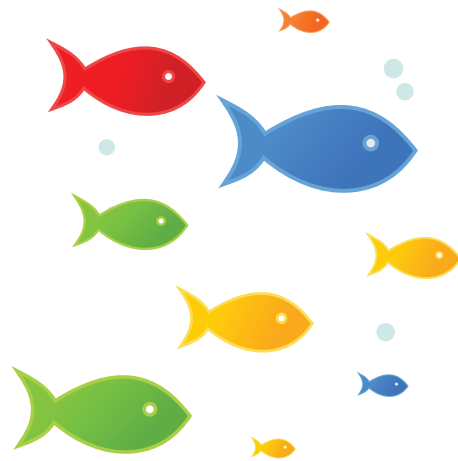


2020



**White  
Memorial  
Weekday  
School**

faith & education flowing together

**Reopening  
White Memorial  
Weekday School Safely**



# Returning Safely to our School

## PRINCIPLES FOR REOPENING THE WEEKDAY SCHOOL

- Protect the health and safety of students and staff
- Comply with government orders
- Use applicable guidelines from the Centers for Disease Control (CDC) and the Department of Health and Human Services (DHHS)
- Support physical distancing where appropriate
- Help children feel safe in an environment that may look somewhat different than they are used to
- Set clear expectations for everyone in our WDS community

## ORIENTATION AND FIRST DAYS OF SCHOOL

White Memorial Weekday School will open for students on **Tuesday, September 8.**

An orientation will be held for small groups of children with **ONE** parent or caregiver on September 2 and 3. See chart below for the orientation schedule. Orientation is recommended but not required. If you are unable to attend, please email Cynthia Baggett at [cbaggett@whitememorial.org](mailto:cbaggett@whitememorial.org).



**ALL M/W/F, ALL W/F, AND ALL THREE-YEAR-OLD CLASSES** will have orientation on Wednesday, September 2.

**ALL T/TH CLASSES, ALL FOUR-YEAR-OLD CLASSES, AND ALL KINDERGARTEN CLASSES** will have orientation on Thursday, September 3.

LAST NAME	TIME
Last names beginning with A-D	9:00-9:20
Last names beginning with E-H	9:30-9:50
Last names beginning with I-L	10:00-10:20
Last names beginning with M-P	10:30-10:50
Last names beginning with Q-T	11:00-11:20
Last names beginning with U-Z	11:30-11:50

If you have two children with the same orientation times, you may bring two adults or visit both classes with one adult during the allotted time. All adults must wear face coverings on the White Memorial campus. Two and three-year-olds are encouraged to wear face coverings. Face coverings are required for children in four-year-old and kindergarten classes.

# Returning Safely to our School

## ENTERING AND EXITING THE BUILDING

Drop-off and pick-up will be staggered this year. Drop-off will take place between 8:45 and 9:15, and pick-up will take place between 12:30 and 1:00.

AGE LEVEL	DROP OFF TIME	PICK UP TIME	LOCATION
Infants	9:15	1:00	Classroom
Toddlers	9:00	12:45	Classroom
Twos	8:45	12:30	Classroom
Threes	9:00	12:45	Gym Door
Fours	8:45	12:30	Gym Door
K	9:15	1:00	Gym Door

If you are unable to drop-off your children during your assigned time, please wait until 9:20 to bring your children to school. At that time, infant and toddler parents can bring children to classrooms. Twos, threes, fours, and K parents should bring them directly to the office using the Oberlin Road entrance. Only one parent or caregiver from each family should drop off and pick up children. All adults must wear face coverings on the White Memorial campus. Two and three-year-olds are encouraged to wear face coverings. Face coverings are required for children in four-year-old and kindergarten classes.

All parents and caregivers of children in a first floor classroom (infants and some toddlers) will enter in the doors at the McDonald Lane courtyard and turn right upon entry. If you have multiple children with you, drop off and pick up on the first floor first and then use the stairs closest to McDonald Lane to access the second and third floors. If you are only dropping off or picking up a child on the first floor, exit the first floor hallway directly onto McDonald Lane.

