

# VANDERBILT LEARNING CENTER BACK TO SCHOOL PLAN



*Returning to school together, safely.*

## WELCOME FAMILIES!

The teachers and staff of the Vanderbilt Learning Center, together with Vanderbilt Presbyterian Church, welcome you back to school for the 2020-2021 academic year. Our first day of school will be in-person on **Tuesday, September 8, 2020. Open House will be Friday, September 4, 2020 Time/Format TBD. Tuition adjustments will be applied. Visit the Administrative section for details.**

Although we are in the midst of a worldwide pandemic, we feel called to serve our families who need support as they return to work and their essential commitments. We want to protect the health and safety of our students, teachers, staff and families. With your help, we will strive to reduce the risk of exposure to the novel coronavirus (COVID-19) within our school. Ultimately, we hope to keep the school building open, maintain instructional continuity in the classroom for our children and continue to serve our neighbors and families with love.

Please refer to this document and all subsequent issues for daily procedures and safety protocols. **This is subject to change without notice. VLC will consider guidance from the Department of Children and Families, Florida Department of Education, Centers for Disease Control and Prevention, and the Florida Department of Health - Collier. These guidelines have been created specifically for schools and child care programs.**

Keeping each other safe and healthy requires all of us to work together. We are looking out for the physical and emotional health of everyone. This is challenging and we are all doing our very best. Please strive to lift each other up. If you or your student need further support from our school or church, we encourage you to reach out to us.

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## KNOW BEFORE YOU GO

If students, teachers or staff feel sick in any way, **please stay home. DO NOT come to school.**

## DROP-OFF

All students must be dropped off in carline under the Porte Cochere according to a staggered class schedule beginning at 8:00 a.m. and ending at 9:00 a.m. This is intended to reduce gathering in the narthex and hallways and facilitate physical distancing as much as possible. At this time, masks must be worn by students, teachers, staff and families throughout the drop-off process and until they reach their classrooms. Special considerations are being made for our youngest students in the two's.

Early room drop-off will occur between 7:30 a.m. and 8:20 a.m. at the VLC exterior door closest to the playground and Mrs. Goldblatt/Mrs. Hewins' classrooms.



- **Once each student and teacher has passed the daily health check, hand sanitizer will be provided for use.**
- **As of this issue, masks WILL be required for all TEACHERS and STAFF.**
- **Masks ARE required for students at drop-off, pick-up and otherwise at the at the discretion of their teacher and/or family. For example, in hallways or when physical distance guidelines cannot be met.**
- **Students ARE NOT required to wear masks INSIDE the classrooms or during outside play.**
- **Goggles will not be required.**

## HEALTH CHECK

Please stay in your car. Until further notice, no parents or volunteers will be allowed in the building. Upon arrival each day, families, teachers and staff will be asked if they are feeling well and whether or not you have been exposed to COVID-19. Please respond honestly and do not knowingly expose other children and families to life-threatening illness, even if you have a very important meeting that day. The health of the entire school includes you. Teachers will receive temperature checks upon arrival to school. Temperature checks will be conducted for students prior to exiting the car in carline. Any student or teacher with a temperature of 100.4 degrees or higher will be sent home immediately

## CLASSROOMS

Classes will arrive and depart together according to the staggered schedule. Students will go directly to wash hands prior to entering the classroom. Teachers and staff will escort students through the hallways being mindful to keep physical distance. Each class will be kept together throughout the day (and not combined with other classes) to minimize the number of people in close contact. This includes lunch, outside play and enrichment. All lunch boxes and drink containers should be labeled with the student's first and last name. They will not be shared. Water fountains will not be used. There will be increased hand washing.

Teachers have been hard at work creating more space in each classroom. At this time, each classroom has no more than 12 students enrolled, with one exception based on physical space allowing 14 children maximum. Most classrooms only have 9-10 students. Out of an abundance of caution, each student should have a mask fitted to them and packed in their daily school bag in the event one is needed due to circumstances beyond our control or in a specific instance where the suggested physical distance guideline cannot be met.



## ENRICHMENT

We will continue to offer the many enrichment programs that make VLC an exceptional place for learning. They will be implemented over time, as it becomes appropriate (and safe) for the program participants and its facilitators, such as Dr. James Cochran and Pastor Rob Marrow. These programs include, but are not limited to Music, Chapel, Science and Yoga. Only one class will participate at a time. Individual classes will also be able to use the Student Center with the assistance of Interim Christian Education Director, Heather Mikes. Daily cleaning will occur, with physical distancing of students and teachers, as well as staggered scheduling for use by each class.



