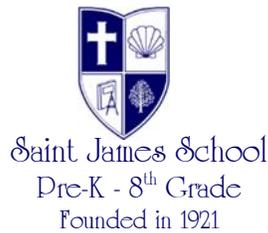




**Return to In-Person Learning Plan  
2020-2021  
Pre-Kindergarten Program**



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Dear Pre-Kindergarten Families,

Over the past several weeks I have been working closely with our administration, facilities personnel, school nurse, and other members of our school staff to analyze best practices for safely welcoming our Pre-Kindergarten students back into our classrooms this fall. Utilizing many of the same ideas and safety protocols that the Kindergarten - Grade 8 school is implementing, please be assured that we are keeping everyone's health and safety at the forefront of our decision making. In addition, all plans being implemented for the fall will be in line with state requirements set by the Connecticut Office of Early Childhood (OEC), and in many cases will exceed the state mandates. As always, your child's safety and well-being is our top priority.

While our Pre-Kindergarten program will look different than in years past due to the safety measures we are taking, we will continue to provide age-appropriate academic learning and foster the skills that our students will need to become caring members of our community. We will work on communication skills, taking turns, and being kind to others. Students will participate in whole class and small group activities to foster social and academic skills. Our day will include circle time, snack, learning stations, recess, lunch, rest time, music, and art. Students will practice social skills such as listening and following directions, sharing space, displaying self-control, and expressing feelings with appropriate words. There will also be a focus on developmentally appropriate learning skills such as letter/number recognition, rhyming, fine motor skills, problem solving, counting, patterns, and spatial awareness. My teachers and I are committed to making this a great year of school for your child/ren.

After you have had a chance to fully review this document, please do not hesitate to reach out to me with any questions. As you might suspect, our plans and procedures will continue to evolve over the next several weeks as we undoubtedly will receive more information from the Governor, the Archdiocese of Hartford, and local health experts. Any updates to the information presented here will be communicated to your family in a timely manner.

Thank you again for choosing Saint James School to be your partner in the academic and spiritual upbringing of your children as we navigate and meet the challenges of the 2020-2021 school year together.

Sincerely,

Mrs. Laura St. Jean  
Pre-Kindergarten Director



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A 2010 U.S. Department of Education Blue Ribbon School



# Saint James School Pre-Kindergarten

## In-Person Learning Plan for 2020-2021



**Face Coverings:** Guidance from the Connecticut Office of Early Childhood (OEC) suggests that students in this age category do not need to wear masks in a school setting. Out of an abundance of caution, however, Saint James School Pre-Kindergarten students will be required to wear a mask or appropriate face covering when they enter the building each morning and at **select times** throughout the school day when distancing from a teacher or group of classmates may not be feasible. The school will provide lanyards to which students can attach their masks when not in use. All faculty and staff in the Pre-Kindergarten program will wear a mask in the building. If you wish for your child to have their mask on at all times, staff will assist in accommodating your wishes. Masks may include pictures, but no writing or slogans please.



**Classrooms:** Following the mandate from the OEC, Pre-Kindergarten class sizes will not exceed 14 students. Furniture and tables will be spaced throughout the classrooms for maximum physical distancing. We are carefully considering classroom areas and assessing the use of other space in the building.



**Morning Arrival:** Morning arrival will remain at 8:00 a.m. To maximize physical distancing, each class will have its own entrance into the building. Touchless temperature checks will be conducted each morning for staff and students prior to entering the building. All staff and students will utilize hand sanitizer upon entering the building.



**Dismissal:** Half-day students will be dismissed at 11:00 a.m. Due to the procedure of dismissing students in a safe manner, dismissal time for full-day students will be at 1:50 p.m. Students will be dismissed through their assigned doorways by their teacher. More specific information will be provided as we get closer to the start of school.



**Snack/Lunch:** Students will be given a seat assignment for mealtimes. Students will be physically distanced at tables and will need to bring items that they can open on their own. This will eliminate teachers handling your child's food. Parents may need to unpackage items and put them in baggies or containers that are easily opened by their child. It would be helpful if students start practicing now for this.



