wear a face mask as much as possible when outside their classroom, especially when traveling through the halls. Children in the toddler/young 2s class will not wear a face covering per the CDC's [guidance](#) since any face covering may pose a breathing risk to children under 2.

Every child in the 2s - 5s programs should arrive at school wearing a clean cloth face mask or unused disposable face mask.

Each student should bring at least two (2) extra face masks in their backpack on the first day of school. The masks will be stored in a plastic baggie in the child's cubby, labeled with the child's name, to ensure a clean mask is available when needed. Used face masks will be placed in the child's backpack, labeled USED. Families are expected to replace the face mask with a clean cloth face mask or unused disposable face mask by next class.

If you or a family member needs a mask, please email the director prior to your arrival at school, and one will be provided for you.

13) Social Distancing

Each class is considered a “family” or “pod.” Each “family” will socially distance from other “families” to assure safety as much as possible in the halls and on the playground. Children will be encouraged to maintain reasonable space from each other. Classrooms will be rearranged to allow for reasonable social distancing based on the specific activity. Classes will not intermix and will be taught by the same teachers as much as possible. Enrichment teachers will go to each classroom, sanitizing hands prior to entering a classroom, or “families” will travel to a designated spot on the playground to have enrichment class outside.

14) Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e. ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100.4 degrees, etc.) will not be admitted into the building or play areas until the symptoms are resolved. It is a danger to other children and staff members at our facility.

Please Note:

- If you have any doubts about your child's health, please call the preschool office at 703-527-5508 during school hours or the director at 703-209-8407 after hours to be sure they may attend.
- In accordance with the [Code of VA](#), **Please** call the director's call at 703-209-8407 within 24 hours or next business day if your child or any member of the immediate household develops a communicable disease as defined by the State Board of Health, except for life threatening diseases that must be reported immediately.
- If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and **it is necessary for the health of all that the child be picked up within one (1) hour of notification.**
- Please refer to Section 17 for COVID-19 specific guidelines.

The child will be permitted to return once symptom-free/fever-free -- his/her temperature is normal for 24 hours **without aid of fever-reducing medication.** Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent

home with one of the above health concerns, they will not be permitted back to MOPS without a doctor's note. The doctor's note must be on their letterhead/prescription pad and must specify that the child can return to school because they are no longer contagious.

Since children are only in school 4 hours a day, MOPS does not administer non-emergency medication. If a child requires medication during school hours, please contact the director in advance to determine how best to accomplish this on MOPS premises by a parent/ guardian.

If a child has an allergy or other medical condition that may require emergency treatment or medication, like an epi-injection, the Preschool Director will contact the child's parents to review the child's medical history. The Preschool Director may ask parents to complete a specific Medical Action Plan and have the child's pediatrician sign. If necessary, a meeting between parents, the child's teacher(s), and the Preschool Director can be set up to review the child's situation.

15) Medication Administration during School Hours

MOPS faculty and staff do not administer non-emergency medication, like pain, allergy, and cold medications. However, some staff and faculty are trained to administer Emergency Medication, like inhalers and epi-injectors for emergency use only. Emergency medication for severe allergies/conditions should be kept on location at MOPS. Faculty will keep these products in the classroom Emergency Backback in a plastic baggie, labeled with the child's name, medication name and expiration date and directions from the physician (Authorization form) as to How to properly administer the medication. Since Epi-injectors often require multiple doses before first responders arrive, please send multiple doses to MOPS at the beginning of the school year with the correct administration forms.

16) Inclement Weather and Other Closures Policy

As a rule, MOPS follows Arlington County Public School's (APS) lead regarding weather closures. Therefore, please monitor local news and the Arlington County Public Schools Alert Hotline for potential closures:

<https://www.apsva.us/emergency-alerts/>. Understanding that MOPS families may have different needs than APS, the Preschool Director retains the

discretion to deviate from APS on a case-by-case basis as best suits our family's needs.

In all cases, decisions to deviate from the standard policy will be made with the best interests and safety of preschool students, staff, and parents in mind. Parents will be notified of any deviation from this policy via HiMama and/or a phone call from preschool staff or Room Parents. Please notify your caregivers and anyone who may regularly drop off or pick up your children about this policy. In other kinds of emergency situations that might require closing the preschool or dismissing children early, MOPS will use HiMama and/or the preschool's GMAIL account for bulk notifications.

