



SEVERNA PARK UMC
NURSERY SCHOOL

SPUMCNS PARENT HANDBOOK 2022-2023

SPUMC Nursery School

731 Benfield Rd., Severna Park, MD 21146

410-987-8339

Tax ID Number: 52-0897890

Office Email: office@spumcns.org

Website: www.severnaparkumc.org/nursery-school

Facebook page: www.facebook.com/spumcns

Director: Heidi Taflan htaflan@spumcns.org

Office Manager/ Registrar: Robin Decker rdecker@spumcns.org

Chair, SPUMCNS Advisory Council – Teresa Tudor Thtudor@comcast.net

Chair, Parent Group – Megan Sundberg parents@spumcns.org

1) SPUMCNS Philosophy

SPUMCNS offers an enriching, experiential preschool experience in a nurturing Christian environment. Our students learn through first-hand experiences. Our state-approved curriculum offers wide and varied experiences in art, music, literature, the natural and physical sciences, the Christian faith, and community life. It opens the door to new interests and enriches already existing ones. It provides children with opportunities to work, learn, and play as they develop and grow.

Within this framework, and under the teacher's and assistant's thoughtful and empathetic guidance, each child develops trusting relationships with adults outside the family, learns to exercise self-control, increases independence, develops creativity, explores and discovers, and develops critical thinking skills. In short, SPUMC Nursery School helps each child develop, regardless of his or her unique differences, a love of learning and the interpersonal, academic, social, and spiritual tools needed for success.

Our school offers these experiences through half-day and extended-day sessions. Each classroom of no more than 14 students is taught by a qualified teacher and a teaching assistant.

2) AUTHORITY TO OPERATE AND STAFF QUALIFICATIONS

Our school operates under Certificate of Approval # 3710, issued by the Maryland State Department of Education.

SPUMCNS has an Advisory Council, comprised of members of the church, Nursery School staff and parents, and key church staff members.

All our teachers have, at a minimum, a bachelor's degree, as do some of our teaching assistants. All staff members meet or exceed the Maryland State qualification requirements for Early Childhood Educators. Everyone undergoes a background check and is selected based on ability, interests, and experience with young children. Our classes have a maximum student/teacher ratio of 7:1.

3) POSITIVE BEHAVIORAL PRACTICES

To help our students develop self-control and to reinforce behavior that is kind, respectful, and positive, we employ “conscious discipline,” techniques. Conscious Discipline is a comprehensive classroom management and social-emotional approach that creates a learning environment where children feel safe and loved.

From this foundation of safety and caring, children begin learning how to manage their emotions and interact appropriately with their peers. As Becky Bailey, Ph.D., who developed Conscious Discipline as a classroom management approach, explains: “Self-regulation is the key to school readiness and is more powerful than IQ as a predictor of academic achievement.”

4) INCLUSION

We welcome all children, regardless of race, color, religion, ethnic origin, developmental abilities or educational needs. We follow the MSDE-endorsed Frog Street™ curriculum which includes specific guidelines to help our educators in working with children with special needs. If your child is receiving community-based services, such as speech or occupational therapy, please obtain a release form at the office to sign so we can work with the other professionals providing support to your child, exchange information and participate in IEP meetings.

5) COMMUNICATION

During school hours, always monitor your phone. If we need to reach you because your child is sick, we will call the phone number you have indicated on your emergency form. A monthly activity calendar and the monthly snack schedule will be posted on the bulletin board in the school entryway. Always check the walls outside your child’s classroom for notices and sign-up-sheets and watch for important notes pinned on your child’s bag. In addition to using Bloomz, your child’s room parent may set up a notification network or system for your classroom. Daily interaction with the teaching staff occurs at drop-off and dismissal; however, more lengthy conversations are best arranged via appointment with the teacher. Phone calls/emails to teachers will be returned prior to the next school day. The school uses a variety of methods to communicate reminders and important information, so make sure to notify us if your phone number, address, or email address changes.

