



Pandemic Parent Handbook 2021 - 2022

This handbook is to help guide parents of Good Shepherd Lutheran School during a pandemic. This handbook is subject to change based on updates made by Federal, State, and Local authorities, Good Shepherd Lutheran Church or Preschool leaders. We follow all rules, regulations, and requirements of the Virginia Department of Education, as well as recommendations of the local, state, and federal government for the health and safety of students, families, and staff. Please refer to the Waiver of Liability for specific information. It can be found on our website: www.gslcva.org/preschool.

Building Access

Following the recommended social distancing guidelines, no parents, adults (other than staff), or visitors of any age (except enrolled students in their "Bubble" classroom with their two assigned teachers) are allowed in the preschool wing or surrounding indoor areas at any time.

Cleaning Protocols

Classroom surfaces, toys, equipment, and toilets will be cleaned and disinfected as required. Custodial services will disinfect the classrooms surfaces, restrooms, and preschool wing surfaces every evening. Ionizers are operational in the preschool wing.

Teachers and Staff

All teachers and staff are required to have the COVID-19 vaccination. Teachers and staff will complete a COVID-19 health checklist and temperature check at the start of every school day with the Director. All teachers and staff must wear a clean mask at all times. Frequent handwashing is required throughout the day. Disposable gloves will be used for all sanitizing. Teachers and staff will be required to stay home for the required quarantine period if they have tested positive for COVID-19 or been in close contact with a person testing positive for COVID-19. A clearance note from their physician will be required. Staff members with symptoms of COVID-19 will not be able to return to school until they have been evaluated by a healthcare professional and have a written confirmation from the HCP that they may safely return to school. Staff will practice social distancing guidelines and avoid exposure during off duty hours.

Health Requirement Message

Good Shepherd Lutheran School is required by the Virginia Department of Health and Department of Education to report any child, parent, or staff member that becomes ill with COVID-19.

The School Director will immediately call the Health Department to make our report. The Director will follow their guidance to determine how Good Shepherd Lutheran School responds to the case, including school closure, and when that individual may safely return to school.

Tuition Payments

The September tuition payment was made at Registration. The May 2022 payment is due August 30. The remaining October – April tuition payments are due on the first school day of each month. These payments will be collected from you in the daily car line.

Tuition will not be refunded for missed days of school. We will adhere to closure directives by the Health Department related to COVID-19, and will follow the guidelines of the VDSS, State, Federal, and Local authorities, Good Shepherd Lutheran Church or Preschool leaders.

Students

Students will be required to wear a clean cloth mask daily at all times. The school will provide a new mask if needed. The exception is when they are eating snack or drinking water (see "Outdoor Activities"). The mask will remain on the child when they return to the vehicle at the end of the school day.

Students will be required to wash their hands in the classroom upon arrival. Increased handwashing throughout the school day will be needed as they move from one activity to another. This includes our pre-pandemic policies of handwashing prior to eating or drinking, after toileting, after outdoor activities, etc.

Student Supplies

All parents are asked to provide a water bottle, labeled with your child's name, for their use daily. Your child will bring this water bottle home every day.

No personal articles or backpacks are allowed at school. Only a jacket, coat, hat, gloves, water bottle, emergency clothes (see below), and the provided Good Shepherd school bag are permitted.

Please have your child bring a change of clothing: Top, bottom, underwear and socks. Thank you for placing them in a plastic or paper bag to remain in their school bag. Accidents happen in all ages! We treat them as accidents. However, following pandemic guidelines, children must master their routine toileting unassisted.

Good Shepherd is providing each child a personal plastic school case containing scissors, glue sticks, crayons, and age-appropriate tools for writing and art.

Social Distancing

Staff will follow the recommended social distancing procedures provided by the Virginia Department of Health. Staff and children will strive to maintain social distancing in the classroom, open indoor areas, and during outdoor activities. Our teachers and staff all desire to implement these directives in an understanding, nurturing manner. However, if a child is unable to understand the concept, or his/her behavior is putting others at risk, the Director will request an immediate conference with the parents.

Classroom "Bubble"

Each classroom will be a "Bubble." To reduce the risk of possible transmission, only the two assigned teachers to that classroom and the enrolled students will be allowed at any time in that Bubble (emergencies excluded). Teachers will not move from one classroom to another. Staff and visitors will not enter the School Office. Visitors are not allowed in the school wing (See "Building Access" above.)

