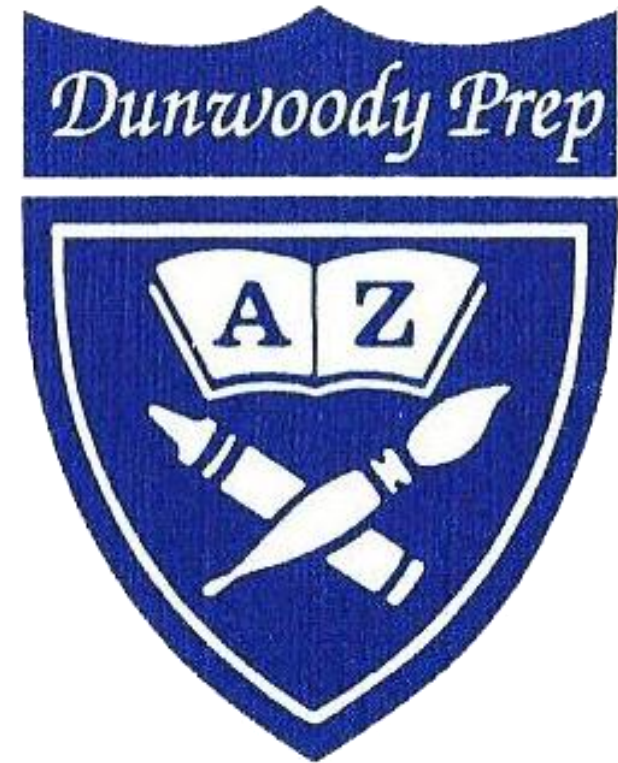
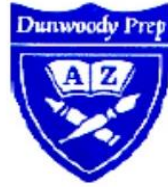


Orientation





Mission/Purpose Statement

The mission and purpose of Dunwoody Prep is to provide an environment that serves the whole child as well as the family through fostering learning and social development.

Core Values

Partnership

We cultivate the partnership necessary between educators and families to provide an academic learning environment that is safe, happy, healthy, and instills a love of learning. We acknowledge the importance of our stakeholders through encouraging open lines of communications.

Nurturing Environment

We foster a nurturing environment to build each child's self-confidence, self-esteem, resilience and positive attitude as we provide them with life skills needed to adapt and succeed with a sense of initiative and creativity.

Diversity

We welcome and celebrate diversity by providing experiences and opportunities that encourage social acceptance and global awareness. Our anti-biased curriculum exposes our students to the traditions and practices of others with a focus on acceptance and understanding.

Exploration

As facilitators, we enhance traditional educational methods with a balance of developmentally appropriate interactive technology. We expose our students to this variety of materials to instill a broader knowledge base in our constantly changing, technologically advanced society.

Academic Excellence

We challenge our students academically to develop their passion for learning. Our curriculum provides a strong foundation in all subject areas to prepare the children for school success and beyond. In addition, we strive to maintain high standards of continuous professional development for our Dunwoody Prep staff.

As a TEAM (Together Everyone Achieves More)



Despite Lots
of Change,
Our Values
Remain Intact




We Remain Committed to...