## PICK-UP

All students must be picked up in carline under the Porte Cochere according to a staggered class schedule beginning at 12:00 p.m. and ending at 12:45 p.m. This is intended to reduce gathering in the narthex and hallways and facilitate physical distancing as much as possible. Please remain in your car. Your student will be brought to you. At this time, masks must be worn by students, teachers, staff and families throughout the pick-up process.

Aftercare pick-up will occur between 2:30 p.m. and 4:30 p.m. at the VLC exterior door closest to the playground and Mrs. Goldblatt/Mrs. Hewins' classrooms.



## CLEANING PROCEDURES

A professional crew will clean and sanitize the entire building each day (bathrooms, hallways, classrooms, common areas, etc.)

Door handles, classroom tables and chairs will be wiped several times a day. Teachers and staff will use Clorox or Lysol wipes and spray to disinfect rooms, toys and manipulatives daily and weekly. Bathrooms will be sprayed and wiped after each class.

All cots will be wiped and disinfected daily. Bedding will be separated every day and kept in bags, as usual. They will go home each week to be washed by families. Please label each item with the student's first and last name.

EPA approved natural products will be used as often as possible.

## REPORTING ILLNESS

If a student or teacher isn't feeling well, it is imperative that you stay home. Per the regular DCF policy already in place, please report all illnesses and absences to your classroom teacher prior to 9:00 a.m. on the day of the absence.

In the event that a teacher or student who has entered the building tests positive for COVID-19, VLC may have to temporarily close the school for 2-5 days in order to clean, disinfect and trace the contact in consultation with local health officials. This will help everyone gain a better understanding of the impact on the school population, If a student presents symptoms during the school day and appears ill, VLC staff will isolate the student with love and care, notify the family and send that student home as soon as possible. The class will be relocated to the Student Center for a minimum of 24 hours while the classroom is disinfected. We understand that not all childhood illnesses are COVID related. However, we must take all precautions.

We will notify our families, teachers and staff of any confirmed positive cases within the building. **Students, teachers and staff may return to school when they are free of any symptoms and COVID negative, as applicable.**

When a teacher is absent for any reason - illness or vacation - our assistants and other VLC staff are ready to step into the classroom.

Adhering to these procedures and reducing the number of people in the school will reduce risk, but it will not eliminate it. **As such, a COVID-19 waiver will be distributed to families for signature prior to the start of school.**



Stephanie Vick, Director, Florida Department of Health-Collier, provided the following information (as of July 14, 2020):

- Once there is a positivity rate less than ten percent and consistently dropping for a period of at least two weeks, then protective measures may be incrementally reduced
- Proper and frequent handwashing will stay

**According to the CDC, people with COVID-19 have had a wide range of symptoms reported – ranging from no or mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:**

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

**This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.**



## ADMINISTRATIVE

We know this is an extremely confusing situation. There is no perfect solution given the challenges presented by COVID-19. Each and every family will be making decisions for students of all ages that are deeply personal. We respect your decision and will do our best to accommodate. If you have a specific concern that hasn't been addressed, please call or email Mrs. Elmer directly to discuss. In a private preschool, like the Vanderbilt Learning Center, your tuition guarantees your student a spot in a classroom with a low student-to-teacher ratio. Space is limited. Per the registration package and contract, a family can choose to use the spot, hold the spot or withdraw. **Tuition installments are due on the first of each month unless paid for in advance. Payments can be mailed to the school or you can set up an electronic bill payment through your bank, if that service is available to you.**

**Per the calendar adjustments in Issue 2 (School start on Sept. 8), tuition also will be adjusted accordingly. If your contract provides you pay annual tuition over installments, then you will only owe nine installments instead of the original 10. For example, installments are due June 1 and August through March (eliminating April) for preschool. Please remit your August payment, if you haven't already.**

**If your annual tuition has been paid in full, you will receive a refund for one month of tuition, to be issued within the month after school starts. If you prefer, this credit can also be applied to your tuition for the following year (as applicable).**

If you have joys, questions or concerns for Mrs. Elmer or your classroom teacher, please begin by contacting them directly via text, phone or email. Let's have honest conversations and speak the truth in love. Our staff is proficient at Facetime and Zoom for meetings, as needed. If for any reason a face-to-face conference is needed, it will be scheduled in advance. Masks will be required for visitors.