# Returning Safely to our School

## ENTERING AND EXITING THE BUILDING, CONT'D

All parents and caregivers of children in second floor classrooms (some toddler and all twos) may enter either the Oberlin Road door or the doors at the McDonald Lane courtyard. If entering off of McDonald Lane, you will go straight into the new youth space and up the stairs closest to Oberlin Road. Everyone who drops off or picks up children on the second floor will exit through the Jane Bell Gathering Space to either Oberlin Road or McDonald Lane. All parents and caregivers of threes, fours, and kindergarten children will bring their children to the designated door of the gym. The gym is located directly off the McDonald Lane Courtyard.

Staff will be outside and in the hallways to direct parents and caregivers.

We respectfully request that parents and caregivers move in and out of the building or gym area quickly. We ask that you set up individual times to meet with teachers or communicate via Memberhub instead of talking in the doorways or hallways. Please move outside and away from the building to talk with other parents and caregivers.



# Health and Wellness

## HEALTH AND WELLNESS PLEDGE

All families and staff must commit to supporting White Memorial Weekday School's health, wellness, and safety protocols and must commit to staying home and keeping children home when they are not feeling well, have symptoms of COVID-19, or have potentially been exposed. Each parent and staff member will be required to complete White Memorial Weekday School's Health and Wellness Pledge and Waiver, which are attached to this document and must be completed by the first day of school. Please bring the signed pledge to your scheduled orientation or mail it to the office if you are unable to attend orientation.

## DAILY SCREENING

All families will be required to complete an online health screening each day. Please complete and submit the health screening before bringing your child/children to school each day.

## DAILY TEMPERATURE CHECKS

Each school day, we will be conducting temperature checks on staff members and students. These temperature checks will take place with a non-contact thermometer before students enter the classroom. Students with a temperature at or above 100.0 F will be asked to return home. You are encouraged to take your child's temperature at home before coming to school and strongly encouraged to keep your child at home if he or she is near the fever threshold without fever-reducing medications.



## FACE COVERINGS

We view the use of cloth face coverings as an important way that we can slow the spread of COVID-19 and protect one another. All adults must wear face coverings on the White Memorial campus. Two and three-year-olds are encouraged to wear face coverings. Face coverings are required for children in four-year-old and kindergarten classes.

## SOCIAL DISTANCING

Efforts will be made to keep children at a safe physical distance when possible and age appropriate. Social stories will be used to teach children what "six feet" looks like, and children will be in separate groups for eating and playing, reducing the number of children in any one area. During whole group circle and story times, half of the children will be spread out on the carpet while the other half are sitting in chairs.

# Health and Wellness

## EMOTIONAL WELLNESS

We understand that many aspects of the COVID-19 pandemic have been challenging for young children. Prolonged absences from school and peers, altered routines, and the internalizing of fear from family and community members can impact children in a variety of ways. At the Weekday School, one of our primary goals is to create social and emotional safety so that children can process their experiences in developmentally appropriate ways. Conscious Discipline, our comprehensive social and emotional program, is continually providing resources to teachers and families so that they can address the complicated mix of emotions that may emerge as a result of our current health crisis. We will be using a variety of these resources, including social stories, self-calming techniques, and the language of safety to help children feel secure at school.



## CLEANING AND HYGIENE

White Memorial Weekday School staff will use EPA-registered disinfectants to clean and disinfect frequently touched surfaces throughout the school day. The building will be thoroughly cleaned and disinfected each evening. In addition we will do the following:

- Provide hand sanitizing stations throughout the building
- Teach and reinforce hand hygiene, such as washing hands frequently with soap and water for 20 seconds.
- Ensure that hands are washed upon arrival, before and after eating meals and snacks, after blowing noses or coughing, after toileting and diaper changes
- Replace group sensory and playdough materials with individual materials that will not be shared
- Remove soft toys that cannot be easily cleaned
- Clean and disinfect toys each day

# Additional Program Information

## CALENDAR

Our school calendar, which is attached to this document, has been updated to more closely match the updated calendar provided by Wake County Public Schools. Our first day of school remains the same, but the end of school has been extended by a week. We have added Wake County teacher workdays and remote learning days to our schedule. This allows our teachers to be home with their elementary children instead of bringing them into the WDS school community when we have students at school. It also provides additional time for professional development related to health, safety, remote learning, and curriculum development. Materials for home learning will be provided for the five scheduled remote learning days.

