

## Early Years-Jacksonville School District #117

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Mrs. Sarah English  
Principal-Early Years-JSD117



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August 14, 2020

Hello!

It is almost time to “jump into” our 2020-2021 school year. As a reminder, school at Early Years is scheduled to start for our Full Day and PM session students on Tuesday, August 25th. Our AM session students will begin on Wednesday, August 26th. We are offering both in-person learning and remote learning based on parent’s choice. We are so excited to see everyone!

**School Supplies:** Early Years asks that your child have a backpack, change of clothes, and provide pull ups (if applicable). If assistance is needed with any of these items, please call the school office and we will be happy to help.

Due to COVID-19 we have some changes that have been made. They are outlined below:

- Illinois State Board of Education is requiring that students (and staff) conduct symptom screenings daily. **A health screening must be completed on a daily basis.** Please fill out the “Health Screening Tool” **each morning** and send it to school with your child or complete this electronically. This must be completed in order for your child to attend school that day.
  - **Self-Certification and Health Screenings.** We will likely have families self-certify that they are checking temperatures. More information will be provided, as we finalize this process. All students/teachers/staff members need to use hand sanitizer/wash hands upon entry to school, entering the classroom, and after coughing or sneezing. Teachers/Staff members will likely self-certify themselves.
- Your child must wear a mask on the school bus and in the school building.
  - **Masks and PPE.** Anyone entering the building must wear a face mask. Students, teachers, and staff members must wear face masks all day. Masks need to be appropriate for the school environment. Halloween masks and masks with inappropriate images and/or language will not be permitted. Face shields are

not to be worn in place of masks according to current guidelines. Face masks may be removed briefly for breakfast/snack/lunch. Teachers and staff members need to remind students to keep their masks on during class. Teachers and staff members should use good judgement when ensuring students wear their masks while in the building. In the end, students choosing not to wear a mask will be sent home to remote learning. When teachers are filming in their classrooms by themselves with the door shut, they do not have to wear their masks to help students clearly understand your instruction, but they must be worn even when alone at all other times. Teachers, staff members and students may choose to wear other forms of PPE in addition to masks during the day but are not required to. All forms of PPE should be used appropriately and not become a distraction during class.

- **Attendance & Assessment.** Attendance will be taken daily for in-person learning and will be taken weekly for remote learning. Parents are reminded to contact the school office when their student(s) will be absent. In an effort to provide the safest learning environment and based on guidance from IDPH the office will be asking parents why the student(s) is absent and what symptoms they may have. Students enrolled in either learning option will be expected to complete learning activities in accordance with teacher expectations. Assessment in preschool is authentic and observational. Students participating in face-to-face learning will be assessed in an ongoing manner and Early Years teachers will follow the three assessment periods for providing families with assessment feedback. Due to the authentic and observational assessment guidelines based on best practices, formal assessment for remote learners will not take place. Feedback & informal assessment will be given for remote learners from the teachers.
- **Arrival & Dismissal:** Early Years will stagger arrival to better ensure social distancing when families are dropping off their children.
  - Red, Lime Green, Orange 7:55-8:05
  - Dark Green, Light Blue-8:05-8:15
  - Yellow, Purple, Dark Blue-8:15-8:25

If you have siblings and they are in different staggered arrival groups, please choose one time to bring both or multiple siblings that will work for your personal schedule. We do not expect you to bring them at the various staggered times.

There will also be two lines designated for arriving at the health check station.

- Completed online Health Screening Form: Use sidewalk on the West of building
- Completed paper Health screening Form or Need to Complete Paper Health Screening Form-Center sidewalk

Parents will walk their child from their car to the health check station and will remain with their child until an Early Years staff member escorts their child into the building and to their classroom. To promote social distancing there will be ground marking to ensure 6 feet distancing is occurring.

