

July 20, 2020

Dear WEE School Families,

We are so excited for the start of another WEE School year! Preparations are already underway as we eagerly anticipate the arrival of your children. We appreciate the opportunity to work with your children and are thankful for your support of this ministry. There are a few changes at WEE School this year due to COVID-19 that we would like to make you aware of. We hope communicating this information now will help you in planning for the start of the school year.

Included are two forms. One is a guideline and procedure form, which explains what we will be doing differently to keep your child and our staff safe. A release form is also included. Both forms need to be signed and returned by **August 7th** if you plan to keep your child enrolled in WEE School. If you have questions about any of these changes, please call Joy Stallings or Crystal Modlin.

We understand that even with these changes some of you may not feel comfortable with your child attending WEE School. If your child is not going to attend, call Teresa West at the church office (252) 946-8074 as soon as possible so we can issue you a registration refund. No registration refunds will be given after **August 14th** due to the purchase of supplies and materials. This is a one-time exception due to COVID-19.

We take seriously the responsibility of providing your child's early education experience in a safe and faith-based setting. Our goal is for each student to leave WEE School well prepared for kindergarten. Thank you for partnering with us and entrusting us with this high calling. We look forward to growing with you!

Joy Stallings, WEE School Director (252) 944-8072

Crystal Modlin, WEE School Lead Teacher (252) 944-5891

**First Baptist WEE School of Washington
2020-21 COVID-19 Release Form**

Child's Name (Printed): _____

Parent Name (Printed) : _____

Address: _____

Please answer the following questions and initial each response:

*I will notify FBC WEE School of Washington if my child has a Fever, Shortness of Breath, Dry Cough, Sore Throat, Loss of Taste or Smell, or any other symptoms that are specifically consistent with COVID-19.

Yes _____ No _____ Initial _____

*I will not send my child to FBC WEE School of Washington if they are exhibiting any symptoms that are consistent with COVID-19 and understand that they cannot return to school for a minimum of 14 consecutive days if they, or anyone living in their immediate household, test positive for COVID-19 at any time during the 2020-21 school year.

Yes _____ No _____ Initial _____

*I will notify FBC WEE School of Washington if my child has been in direct contact with or exposed to another person who has been diagnosed with COVID-19.

Yes _____ No _____ Initial _____

*I will notify FBC WEE School of Washington if my child travels outside the US or to a region affected by COVID-19.

Yes _____ No _____ Initial _____

Please initial the following:

*I am knowingly and willingly giving permission for my child to attend FBC WEE School of Washington during the COVID-19 pandemic with the knowledge that they are following guidelines, to the best of their ability, to minimize the risk of transmission. _____ (Initial)

*I release the FBC WEE School of Washington and First Baptist Church Washington, from any responsibility associated with my child being exposed to COVID-19. _____ (Initial)

Please initial the choice that applies to your child IF your child is 3 years or older:

YES, I choose for my child to wear a mask, provided by me, the parent, while at school. _____ (Initial)

NO, I choose for my child to NOT wear a mask while at school. _____ (Initial)

I verify all responses on this questionnaire form to be honest and accurate:

Parent Name (Please Print) _____

Parent Signature: _____ Today's Date: _____

First Baptist WEE School of Washington
COVID-19 Procedures and Guidelines for 2020-2021 (Subject to Change)

1. Drop off will now be Vehicle drop off from 9:00am – 9:15am*. We ask that you enter from the Second Street entrance and form a single line to our covered entrance. Your child's temperature will be checked and the WEE School Staff will unload your child and escort them to class. To make it easier on all, please have your child seated behind the driver or passenger seat, on the second row. Please do not block driveways on 2nd, Main, or Academy Streets.
*Note: Time frame is subject to change.

2. The WEE School Entrance and Drop Off will be closed and locked at 9:15am. After 9:15am, you will need to bring your child to the FBC Church office using the Harvey Street entrance. Your child's temperature will be checked and a WEE School Staff member will come and escort your child to class.

3. All WEE School staff will wear a Face Covering during Drop Off and Pick Up and will wash their hands with soap and water upon arrival. All WEE School staff will have daily temperature checks before school begins. Any staff member with a temperature above 100 must remain out of school until their temperature has been normal for a minimum of 24 hours, without the use of fever reducing medication, and they are showing no symptoms consistent with COVID-19.

4. All students will have daily temperature checks, before entering the building, each day that school is open for students. Any student with a temperature above 100 will not be allowed in the building and must remain out of school until their temperature has been normal for a minimum of 24 hours, without the use of fever reducing medication, and they are showing no symptoms consistent with COVID-19.

5. Any staff member or student who has been absent, for any reason, must have their temperature checked upon arrival and their temperature must be 100 or below in order to return to school.

6. No staff member or student can return to school for a minimum of 14 consecutive days if they, or anyone living in their immediate household, test positive for COVID-19 during the 2020-21 school year.

7. Students will wash their hands with soap and water after using the bathroom and hand sanitizer will be used as needed throughout the school hours.

8. All hard surfaces, bathroom areas, door handles, etc. will be sanitized on a daily basis and all rooms and work areas sprayed daily with disinfecting spray.

9. We will have Chapel/Music on Mondays and Tuesdays at 9:30. 2s and 3s will be in the Music Room and 4s will be in the Sanctuary.

10. The Playground schedule will be set up to minimize the number of children on the playground at the same time.

11. The Pick-Up guidelines will be as follows: 2 yr olds will be picked up from their classroom outside door; the 3 yr olds will be picked up from the playground. On inclement weather days, the 3 yr olds will be picked up from the bottom of the ramp, under the covered entrance. The 4 yr. olds will be picked up from the covered entrance steps.

12. Tuition Payment may be mailed in, taken to the church office or handed to the WEE School Staff during Drop Off.

13. All visitors, including parents, will be required to have their temperature checked and complete a questionnaire before entering the building. Visitors, including parents, will be limited to two (2) and should not be in the building for more than 30 minutes. All visitors, including parents, will be encouraged to wear a face covering while in the building. Two adults of the child's family may attend their child's birthday party. Seasonal class parties will be for students only.

14. All COVID-19 procedures and guidelines will be effective on the first day of school on Tuesday September 8, 2020 and will remain in place until deemed as necessary and are subject to change.

I have read and understand the proceeding COVID-19 Guidelines and Procedures for 2020-21 at the First Baptist Church WEE School:

Parent Name (Please Print): _____

Parent Signature: _____

Today's Date: _____