

2021-2022 Parent Handbook



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Amherst, NH 03031
603-672-3168
Tax # 02-0491867
www.preschoolinthevillage.org

Tina Summers, Director



2021-2022 School Year

INTRODUCTION

Overview

The Preschool in the Village is an independent, non-profit early learning center, serving families in Amherst and surrounding towns since 1995. We offer half-day learning programs for children 3 to 6 years old. PIV was first established as a mission of the Congregational Church of Amherst, but incorporated as a separate non-profit in 1996. PIV leases the space for its programs from CCA, and maintains a close working relationship with them in support of the community.



Hours of Operation

PIV is open during the public-school year, September to June, and follows the Amherst public school calendar (SAU 39) for all holidays, vacation weeks and snow days. Hours are 8:00-3:00pm.

PIV is regulated by the Childcare Licensing Bureau within the Dept. of Health & Human Services, not the Dept. of Education. If public schools close due to unexpected or emergency circumstances, PIV will consider if the reasons behind their closure apply to us, before making our own decision to close or remain in operation.

Organization

Our experienced, caring teachers are credentialed by the State of New Hampshire as early childhood professionals or master teachers. Every teacher is also CPR and pediatric first aid certified. The teaching staff and office administrator are supervised by the School Director, who is responsible for the daily management and financial operation of the center. The School Director reports to a Board of Directors comprised of parent and community volunteers who serve two (2) year terms. The Board of Directors meet monthly to address operational or personnel concerns, review finances, and organize fundraising events. PIV is licensed by the Childcare Licensing Bureau of NH, within the Department of Health & Human Services.

Mission Statement	Core Values
<p>To provide developmentally appropriate learning experiences in a safe and nurturing environment, while supporting social, emotional, cognitive and physical growth that encourages positive self-image and cooperative engagement with others.</p> 	We believe children learn best through exploration, discovery, and problem solving.
	We promote developmentally appropriate practice in all we do.
	We believe time spent outdoors is important.
	We foster a partnership with families.
	We recognize the strength of our school is in the dedication of our staff and Board members.
	We teach three rules: Be kind to others. Solve problems by talking. Put away the things you use.



TUITION

The tuition rate is determined by the Board of Directors. Tuition is based on the full school year and is due regardless of absences, snow days or other cancellations. As a non-profit organization, all monies received are used for the operation of the preschool.



Payment Terms

Please note that the first tuition payment is due July 1st and is non-refundable. A minimum of one month's tuition must be received by PIV in order for your child to be enrolled for the new school year. The last payment is due May 1st and is also non-refundable.

In the event of an unplanned school closure of one month or more due to circumstances beyond our control, such as extreme weather, a pandemic, a forced shutdown by local/state/federal governments, a facility malfunction, or any situation that jeopardizes the health or safety of PIV staff and students, the Board of Directors will review the financial stability of the preschool and may consider refunding a portion of tuition paid on account at that time.

Payment Schedules

Please indicate the preferred payment schedule when registering your child or submitting your first payment:

- ❖ One **lump sum** payment due on **July 1**.
- ❖ Semi-annual payments due on **July 1** and **January 1**.
- ❖ Quarterly payments due **July 1, November 1, February 1** and **May 1**.
- ❖ Monthly payments due on the first of the month, **July 1** through **May 1**.

Making a Payment

We accept personal checks or bank checks made out to: **Preschool in the Village**

Please record the month(s) for which you are paying and your child's name in the memo line. Checks should be mailed or placed in the payment basket in the school office. **Please do not put checks in backpacks and do not give to a teacher in the car line.**

Credit card payments and automatic bank transfers are accepted using our Tuition Express parent portal. There is a processing fee for these methods of payment. If financial or family circumstances change that will affect payments, please speak with the Director to discuss special arrangements.

Other Fees

- ❖ **Registration Fee:** A non-refundable registration fee of \$100.00 is required per family.
- ❖ **Late fee:** \$10.00 charge will be imposed if payment is not received by the 5th day of the month.
- ❖ **Insufficient Funds:** \$20 charge will be imposed for returned checks.