If APS announces that they will be **closed** due to inclement weather, the preschool will also be **closed**.

If APS announces a **2-hour delayed opening**, MOPS will **open at 11:30 a.m.** and close at 1:15 p.m. Parents should send their children to preschool with a lunch. Snack will not be served that day. Any scheduled enrichment classes, field trips, special visitors, or special events will be cancelled.

After MOPS has opened, if APS announces an **early dismissal** because of weather conditions, MOPS will **close immediately**. Parents will be expected to pick up their children right away. In these circumstances' parents may not receive an individual phone call; staff will send a HiMama notification.

17) COVID-19 Notification/Closure Policy

If a staff/child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if a staff/child has been in close contact with a person diagnosed with COVID-19 OR if a staff/child tests positive for COVID-19, MOPS requires that staff/child to stay home for at least 14 days OR until the Arlington Health Department determines that it is safe to return to school.

Please let the Preschool Director know of any **potential exposure immediately**. A potential exposure means being in a household or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 15

minutes OR had direct contact with an infected person (i.e., hugged them, shared utensils, or was sneezed/coughed on).

If there is a positive case of COVID-19 in a child or an adult who has been present at the Mount Olivet United Methodist Church premises, MOPS will seek guidance from/inform:

- Arlington County Health Department,
- Virginia Department of Social Services,
- Mount Olivet church administration, including the District Superintendent,
- MOPS families via the appropriate email letter in the appendices.

Mount Olivet United Methodist Church/Preschool administration will follow the guidance of the Arlington County Health Department to determine if a closure is warranted and for how long. The Mount Olivet Community will be notified accordingly. If MOPS closes for an incident, the building will be thoroughly cleaned by the cleaning company and faculty will provide distance learning lessons via ZOOM, HiMama, email, and/or phone calls.

Please note that an incident does not affect the tuition payment schedule.

18) COVID-19 Symptoms Occur During School Hours

Families of a child showing COVID-19 symptoms (fever, cough, shortness of breath) should keep that child and siblings at home for at least 14 days OR until the Arlington Health Department determines that it is safe to return to school.

Please let the Preschool Director know of any potential exposure immediately.

Please note that per CDC recent recommendations, [quarantining](#) may not be required for those who "have no symptoms and either had COVID-19 and recovered or have been fully vaccinated"; this Handbook is written with language that assumes these qualifiers do not exist.

If a staff/child shows signs of COVID-19, the following will occur in accordance with the CDC Guidance (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/childcare-providers-quick-guide-print.pdf>):

- Continually **monitor for signs** of COVID-19: cough, fever, headache, diarrhea, vomiting, shortness of breath, chills, sore throat, loss of taste/smell, muscle pain, runny nose, lethargy, poor appetite, etc.
- Calmly and discreetly, **separate the child from the class to L1 on the Lower Level by the 16th Street entrance**, ensuring that all staff/faculty, as well as the child (over 2), are wearing a face mask and are practicing proper social distancing.
- Inform Director (Assistant Director or Floor Supervisor if Director is unavailable), who will then notify the Church Administrator, the Arlington Health Department, Virginia DSS, the District Superintendent, and families (via email per guidance of previous paragraph).
- Other classmates will be moved to another room until families arrive.
- That classroom will be closed off for 24 hours and then reopened so that cleaning company can do a deep clean, focusing on high touch areas and areas traveled by children.
- Director will implement contact tracing strategies by noting where child was and whom he/she was in contact with, ensuring that the child's privacy is always maintained.
- Quarantining and closures will be based on the guidance of the Arlington Health Department, Virginia DSS, the District Superintendent, as well as the CDC: Arlington Health Department, Virginia DSS, the District Superintendent.

19) Personal Belongings

At this time, children may not bring any personal belongings to school, aside from what is approved. No share toys or personal items from home will be permitted at this time. If a child requires a security item, like a lovey or blankie, please contact the director immediately to set up a meeting to determine how best to accomplish this safely.

Note: Toy weapons, balloons, and glass are *Not* permitted on MOPS premises.