High quality
learning
experiences

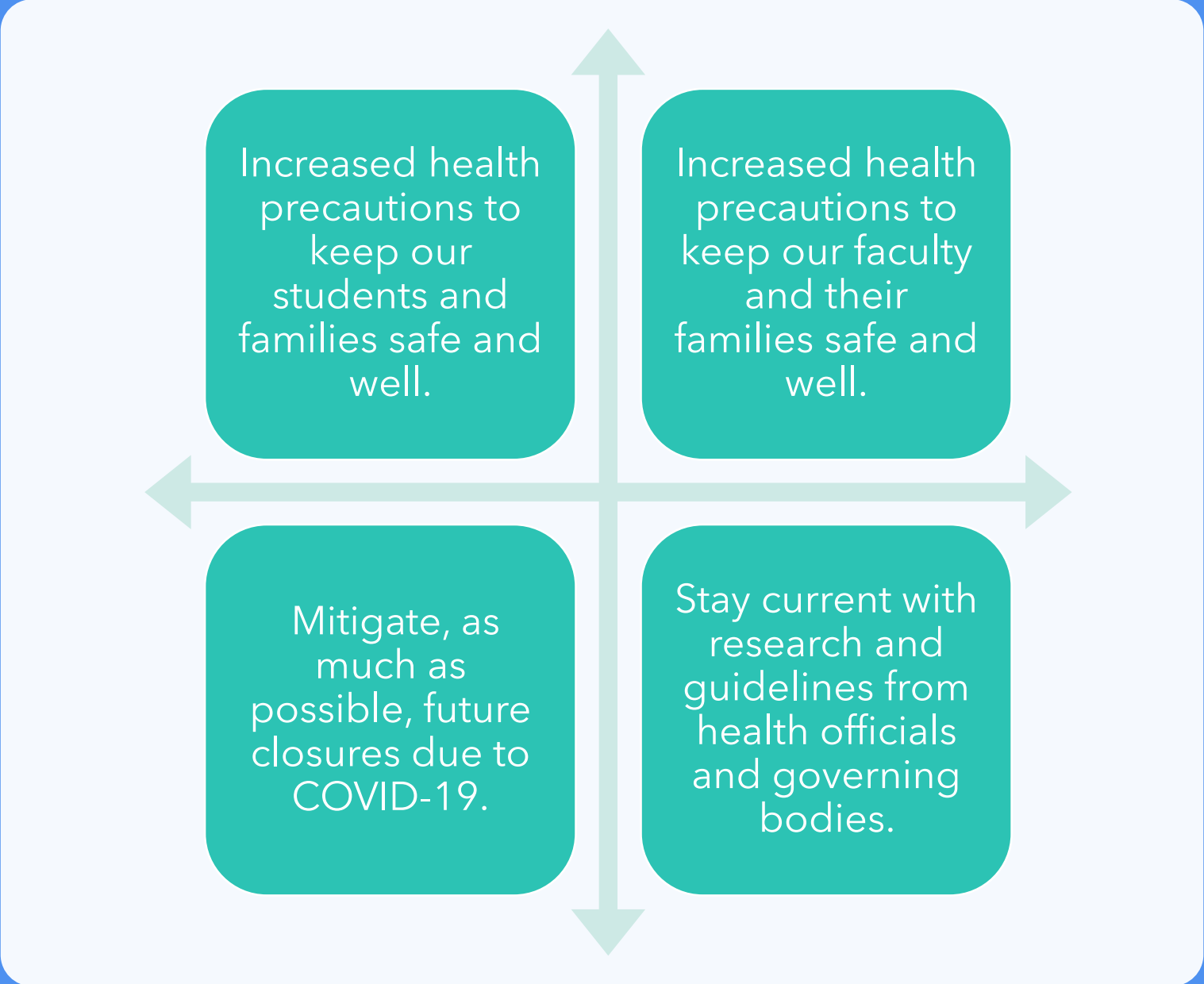
The health and
safety of our
school
community

Keeping our
community of
staff and families
intact

Minimizing
disruption to our
families' lives as
much as possible



Our response to flatten the curve and decrease exposures to COVID-19



Increased health precautions to keep our students and families safe and well.

Increased health precautions to keep our faculty and their families safe and well.

Mitigate, as much as possible, future closures due to COVID-19.

Stay current with research and guidelines from health officials and governing bodies.

Changes Aboard

- As with everyone, we are making decisions in real time with the information we have at this moment.
- We will adjust as needed to account for these changes and updates to what we know about COVID-19.
- We appreciate your patience, partnership and flexibility as we face the challenges that lay ahead.

“

The only way to make sense out of change is to plunge into it, move with it, and join the dance.

Alan Watts



Modifications

New policies and procedures for the
2020-2021 school year.

We must adhere to the governor's restrictions which include:



No more than 25 people in a classroom at one time; this includes adults and children.