Scholarship

The **Susan Drumm Scholarship Fund** is available to help our student families when they face a financial emergency, such as job loss or significant medical bills. It is our goal that every child enrolled at PIV be able to complete the school year with us. Fundraising events and donations contribute to this fund. Requests must be made in writing or email to the Director, and approval is determined by the Board of Directors. Applications are reviewed on a first come, first served basis.



2021-2022 School Year

ENROLLMENT



Registration

Priority in registration is given to: (1) **current enrollees** (2) **siblings of current enrollees**. Currently enrolled families receive a pre-registration form that must be returned by the indicated January deadline with a non-refundable registration fee. The remaining spaces in each class are open to the public on a first-come first-served basis in February. Names are placed on a waiting list in the order they are received. Confirmation of enrollment is sent out in June via email.

Class Assignments

PIV makes every effort to respect parent requests for class assignments. However, we reserve the right to place the children where we feel is most beneficial or provides for a more even balance of boys and girls. Parents are consulted when a change is considered.

Withdrawal from PIV

If a family wishes to withdraw its child from the preschool, a four-week written notice is required. If such notice is not provided, four weeks tuition must be paid regardless of attendance. Beyond the amount of the first non-refundable tuition payment, the remaining tuition due will be prorated according to the percentage of the school year that has passed, including the four-week notice period. If there has been an overpayment, it will be refunded. No tuition refunds will be made after May 1 of the school year.

Expulsion Policy

The Board and School Director understands that our philosophy and the execution of it may not be in the best interest of every child who is enrolled. In the unlikely event of an incompatible relationship, the Preschool in the Village reserves the right to dismiss any child from our programs. Circumstances for expulsion from PIV include, but are not limited to:

- Issues with the child's behavior or developmental needs which cannot be met by PIV, or are disruptive to its programs
- Non-payment of tuition and/or fees by the child's parents or guardians
- Non-compliance with state regulation requirements or PIV policies and procedures by the child's parents or guardians

If there are ongoing challenges with a child's behavior, the following steps will be taken prior to expulsion:

1. A meeting with teachers, parents and the Director will be convened to discuss the issues and develop a support plan.
2. Daily communication with parents in the car line or via email, and a home-school journal may be employed to look for patterns.
3. Teachers will adjust routines and interactions, modify the environment, or provide sensory breaks as needed.
4. A reduction in attendance (hours or days) may be recommended to see if that helps the child to be successful in school.
5. PIV will make referrals to the appropriate school district, PTAN, mental health counselors, or developmental therapy services.

If PIV determines that the above steps have not resolved the disruptive behavior or that a child's developmental needs cannot be met, one weeks' notice prior to expulsion from PIV will be given to parents in a meeting, along with alternative preschools. Tuition will be charged through the last day of attendance.



PROGRAMS

Our theme-based curriculum balances school-readiness skills with a social and emotional foundation, grounded in developmentally appropriate practices for each age group. The daily routine includes outside play, teacher-directed projects, group activities, and free choice time. Literacy, math, and science concepts are embedded in the learning activities, with many opportunities for creative exploration and expression. Children learn self-regulation and pro-social behavior by being a part of the classroom community and participating in group activities. There are two teachers in most programs, maintaining a student-teacher ratio of at least 1 to 8.



Curriculum Enrichment

- Music class with Miss Tina & Mr. Shane
- Natural science with a teacher from Beaver Brook Association.
- Story time with a librarian from the Amherst Town Library.
- Field trips and walks around the village or the nature trails behind the school.
- Parents can make an important contribution to the curriculum by sharing their time and talents with the children. We will find a way to include your participation within our Covid-19 safety precautions.

Morning Classes

Children must be the age required for each program by September 30th.

Bumblebees	3-year-olds 10 children with Miss Elizabeth & Miss Carrie	M/W/F or T/Th 8:50 – 11:50am
Caterpillars	4-year-olds 12 children with Miss Tina & Miss Laura	Monday – Thursday 8:35 – 11:35am
Dragonflies	4-year-olds 12 children with Miss Dianne & Miss Aila	Monday – Friday 8:10 – 11:10am
Owls	Pre-k for 5-year-olds 8 children with Miss June	Monday – Friday 8:25am - noon

Notification of Absence

Please call the office (672-3168) or email your child's teacher if they will be absent from school. If you arrive late, you will be asked to bring your child to their classroom. If you need to pick up your child early, please visit the office first.