Children should have two (2) to three (3) sets of extra clothes (including shoes and face masks) at school; these items will be stored in a zip-loc baggie, labeled with the child's name. Staff will send soiled items home, which should be replaced the next school day.

Please bring the following **each** day:

- A healthy snack: **peanut and tree-nut free**, stored in containers easily managed by your child with minimal intervention from staff, and pre-cut for easy eating if needed. Note: Teachers will only help open containers; no cutting or heating is permitted.
- A healthy lunch: **peanut and tree-nut free**, stored in containers easily managed by your child with minimal intervention from staff, and pre-cut for easy eating if needed. Note: Teachers will only help open containers; no cutting or heating is permitted.
- Two (2) filled water bottles/thermos. Note: Small water bottles are available in the preschool office, if a child drinks what is brought from home.
- Diapers/pull-ups, if your child uses them, labeled with your child's name.
- Diaper cream/powder, if your child uses it, labeled with your child's name AND a completed Authorization form for the specific product.
- Baby Wipes, if needed, labeled with your child's name.
- Toddlers: If your child is accustomed to a pacifier, please bring one to school, tethered to their shirt. Teachers will periodically clean when needed.

20) What to Wear

Please dress your child in comfortable play clothes that are best suited for the day's weather and **a messy day of play!**

For the sake of your child's safety and licensing, sensible, close-toed shoes that are appropriate for both indoor and outdoor play are highly recommended. Flip-flops and sandals are not good choices for a fun day of preschool play! Additionally, please bring extra clothes, Just in case... and be sure to label all items of clothing with your child's name.

21) Parking Lot Usage for Pick-up AND Drop-off

Only families with a pregnant caregiver (with a permit posted in the front window) are authorized to use the 15th Street Drop-off Circle, since families will be waiting for health checks near that circle.

Please Use Extreme Caution when driving OR walking in the Circle!

All other families should park in the Church Parking Lot in a spot labeled CHURCH ONLY. Carefully walk to a Health Check Point, taking children by the hand. All families will receive a map of parking lot usage flow; please adhere to flow direction to reduce confusion.

If a crossing guard is on duty, follow his/her direction, AND Watch Crossing streets and driveways carefully! Young children forget so we need to be the example!

22) Preschool Hours

Preschool office hours are from 8:30 am - 1:30 pm, Monday through Friday. The director can be reached via email at preschool@mtolivet-umc.org throughout day. The playground areas will not be available until 9 a.m. when drop-off begins.

The Playground, Lawn, and 15th ST Circle gates will be opened to preschool families after 1:30 pm when the school is closed. The 15th ST entrance door will be locked at 1:30 for security reasons.

23) Drop-Off Procedures

All children must be dropped off between 9 and 9:30 am; *no late drop offs will be permitted during the initial reopening phase.* The Preschool Director will notify you if or when these procedures are modified.

For the health and safety of all, children/family members who are sick OR showing symptoms must stay at home.

All staff, children and caregivers entering the building **must** have a health check done by staff **before** entering play areas or the building, which includes a temperature check using a touchless thermometer. This process also includes answering questions about the health of those entering the building, recent travel, and the health of their household members.

- 1) Go to a Health Check Point PRIOR to entering a play area or the building (possible locations: 16th ST Porch, Glebe RD fenced in lawn entrance, 15th ST fenced in lawn entrance). ***If an area is getting crowded, please try another.***
- 2) Obtain a Health Check for the attending child(ren) PLUS one (1) caregiver for Toddlers and 2s entering the building.
- 3) Check in child via HiMama phone app.
- 4) Drop-off child:
 - a. **Toddlers and 2s:** One (1) Caregiver with the child will enter the building at the Glebe RD Preschool Lobby entrance with the child - wash hands of self and child - drop-off child in classroom - Exit via the 15th ST Playground exit. ***Please do not backtrack through the building.***
 - b. **3s Program:** Drop-off child at Playground; teachers will bring children to classroom at 9:30 after washing hands upon entering.
 - c. **4s and 5s Program:** Drop-off child at the Glebe RD fenced in lawn; after morning playtime, teachers will bring children to the classroom after washing hands upon entering.
 - d. **If you have both a Toddler/2-year-old AND a 3/4/5-year-old, drop off the older child before entering the building with the youngest.**

24) Pick-Up Procedures

Starting at 1 pm, classes come to their designated Pick-up location: **Todds/2s/3s** - the fenced in lawn AND **4s-5s** - Playground. All families should park in the Church Parking Lot and walk to the appropriate pick-up location **Without** entering the building. The 15th ST circle gates will remain closed for pick-up to ensure the safety of children moving from one location to another. Staff will assist families to ensure this process goes smoothly.