Enhanced social distancing in all classrooms.



Separate entry and exit points for each classroom.



Only students and staff are permitted in the building.

We must adhere to the governor's restrictions which include:



Only serving single service meals & snacks (eliminating family style dining).



Complete Health Checks for students and staff before entering the building.

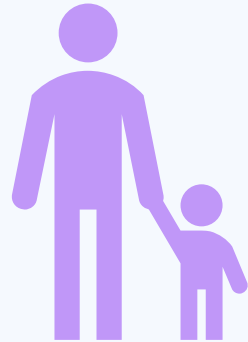


Staff wear masks. Children ages 2+ wear masks.



Increased cleaning and sanitation practices.

Why Masks?

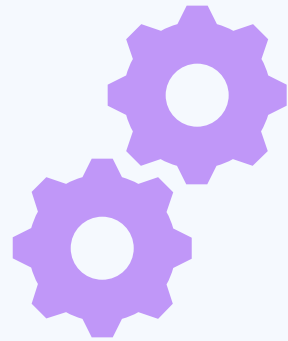


CDC encourages the use of masks. It's important to do all we can to protect our school community.

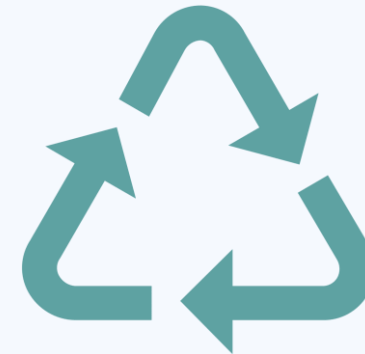


Bright from the Start regulations require them for staff.

Who Provides the Masks?



We ask that the children bring a mask from home. Please label all masks with your child's full name. We advise bringing an extra masks for your child because the mask often gets wet or soiled.



Dunwoody Prep has masks for the children to borrow. The cloth masks are laundered between each use. The disposable masks are worn for one day only.

What is expected at Drop Off and Pick Up Times



Ensure you offer at least 6 feet between your family and other families while waiting or entering/exiting.



Participate in the Health Check that is completed for students and staff before entering the building.



Answer the questions in the Health Check honestly.



Only 1 parent at drop off and pick up times. Please remember to wear a mask!


Health Checks: for All Students and Staff



Members of each household should take temperatures and conduct health checks before coming to school to drop off or pick up



In addition to taking temperatures when your child arrives, you'll be asked questions from the Screening Checklist


COVID-19: Screening Checklist – for Students and Staff
ALL individuals (staff and students) entering the building must be asked the following questions:

1. Ask the individual if they or their child have any of the following symptoms?

<input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath or difficulty breathing	OR at least TWO of these symptoms <input type="checkbox"/> Fever <input type="checkbox"/> Headache <input type="checkbox"/> Muscle Pain <input type="checkbox"/> New Loss of Taste <input type="checkbox"/> Decrease of Appetite <input type="checkbox"/> New Loss of Smell <input type="checkbox"/> Vomiting <input type="checkbox"/> Diarrhea <input type="checkbox"/> Repeated Shaking with Chills
--	---

- If YES to any, restrict them from entering the building.
- If NO to all, proceed to **step #2**

2. Have you or your child potentially been exposed to COVID-19 or have reason to believe you/they have COVID-19?

- If YES, restrict them from entering the building. Childcare Licensing prevents us from allowing access to individuals who are in any one of these four categories:
 - o Person is showing any of the symptoms of COVID-19
 - o Person thinks they could have COVID-19
 - o Person has tested positive for COVID-19
 - o Person is awaiting the results of testing for COVID-19
 - o Children and staff who share a home (including siblings) or who have been in close contact with anyone in the four categories above.
- **AND** Ask them to contact the State of GA COVID Hotline 844-442-2681 and request follow up via email regarding potential self quarantine.
- If NO, proceed to **step #3**.

3. Check temperature and document results Fever of 100.4°F present?

- If YES, restrict from entering the building AND give parent a completed Sick Child Report.
- If NO, proceed to **step #4**.