Special Needs

If teachers and/or parents feel that a child is struggling with a developmental delay in speech, motor skills, cognitive processing, or social/emotional regulation or expression, PIV will assist with referrals to the appropriate community services for evaluation. Children with special needs are welcome at PIV if we are able to make the necessary accommodations without disrupting the integrity of the program for all students. Our goal is to include children of all abilities whenever possible. PIV staff will maintain communication with parents to determine our ongoing ability to serve their child's special needs, and will assist with transfer to another school if it is in the best interest of all concerned.

Class Assignments

PIV makes every effort to respect parent requests for class assignments. However, we reserve the right to place the children where we feel is most beneficial or provides for a more even balance of boys and girls. Parents are consulted when a change is considered.

Physical or Social Distancing

Children and teachers will not mix with other classes; they will remain in their own group throughout the morning and *Lunch Bunch*. The Community Room will not be used for mixed group play after drop-off or at any other time. PIV will continue to teach students to respect the "personal space" of others, and not to get too close. However, children will not be discouraged from natural cooperative play behavior, nor will they be expected to play alone. Classrooms will be rearranged to allow for more space between and around everyone. Teachers will devise a center management system that limits the number of children at each activity.



LUNCH BUNCH

[*Tentative program contingent on staffing*]

The *Lunch Bunch* program is an option for Caterpillars, Dragonflies and Owls to extend their preschool day and enjoy extra social time with friends. Children may attend *Lunch Bunch* only on their scheduled preschool days. Advanced registration is required; no "same-day drop-ins" will be accepted.



Group Size

Capacity is **limited to 5** per day in each lunch group. Children from the same class will be in a group with their morning teacher. At least two (2) children from the same class must be registered for lunch on the same day, in order for this program to be offered. PIV reserves the right to cancel *Lunch Bunch* on any given day.

Pack a Lunch

Please label the lunch bag or container with your child's name. A hard surfaced container that can be wiped with disinfectant after eating, such as a Bento Box or hard surfaced lunch box (metal or plastic, no fabric) is preferred. Please **do not** send food that needs to be heated and do not send reusable silverware. Keep in mind that **PIV is a peanut-free school**

Cost & Dismissal.

1:30pm pick-up: **\$20.00** per day (includes pick-up anytime between noon - 1:30pm)

2:30pm pick-up: **\$30.00** per day (includes pick-up anytime between 1:30pm – 2:30pm)

Buy 5 Days, 6th is Free!

A "*Lunch Bunch Card*" can be purchased in advance for 5 lunch days, and a 6th is free! Days used are tracked by the office, and you will be notified when you are using your last (free) lunch so that you can purchase another card.

"*Lunch Bunch Card*" for 1:30pm pick-up = \$100.00

"*Lunch Bunch Card*" for 2:30pm pick-up = \$150.00

Attendance and Absences

Please schedule attendance **48 hours (2-days) in advance via email (pivamherst@gmail.com)**.

A same-day request to attend cannot be accepted unless it is an emergency, and then it is contingent on group availability and staffing.

There is no charge for scheduled lunch days missed due to absence from school. You may reschedule for another day. However, please notify the office as soon as possible if your child will be absent from *Lunch Bunch*.

Snow Days

If Amherst Public Schools are CLOSED, the Preschool in the Village is CLOSED and there is no Lunch Bunch. You may reschedule. If Amherst public schools have a 2-hour weather related delay, PIV drop-off times will be delayed 1-hour with Lunch Bunch as usual.

Payment.

Payment must be received the day of attendance, or by using a pre-paid day from a "*Lunch Bunch Card*". Payment for *Lunch Bunch* may be combined with monthly tuition, but please indicate the separate amounts in the memo space on the check.



2021-2022 School Year

DAILY HAPPENINGS



Transportation

All students must be picked up from school by a parent or a designated driver listed on the transportation release form. Parents must notify PIV via email if there is to be a change of person picking up their child.