If you believe that you may arrive after 1:30 pm to pick-up your child. Please message the Director via the HiMama phone app or call the Preschool Office as soon as possible so that arrangements can be made. Please note that a Late Pick-Up fee may occur for chronic lateness or if arriving after 2 pm.

25) Visitors

Visitors will not be permitted in the building at this time. Enrichment classes will be held in the classroom or outside. Paraprofessionals will be permitted if they pass screening procedures and follow protocol. Only one (1) caregiver will be admitted to escort Toddler/2s to their classrooms after completing the Daily Health Check.

26) Field Trips/Special Events

Field trips or special events/gatherings will be planned on a case-by-case basis in order to ensure the safety of all involved. Until notified otherwise by the Director, Parents Group Board and Preschool Committee meetings will occur via ZOOM.

27) School Pictures in the Fall

School pictures of each child are scheduled on October 6th, 7th, and 8th, 2021, with LifeTouch. The schedule and room assignment will be announced closer to the event. All ordering and purchasing will be performed by families online via LifeTouch, although photos will be sent to the school and distributed by faculty.

LifeTouch has strict safety guidelines: The two photographers will wear face masks, have a barrier between their stations, and faculty will assist with posing the children, not the photographers. Also, the picture area will be cleaned between classes. Up to ten (10) children from a class will go to the picture classroom and will be socially distanced while waiting their turn. A floater teacher will assist with the organization of the process. After individual photos, a photographer will go to each classroom to take class photos. Please view LifeTouch's safety video at

<https://www.youtube.com/watch?v=FO3HDhw0lc>.

Note: Only children currently enrolled in MOPS will be able to participate in the 2021-2022 school pictures, and No Sibling photos will be taken. Sorry!

28) Parties and Celebrations

Birthday parties require at least one (1) weeks' notice to your child's teacher to secure an outside party spot. **No Outside Food Is Permitted** for this school year. MOPS will provide a healthy snack, like mini frozen popsicles, for the event. This treat will be at no extra cost for families. Enjoy!

29) Getting Acquainted

Working with the Director, the Parents' Group Board (PGB) provides many opportunities during the year to meet our staff, other parents, and your child's classmates. These may include before-school-starts visitation or play dates, Back-to-School Night, class coffees and get-togethers, Parents' Group Socials, Stay & Play days, and other volunteer activities. More information will be provided via email announcements or through your child's Room Parents. We encourage families to participate.

30) Family Communications

The Preschool Director has an open-door policy. Please feel free to schedule a time to speak with her about your child in particular or about the preschool program in general. If she is not immediately available, staff will arrange a good time for you to meet. You may also contact the Preschool Director at any time by phone at (703) 527-5508 or by email at mliberty@mtolivet-umc.org. Teachers post daily schedules and announcements on class bulletin boards and whiteboards via HiMama. They also provide monthly lesson plans for parents.

Parent-Teacher conferences for 3s, 4s, and 5s are held each year in January. In addition, all MOPS parents may request to meet with their child's teachers at any time during the year; please arrange this through your child's teacher or the Director.

During the school day, please direct all communications to your child's teachers to the Preschool Office. We will then relay messages, and someone will be back in touch with you if necessary. Teachers cannot take phone calls or check text or email messages during school hours while they are caring for your children.

The school distributes class rosters and a school-wide directory in October. We send email announcements and reminders about schoolwide events and other

news that might be of interest to our preschool families. If you want to contact the school about a message that you have received, please email the office directly at preschool@mtolivet-umc.org address for a timely response (not the GMAIL address that appears on bulk messages).

Room Parents are a valuable link between teachers and parents. If you are interested in volunteering to be a Room Parent, please talk to your child's teacher at the beginning of the school year.

