



## **In-Person Learning Track**

Pre-K 4 SA opened the doors for students at its four Education Centers on September 8, 2020. We have developed a COVID-19 response strategy—consistent with Pre-K 4 SA's advising physician whose guidance is consistent with the broader medical community, including Metro Health—to keep our children, families and staff safe and healthy.

With many new safety features and sanitation protocols to prevent the spread of COVID-19 set in place, our 2020–2021 school year will look different from previous years. These protocols and procedures will be evident from the very moment children arrive at Education Centers or bus depots to the moment they are picked up at the end of the day.

Although COVID-19 has disrupted our normal way of life, we want the children in this year's cohort to have the same sense of wonder and awe that previous groups of children experienced at Pre-K 4 SA. Young children learn through play, which includes active exploration and tactile interactions. To ensure children are able to safely move about the room and touch instructional materials, Pre-K 4 SA has developed a sanitation plan that allows children to go about their normal classroom activities and then place used items in a cleaning bin to be sanitized by staff. This approach makes cleaning and sanitizing a normal part of the classroom routine and avoids creating a sense of fear about being in the classroom or using materials.

Teaching children healthy habits has always been part of the Pre-K 4 SA approach. We teach children how to brush their teeth, eat vegetables, and properly wash their hands because those are things we do to keep ourselves happy and healthy. This year, we are adding new lessons that teach children the proper way to put on their masks and face shields and the importance of handwashing and sanitation as part of a general routine of safety and healthfulness.

## Safety Precautions

Pre-K 4 SA is here to continue providing a safe and welcoming environment where children can continue learning and receive a high-quality early childhood education. We have been busy all summer adding new safety features and sanitation protocols to keep the virus out of the building and reduce the chance of an outbreak.

### ■ Contactless check-in and dismissal process

- Curbside check-in and dismissal processes at our Education Centers.
- Maximum of 10 children on bus to allow adequate social distancing.
- See Arrival/Dismissal procedures for additional detail.

### ■ Reduced classroom sizes

- Class sizes will be reduced to a maximum of 10 children in a classroom designed for 20 to allow ample room for the children to spread out.

### ■ Education Center modifications

- Tables and chairs are sanitized before and after each use.
- Plexiglass table dividers allow children and teachers to safely sit near one another.
- Individualized materials—children put materials in cleaning bin when done playing to ensure they are cleaned before the next work time. Classroom materials are cleaned while children rest.
- HVAC systems have been modified to provide better air filtration and more fresh air.
- Touchless sinks, toilets, doors and paper towel dispensers mean fewer opportunities for hands (big and little) to spread germs.

### ■ Personal Protective Equipment

- Children will wear masks into the building. As children arrive in the classroom, they will put away their cloth face mask and put on their face shield before joining the teacher. Face shields ensure children's coughs and sneezes are covered and are more comfortable than face masks for children to wear for long periods of time. At the end of the day, the children will put away their face shields and put on their cloth face masks before they are dismissed.
- Teachers will wear face masks and/or face shields.
- All personnel are required to wear face masks.

### ■ Healthy habits

- Children sanitize their hands before going to the work area.
- Pre-K 4 SA has always taught children healthy habits (how to brush their teeth, eat vegetables, and properly wash hands). This year, we are adding new lessons that teach children the proper way to put on masks and face shields, and the importance of handwashing and sanitation as part of general routine of safety and healthfulness. Children will also be taught the importance of telling an adult when we feel sick.
- Pre-K 4 SA will provide supplies for children, including personal water bottles.
- Any items brought into the building by an adult (e.g., purse, lunch bag) will be sanitized upon entry.
- Nursing staff will help monitor for symptoms in children and staff through the day.

### ■ Rest time

- Pre-K 4 SA provides individual mats and blankets for the children.
- Mats and blankets will be stored in individual slots/shelves.
- Mats are cleaned and sanitized at least 2x / week.
- Mats are spread throughout the room and children lie head to toe.

### ■ Mealtime

- Meals and snacks will be individually packaged to reduce cross contact.
- The teacher will wear gloves while serving meals.
- Children will be spaced apart or seated at a table with plexiglass partitions.

## New Arrival/Dismissal Procedures

Pre-K 4 SA has modified our morning and afternoon arrival and dismissal procedures to reduce contact and increase safety for children, families and staff. We will be using a new contactless smartphone application, ProCare, to check-in students in the morning and again to sign them out in the afternoon.

