



Dear Parents and Guardians,

We are so excited to be able to DO preschool this Fall. There were moments when we all wondered what the future for school would be, but we are happy to report that we will indeed be meeting this Fall! Yay!

There are some changes, naturally, to the way the school is run and some of our policies. The biggest ones, and the ones we have gotten the most questions about are in this letter. We hope this letter helps relieve some anxieties and prepare our parents and students for Fall as much as possible. As always, if you have any further questions or need to talk, the Staff at NCP is always happy to talk.

Thank you for choosing NCP and I really look forward to meeting and seeing everyone soon.

Sincerely,

Naomi Passarelli, Director of Northwood Christian Preschool

### **Drop off/Pick Up**

#### **Drop Off:**

Due to current government regulations, we are asking that parents/guardians do the following for drop off:

1. Come to the outside back and side doors (rather than going inside the building) to drop off your child. This means you will park in front of the building and then follow the cement walkway to the left of the main doors.
2. Parents/guardians and other family members should stay a minimum of 6ft away from other families during drop off.
3. Face coverings are required for family to wear during drop off.
4. Say goodbye to your child outside the door and try not to enter the classroom. A teacher or aide will greet you at the door, take attendance, and get your child ready for the day after you say goodbye. (This will be

challenging for many parents and littles. Our staff is here to help you create a simple quick routine of saying goodbye. A hug or kiss to your child will reassure and teach them they are safe.)

5. Teachers will perform a visual health check of students upon arrival. We encourage you to take your child's temperature at home and do not bring them if they seem ill.
6. Drop off and Pick Up times are staggered to avoid having too many parents/guardians at the same time. Therefore, it is very important that you drop off your child on time! We lock doors at 8:30 am so if a drop off is later than that, the parent/guardian will have to let the front office know in order to be let into the classroom.

Classroom doors open at

- 8am (Green Classroom)
- 8:15am (Yellow Classroom)
- 8:30am (Blue Classroom) and drop-off should happen as close to that time as possible so children are set up for a successful start to their day.

### **Pick Up**

Dismissal is at

- 12:00 (Green Classroom),
- 12:15 (Yellow Classroom) and
- 12:30 (Blue Classroom). Students will be packed up and ready for pick up at the main front doors under the covered entry. (If the weather is bad students will be just inside the entryway). Parents may drive up to the entry, load their student in their car and then pull forward.

If parents wish to walk up to the front entry to pick up their student, please maintain social distancing and let the teacher bring your child to you. Once again, face coverings during pick up are strongly encouraged since social distancing can be challenging.

If you are going to be late picking up your child please call the church office **(541-746-2790)** and expect a \$10 late fee.

Your child will have a hook outside their classroom with their name on it where they can leave their backpack. Please make sure there is always a change of clothes in it. When your child enters the classroom they will wash their hands, then they will be invited to participate in one of the activities happening in the classroom.

### **Face Coverings**

Students under age 12 do not have to wear face coverings. Staff has the option to wear face coverings and may choose to wear them. It's important to make sure your children are aware of what face coverings are and why some people may be wearing

them. If you have not already had those discussions with your children please try to prepare them since there will be people in our building that are required to wear them (maintenance, office, and administrative staff).

### **Cleaning**

Keeping objects and surfaces in a child care setting as clean and free of pathogens as possible requires a combination of:

1. Frequent cleaning; and
2. When necessary, an application of a sanitizer or disinfectant.

NCP will follow a daily routine schedule of cleaning, sanitizing, and disinfecting.

Cleaning, sanitizing and disinfecting products will not be used in close proximity to children, and adequate ventilation should be maintained during any cleaning, sanitizing or disinfecting procedure to prevent children and caregivers/teachers from inhaling potentially toxic fumes.

Toys that cannot be cleaned and sanitized will not be used. Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion will be set aside until they are cleaned by hand with water and detergent, rinsed, sanitized, and air-dried. Play with plastic or play foods, play dishes and utensils, will be closely supervised to prevent shared mouthing of these toys.

Machine washable cloth toys will be used by one individual at a time. These toys will be laundered before being used by another child.

Indoor toys will not be shared between groups of infants or toddlers unless they are washed and sanitized before being moved from one group to the other.

### **Class Size**

Because of new regulations we have to limit our class size. As a result our Preschool Team has decided to open a new third classroom. This classroom will be organized, scheduled, and run like our other classrooms.

### Tuition

As a result of needing to open a third classroom and therefore hire additional staff to keep our school safe, we will also need to increase tuition. We want our school to be accessible to everyone and strive to have a high quality program that isn't about making a profit, but is about our community and our wonderful families.

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#### **Tuition rates for 2020-2021 are as follows:**

Two Day 3/4 year old program will be \$155/month

Three Day 4 year old program will be \$200/month

We hope you understand that in these difficult times we have made the best possible decision we can while remaining safe and staying open. If you have any further questions or concerns regarding the tuition change please call or email Preschool

Director Naomi Passarelli.

541-746-2790

info@ncp.school

### Open House

Because of the new restrictions, we have to minimize contact between families and often will not permit parents/guardians into the classrooms. However we still want parents to meet the teacher, see the classroom, and get their child acclimated. So instead of simply having families drop in all at the same time to mingle in the classrooms, we are offering a time slot in which families (if they sign up) can come visit the classroom and meet the teacher.

Once again, we are asking that all adults wear a face covering and we also ask that only one parent/guardian attends with their child.