- **Before School Care:** This runs from 7:30-8:00 daily. This requires office approval as we do not have enough staff to provide this service to everyone. Communicate with the office or your child's teacher if this is something that is a necessity for your family.
- We will provide your child with water bottles and cups, as we will be utilizing them for drinks throughout the day instead of visiting the communal fountain.
- Students will have scheduled hand washing times built into their daily routine to help minimize the spread of germs.
  - **Cleaning/Sanitizing.** All students/teachers/staff members need to use hand sanitizer/wash hands upon entry to school, entering the classroom, and after coughing or sneezing. Students/teachers/staff members need to use hand sanitizer/wash hands prior to and after eating and using the restroom. Teachers/students need to sanitize shared items as much as possible and will also encourage individual tubs with items only used by the individual student. Shared items will also be traded out to ensure the cleanliness/sanitation of the shared items and limit the spread. This includes but is not limited to door handles, desks, chairs, center items. Group work/projects is still allowed, but teachers and students must remember to wear masks and use disinfectants/hand sanitizers when possible. Hand sanitizer dispensers have been added to each classroom. Teachers will have wipes and hand sanitizer in classrooms. Numerous hand sanitizer pumps are available for use throughout the building in classrooms and hallways. The Early Years custodial staff will deep clean the building every day/night.
- We have developed procedures to ensure social distancing within the classroom and school building as much as possible.
  - **Social Distancing.** Teachers are encouraged to separate desks/tables/students to 6 feet in their classrooms as best/much as possible. Tables or desks in

classrooms will also be set to face the same direction as much as possible to help with social distancing. Sneeze guards will be utilized as much as possible in the classrooms. Traffic patterns in classrooms will be set by teachers to help with social distancing as much as possible. Hugs, handshakes, high-fives, and fist bumps are not allowed between all stakeholders. However, replacement of these greetings that is safe and requires no contact will be used in place of the traditional greetings. For example; hug yourself at the same time I hug myself and we are hugging each other.

- **Hallways and Supervision.** Students are encouraged to walk single-file and not side by side while keeping 6 feet between them and the person in front of them/behind them as much as possible. Teachers need to be in the hallways during transition time to help monitor students with social distancing and mask wearing.
- **Restrooms.** Each classroom at Early Years has an individual restroom and this will be maximized to avoid using common restroom space in the hallway. If the hallway restrooms must be used, maintaining a 6-foot social distance as possible will be required.. An “X” will be placed on the floor to help students understand the distance they need to keep. All students/teachers/staff members need to use hand sanitizer/wash hands prior to and after using the restroom. Visitors are not being permitted into the building at this time. If you are dropping off or picking up your child at school, please wait outside the building until a staff member arrives.
- **Visitors to Early Years.** Outside visitors will have extremely limited access to District 117 property. Any visitor (parent, grandparent, other family member, delivery driver, salesperson, etc.) will be required to self-certify their health, wear a mask, and are highly encouraged to make an appointment before entering Early Years. All visitors must have a mask on while inside the building. While there are times for visitors to come to the school, JSD117 and ISBE guidance, discourages visitors to our buildings as much as possible during the COVID-19 pandemic. The office staff will be vigilant in watching for visitors to the building coming up to the security door and do their best to conduct business through the office security door when possible.
- **Remote Instruction.** Early Years - remote students will be provided weekly activities and opportunities for learning will be posted for each week. Daily there will be new

material uploaded in various forms. The opportunity for the parent to turn in activities and share with the teacher will be present daily. The teacher will respond to families weekly. Parents will be responsible for picking up and dropping off materials needed for remote learning. For example, this may include picking up and returning activity materials (if needed and items at home cannot be used in replacement of these materials) that support the weekly activities. We encourage and will plan for remote learning keeping in mind basic household items found in your home. Parents making the choice to complete remote learning during in-person learning will do so on a quarter/semester basis. Communication regarding item pick up and drop off will be communicated from the teacher as needed.