4. Make a visual inspection of the child for signs of illness, which could include flushed cheeks, shortness of breath or difficulty breathing (without recent physical activity), fatigue, red eyes, rash, or extreme fussiness.

- If YES, restrict from entering the building AND give parent a completed Sick Child Report.
- If NO, proceed to **step #5**.

5. Sanitize their child's hands before entering the building.

6. REMIND the individual NOT to shake hands with, high five, touch, or hug anyone other than their own child.

7. REMIND STAFF and children ages 3 and older to put on mask.

REVISED 5/14/2020

Why have the operating hours been shortened?



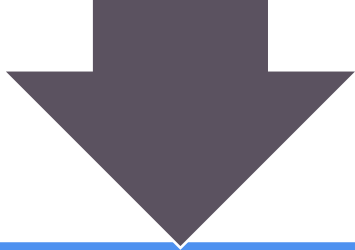
By limiting the number of staff in each classroom, potential exposures are decreased.



Each classroom is staffed to run as its own "entity" from 7:30am-5:45pm rather than combining with other classes in the morning or afternoon.

Late Pick Up

Due to the delicate nature of our staffing model during this time, we must emphasize that picking up your child on time is imperative.



Late pickup fees will be applied per child.

\$2.00 per minute for the first 5-minutes

\$5.00 per minute thereafter



Handwashing Protocols

Staff will actively monitor to ensure proper handwashing occurs. All children and staff should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Between working with materials
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After playing outdoors
- After handling garbage
- When hands are visibly soiled
- After cleaning
- After doing laundry
- After coming into contact with bodily fluid (your own or someone else's) including:
 - After using the toilet or helping a child use the bathroom
 - Before and after providing routine care for a child
 - After blowing one's nose, coughing, or sneezing
 - Before and after diapering

Meals and Snacks



Classroom breakfast will be offered during the first 30 minutes of class. Dry cereal and milk will be available. Infants will follow their individual feeding plan.



Lunch, Morning and Afternoon snacks will be served in the classrooms.



Family style dining will be suspended until further notice and all food will be served on individual plates or in individual containers.



Hand washing for staff and children before and after eating/serving food will be strictly followed.



Only children under a year old and/or children with food restrictions/allergies who have pre-arranged this with the school office can continue to bring food.

Classroom Modifications

- We will encourage the use of no-contact methods of greeting and interacting.
- Children will be issued their own container that will include crayons, pencils, markers, paintbrush, playdough, etc. for their own personal use.
- We will limit large group gatherings in the classroom such as circle time.
- Classroom materials are limited to those which can be more easily cleaned and sanitized.
- Materials are cleaned and sanitized either by hand or in the mechanical sanitizer/dishwasher when appropriate. Materials that are “mouthed” are cleaned and sanitized daily. Other materials are cleaned and sanitized weekly or more often if needed.
- Communal stuffed animals, dolls, dress up clothes, etc. will be laundered after each use. At times, these items will be removed from the classroom since they have a tendency to harbor germs.
- Furniture is sanitized weekly and more often when needed.
- Cots/Cribs will be placed 6 feet apart when possible. A physical barrier will be used between cots/cribs when 6 feet is not possible. Cots/Cribs will be placed so children sleep “head to toe”.
- Children will use single serve, disposable cups for water rather than bringing a water bottle.




Outdoor Experiences

- Outdoor Experiences will happen in several spaces:
 - Outdoor Playgrounds
 - Infant Playground
 - Nursery Building Playground
 - Preschool Building Playground
 - Outdoor Garden
 - Outdoor Courtyard
- One classroom at a time for each outdoor space.
 - Note: The Preschool Playground has been divided to accommodate 2 classes at a time.
- Children will be allowed to remove their masks while outside.
- Playground equipment will be sanitized routinely as an added precaution.
- Dunwoody Prep will provide water and single use, disposable cups for children during outdoor experiences.
- Ensure Social Distancing is honored on the playground.
 - We will discourage children from gathering near the fence adjoining other playgrounds.