Drop-Off & Health Screening

- Everyone must drop-off at their class time in the car line to minimize physical contact.
- **An online health screening form must be completed for your child and family every school day.**
- A child will not be taken out of the car if you failed the health screening or if they display signs of any illness.
- Allergies or other chronic condition? Please provide a note of explanation from your pediatrician.

Car Line Procedure

1. Line up on the right side of Jailhouse Road at your class time, keeping the actual road clear for our neighbors.
 - a. *If you are early, the cars in line are the previous class. Park along the village green and wait for your class time.*
2. Turn left to enter the school driveway, taking care not to block the road.
3. Please have your child remain in their seat and consider shutting the ignition as a courtesy to our neighbors.
4. Pull up to the teacher and put your car in PARK.
5. **Please refrain from using cell phones or other devices.** Your attention is required during these transitions.
6. Please remain in your car, the teacher will assist your child.
7. **At drop-off: Please help your child use hand sanitizer before they get out of the car.**
8. **At pick-up: Please pull up beside the building to buckle up.**

Health Screening Questions

The following symptoms indicate a possible illness that may decrease the student's ability to participate in learning and increase the risk of spreading illness to others. If you answer "YES" to any of these symptoms:

- DO NOT COME TO SCHOOL. Please leave a message at the PIV office (603-672-3168).
- Refer to the *PIV Parent Handbook* for illness recovery periods before returning to school.

In the past 24 hours has the student experienced:

	YES	NO
Temperature of 100.4 F or higher		
Sore throat		
New cough with difficulty breathing (if a chronic allergic/asthmatic cough, has it changed?)		
Runny nose or sinus discharge		
Diarrhea, vomiting, or abdominal pain		
New onset of severe headache, especially with a fever		
Loss of smell or taste		

Close Contact or Exposure

If your child or a member of your household has been tested for Covid-19, please do not come to school until you have received the results. The following situations increase the risk of spreading Covid-19 to others. If you answer "YES" to any of these questions:

- DO NOT COME TO SCHOOL for **5 days** from exposure or positive diagnosis.
- Please leave a message at the PIV office (603-672-3168).
- Contact your health care provider for recommended next steps and possible Covid-19 testing.

In the past 14 days has the student:

	YES	NO
Tested positive for Covid-19?		
Been in close contact (within 6 ft for more than 15 min) with a case of Covid-19?		
Traveled internationally or on a cruise ship?		



DAILY HAPPENINGS (cont.)



Outside Play

The children go outside in all seasons, weather permitting, when the temperature is 15°F or above. Fresh air is important to good health and it is our policy that all children well enough to be in school are well enough to go outside. Please dress your child appropriately for outdoor play and changes in the seasons, with foot gear that is safe for running and climbing.

Snack

Please have your child bring a healthy snack to school each day, clearly labeled with their name. **PIV is a peanut-free school**, and it may be necessary to avoid other food allergens within a specific class.

Water Bottles

We request that all students bring a filled water bottle to school each day, clearly labeled with their name. Please wash the mouthpiece and outside of the water bottle with soap and water every day, before sending it back to school.

Clothing & Jewelry

Children should dress in washable, comfortable play clothes. Since toileting accidents and messy play activities may happen, please provide an extra set of clothing marked with the child's name in a Ziploc bag. When clothing is sent home, please return another complete set the next day.

Sturdy, non-slip, closed-toe shoes that are securely fastened all around the feet (no open backs or flip flops) should be worn to school for active play outdoors. Children should be able to put on the shoes themselves, when changing from snow clothes in the winter.

Children cannot wear necklaces or rings to school, as they present a potential choking hazard to themselves and others.

Backpacks

Children should bring a backpack to school each day that is large enough to accommodate their water bottle and snack, artwork and winter clothing. We will provide a sturdy plastic folder. The folder will be used in the backpack to send papers from school to home, and you can put notes for us in it too! Please be sure that your child's name is clearly visible on the backpack.