- **BLOOMZ** – The school uses Bloomz, an easy-to-use, secure app, to communicate between parents and guardians, staff, and the parent group. Be sure to sign up for both the school and the classroom groups on Bloomz so you receive all messages, announcements, calendar updates, and alerts. When using Bloomz:
 - Commercial and political advertisements are prohibited.
 - Comments that are inappropriate, irrelevant to the posted topic, or which contain links or solicitations of any kind, including petitions and friend requests, will be removed.
 - Users who post comments that are defamatory or that contain vulgar or obscene language, whether explicit or implied - even with asterisks, abbreviations, intentional misspellings, etc. - will be banned without warning from further access.
 - Users who repeatedly violate the above standards will also be blocked from further access.

6) CURRICULUM

The Frog Street™ curriculum is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for children and encourages daily routines, intentional instruction, thematic activities and balances teacher-directed with child-directed play. The curriculum embraces the joy of learning each day and is endorsed by Maryland State Department of Education. We also incorporate Biblical devotions and Christian music in our daily schedule, and the children say a blessing together before eating.

7) CHILD ASSESSMENT

We use ongoing assessment to identify a child's current abilities to plan individualized activities; note developmental progress, concerns or delays; and guide instruction. Developmental screening is used to identify children with potential learning differences so strategies for appropriate intervention can then be implemented. Progress reports will be sent home in January and May. Parent-Teacher Conferences are held in January for all students by appointment, and can be scheduled upon request during the school year

8) TUITION AND ENROLLMENT

To enroll, your child must be three or four by September 1, fully immunized (as defined by MSDE), and completely toilet trained (able to use the toilet and wash hands completely independently). Once at full capacity, new enrollments are accepted throughout the year as openings arise. Children on the "wait list" are offered available spots in the order of the date they were added to the list. At the time of registration, the school collects a non-refundable \$100.00 registration fee and one month's tuition, which is held in reserve to be applied to the May tuition of the upcoming year. This tuition deposit is only refundable if we are notified in writing by May 1st prior to the September of the school year that you are withdrawing your student.

When you enroll your child, we reserve a place for him/her in a class for the entire school year. The tuition, therefore, is a yearly obligation which we collect in nine equal payments, made using a debit card or a bank routing number. Eight of the tuition payments will be collected through Tuition Express on the first business day of the month, from September through April. A late/rejected payment will incur a charge of \$25.00/day beginning the following day. May tuition will be covered by your tuition deposit. An activity fee of \$20.00 will be included in the September tuition bill. Parents of enrolled students can go to www.myprocare.com to view account statements and print tax documentation.

9) NUTRITION

SPUMCNS is a **NUT-FREE AND PEANUT-FREE** school. We serve a nutritious, simple, and easy-to-serve snack during each school session, and we post a monthly snack calendar on the bulletin board in the foyer and on Bloomz.

Extended day students bring their own lunch. Please pack a lunch that your student can eat independently with minimal assistance. Bento-style boxes are an excellent choice, especially when they include plenty of fruit, veggies, and protein (and, of course, some sort of treat). Be sure to include an ice pack if anything needs to be kept chilled. Every student must bring his/her own water bottle, and these and the lunch boxes should be labeled with

your child's name.

Please advise us of **any** food allergies your child may have. Parents of children with dietary restrictions must provide their child's snack. Please provide a shoebox-sized plastic bin, labeled with your child's name, filled with a selection of appropriate snacks individually packaged with your child's name written on every item. We will choose which snack best matches the school's snack for the day. Remember to replenish the snack box regularly through the year. **If your student has a food allergy, please notify the teacher in writing if you'd like him/her to eat the classroom snack when it consists of fresh fruits and vegetables.**

10) ARRIVAL AND DISMISSAL

During each drop off period, the doors to the school are briefly unlocked. For safety and security, the doors to the school are locked and alarmed during the remaining school hours.