31) Parents Group Board and Volunteer Opportunities

MOPS is fortunate to have a very active Parents' Group; we encourage all parents to join. This group, under the leadership of a Parents' Group Board, works very closely with the Preschool Director to support school activities, such as fundraising and outreach efforts, parent education seminars, social functions, and administrative tasks. Members of the Parents' Group Board will be listed each year in the school directory that is distributed to all families in the fall. In addition to participation in the Parents' Group, other volunteer opportunities include signing up to be a Room Parent, assisting with special activities in the classroom, chaperoning a field trip, or sharing a special skill or hobby.

Paid work as a substitute teacher is also available on an as-needed basis. Please see the Preschool Director for more information.

32) Licensing and Insurance

Mount Olivet Preschool has a religious exemption from both Arlington County and the Commonwealth of Virginia that is renewed annually; the license is posted in the Preschool Director's Office. The VA DSS inspects the school annually at a minimum. Additionally, MOPS is inspected by the Arlington County Fire Marshall and Health Department annually. Since MOPS is a mission of the Mount Olivet United Methodist Church, the facilities and staff are fully ensured through the church.

Appendix A: Daily MOPS Health Sample Questionnaire

These questions are to screen for people who could transmit the virus causing COVID-19 or other potentially communicable illness. The information will remain confidential and reviewed only by the Preschool Director/Assistant Director daily, as well as by local clergy, the District Superintendent, the Bishop, the Chancellor or the Department of Health as needed for possible contact tracing.

Please return the completed form by email to Preschool@mtolivet-umc.org each morning you and/or your child are at the preschool OR complete using the HiMama app on your smartphone.

For the health and safety of all, children/family members who are sick OR showing symptoms must stay at home.

Please circle YES or NO for each question below.

1) Have you or your child traveled away from your regular living area to another state or outside the country in the past 14 days? YES NO

If YES, did you isolate at least fourteen (14) days prior to returning to MOPS? YES NO

2) I acknowledge that I or my child have not had any of the following symptoms of COVID-19 in the past 14 days: (Please circle YES or NO)

- Fever, feeling hot or feverish YES NO
- Shortness of breath or difficulty breathing..... YES NO
- Chills or repeated shaking with chills..... YES NO
- Persistent cough out of the norm..... YES NO
- Flu-like symptoms, like Diarrhea or intestinal upset..... YES NO
- Fatigue..... YES NO
- Sore throat..... YES NO
- Headache YES NO
- Muscle pain..... YES NO
- Recent loss of taste or smell..... YES NO

3) I or my child have not tested positive for COVID-19, nor are we awaiting test results, nor have I or my child tested positive and have not subsequently had complete resolution of COVID-19 symptoms. YES NO

I will immediately notify the Preschool Director if I or my child develops symptoms after attending class, entering the building, or gathering at the play areas. I and my child will avoid contact with others and will seek medical attention if symptoms do occur.

Caregiver Signature: _____

Child's Name: _____

Caregiver's Name: _____

Contact Cell/Email: _____

Completion Date: _____

Appx B: Notify of a positive case/exposure in MOPS.

INSERT DATE

Dear Mount Olivet Preschool Community:

The Mount Olivet Church/Preschool administration is informing families that a student or staff member has been diagnosed with coronavirus disease 2019 (COVID-19). This person was on the school premises on **[DATE]** and did have direct exposure with other members of our community.

MOPS will remain **OPEN/CLOSED** during this time. We are working closely with the Arlington Health Department to identify anyone who had close contact with the person to determine if they might have been exposed to the virus that causes COVID-19. If you or your child are identified as having been potentially exposed, the Arlington Health Department might contact you. If the health department is experiencing a high number of COVID-19 cases, they might not be able to call everyone who was potentially exposed. People who have had close contact with this person (within 6 feet for a total of 15 minutes or more over a 24-hour period or had direct exposure to respiratory secretions) should get tested for COVID-19; monitor for cough, shortness of breath, a temperature of 100.4°F or higher, or other [COVID-19 symptoms](#); stay home (**even if you test negative**), and physically distance from others at all times for 14 days from your last contact.