Toys or Special Items from Home

Teachers cannot be responsible for the safety of objects brought from home, so we request that these not be brought to school except on show-and-tell days. **No guns or toy weapons of any kind are allowed.**

Emotional security items (ie. stuffed animal or blanket/lovey) can be brought to school if necessary, but will be stored in the child's backpack prior to going into their classroom. These items cannot be carried around, due to Covid-19 safety precautions.

Birthdays

We welcome you to celebrate your child's birthday by sending in a favorite book for us to read on that day. Given the circumstances this year, parents are not able to come to school to read it themselves. Your child will decorate a birthday crown on their special day and we will sing "Happy Birthday" at snack time.

Invitations to birthday parties or goody/gift bags will not be distributed by teachers at school. Please use your classroom contact information to share these items on your own.



DAILY HAPPENINGS (cont.)



Behavior Guidance Plan

The types of inappropriate behavior most often seen in preschool-age children (such as temper tantrums, refusal to cooperate, hitting) are usually the result of the child's young social/emotional development or their inexperience with being part of a group. PIV views these instances as "teachable moments", and the following positive guidance techniques are used:

- ❖ Having age-appropriate expectations for children
- ❖ Discussing classroom rules and consequences of unsafe or unkind behavior
- ❖ Explaining to parents the importance of having the same expectations at home and school
- ❖ Helping children to recognize cause-and-effect of behavior choices
- ❖ Ignoring inappropriate behavior that seeks to receive negative attention
- ❖ Reinforcing desirable behavior with recognition and praise
- ❖ Assisting children in negotiation, sharing, or finding a compromise with peers
- ❖ Modelling appropriate behavior and kind words
- ❖ A child may be removed from the group setting or play situation temporarily, to give them the opportunity to calm down, talk about what happened with the teacher, and start over.
- ❖ Parents will be called if their child is struggling to participate appropriately, and it becomes apparent that the school day will not be a positive experience for them. Parents, teachers and the Director will determine the best course of action, including a parent attending the remainder of the day to assist with behavior management, or going home to start over the next day.
- ❖ A child will be sent home if they bite another child, and a meeting with their parents will be held to discuss how to change this behavior in the future.
- ❖ Bears Bears, Everywhere! by Lesley Koplou: help children connect to their feelings and express them in a constructive way.

Field Trips

PIV asks each parent to sign a form before school begins, which gives permission for walks around the village. The older classes may schedule a field trip in the fall and/or spring to learn about a community resource – such as a nature walk in Beaver Brook Association or a local farm. Field trips with the preschool require a responsible adult to transport and accompany each child for this activity.

Snow Days or Delays

If the Amherst Public schools (SAU39) are closed because of inclement weather, PIV is also closed. **If public schools have a 2-hour delay due to weather or road conditions, the PIV drop-off times will be delayed 1-hour.** Cancellations and delays are announced on WMUR and posted on our Facebook page. PIV does not make up snow days, and tuition credits will not be given for snow days or delayed openings.

Methods of Communication

- ❖ 603-672-3168
- ❖ pivamherst@gmail.com (Director and office administrator)
- ❖ www.preschoolinthevillage.org
- ❖ Preschool in the Village, PIV Parents, and PIV Community Facebook pages
- ❖ A monthly newsletter, *The Preschool Post*, from the school Director
- ❖ PIV YouTube channel with story times, yoga, music, and science experiment videos
- ❖ Weekly email classroom updates from the teachers and a monthly email update from the Director.
- ❖ "Call-em All" emergency phone system
- ❖ Lending Library: books and articles on child development and parenting
- ❖ Bulletin boards in each classroom and outside the office display information about school events and community resources.
- ❖ Parent-teacher conferences: November and March
- ❖ Year-end developmental assessments for each child

Issues and/or Suggestions

Please feel free to contact your child's Lead Teacher or the Director in person or via email. A meeting may also be scheduled to allow for focused conversation. All feedback is helpful to us in planning future programs.



HEALTH & SAFETY



Our policies concerning illness are based on a sincere concern to protect not only the ill child, but all the children entrusted to our care. Regulations require PIV to exclude any child with a diagnosed communicable disease (measles, chicken pox, Covid-19, etc.) or obvious acute illness. Please inform the school office if your child contracts, or is exposed to, a contagious disease such as chicken pox or Covid-19. A note from a medical professional must accompany a child returning to school after a serious illness.