Prompt arrival is very important, to allow the teachers and students to take advantage of every minute in the classroom. Please plan to arrive by 8:45 every morning and, if you can't be at school by the start of the day, communicate that to your teacher so she is aware you'll be late. Attendance is equally important. Please notify your teacher if your student is going to be absent. Bloomz is the best way to communicate with your child's teacher.

At dismissal, you may pick up your child at the playground or wait for him/her in the car line. In either case, please hold up or hang the card tag with your child's name on it. Once we begin the car line, we won't dismiss any students on foot until the car line is completed.

In the car line, orange traffic cones will mark where the first four cars should wait. If waiting more than 2 minutes or so, please turn off your car until we start dismissing children. Be sure to put your car in "park" while a staff member delivers your child to the back seat of your car and closes the door. Drive forward, park your car and buckle your child into his/her car seat.

No child will be released to someone other than a parent/guardian without written authorization signed by the parent/guardian. In addition, proper identification will be required for all individuals other than a parent or registered caregiver picking up a child. The emergency form you submit at the beginning of the year should list the people you authorize to pick up your student. If you are unsure who you've listed as an authorized pick-up person, or if you want to add anyone to the emergency form, stop by the office. On any day someone other than the normal pick-up person will be collecting your student, send a Bloomz message to the teacher, Heidi Taflan, and Robin Decker so we're aware of the change ahead of time.

PLEASE BE ON TIME for dismissal. If an emergency arises that will cause you to arrive late, you must call our office and let us know. **Beginning on September 19th, 2022, late arrivals for pick-up will be charged a \$15.00 fee for every five minutes or increment thereof after dismissal.** This fee will be added to the following month's tuition bill. If you are going to be unavoidably late, PLEASE call the office to let us know, so we can assure your little one that you're on your way and there is nothing to worry about (they, and we, DO worry when a student isn't picked up on time).

11) HEALTH AND SAFETY

The following required medical forms must be completed and turned in prior to the first day of school.

- Emergency Form
- Health Inventory
- Medication Administration Authorization Form (if applicable*)
- Immunization Certificate documenting up-to-date on all state-required vaccinations. Note: While not required, MDH and MSDE strongly recommend that all eligible Marylanders ages 6 months and older receive all recommended doses of the COVID-19 vaccine, including boosters. If your student is vaccinated against COVID-19, please ensure that information is included in the immunization record or provide it to the office after the immunization.
- Asthma Action Plan (for children with diagnosed asthma)
- Allergy Action Plan (for children with documented allergies)

All medical forms are available on the school website. **Please provide the school with updated information any time your address, phone number, billing information, or emergency information changes.**

*The Medication Administration Form is required if ANY medications (including Epi-pens, lotion, etc.) are to be kept at the school or administered during the school day. Medications will be administered by staff members who have completed Medication Administration Training.

Illness – Your student must remain at home if he/she is sick. The daily health check, to be completed by 8 am on every scheduled class day, will provide guidance if your child has any symptoms. If your child appears to be sick or develops a fever at school, we will contact you immediately to come pick up your child. A child may not remain at school after showing signs of illness.

12) PHYSICAL ACTIVITY

The benefits of physical activity include releasing energy, developing strong bodies and muscles, and helping to improve coordination and balance. All classes will participate in recess daily, whether on our secured playground or indoors. Please dress children appropriately for outdoor play.

13) CLOTHING

Occasionally, children have accidents or soil their clothing at school. Please leave a spare set of clothes (labeled) in a gallon zip lock bag in your child's tote bag. We have a supply of "extras," just in case. If your child comes home in an unfamiliar item of clothing, please launder it and send it back as soon as possible.

Please label all removable clothing (hats, mittens, boots, coats, etc.) as many children wear similar items.

We play outdoors whenever the weather permits; therefore, children should wear appropriate clothing to school. Tied or fastened shoes with a rubbery sole are safest for climbing and running. (Crocs, flip flops, and other open back shoes such as clogs are **NOT** recommended and are a safety hazard.)