VDH recommends that people who have been potentially exposed stay home for 14 days after their last exposure. This is the safest option. If they cannot stay home for the recommended 14 days after exposure and do not have symptoms, they may leave home earlier. Counting the date of last exposure as Day 0, they may leave home after Day 10 without testing; or, after Day 7 with a negative PCR or antigen test performed on or after Day 5. If leaving home before the recommended 14 days, it is very important to continue monitoring for symptoms and following all other recommendations (e.g., wear a mask, watch your distance, wash hands often) for the full 14 days after exposure. If you have recovered from COVID-19 or been fully vaccinated for COVID-19, you might not need to stay home but should still watch for symptoms for 14 days and continue to wear a mask, watch your distance, avoid crowds, and wash your hands. If you are not contacted by the health department, the person diagnosed with COVID-19, or us, and you do not have COVID-19 symptoms, you do not need to stay home or exclude yourself from activities at this time.

Parents should continue to monitor their child's health and the health of their families for COVID-19 symptoms. Children with COVID-19 generally have mild, cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported in some children.

Children with certain underlying medical conditions, such as chronic lung disease or moderate to severe asthma, serious heart conditions, or weak immune systems, might be at higher risk for severe illness from COVID-19. The Centers for Disease Control and Prevention (CDC) is also learning more about a rare but serious condition called [Multisystem Inflammatory Syndrome in Children \(MIS-C\)](#). MIS-C is associated with COVID-19, but the cause of the condition and the individuals at highest risk are still unknown. Contact your child's healthcare provider regarding any concerns.

Those who develop COVID-19 symptoms should stay home and contact their healthcare provider to be evaluated and arrange for testing. A list of [COVID-19 Testing Sites](#) is also available to find the nearest testing location. If your child has been exposed to or diagnosed with COVID-19, please report this to your school. This information will be kept confidential.

Schools continue to utilize CDC recommendations on [Reopening Guidance for Cleaning and Disinfecting Public Spaces](#) to reduce viral transmission and keep our children and school personnel healthy and safe. Parents and family members can assist this effort by promoting healthy behaviors and following these practices:

- Stay home from school or work if sick, even if symptoms are mild.
- Avoid close contact with people who are sick.
- Put at least 6 feet of distance between yourself and other people.
 - This is especially important for people who are at [higher risk](#) of getting very sick (e.g., older adults and anyone with a serious chronic medical condition, such as heart disease, diabetes, or lung disease).
- Avoid crowds and large gatherings.
- [Wear a mask](#) (also known as a cloth face covering) whenever you are with people who do not live with you.
 - Certain people should never wear a mask. Masks should not be put on children under the age of two or used by people who have trouble breathing, are incapacitated, or who are otherwise unable to remove the mask without help.

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes with a tissue (or sleeve), and then throw the tissue in the trash. Immediately wash your hands with soap and water for at least 20 seconds.
- Clean and disinfect surfaces that are often touched.
- Get the COVID-19 vaccine when it is available to you. Children under the age of 16 will be offered COVID-19 vaccines only after the vaccine is tested and authorized by the Food and Drug Administration (FDA) for use in children.
- Take care of your health overall. Stay current on your routine vaccinations (including the flu vaccine), eat well, and exercise to help your body stay resilient.

The Virginia Department of Health provides [information about COVID-19 for parents and schools](#) and [frequently asked questions \(FAQs\)](#) about schools. The CDC offers [tips](#) to keep children healthy during this time. The Virginia Department of Education produced [COVID-19: A Parent Guide for School Age Children](#) and provides additional considerations for [students with disabilities](#), [guidance for military families](#), and [social emotional wellness for parents and caregivers](#).

Sincerely,



Michele A. Liberty, M.Ed.
Preschool Director

Appx C: Notify of a positive case but no exposure in MOPS.

INSERT DATE

Dear Mount Olivet Preschool Community:

The Mount Olivet Church/Preschool administration is informing families that a student or staff member in our school has been diagnosed with coronavirus disease 2019 (COVID-19). This person [was/was not] on the school premises on [DATE]. The local health department has determined there was no exposure to students or staff while at school.

Although there was no reportable exposure to students or staff while in school, parents should continue to monitor their own health and the health of their families for [COVID-19 symptoms](#). Children with COVID-19 generally have mild, cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported in some children.