Please know that you are an integral part of this educational journey and we want you to jump in whenever you can. This is a partnership! We are simply trying to limit contact for the safety of all.

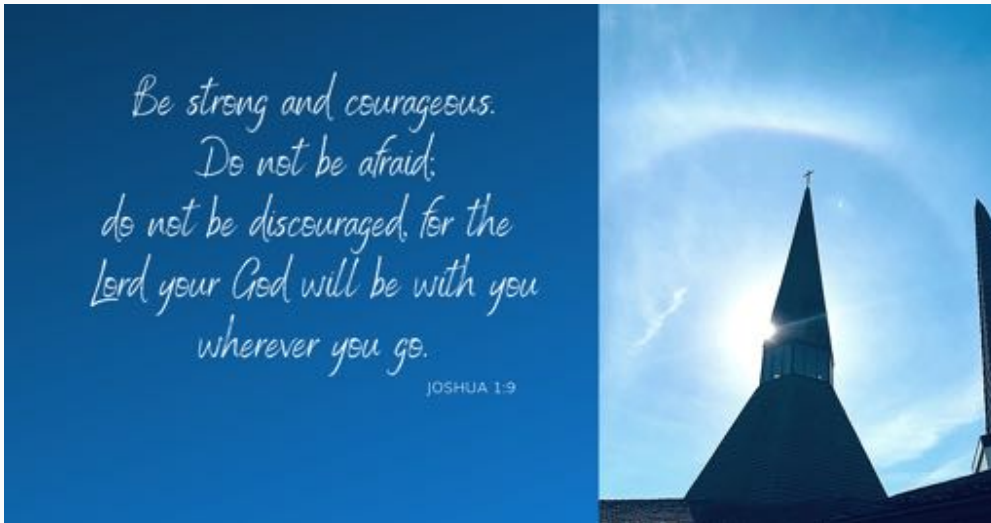
## THANK YOU

Since the school building was closed in March due to the global pandemic known as COVID-19, we have been working diligently to develop a set of best practices for a healthy return to school. Thank you to the amazing team of people who contributed to this planning, specifically Jackie Elmer (Director) and Heather Mikes (Interim Director of Christian Education), all of the Vanderbilt Presbyterian Church staff members and Session, Parent Team Volunteers Lindsey Manring and Amber Grider, the Vanderbilt Learning Center teachers, staff and parents.

We expect a wide-range of emotions at the start of every school year, from nervous anticipation to complete elation. This one may be even more emotional. There will be tears - from students and parents alike. We stand with you. Our hearts are your hearts. Your children are our children. We will do everything we know how to love, protect, teach and provide for your most precious treasures. We ask that you lead with love and help us on this journey by staying positive. You set the tone. **Be the light!**

Many thanks to our families for your continued patience and understanding as we work through this challenging process - **together.**





## RESOURCES

### **Vanderbilt Learning Center**

Jackie Elmer, Director  
jelmer@vpcnaples.org  
(239) 594-9557

VLC Parent Team Facebook Group  
<https://www.facebook.com/groups/vlcparentteam/>

VLC Website  
<https://vpcnaples.org/enrichment/vanderbilt-learning-center/>

### **Vanderbilt Presbyterian Church**

Heather Mikes, Interim Director of Christian Education  
hmikes@vpcnaples.org

VPC Kids and Families Facebook Group  
[www.facebook.com/groups/kidsandfam/](http://www.facebook.com/groups/kidsandfam/)

VPC Kids and Families YouTube Channel  
[www.youtube.com/channel/UC\\_k\\_THKXC03xb7til4PUhtw](http://www.youtube.com/channel/UC_k_THKXC03xb7til4PUhtw)

Middle School Youth @VPC Facebook Group  
[www.facebook.com/groups/MiddleSchoolYouthVPC/](http://www.facebook.com/groups/MiddleSchoolYouthVPC/)

VPC Facebook Page  
[www.facebook.com/vpcnaples/](http://www.facebook.com/vpcnaples/)

VPC Website  
[www.vpcnaples.org](http://www.vpcnaples.org)

### **Health Guidelines for Schools and Child Care Programs**

Department of Children and Families  
[www.myflfamilies.com](http://www.myflfamilies.com)

Florida Department of Health - Collier  
[www.collier.floridahealth.gov](http://www.collier.floridahealth.gov)

Centers for Disease Control and Prevention  
[www.cdc.gov](http://www.cdc.gov)