## VOLUNTEERS AND VISITORS

In order to minimize the spread of illness and maintain a healthy environment for our students and teachers, we will be strictly limiting outside visitors and volunteers. One parent or caregiver may quickly enter and exit during assigned drop-off and pick-up times. Outside service providers, such as Wake County Preschool Services itinerant teachers, may come into the building during their assigned times, provided they follow our health and wellness protocols. While it is certainly disappointing for all of us, we will not have parent volunteers and other visitors in classrooms until the risk of COVID-19 has diminished significantly.



## LUNCH AND SNACKS

All children will eat a snack and lunch brought from home in their classrooms, and all students will be asked to bring their own water bottles. Community snacks will not be provided. Infant and toddler classes are all nut-free. Older classes will follow individual classroom allergy protocols.

## PARTIES

Parties are typically a fun time for children and parents to celebrate with special activities and treats. Unfortunately, we will not be able to celebrate in this way as we reopen school, but we will continue to enjoy special holidays throughout the school year. Parents who sign up for parties may send in store-bought snacks in original individual packages, adhering to classroom allergy protocols. Any additional supplies that are sent in must be easy to sanitize. Parents will be unable to attend parties until further notice.

# Additional Program Information

## **CHAPEL, SING-A-LONGS, AND SPECIAL EVENTS**

Until the church and Weekday School Committee feel it is safe to do so, we will not be gathering as a school community for Chapel, Sing-a-Longs, and other special events. When possible, members of the administrative team will go into individual classrooms to share Chapel stories and songs. Our Faith Formation team will also provide ideas and materials for spiritual development in the classroom.

## **FIELD TRIPS**

Field trips are suspended until further notice. We will resume these wonderful learning opportunities when it is safe to do so.

## **PARENT VISITATION**

Our annual Parent Visitation will be held virtually this year. Look for more information to come.

## **SCHOOL TOURS**

Prospective families may meet with the directors in their individual offices. They will enter and exit the Oberlin Road doors right by the offices and will not be visiting classrooms and touring the building. Video tours of the classrooms and facilities will be made available to prospective parents.

## **TUITION PAYMENTS**

For school closures resulting in the building being closed for 30 days or less, materials for home learning will be provided to families and tuition will be charged as scheduled. If the building is closed for more than 30 days, tuition for preschool classes will not be charged. Kindergarten classes will meet virtually for the remainder of the closure, and tuition will be charged as scheduled.

# Health and Wellness Pledge

## WHITE MEMORIAL WEEKDAY SCHOOL HEALTH AND WELLNESS PLEDGE

The White Memorial Weekday School is committed to promoting the health and safety of all students, staff, and teachers. Our ability to successfully provide a meaningful child development experience depends upon each member of the Weekday School community adhering to policies adopted for our collective health and safety. Each person has a responsibility to know and act in accordance with these policies.

As a member of the White Memorial Weekday School community, I/we pledge to do my/our part in minimizing the spread of COVID-19 in our school environment. Specifically, I/we commit and pledge to:

- stay at home and keep my/our children at home if they are experiencing symptoms of COVID-19 as spelled out by the North Carolina Department of Health and Human Services. These include:
  - fever (at or over 100.0 for WDS) or chills
  - shortness of breath, difficulty breathing, or new cough
  - new loss of taste or smell
  - nausea, vomiting, or diarrhea
  - fatigue, body aches, headaches, sore throat
- stay home and/or keep our children home if I/we/they are generally feeling unwell
- immediately notify the Director of the Weekday School of any positive COVID-19 test or exposure to persons known to have COVID-19 by a student or a member of household
- complete on-line health screening every day prior to drop-off
- abide by Weekday School pick-up and drop-off procedures
- abide by Weekday School face coverings requirements
- sanitize hands every day prior to entering the Weekday School building
- maintain six (6) feet of distance from other persons, to the extent feasible
- sanitize hands every day prior to entering the Weekday School building
- have student(s) and family members vaccinated for influenza when vaccines become available in late 2020 (unless medically exempted)

