Islesboro Preschool

IPS Protocols and Policies: (Updated 5/12/2025)

As we adapt to new and updated protocols, we appreciate your adherence to our policies and your partnership as we learn what works and what doesn't. We depend on each other to give our children the experience they need and deserve, and we will stay in close communication as we continue this journey together.

Please contact our Director with questions once you've reviewed the details below at director@islesboropreschool.org

Drop-off and pick-up procedures

- **Drop-off is 8:30-9:00. Doors lock at 9:00 am. If you need a later drop off then please reach out via Brightwheel to notify staff.**
- Any child who is ill must remain home for 24 hours once symptoms improve.
- Parents may drop their students off at their appropriate classroom in the mornings.
    - Please use the tablets to check your student in with the parent check-in code that will be assigned to you before the beginning of the school year.
- Parents may leave once the staff has checked the students.
- Please limit the number of people who drop off and pick up your child.
- Any child showing signs of sickness or fever will be taken out of the classroom and must be picked up as soon as possible. Please keep this in mind in case we need to contact you during the day.
- Pick-up is between **2:30 and 3:00** from Lucy's Garden. If you are picking your child up earlier in the day, please contact staff when you are about to arrive so staff can have your child ready. A staff member will accompany your child outside with their belongings to meet you.

Communication:

- All parents will be asked to download the Brightwheel app
- All communications will be via email or Brightwheel
- All updates will be provided through Brightwheel and email
- Parents will be provided with weekly or monthly program updates

Policies and Requirements

1. **What to bring to school - most items will remain for the week:**

a. Daily lunch - we will provide a snack
b. Change of clothes to stay in school in their cubby
c. Sunscreen **(*During summer session, please apply sunscreen to your child prior to arrival at school. Staff members will reapply as necessary throughout the day)**
d. Bug spray
    i. Please label all your child's items with their name
    ii. Parents will be asked to fill out a sunscreen and bug spray permission form at the beginning of the summer session.
e. For nap time, please provide a pillow and blanket that can remain at IPS for the week. These items cannot go back and forth daily; at the end of each week, we will send your items home and ask that you bring them back freshly laundered at the beginning of next week.
f. Water bottle
g. Any additional sun protection needed
h. Swimsuit and towel

Islesboro Preschool reserves the right to exclude care for the reasons listed below:

- Sick for any reason
- Showing symptoms (outlined below) of COVID-19
- Have been in close contact with someone with COVID-19 in the last 14 days
- Has a cough, fever, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell
- Fever (temperature over 100.4 degrees Fahrenheit)
- Severe sore throat that lasts more than 48 hours, especially with a fever
- A significant rash, mainly when other symptoms are present
- Large amounts of discolored nasal discharge
- Severe ear pain
- Uncontrolled cough
- Diarrhea
- Severe headache, especially with a fever
- Healthy children with the following symptoms/conditions may attend programming:
    - Allergy symptoms (with no fever) that cause coughing and clear runny nose if they have medically diagnosed allergies and follow medical treatment plans
    - Well-controlled, mild asthma

One lower-risk symptom and has not been exposed to COVID-19: Return to school 24 hours after symptom improvement. If the child is not improving after 24 hours, the caregiver should contact their primary care provider. *Siblings do not need to remain home.*

Low-risk symptoms:
New headache
Muscle aches

Runny nose/congestion
Nausea/vomiting/diarrhea
Any of the above symptoms present beyond typical symptoms (ex. allergies)

Two or more lower risk symptoms OR 1 higher risk symptom and has <u>not</u> exposed to COVID-19: Recommend testing. Return to school when fever is absent for 24 hours without fever-reducing medication ***<u>and</u>*** symptoms improving, ***<u>and</u>*** a negative COVID-19 test. *Siblings need to remain home until the sick child tests negative.*

High-risk symptoms:
New, uncontrolled cough
Shortness of breath or difficulty breathing (not exercise-induced asthma)
New loss of taste or smell
Fever (100.4 or higher), chills
Sore throat

Everything above changes **if the student has been exposed to COVID**. These guidelines are geared toward preventing the spread of COVID. Recommendations are different for other illnesses. For example, if a child tests positive for flu the recommendation is for siblings to remain home until the sick child has recovered. Gastrointestinal (GI) illness is another example. If one child has diarrhea, it is very likely that the sibling will too. In this case, siblings should stay home for 24 hours.

<u>Contacts:</u>
Lindsey Govoni, IPS Director
Morgan Landry, Lead Pre-K Teacher
Paris Wetherington, Lead Infant/Toddler Teacher