**Cohorts:** The Connecticut State Department of Education recommends utilizing cohorts to mitigate the risk of spreading COVID-19. Each class will be considered a cohort in our Pre-Kindergarten program.



**Outdoors:** Knowing the importance of gross motor play and fresh air, students will be spending extended periods of time outdoors, weather permitting. Individual classes will use the playground at separate times. Playground equipment will be sanitized after each classroom use.



# Saint James School Pre-Kindergarten

## In-Person Learning Plan for 2020-2021



### Health Practices & Protocols:



All absence calls will be taken by the Pre-Kindergarten Director, Mrs. St. Jean. *Please call in absences by no later than 7:45 a.m.* Mrs. St. Jean will be consulting with Saint James School's nurse, Mrs. Vignati. As an employee of the Manchester Board of Education, Mrs. Vignati has been making preparations for the upcoming school year based on state requirements and Town of Manchester guidelines. As per state requirements, an "isolation room" has been identified in the Pre-Kindergarten building to utilize for any Pre-Kindergarten student or Pre-Kindergarten staff member who exhibits COVID-19 symptoms. A teacher will stay with the student in this "isolation room" until dismissed (immediate pick-up of child will be required). Parents/guardians are required to contact their child's health care provider for further evaluation. A doctor's note is needed before the student/staff member can return to school.

Students and staff members are **required to stay home** if exposed to, or tested positive for, COVID-19, or if travel has occurred to any of the CT DPH current list of COVID-19 hotspots. In addition, students and staff members are required to stay home if experiencing other illnesses that are not related to COVID-19. These include, but are not limited to, sore throat, fever, cold/flu symptoms, gastrointestinal symptoms, strep throat, and any new and/or untreated rash or skin conditions in need of antibiotic treatment. A doctor's note is required to confirm these conditions are not related to COVID-19 before returning to school.

Signage reminding students of safe practices will be posted in classrooms, hallways, bathrooms, and other common areas throughout the school.

We strongly encourage families to conduct a health screening with your child prior to coming to school each morning. It is required for your child to remain at home if he/she exhibits any symptoms of illness.

The most recent CDC guidelines regarding COVID-19 related illness can be found [HERE](#).

If a student or staff member tests positive for COVID-19, or has been exposed and in contact with someone who has tested positive, the school nurse will need to be informed.

If a student or staff member has traveled to any of the [CT DPH COVID-19 hotspots](#), he/she will need to quarantine for 14 days prior to returning to school.

*As of today, the Town of Manchester Board of Education and Health Department have not finalized their protocols regarding suspected and confirmed cases of COVID-19 in school facilities. This information will be forthcoming in the weeks ahead as we get closer to the start of school.*

# Saint James School Pre-Kindergarten

## Return to In-Person Learning Plan for 2020-2021



### Cleaning & Sanitation:



Our maintenance staff and cleaning contractors will clean and disinfect according to state and local guidelines in all areas of the school including, but not limited to, classrooms, common areas, door handles, stairwell banisters, etc. All bathroom and common area surfaces will be sanitized at least twice daily. Hand washing will be required several times a day for all classrooms, including before and after meals and recess. Hand sanitizer stations will be available at the entry of every room and all entrances into the building, and students will be required to sanitize their hands upon entering.

Each student will be given a personal set of activities to be used for the week. Those activities won't be shared, but will be sanitized at the end of the week and rotated to another student. Any shared items will be sanitized on a daily basis. Each student will also be given their own set of art supplies (e.g. crayons, markers, scissors) to be stored in a personal bin and used throughout the year.

### Extended Day:



Saint James School will continue to offer an Extended Day Program to our families, recognizing this is a necessity due to work schedules. To maintain the integrity of cohorts for contact tracing purposes, along with the limited space of our program, we are asking families to only use the Extended Day Program if absolutely necessary.

### Distance Learning:



Depending on the time of year, if a long-duration closure of our Pre-Kindergarten facility is mandated by the school, town, or state, an optional distance learning model may be offered for enrolled Pre-Kindergarten students. For families not wishing to participate in distance learning, Saint James School will offer a commensurate withdrawal policy for Pre-Kindergarten students.