- **Special Services.** A high priority will be placed on providing in-person instruction for students who have Individualized Education Programs (IEP's) and 504 Plans. Individualized considerations may include remote instruction for medically fragile students and students who demonstrate behaviors that may lead to safety concerns for staff and students. All meetings will occur as scheduled by the case managers and administrators. Meetings will be held virtually, as much as possible. All IEP meetings will continue to be held in accordance with special education timelines. All appointments and meetings with school staff will be scheduled in advance. Students who have chronic medical conditions will have their individual situation assessed by the school nurse. Health Care Plans, Individual Education Plans, 504 Plans, and any other relevant documentation will be reviewed. Schools will contact the student's parents/guardians as well as the student's physician, if needed. All students will be required to wear a face mask in accordance with the ISBE-IDPH guidelines. Should parents/guardians provide documentation from their child's physician stating that wearing a face mask would pose a significant health risk to the student, the IEP and/or 504 team will meet to consider the recommendation. Adjustments will be made to the student's plan as determined appropriate by the IEP and/or the 504 team. Individualized Remoted Learning Plans will be developed and modified as needed to address each student's Individualized Education Plan (IEP). Each Remote Learning Plan will be individualized and work to address IEP goals and consider accommodations/modifications that are needed for access to remote or a blended in-person learning model. These Remote Learning Plans will identify what services will be provided to each student. Students who receive related service minutes in the IEP will receive services using consultation/collaboration with

case managers, video conferencing, hands-on tasks provided by the therapists, online materials, or materials that have been provided for families. District 117 staff will continue to work collaboratively with Four Rivers service providers to deliver services to all our students.

- **Gross Motor/Physical Fitness.** This is a vital component and primary objective for preschool students. Each classroom will have time each day for children to participate in gross motor/physical fitness time. The schedule allows for the individual classroom to participate during this time without sharing the time with another classroom. Between gross motor sessions, all items used during gross motor will be sanitized before the next classroom's scheduled time. Gross motor/physical fitness time will take place on the playground, in the gym, and in classrooms.
- **Food in classrooms:** Students in our half day sessions will be provided a snack daily. Students in our full day sessions will be provided with a snack and lunch daily. During eating times, students can remove their masks.
- **Family Nights/Guest Speakers/Assemblies.** Assemblies are suspended/postponed until further notice.
- **Field Trips.** All field trips are suspended/postponed until further notice.
- **Classes Outside.** Teachers are encouraged to take classes/students outside when applicable. If classes go outside students are still expected to follow classroom rules/expectations. Face masks do not need to be worn when outside and social distancing is practiced.
- **COVID-19 Symptoms During the School Day.** Students or staff members exhibiting COVID-19 symptoms (temperature greater than 100.4, fever, cough, shortness of breath/difficulty breathing, chills, fatigue, muscle/body aches, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea) or who test positive for COVID-19 must stay home. Once the school day begins, anyone exhibiting symptoms will be sent to Nurse Bruns in order to be separated to a safe area for quarantine. All areas used by the sick person will be closed until proper cleaning takes place. The district will work with JSD117 Central Office and Morgan County Health Department to contact trace to determine what individuals had close contact with the sick person. Anyone with close contact to the sick person should isolate at home for 14 days. Close contact means if the sick individual was within 6 feet for more than 15 minutes.

- **COVID-19 Positive Cases and Absence from School.** IDPH does not recommend testing for all students and staff before attending school and does not require additional testing to return to school. They are using symptom-based guidance. A positive case or symptomatic person is required to isolate for a minimum of 10 days after symptom onset and can be released after afebrile (without fever) and feeling well (without fever reducing medication) for at least 72 hours (3 days). Asymptomatic carriers must remain in isolation for 10 days from date of test. Example: A case that is well on day 3 and afebrile and feeling well for 72 hours must remain in isolation through day 10. Example: A case that is still symptomatic on day 10, and symptoms last until day 12, cannot be released until at least day 15. Close contacts must remain quarantined for 14 days after the last/most recent contact with the person when they were infectious. If a contact becomes symptomatic, they then should follow isolation rules.

Thank you for your understanding with all of these Illinois State Board of Education regulations and local health department recommendations. Please remember this is an ever-changing document based on guidance from the Governor's Office, CDC, IDPH, ISBE and the JSD117 Board of Education. If or when changes/updates are made you will be informed appropriately. Skylert Messenger will be utilized for communication as well as our Early Years website, Early Years Facebook page, and teacher communication. While our school time together will look slightly different, it will still be packed with lots of learning and fun!

If you have any questions or concerns, please do not hesitate to call the office at 243-2876.

Sincerely,

Sarah English, Early Years Principal