Snacks

Good Shepherd Lutheran School will daily provide nut-free snacks for each child. No snacks can be brought from home. Teacher will use sanitation guidelines when handing out snacks. Children will drink water from their personal water bottle. Water fountains are considered unsafe during the pandemic.

Outdoor Activities

Outdoor time for learning and play activities will be utilized as often as possible, weather permitting. Classes will not interact on the playground, in the parking lot, or other play areas. The teachers implemented many new and creative outdoor activities during our March – May session, which will continue to be used. Teachers may be able to provide some outdoor activities where masks can be safely removed.

Arrival and Departure Car Line

Arrival

- The car line will begin promptly at 9:15 a.m.
- Vehicles will enter the lower (preschool) parking lot following the signs.
- Place a sheet of paper (such as copy paper size) on the dashboard in front of the driver with the child's first name, and the class name (i.e. Dinosaurs, Rabbits) in **bold, large letters** for quick reference. Note: It is sometimes difficult to see in the vehicle with weather, glare or window tinting.
- The enrolled child must be sitting on the left side, when possible, behind the driver. If children are carpooling, the second child (or more) will then move to that spot after the first child has left the vehicle.
- Everyone in the vehicle (excluding children under 2) must be wearing a mask upon arrival.
- The driver will lower the student's back window and a 2-second non-contact temperature scan will be made with the child remaining in the seat. Please remove your child's hat/hood on the way to school to avoid the child becoming over-heated and thus ensure a more accurate temperature. . It also assists in taking their temperature as quickly as possible.
- **Parents are required to review the Daily Health Screening form each morning before arrival. Bringing the child to school affirms that the parent has read, understands, and is abiding by the Daily Health Screening policies.**
- The child will step out of the vehicle, with assistance, and be guided to the awaiting teacher. **Parents and all riders must remain in the car.** Child(ren) will be escorted to the classroom, entering from the outside classroom door.

Departure

- At 12:15 p.m., please follow the same drive-in procedure, with the child's name/class visible at the dashboard window.
- Children will be escorted to your vehicle.
- One parent, or other approved adult, will exit the vehicle to place and secure the child in the car seat.

Daily Health Screening

- **Within the last 24 hours, has your child exhibited a fever or chills, cough, shortness of breath, difficulty in breathing, fatigue, muscle/body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, new loss of taste or smell?**
- **Has your child or anyone in your home, come into contact with anyone who has tested positive with COVID-19, or is awaiting COVID-19 results?**

School Closings and Delays

For the safety of the children and our staff, we may need to cancel, delay, or dismiss classes throughout the School year when necessary. We rely on Fairfax County to determine the closing of schools during inclement weather, or for any other reason. When Fairfax County Public Schools close, we also close.

FCPS closings are announced on its website (www.fcps.edu) and on local TV and radio stations.

If Fairfax County schools open two hours late, classes meet from 11:15 a.m. to 1:15 p.m.

If Fairfax County schools close quickly during the morning hours, you will need to pick up your child up as soon as possible. If our school must close quickly, parents and caregivers will then be notified by phone.

Please feel free to call the office if you are in doubt about the weather conditions at Good Shepherd. Our School policy is not to make up or provide refunds for missed School days due to bad weather and other events.

Holidays

The following are the holidays for this school year 2021-2022:

Monday, October 11	Monday, February 21
Monday – Tuesday, November 1-2	Friday, March 4
Wednesday – Friday, November 24-26	Friday, April 1
Monday – Friday December 20-31 (2 weeks)	Monday - Friday, April 4-8
Monday, January 17	Friday/Monday, April 15 & 18
Friday/Monday, January 21 & 24	

The staff values our parent/school partnership and appreciates your concerns. We need to be socially distanced, but the teachers and I hope we can all stay connected!

In our new preschool environment, the mornings especially will be devoted to preparing for the children's arrival and transition, and I may not be at my desk to answer emails. If you have a message for that morning, please call the school office line 703-437-4511 to leave a voicemail. Thank you! - - Kathy

A pre-pandemic Parent Handbook (2019-2020) with detailed information on our Christ-centered program and policies can be found on our website in the FAQ section.

Please download, sign, and date the required next page. Thank you for returning it with your other school documents no later than Monday, August 30 at 2:00 p.m.

Pandemic Parent Handbook

2021 - 2022

I have read, understand, and will support the school policies as stated in the **Pandemic Parent Handbook for the 2021 – 2022 school session.**

Parent Signature

Printed Parent Name

Date Signed

Enrolled Child's Name