

The Congregational Church in South Glastonbury Preschool
High Street School
30 High Street
South Glastonbury, CT 06073

May 26, 2020

RE: New Preschool program structure required by the State of Connecticut due to COVID-19

Dear Parents:

This is a follow up to my letter dated April 20th regarding new requirements from the state and our work with public health personnel on protocols that must be implemented to protect our staff, students, parents and others until there is a COVID-19 vaccine.

Resetting our Expectations

Although many of us had hoped for a quick return to normal, we now know that the future depends not only on the behavior of the virus, but on the actions of people. As individuals, communities and institutions, we will be guided by public health officials and state regulatory agencies. The way forward will not be a matter of following a timetable, but of diligently assessing the evolving public health guidance and responding accordingly. Our primary focus will remain on protecting the health and well-being of the students and our staff.

In developing this document, we have consulted with public health experts, educators, and emerging guidance developed by the CDC and other expert resources. This framework will help guide our Preschool Committee, Director and educators in making safe and healthy informed decisions. This is not a fixed set of guidelines that will account for every circumstance. We may move back and forth between phases if second or third waves of infections emerge. The advice of public health officials may also change and we will react accordingly.

State guidance

We have recently received guidance from the state that will limit classroom size to a maximum of 10 students with a minimum of 2 teachers per classroom for the 2020-2021 school year. These requirements have necessitated a reconfiguration of our program and additional costs in order to comply. We have applied for state approval of our new program and expect that it will be forthcoming.

Our program restructuring was guided by our primary objective of safety and our mission to provide a high quality, enriching learning program to prepare your children for Kindergarten. Unfortunately, the state mandated reduction in class size from approximately 19 to 10, has necessitated the elimination of the 2 day session for students who were enrolled in that session. We are also required to increase our staff ratios which will increase tuition for each of our program options. Our new program offerings and tuition are itemized below.

Two Day Session (former 3 day session)

- Three year old students
- Students must be 3 years old by September 1, 2020
- 2 classes available with 10 students per class
- Thursday and Friday 9:00-11:45 a.m. (no extensions can be offered this year)
- Students must bring their individual (peanut free) snacks for the school year.
- Quarterly tuition is \$650

Four Day Session

- Four year old students. Please note that depending on the birthday of your child, they may also be eligible for the Pre-K program. Please see the details outlined in the Pre-K summary below.
- Students must turn 4 by December 31, 2020
- 4 classes available with 10 students per class
- 2 classes - Monday, Tuesday and Wednesday 8:45 – 11:45 a.m., Thursday 12:30 – 3:30 p.m.
- 2 classes - Monday, Tuesday and Wednesday 12:30 – 3:30 p.m., Friday 12:30 – 3:30 p.m.
- Students must bring their individual (peanut free) snacks for the school year; there will not be enough time for lunch
- Quarterly tuition is \$1,050

Five Day Session – Pre-K

- Five year old students. Due to COVID-19, we have extended the cutoff date for this year, from December 31st to March 31st. If your child turns 5 between January and March 2021, you may apply for our Pre-K session. If you are now registered in the 4-day program and wish to switch to the Pre-K program, please contact the Preschool Director, Stephanie Letizia at teach2kds3@aol.com.
- 2 classes available with 10 students per class
- Monday through Friday 9:00 – 1:00 p.m.
- One hour extended day at a cost of \$50 per week will be available at the beginning of the school year if a minimum of 8 people sign up
- Students must bring their individual (peanut free) snack and lunch for the school year
- Quarterly tuition is \$1,450

Registration & Placement

Attached is a new tuition and agreement form for the revised programs. Please submit the incremental quarterly tuition to:

South Church Preschool
Administrative Assistant
PO Box 187
S. Glastonbury, CT 06073

For those parents requesting the Pre-K program, please indicate if you would like to have extended day at the beginning of the school year. If the South Church Preschool does not receive the revised 1st quarter tuition by June 12th, 2020, we will assume that you no longer wish a placement in our program for September and that spot will be given to a child on the waiting list. For those who have already made payment and do not wish to enroll their children, we will refund tuition already paid. The final

placement decisions will continue to be the responsibility of the Preschool Director in cooperation with the staff and the Committee. Tuition payments are due quarterly on November 1, February 1, and April 1.

Session viability

Please note that due to the new class room requirements, the Preschool Committee reserves the right to cancel a session if there is insufficient registration needed to make that session viable.

Our Health and Safety Framework for Returning

We are currently using recently publicized guidance from the CDC and ongoing conversations with the state and public health personnel regarding the specific procedures and policies that will be put in place to protect our staff and your children. We will be providing you with a new Program Guide that incorporates these revisions in early August. The most recent CDC guidance can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Framework for our health and safety protocols

➤ **Phase One – Substantial community transmission**

- Continue to coordinate with local health officials.
- Closing school for an extended period of time.

➤ **Phase Two – When there is minimal to moderate community transmission**

- Coordinate with local health officials – when an outbreak occurs
- Implement multiple social distancing strategies.
 - Cancel field trips, assemblies, and other large gatherings.
 - Cancel or modify classes where students are likely to be in very close contact.
 - Avoid mixing students in common areas.
 - Stagger arrival and/or dismissal times.
 - Limit nonessential visitors.
 - Teach staff, students, and their families to maintain distance from each other in the school.
- Consider ways to accommodate the needs of children and families at risk

➤ **Phase Three – Basic infrastructure which assumes no community transmission**

Review and update emergency operation plans which will include the following:

- Communication – Develop information-sharing protocols for use with public health officials and parents. Information-sharing will be used for monitoring and reporting disease surveillance efforts designed to detect and respond to an outbreak. Create and test communication plans for sharing information with staff, students, and their families.
- Disease Surveillance and Screening - Establishing more detailed absentee records to enable us to more fully understand absenteeism patterns among both students and staff. This will be helpful in alerting local health officials about large increases in student and staff

absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to COVID-19).

Sick students and staff will be required to stay home. Students and staff who arrive at school sick or become sick at school are sent home as soon as possible. Screening for illness at arrival to school for staff and students may be implemented according to Office of Early Childhood (OEC) guidance.

- Cleaning and disinfecting - Intensifying cleaning and disinfection efforts in accordance with public health guidance. These involve the routine cleaning and disinfecting of surfaces and objects that are frequently touched.
- Healthy Hygiene Practices - Reinforce training of staff on healthy hygiene practices so they can role model and teach these to students.
- Social Distancing - Reassess how we do group gatherings and events. (e.g., field trips, Halloween parade, etc.).
- Continued review of CDC’s, regulatory and public health guidance.

Throughout the summer, we will continue to consult with local health officials, Glastonbury Public Schools and regulatory agencies and provide an update in August as we continue our work to reopen South Church Preschool in the fall. Thank you for your support and understanding.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew G. MacEwen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Matthew G. MacEwen, Chair
860.604.9057

Cc: Stephanie Letizia, Director