Stay Home to Get Well

Please do not send a child to school with signs of a possible contagious illness. If a child becomes sick or displays signs of illness after arriving at school, they will be sent home for his/her own well being and that of the other children.

Common conditions for which children will be excluded from attendance:

- ❖ CHICKEN POX: exclude until all the skin lesions or blisters are scabbed over
- ❖ CONJUNCTIVITIS: exclude until the child has antibiotics for 24 hours and the discharge from the eyes has stopped.
- ❖ EAR INFECTION: exclude until the child has been on antibiotics for 24 hours
- ❖ HAND, FOOT, MOUTH: exclude until 48 hours after sores appear
- ❖ HEAD LICE: exclude until child has received treatments and shows no signs of lice
- ❖ IMPETIGO: exclude until the child has antibiotics for 24 hours and lesions dried
- ❖ RASHES: exclude until rash has been identified, treated, and a doctor's note verifies it is not communicable
- ❖ STREP THROAT: exclude until the child has been on antibiotics for 24 hours

Symptoms of Covid-19

If your child has experienced any of the following symptoms within the past 24 hours, **DO NOT COME TO SCHOOL.**

Please contact your medical provider for instructions OR stay home from school for **5 days** from the onset of symptoms AND at least 24 hours have passed without the use of fever-reducing medications plus improvement in other symptoms.

If these symptoms are related to a chronic/ stable condition such as asthma, allergies, food intolerances, etc. that can be documented by a medical provider, please discuss with the Director by calling 672-3168 or email pivamherst@gmail.com

- ❖ COUGH
- ❖ SORE THROAT
- ❖ DIARRHEA
- ❖ FEVER
- ❖ RUNNY NOSE/ SINUS DISCHARGE
- ❖ VOMITING
- ❖ HEADACHE
- ❖ LOSS OF SMELL OR TASTE

Health Forms

Every student must provide PIV with a health report and vaccination schedule obtained from their pediatrician within the last twelve months, or the date of when their physical examination is scheduled. These health forms must be received by the first day of school. A notarized certificate of religious exemption will be accepted in lieu of the required vaccinations.

[<https://www.dhhs.nh.gov/dphs/immunization/documents/exemption.pdf>]

Masks

The PIV Board of Directors has determined that a mask or face covering is required for all students and staff while indoors as of the first day of school and until further notice. This requirement may change throughout the school year as conditions in our community change. Children will be encouraged to "take a mask break" during the 1 ½ -2 hours of their morning spent indoors, and should bring an extra mask in a Ziploc bag each day. If a parent feels strongly that their child should wear a face covering regardless of the school policy, we will support that decision.



HEALTH & SAFETY (cont.)



Hand Hygiene

PIV has always taught consistent hand hygiene, sneezing/coughing into an elbow, and using a tissue to wipe your nose. Children will wash hands upon arrival, when coming inside from the playground, before snack, after toileting, and at any other time a teacher feels it is needed. Hand sanitizer and hand sanitizer wipes may be used, with teacher supervision. **Please do not send your child with any hand sanitizer in their backpack.**

Peanut Allergy

PIV is a **PEANUT-FREE facility**. All parents must read labels when packing your child's snack or lunch for the day, to avoid any peanut ingredients. If your child has a peanut or nut allergy, it is your responsibility to inform the school and provide an action plan.

Allergy Action Plan

A child that has a food allergy, asthma or any other allergic condition must have on file a form that explains the symptoms of the reaction and outlines the course of action to be taken in an emergency. If medication is part of the action plan, this is kept in the child's classroom in a sealed plastic bag, labelled with the child's name.

AIDS/HIV Infection Policy

As required by Federal law, PIV does not exclude children with an HIV infection. However, each case will be evaluated for conditions that may pose a risk to others, such as aggressive biting behavior or open sores. Such conditions may require restricted attendance.