14) "FIRST DAY BLUES"

Avoid making a big production out of your child going to Nursery School. Be enthusiastic, but casual. Make Nursery School sound like fun. Remind your child of all the children he/she knows, including siblings, who will also be going to school. Your positive attitude is key to your child's adjustment to preschool.

If your child seems anxious about school at first, arrive **just in time** for class to start and keep your farewell short. If your child cries or clings to you at drop off, remember: this is normal. The teacher or aide or will, if necessary, carry your student to class and comfort him/her. We'll contact you if your child becomes absolutely inconsolable, and we'll work with you through this transition. Your child's happy adjustment to preschool is importance to us. If you have any concerns about how your child is adjusting to preschool, it's best to call his/her teacher to discuss your concerns by phone, rather than in the child's presence.

15) BIRTHDAYS

Parents are welcome to provide a special birthday treat for the class. Please consult with your child's teacher if you wish to furnish a birthday treat, to see if anyone in the class has an allergy and to schedule a date with the teacher. Treats brought into the classroom **MAY NOT CONTAIN PEANUTS OR NUTS.**

16) TOTE BAG (NOT BACKPACK)

Your child will need a "tote" style bag, not a backpack, to bring to school daily. You may buy one separately or purchase one from the Parent Group. School tote bags will be available for purchase for \$15/each. Label your child's tote clearly with his/her name and check it daily for artwork, soiled clothing, newsletters, communications and notices, order forms, and anything else he/she might bring home. **If you're returning something to the school, please hand it to the teacher/aide at drop-off instead of leaving it in your child's bag.**

17) FUNDRAISERS

The proceeds from fundraisers enable SPUMCNS to host special events and visitors. Participation in any fundraising event is voluntary.

18) FIELD TRIPS

Our field trips are arranged with the intent that a parent will accompany the child, meet us at the location of the field trip, and remain with the child throughout the event. The Nursery School does not transport children to special events.

19) PHOTOGRAPHS

Photographs staff members take to record classes and students participating in the myriad activities that occur throughout the school may be used internally within the school, uploaded to the Bloomz app to be shared within the school, or added to our web page and/or Facebook page. The school will never publish the names of any students whose images appear on our web page or Facebook page. Parents acknowledge this practice by checking the appropriate block on the online registration form.

20) SCHOOL CLOSINGS AND DELAYS

Changes to normal school hours will be announced on Bloomz. In the event of inclement weather, please monitor radio, television, AACPS.org, for an announcement regarding the county decision on school closings or delays. SPUMCNS does not issue refunds for days lost due to closings for inclement weather or COVID quarantine.

Our policy is as follows:

If Public Schools open one hour late, we open one hour late.

If Public Schools open two hours late, our AM class is canceled and extended day students start two hours late.

If Public Schools are closed, we are closed.

If Public Schools close one hour early, we close 1 hour early.

If Public Schools close two hours early, extended day students are dismissed at 11:30 with our AM students.

21) PARENT GROUP

The Parent Group sponsors four evening special events for families through the course of the year. At the beginning of the year, we'll ask for volunteers to sign up as class parents, one for each class. The Parent Group chair will work with class parents to generate ideas, schedule events, and solicit volunteers and participants. These events are foundational to our school, helping to build a real sense of community among our families, and are completely parent-supported and run.

22) DONATIONS TO THE SCHOOL

We welcome your contributions to the school. Please check with the teacher or admin staff if you have something you'd like to donate.

23) CPR/FIRST AID AND EMERGENCY PROCEDURES

CPR/First Aid

All staff members providing direct care are certified in CPR and basic first aid. In the event of an emergency, SPUMCNS will activate the 911 system and immediately notify the family or emergency contact listed on the Emergency Form.

In accordance with state guidelines, we have developed an emergency plan to ensure the safety of the students and staff.

Fire Drills

The school holds fire drills monthly. Children are taught to walk quickly and quietly to the far side of the playground.