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Parent 1 or Staff Member

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Parent 2

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Date



# Health and Wellness Pledge

## WAIVER AND RELEASE OF LIABILITY RELATED TO COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization, and the Governor of North Carolina has declared a state of emergency related to the spread of COVID-19. COVID-19 is extremely contagious. Medical knowledge is evolving, but the virus is believed to spread from person-to-person contact, by contact with contaminated surfaces and objects, and in the air or by other similar means. People reportedly can become infected and spread the disease without showing any symptoms. The exact methods of spread and contraction are unknown at this time, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life threatening illness and even death in some cases.

**White Memorial Presbyterian Church and the Weekday School (individually and collectively, "WMPC") cannot prevent you, your spouse, your child, children, children in your care, or members of your household from becoming exposed to, contracting, or spreading COVID-19 while on WMPC premises. Therefore, any interaction with others at WMPC may expose you, your spouse, your child, children, children in your care, or members of your household to contract or spread COVID-19 and increase your risk of contracting or spreading COVID-19.**

**In consideration of enrolling my child, children, or children in my care in WMPC programs at the WMPC premises, I hereby agree as follows:**

**ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19.** I hereby choose to accept the risk of contracting COVID-19 for myself, my spouse, my child, children, children in my care, and members of my household in order for my child to participate in WMPC programs.

**WAIVER OF LIABILITY AND RELEASE OF CLAIMS: I hereby forever release and waive all claims and rights against WMPC, its teachers and staff, members, officers, directors (or the equivalent), employees, contractors, agents, and representatives ("WMPC Parties") in connection with exposure, infection, and/or spread of COVID-19 arising out of or otherwise related to participation in WMPC programs and activities at WMPC premises.** I understand that this waiver is being provided on behalf of myself and all of my children and that it means I give up any right to bring any claims against any WMPC Parties, including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence, and give up any claim to seek damages, whether known or unknown, foreseen or unforeseen. I specifically give up my right to initiate suit against WMPC Parties for any matter contemplated by this release.

**CHOICE OF LAW:** I understand and agree that the law of the State of North Carolina will apply to this waiver and release agreement.

**I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS WAIVER AND RELEASE AGREEMENT, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY OR POTENTIAL LIABILITY AS DESCRIBED ABOVE:**

First Parent/Caregiver Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

Second Parent/Caregiver Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

# Deciding When To Stay Home



**NO SYMPTOMS**

**>> PROCEED TO WDS**



**EXPOSURE, NO SYMPTOMS**

**>> CANNOT GO TO WDS**

HOME FOR 14 DAYS SINCE EXPOSURE



**DIAGNOSIS, NO SYMPTOMS**

**>> CANNOT GO TO WDS**

HOME FOR 10 DAYS SINCE FIRST  
POSITIVE COVID-19 TEST



**AT LEAST ONE SYMPTOM\***

**>> CANNOT GO TO WDS**

HOME UNTIL:

- 10 days since first symptoms
- No fever for 3 days  
(without fever medicine)
- 3 days of symptom improvement,  
including coughing and shortness  
of breath

- Fever
- Chills
- Shortness of breath/  
difficulty breathing
- New cough
- New loss of taste or smell

\* The more narrow set of COVID-19 symptoms listed here reflects required exclusionary symptoms in order to avoid over-exclusion of people from child care facilities.

# Revised 2021 Calendar

## 2021

January 11	Monday	Students Return
January 18	Monday	Holiday (Martin Luther King, Jr. Day)
January 25	Monday	Registration begins (ends at 1:30 on Jan. 29)
February 15	Monday	Holiday (President's Day)
March 29-April 5	Monday- Monday	Spring Break
April 6	Tuesday	WDS Teacher Workday (CPR/First Aid)
May 13	Thursday	Teacher Workday
May 31	Monday	Holiday (Memorial Day)
June 2	Wednesday	Kindergarten Graduation
June 3	Last day	
June 4	Friday	Teacher Workday (all staff)

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A speical thanks to Ravenscroft for sharing thier reopening content with us.