Building Access

The doors to the church building are locked during school hours. All visitors to the building must ring the buzzer and be admitted by the Director or office administrator. **Due to the Covid-19 pandemic, no classroom visitors can be received until further notice.**

As a precaution to reduce exposure between PIV and community members during this ongoing pandemic, spaces within the building have been designated as "PIV-only", "Church-only", or "Shared". Church members will not enter PIV-only spaces at all, and access to Shared spaces (ex. Lobby, Community Room) are limited during school hours.

Communication Devices

Lead Teachers carry a walkie-talkie on their person at all times for communication with the Director or other staff members as needed. Lead Teachers also bring their cell phone to the playground or on nature walks in the community, in case of an emergency. A panic button directly connected to the Amherst Police Department is located in the school office.

Emergency Procedures

The School Director will conduct fire drills every month with all students and staff members. Teachers select a safe meeting place on the playground for their class. Safety procedures for other types of emergencies are reviewed once per quarter by the staff, and an *Emergency Operations Procedure* brochure is provided to parents at the start of the school year.

Emergency Communications

If neither parent can be reached, PIV must have the name of an individual who can be called in case of a medical or environmental emergency. In addition, two individuals must be designated as emergency back up or alternate pick-up persons. PIV has the "Call-em All" emergency phone calling system. Parents will receive a test call in September.

Evacuation Locations

Onsite = PIV playground
Offsite in the neighborhood = Town Hall (2 Main Street)
Offsite away from the neighborhood = Clark Elementary School (14 Foundry Street)



COVID-19 RESPONSE PLAN



Business Practices

- Dept. of Health & Human Services and Child Care Licensing Bureau
- Collaboration with local preschool Directors, ChildCare Aware of NH, and SAU39 (Amherst/Mont Vernon school district).
- PIV procedures are intended to reduce the risk of illness, but cannot eliminate it.
- Strict adherence to the health policies specified in the PIV Parent Handbook will be respectfully enforced, for the safety of everyone.
- We will balance precautions with developmentally appropriate teaching and the social/emotional security of our students.
- New monthly tuition payment schedule = July 1st to May 1st.



Safety Precautions

- **Physical Distancing** = car line only, separation of classes, no classroom visitors, cancelled group events, masks optional unless warranted by community conditions
- **Classrooms** = more open space, less materials, HEPA air purifiers, open windows, individual playdough kits and sensory materials (i.e. sand trays, water tubs)
- **Health Screenings** = staff and students before arrival using Google Docs form
- **Playground** = staggered shifts, more time outdoors, natural area classroom
- **Hand Hygiene** = touchless soap dispensers, hand sanitizer, outdoor station
- **Cleaning & Disinfecting** = classroom surfaces , toys, professional facility cleaning service for restrooms and shared spaces



COVID-19 RESPONSE PLAN (cont.)



If there is a case of Covid-19

- PIV will contact the Board of Infectious Disease Control (BIDC) to ask for instructions.
- PIV will notify the Congregational Church (our landlord) and all parents that a case is being investigated, but the individual's name will not be disclosed.
- BIDC will identify who must self-isolate for 5 days and who should monitor for symptoms.
- The individual can return to PIV when they have met the "You can return to school when" criteria.

You can return to school when :

1. At least 5 days have passed since symptoms first appeared
AND
2. At least 1 day (24 hours) has passed since recovery (no fever, no longer on medications, no other symptoms)



If we have to close...

- For one month or less: remote learning activities may be offered and full tuition will continue to be collected.
- For more than one month: remote learning activities may be offered, and the Board of Directors will review the financial stability of PIV regarding the possibility of a tuition refund.
- The 10th tuition payment is non-refundable, and no refunds will be given after May 2, 2021.
- PIV is regulated by the Childcare Licensing Bureau within DHHS, not the Dept. of Education. If public schools close, PIV will consider if the reasons behind their closure apply to us, before making our own decision





What you can do -

- Teach your child to independently wash their hands.
- Show your child how to sneeze or cough into an elbow.
- Keep your child home if they are not well.
- “Social distancing” should not feel “anti-social”. Help your child feel safe without fearing other people.
- Go outdoors to breathe the fresh air and play!