Tornadoes or sheltering in place

If we must take shelter inside the building during an emergency, the staff will take the children to the men's

and ladies' restrooms in our school hallway across from the preschool office. This area has been declared as safe for sheltering since there are no windows. The staff will have cell phones for communication. The school holds shelter-in-place drills twice a year. If circumstances dictate, we either remain inside classrooms or leave the building. Staff will take appropriate action to protect students and contact parents promptly if such actions become necessary.

Catastrophic events and emergency evacuations

In the event of emergency or adverse conditions that require us to leave the church property, we will walk with the children to Heartlands Assisted Living, across the parking lot from the church. Heartland has graciously given permission for the school to shelter on their sun porch. The staff will have contact numbers, cell phones, emergency food supplies, water, toys, books, etc. to occupy the children. Parents will be notified by phone or text to pick up their children there.

Heartlands Assisted Living

715 Benfield Road

Severna Park, Maryland 21146

phone: 410-729-1600



SEVERNA PARK UMC
NURSERY SCHOOL

SPUMCNS COVID-19 Response & Preparedness Plan

Addendum to 2022-2023 Parent Handbook

Our Commitment to Health, Safety, and Children's Learning & Development

Severna Park United Methodist Church Nursery School is committed to protecting the health of our children, families, staff, and community. The following policies were designed in response to guidance from the Maryland State Department of Education (MSDE) and Maryland Department of Health (DOH), in accordance with best practices from the Centers for Disease Control and Prevention, and with everyone's well-being in mind. To prevent the potential spread of COVID-19, we will be making some temporary changes that include robust cleaning and disinfecting procedures and minimizing opportunities for person-to-person exposure. The following plan outlines the practices and strategies we will use to protect the health of our children, staff, and families while at the same time ensuring that we are meeting the developmental and educational needs of the children enrolled in our program.

MSDE has approved all early childhood programs to resume operating at full capacity. SPUMCNS has seats for 125 students. Child Care and Preschool facilities throughout the country and the state have demonstrated they can operate safely and consistently despite the pandemic by incorporating safe practices and procedures. Adherence to these precautions will ensure the safety and health of our staff and students. All staff have completed the mandatory Covid-19 training required by MSDE.

Note: Should the school or a classroom have to quarantine due to Covid exposure, the full tuition rates will remain the same.

Ratios & Group Sizes

Class sizes will be determined by the classroom capacity, and will not exceed 14 students per class, with one teacher and one teaching assistant. This is well within the MSDE Staff-to-child ratios of one staff member to ten children.

Face Coverings

Masking is optional for all staff and students; however, should the evolving pandemic result in the Health Department, MSDE, or AACPS reinstating a masking mandate, SPUMCNS will also require masks during that period. In that event, the following policies may apply:

- Staff and students will remain masked inside the building. During snack time and lunch time (for extended students), students will be seated with distance between them so masks can be removed, to be replaced after eating. If a student refuses to wear his/her mask, he/she will be gently encouraged to put it on and if that fails, the parents will be contacted to pick up him/her early.
- Parents may give written permission for their children to remove masks during time on the playground. All staff have been vaccinated and will be permitted to remove masks on the playground if they are six feet apart from others. When interacting closely with children or other staff members, they will be masked.

Classroom Cohorts

During periods of high virus transmission, as determined by the AA County Department of Health, each class will be considered its own cohort, with mixing between groups limited to the playground. To support this practice, we will:

- Allow only one group at a time to use shared interior spaces (Fellowship Hall, Room 208) and disinfect high-touch areas between uses.
- If restrooms are shared by children from different classrooms, they will be used by children from one classroom at a time.

Supporting Social/Physical Distancing

We may use any or all of the following strategies to encourage physical/social distancing in our learning environments, depending on the current recommendations/guidance:

- Arrange furnishings to section off play spaces
- Actively monitor to limit the number of children at one time in any area of the room.
- Help children define their personal space using yarn, masking tape, mats, carpet squares, sheets of cardboard, hula hoops, etc.
- Conduct more activities in subgroups, with a subset of the class working with each staff member during the session.
- Plan activities that do not require close physical contact between individual children.
- Incorporate outside time to the maximum extent feasible.
- Encourage children to use alternate greetings or shows of affection that limit physical contact (e.g., waving, bowing, or curtsying to each other; air hugs or high fives).
- Restrict entrance into the building to only staff members and students.
- Open windows in classrooms enough to allow fresh air circulation, and close them before leaving the classroom.
- Operate air purifiers that meet CDC recommendations in each classroom.