- **Contactless check-in process (arrival by car):** As families arrive for morning drop-off, they are directed to pull up to designated curbside locations where they are greeted by a Pre-K 4 SA staff member who is wearing a mask, face shield, and gloves. Families remain in their vehicle and use a phone app to begin the check-in process using the ProCare app. The app guides families through the COVID health screening questions while the Pre-K 4 SA staff member uses a touchless thermometer to take the child's temperature. Once health screening is complete, a secure one-time QR code pops up on the Center's device. The staff member scans the code to automatically update the system to alert the classroom teacher that the child has arrived and is on the way to the classroom. The child puts on a face mask and exits the car with the staff member. The staff member escorts the child into the building where they stop at the hand sanitizing station and then onto the classroom. The staff member scans the child in on the teacher's iPad to complete the check-in process. [Note: families without a phone may use a Pre-K 4 SA iPad to complete this process.]
- **Contactless check-in process (bus depot):** As families arrive at the bus depot, they are directed to pull up to designated parking spots. Families remain in their vehicle and use the ProCare app to begin the check-in process. The app guides families through the COVID health screening questions. Once health screening is complete, a secure one-time QR code pops up on the Center's device. The parent and child put on their face masks and walk to the bus loading zone where a Pre-K 4 SA staff member is waiting. The staff member takes the child's temperature, scans the QR code and escorts the child onto the bus where they are greeted by a driver wearing a mask, face shield and gloves. Children are seated from back of the bus to the front in designated spots to allow for social distance. Windows will remain partially open to allow fresh air. Instruction begins as soon as the bus begins moving with the staff member leading the children in songs and rhyming games. When the bus arrives at the Education Center, the staff member unloads the children from front to back and escorts the children to the classroom, stopping by the hand sanitizing station on the way. Once at the classroom, each child is checked-in on the teacher's iPad. [Note: families without a phone may use a Pre-K 4 SA iPad to complete this process.] Buses will be sanitized after each route.
- **Dismissal (car):** Staggered dismissal times allows each classroom of children to be safely escorted outside where their families are waiting for curbside pick up. When a parent is at the curbside pick-up and signs into the app, the Center will be notified that the parent has arrived. A staff member will escort the child to the car and the parent will scan the QR code on the Center's device to check-out the child. This automatically updates the system to indicate the child has been safely returned to the family.
- **Dismissal (bus):** The same bus monitor goes to the children's classroom to pick them up and take them to their designated buses. He or she helps the children get on the bus and makes sure all children are buckled in safely. Children will be sitting separately, and bus monitors will be keeping an empty row of seats between children to maintain social distance. The windows on the bus will be slightly open to allow natural airflow. During the bus ride to the bus depot, the bus monitor will be wearing a mask, face shield and gloves and will engage children in songs. Once they arrive at the bus depot, the monitor will greet parents, who will sign out their child using the ProCare app. The bus monitor will take a picture of the parent QR code which will automatically sign out each child.

## Response to Potential COVID-19 Exposure

Pre-K 4 SA has developed the following response protocols to address potential or confirmed COVID exposure.

- **Actively monitor for COVID-19.** Pre-K 4 SA teachers have always been mindful to watch for signs that children may not be feeling well. This year, they will proactively monitor for COVID symptoms and seek guidance from our nursing staff at the first sign of illness.
- **Isolate potential cases.** If any symptoms are detected, the child will rest in our health clinic away from others until a family member arrives to pick him/her up. Center Directors will contact the family to discuss protocols and resources for confirming exposure to COVID-19. Families are encouraged to get tested for COVID-19 at one of the free and reliable sites listed on the following page.
- **If a child or adult is suspected of having COVID-19,** the classroom will close immediately and families will be notified. Thereafter, a deep clean and disinfect will be performed. Classes will resume in one to five days depending on the advice of healthcare experts. Children will continue instruction using the Remote Learning Track until they are able to return to the classroom.
- **If there is a confirmed case of COVID-19,** the entire Education Center will close temporarily. This will allow us to conduct contact tracing, identify which children and staff need to quarantine, and clean and disinfect the entire building. The Center will remain closed for five days. The individual classroom with a confirmed exposure may remain closed for up to 14 days if health advisors determine that is necessary. While the center is closed, children will be taught remotely until it is safe to return to the classroom.

## COVID-19 TESTING SITES

### ■ Walk-Up Locations

- Monday–Sunday, 10am–2pm
- No appointment required
- Parents may be asked to assist with administering the COVID-19 test if their child requires assistance
- Locations are subject to change

Cuellar Community Center  
5626 San Fernando St.  
San Antonio, TX 78237

Ramirez Community Center  
1011 Gillette Blvd.  
San Antonio, TX 78224

### ■ Freeman Coliseum

- Registration and appointment required
- Monday–Sunday, 9am–4pm
- Call 833.213.0643 to schedule an appointment
- Parents may be asked to assist with administering the COVID-19 test if their child requires assistance

Freeman Coliseum  
3201 E. Houston St.  
San Antonio, TX 78219  
Schedule Online at Freeman Coliseum

## Daily Schedule (1 of 4)

We would like to walk you through a day in the life at Pre-K 4 SA, highlighting our safety features:

EVENT	LOCATION	SAFETY FEATURES	DESCRIPTION
<b>Read Aloud (15 min)</b>	Classroom	<ul style="list-style-type: none"> <li>■ No more than 10 children in a classroom designed for 20.</li> <li>■ HVAC systems modified to provide better air filtration and more fresh air</li> </ul>	As children arrive to the classroom, they put away their cloth face masks and put on their personal face shields before joining the teacher for a read aloud to develop early literacy. With a smaller number of children in the classroom, they have plenty of room to spread out.
<b>Breakfast (30 min)</b>	Classroom		One by one, children wash their hands and then select a seat at the table. Plexiglass table dividers allow children and teachers to safely sit near one another. Children eat a healthy, individually packaged meal while the teacher engages them in conversation to support language development.
<b>Morning Message (10 min)</b>	Classroom		After breakfast, children wash their hands and find a place on the large floor rug. Each child is individually greeted and welcomed as they sit down. The teacher shares the schedule for the day, which is written on a dry erase easel all the children can see. The teacher discusses any news or changes to the schedule. Children share their own news and are encouraged to comment and make suggestions about the day's schedule.
<b>Large Group (15 min)</b>	Classroom or outside		Teacher and children stand up and spread out so they can express themselves through movement and music. The children take turns being the leader by selecting the type of movement activity and encouraging other children to share in the fun.

## Daily Schedule (2 of 4)

EVENT	LOCATION	SAFETY FEATURES	DESCRIPTION
<b>Small Group (15 min)</b>	Classroom or outside	<ul style="list-style-type: none"> <li>■ Table and chairs sanitized before and after each use</li> <li>■ Plexiglass table dividers</li> <li>■ Individualized materials</li> </ul>	<p>After movement, the children select a seat at the table for small group instruction. Each child is given a box of learning materials. To the children, it looks like they all have the same materials. But the teacher has carefully individualized the boxes based on each child's interests and developmental needs. The teacher demonstrates what the children are expected to do with the materials in their boxes and then the children have time to practice using their own materials while the teacher observes and guides the learning.</p>
<b>Outside Learning Time (60 min)</b>	Outside		<p>After small group, it's time to head outside to one of the outdoor learning environments that has been specially designed to engage children in learning through nature. Whether the children are tending to their gardens, playing restaurant in the mud kitchen, or staging a production on the outdoor stage, the children are supported in developing not only their gross motor skills, but also foundational academic thinking. When outdoor learning time is over, children wash their hands as they return to the classroom for work time.</p>

## Daily Schedule (3 of 4)

EVENT	LOCATION	SAFETY FEATURES	DESCRIPTION
<b>Work Time: Plan, Do, Review (75 min)</b>	Classroom	<ul style="list-style-type: none"> <li>■ Children sanitize their hands before going to the work area.</li> <li>■ Children put materials in the cleaning bin when they are done playing with them to ensure they are cleaned before the next work time.</li> <li>■ Children have ample room to spread out in the classroom.</li> </ul>	<p>This period includes 3 distinct activities:</p> <ol style="list-style-type: none"> <li>1) Plan: A 10- to 15-minute period during which children plan what they want to do during work time (the area to visit, materials to use, and friends to play with);</li> <li>2) Do: A 40- to 60-minute worktime minimum for children to carry out their plans (or shift to new activities that interest them); and</li> <li>3) Review: 10- to 15-minute period to review and recall with the teacher and discuss what they did and learned.</li> </ol> <p>Engaging in plan, do, and review helps children develop executive function skills, which are essential not only to success in school, but also in career and life.</p>
<b>Read Aloud (10 min)</b>	Classroom or outside		The teacher reads aloud while children take turns washing their hands.
<b>Lunch (30 min)</b>	Classroom or outside		Children select a seat at a table with plexiglass dividers. The teacher uses gloves to serve each child an individually packaged meal. The teacher engages the children in conversation to support language development. As children finish their meal, the children clean up their place and put out their rest mat being mindful to allow ample space between each mat.
<b>Rest Time (75 min)</b>	Classroom or outside	<ul style="list-style-type: none"> <li>■ Pre-K 4 SA provides individual mats for the children which are stored separately to prevent cross contamination.</li> <li>■ Mats are cleaned and sanitized at least 2 x / week.</li> <li>■ Mats are spread throughout the room and children lie head to toe.</li> <li>■ Classroom materials are cleaned while children rest.</li> </ul>	Children take this time to rest quietly on their mat. Having a rest time helps children become more self-aware and regulate their emotions, as well as helps them gain more energy for the other half of the day. Many children will sleep during this time, but they are not required to do so.



## Daily Schedule (4 of 4)

EVENT	LOCATION	SAFETY FEATURES	DESCRIPTION
<b>Storytime (20 min)</b>	Classroom or outside		As the children get up from rest time, they join the teacher for story time. The teacher focuses on literacy skills while reading a book or telling a story.
<b>Snack (15 min)</b>	Classroom or outside	<ul style="list-style-type: none"> <li>■ Snacks are individually packaged</li> <li>■ Children are spaced apart or seated at a table with plexiglass partitions</li> </ul>	Children sit at the table with plexiglass dividers or select a special spot outside to enjoy a healthy snack.
<b>Large Group (10 min)</b>	Classroom or outside		After the story, children once again have the opportunity to express themselves through music and movement.
<b>Small Group, Outside, and Work Time: Plan, Do, Review (60 min)</b>	Classroom or outside		The rest of the afternoon is filled with another small group time, more outside time and a second worktime provides children with the opportunity to continue what they were working on in the morning or to select a whole new project.