REVISED Health Policy

- Families and Staff must adhere strictly to our health policies.
 - If you are sick please do not participate in drop off or pick up. Please remain at home and consult your physician.
 - Because of the potentially serious nature of COVID-19 symptoms, children and staff will be required to be symptom free for **at least 2 full days** (excluding the day the child was sent home), without the use of fever reducing medication, before returning to Dunwoody Prep.
 - For the foreseeable future, we will not accept notes from physicians as a return to work or school note.
- 
- We will carefully consider, on a case by case basis, whether we can administer any medication at school during this time (emergency medication will always be administered if needed).
 - If a child becomes ill while at Dunwoody Prep:
 - Child will be isolated in the classroom until picked up
 - Child must be picked up within 30 minutes of the parent's being notified
 - A Sick Child Report will be sent home with the child

COVID-19 Health Policy

- If any member of a household is exposed to or tested positive for COVID-19:
 - Family will notify Dunwoody Prep via email
 - All household members will follow health department recommendations for self isolation and/or quarantine
 - Any Dunwoody Prep student from this household must also follow health department recommendations for self isolation and/or quarantine
 - Dunwoody Prep reserves the right to require a 14-day period before allowing the student to return to school
 - Dunwoody Prep reserves the right to require medical clearance before the student may return
- If any member of a household has traveled internationally or domestically from an area which is subject to travel restrictions, the Dunwoody Prep student may return to school after the required 14-day waiting period. The most current travel restrictions are posted on the [CDC](#) website and [Georgia Department of Health](#) website



Enrichment Classes

Classes will not be offered in the fall of 2020.

We will re-evaluate the safety of offering Enrichment Classes on an ongoing basis. The factors included in this decision reflect guidelines from the CDC and Bright from the Start: Georgia Department of Early Care and Learning.



Parent and School Communication



We recognize that during this time of transition you may be anxious to know how your child is acclimating to school and what they are doing during the day.



Teachers will send photos and videos of the children through Kaymbu. Remember to comment on the photos – the teachers find this really encouraging.



Children in the Little Cubs, Pandas, Tigers, and Cheetahs receive daily reports from Kaymbu. Children in the Busy Bees class receive daily reports from through December.



Call anytime! 770-396-2973 You can speak directly with your child's teachers.



How to Prepare for your child's First Day

- Please prepare your child by talking through the drop off process.
- Sometimes, driving by the school helps to build children's excitement.
- Before bedtime, help your child select what to wear for the first day.
- Let your child know who the classroom teachers are. Their photos are included in the classroom orientation email.
- Practice wearing a mask around the house.
- When you get home, ask about your child's day and look at Kaymbu pictures that were sent. Talk about tomorrow.
- Remind your child that you always come back!

Suggestions for Health Practices for your family



Wash your hands and your child's hands often with soap and water.



Follow social distancing in your life outside of Dunwoody Prep.



Wear a mask when in public. Wash mask after each use.

Critical Community Guidelines for Partnership

Follow the drop off and pick up process.

Take the health screening seriously.

Understand that we will err' on the side of caution with the illness and exclusion policy.

Be respectful to staff when they are trying to follow the rules for the health and safety of our community.

Do not congregate outside the building or in parking lots, even though you are happy to see your friends!

Adhere to social distancing guidelines and restrictions to protect our community.

Remain flexible and adaptable - we will make changes to protect our community.

Orientation Acknowledgements

All of us play a crucial role in keeping members of the Dunwoody Prep community safe.



We are partners in reducing the risk of exposure.



We accept that no amount of restrictions, guidelines and practices will remove 100% of the risk of exposure to COVID-19.



Parents will sign an acknowledgement of the Critical Community Guidelines before the child begins

(OK to sign on the 1st day).

Failure to act in accordance with Dunwoody Prep's policies and procedures outlined in this document, Family Handbook, and additional correspondence may result in termination of services. No refunds are issued if services are terminated.