Cleaning and Disinfecting

We will clean, sanitize, and disinfect the areas and materials used by the school in accordance with current COVID-specific recommendations and best practices, as outlined in MSDE and CDC guidelines below.

Cleaning & Disinfecting Different Surfaces

| | |
|---|--|
|  <p>High-touch surfaces e.g., sinks, toilets, light switches, door knobs, counter/tabletops, chairs</p> | Clean with soap and water if dirty and sanitize with recommended disinfectants multiple times per day depending on use. |
|  <p>Soft surfaces e.g., carpeted floors, rugs, upholstered furniture</p> | Soap and water, laundry, or disinfectant as appropriate; vacuum as usual. |
|  <p>Electronics e.g., tablets, touch screens, keyboards</p> | Use of a wipeable cover and/or cleaning between uses with alcohol-based wipes or spray according to manufacturer's instruction. |
|  <p>Laundry</p> | Use of warmest possible appropriate setting, dry completely; use of gloves followed by hand washing when handling dirty laundry. |
|  <p>Playground equipment</p> | Do not spray disinfectant on outdoor playgrounds as it is not an efficient use of supplies and has not been proven to reduce COVID-risk; normal routine cleaning is sufficient. |
|  <p>Outdoor wooden surfaces & groundcovers e.g., benches, tables, mulch, sand</p> | Cleaning and disinfection is not recommended. |

Healthy Hygiene Practices

We will reinforce regular health and safety practices with children and staff and continue to comply with licensing regulations and CDC hand washing guidelines as follows:

- Post hand washing procedures at each sink.
- Wash hands frequently (and help/support children to do the same), especially after toileting, participating in an outdoor activity, or blowing nose/ touching face.
- Use alcohol-based hand sanitizers with at least 60% alcohol if soap and water are not readily available, and wash with soap and water as soon as possible afterwards.

Drop-Off and Pick-Up Procedures

We will use the following recommended practices during drop-off and pick-up times to protect the health of children, families, and staff.

- We will conduct check-in/out procedures (including verifying health checks) outside.
- A staff member will escort arriving students to their class, and students will wash hands immediately upon arrival.
- Pick-up will follow the usual procedure, outside, by car line or in person, and car line tags must be displayed or held up by hand to facilitate an orderly dismissal.
- Through the course of the year, these procedures may be modified. Parents/guardians will be notified via Bloomz of any changes to our drop-off and pick-up procedures.

Screening for COVID-19 Symptoms and Exposure

To provide the safest place possible for our students, it's essential that EVERY family adhere to this procedure, answer the screening questions honestly, and keep students home when advisable.

On every scheduled class day (whether or not your child will be in school), by 8:00 a.m., parents/guardians must complete the Bloomz health check and follow the guidance provided. Your student will not be admitted to school until the health check has been completed. If you have any problems completing the check, contact Mrs. Taflan or Mrs. Decker at drop-off for assistance.

The questions and guidance may change as the pandemic evolves, and we will follow the most current recommendations through the school year.

When Children Should Stay Home and When They Can Return

If you can answer “yes” to any of the questions on the Bloomz health screening, follow the instructions on the screening prior to bringing your child back to school.

Symptoms that are associated with COVID-19 include:

- Temperature of 100.4 degrees or higher
- Sore throat
- Diarrhea/vomiting/abdominal pain
- Headache
- Chills
- Muscle aches
- Fatigue
- Loss of taste or smell
- *Congestion/Runny nose
- *Cough

The guidance included in the health check will be derived from the most recent COVID-19 guidance issued by MSDE and the Anne Arundel Department of Health. See chart on page 25 of this handbook for the most recent version.