Children with certain underlying medical conditions, such as chronic lung disease or moderate to severe asthma, serious heart conditions, or weak immune systems, might be at higher risk for severe illness from COVID-19. The Centers for Disease Control and Prevention (CDC) is also learning more about a rare but serious condition called [Multisystem Inflammatory Syndrome in Children \(MIS-C\)](#). MIS-C is associated with COVID-19, but the cause of the condition and the individuals at highest risk are still unknown. Contact your child's healthcare provider regarding any concerns.

A person needs to be tested if they had close contact with someone with COVID-19, even if they do not have symptoms. VDH recommends that close contacts of someone with COVID-19 quarantine (stay home) for 14 days after their last close contact with the person with COVID-19. This is the safest option. Close contacts who are not able to stay home for the recommended 14 days after their exposure and who do not have any symptoms, may leave home earlier. Counting the date of last exposure as Day 0, they may leave home either after Day 10 without testing; or, after Day 7 with a negative PCR or antigen test performed on or after Day 5. If leaving home before the recommended 14 days, it is very important to continue monitoring for symptoms and following all other [recommendations](#) (e.g., wear a mask, watch your distance, avoid crowds, wash hands often) for the full 14 days after exposure. If you have recovered from COVID-19 or been fully vaccinated for COVID-19, you might not need to stay home but should still watch for

symptoms for 14 days and continue to wear a mask, watch your distance, avoid crowds, and wash your hands.

Those who develop COVID-19 symptoms should stay home and contact their healthcare provider to be evaluated and arrange for testing. A list of [COVID-19 Testing Sites](#) is available to find the nearest testing location. If your child has been exposed to or diagnosed with COVID-19, please report this to your school. This information will be kept confidential.

Schools continue to utilize CDC recommendations on [Reopening Guidance for Cleaning and Disinfecting Public Spaces](#) to reduce viral transmission and keep our children and school personnel healthy and safe. Parents and family members can assist this effort by promoting healthy behaviors and following these practices:

- Stay home from school or work if sick, even if symptoms are mild.
- Avoid close contact with people who are sick.
- Put at least 6 feet of distance between yourself and other people.
 - This is especially important for people who are at [higher risk](#) of getting very sick (e.g., older adults and anyone with a serious chronic medical condition, such as heart disease, diabetes, or lung disease).
- Avoid crowds and large gatherings.
- [Wear a mask](#) (also known as a cloth face covering) whenever you are with people who do not live with you.
 - Certain people should never wear a mask. Masks should not be put on children under the age of two or used by people who have trouble breathing, are incapacitated, or who are otherwise unable to remove the mask without help.
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes with a tissue (or sleeve), and then throw the tissue in the trash. Immediately wash your hands with soap and water for at least 20 seconds.
- Clean and disinfect surfaces that are often touched.
- Get the COVID-19 vaccine when it is available to you. Children under the age of 16 will be offered COVID-19 vaccines only after the vaccine is tested

and authorized by the Food and Drug Administration (FDA) for use in children.

- Take care of your health overall. Stay current on your routine vaccinations (including the flu vaccine), eat well, and exercise to help your body stay resilient.

The Virginia Department of Health provides [information about COVID-19 for schools and parents](#) and [frequently asked questions \(FAQs\)](#) about schools. The CDC offers [tips](#) to keep children healthy during this time. The Virginia Department of Education produced [COVID-19: A Parent Guide for School Age Children](#) and provides additional considerations for [students with disabilities](#), [guidance for military families](#), and [social emotional wellness for parents and caregivers](#).

Sincerely,



Michele A. Liberty, M.Ed.
Preschool Director

MOUNT OLIVET PRESCHOOL Family Handbook Receipt Form

Dear Mount Olivet Families,

Please thoroughly review the Family Handbook, which contains the policies and procedures for Mount Olivet Preschool for the 2021- 2022 school year. Please note that these procedures may change, in which case, an email will be sent advising of the change. After reading the Handbook, please sign/complete this form and email it to the school at preschool@mtolivet-umc.org as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,
Michele A. Liberty, M.Ed.
Preschool Director

I, _____ (print your name), the parent/
guardian of _____ (child's name),
hereby acknowledge receipt of the Mount Olivet Family Handbook for 2021-2022.

I have read and agree to adhere to all the policies and procedures set forth in this Handbook.

Parent/Guardian Signature: _____

Parent/Guardian Date: _____