If your child has been diagnosed with or tested positive for COVID-19 or has been advised by a medical professional to isolate or quarantine:

Notify the school by calling the office immediately. If no answer, leave a message and a number where we can reach you to obtain specifics. Depending on the circumstances and timeline, we may need to initiate contact tracing, notify the health department, and/or close the classroom.

These requirements are based on current CDC, MSDE OCC, and Anne Arundel County Department of Health guidelines and policies, and are subject to change without notice, as the pandemic evolves. Thank you for your vigilance and cooperation, as we do our very best to ensure all our staff, students, and families stay healthy throughout this school year.

Responding to COVID-19 Symptoms On-Site

Responding to COVID-19 Symptoms On-Site

If a child or staff member develops any COVID-19 symptoms (i.e., cough, shortness of breath, difficulty breathing, new loss of taste or smell, fever of 100.4 degrees or higher, chills, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose) during care, they will be sent home immediately with the recommendation to contact their primary care physician/medical provider. If anyone shows emergency warning signs (e.g., trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately.

If a child develops symptoms during care hours:

- Parents/guardians will be contacted for prompt pick-up.
- The child will be isolated from other children in room 206, along with one staff member, until the parents arrive to pick up the child.

If a staff member develops symptoms during care hours:

- They will be sent home immediately.
- If the ill staff member needs to be picked up or otherwise cannot leave the facility immediately, she will wait in room 206 until transportation is arranged.

Supporting Families, Staff, and Children

Communicating with Staff and Families

During any communication regarding a school or classroom exposure, we will maintain confidentiality and not share personal health information regarding an individual or family. We will notify the Anne Arundel County Department of Health when directed by regulation, and we will follow their instructions, in compliance with state and local regulatory guidelines.

Training and Supporting Staff

To help staff use best practices, all staff members have completed the MSDE COVID-19 training and have been informed of all new policies and procedures as outlined in this plan.

MDH/MSDE Guidance for COVID-19 Symptoms, Isolation, and Quarantine

(Appendix A from Md. State Dept. of Health Memorandum: Guidance to Support Safe In-Person Operations for PreK-12 Schools and Child Care Programs dated July 22, 2022)

| Staff or Student/Child with | Guidance for Management |
|--|--|
| COVID-19 symptoms | <ul style="list-style-type: none"> • Staff or student/child should not attend or work in a school or child care setting • COVID-19 testing is recommended • If test is negative, may return when symptoms have improved, no fever for 24 hours without medication, and applicable criteria in the Communicable Diseases Summary have been met |
| Positive test for COVID-19, regardless of symptoms | <ul style="list-style-type: none"> • Staff or student/child must stay home for 5 days from the start of symptoms or from the date of the positive test if no symptoms • After day 5, may return if symptoms have improved and no fever for at least 24 hours without medication • Upon return, must wear a mask for 5 additional days (except while eating, drinking, sleeping or outside) • If unable to wear a mask, may return if they have a negative test at day 5 or later; otherwise, they should remain at home for days 6 -10 |
| Close contact with someone with known or suspected COVID- 19 but no symptoms | <ul style="list-style-type: none"> • Staff or student/child can continue to work in or attend school and child care regardless of vaccination status • Those who can mask should do so for 10 days from the last day of exposure • A test at 3-5 days after exposure is recommended, especially for those who cannot mask (ex. children under 2 years of age). |

**Handbook Receipt Acknowledgment
and Statement of Understanding**

I/We* acknowledge having read the 2022-2023 Severna Park United Methodist Church Nursery School (SPUMCNS) Parent Handbook, to include the Addendum outlining the procedures and precautions used to protect against Covid-19. I/We* understand these policies may change due to the evolving nature of the pandemic, and that we'll be notified if that happens. I/We* agree to abide by these policies.

Parent / Guardian #1

_____ date

Parent / Guardian #2*

_____ date

*Please note that both parents/guardians must sign this form except in the case of single parent families. A completed form must be returned to the office prior to the start of the school year.