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THE KINGS'
CHRISTIAN SCHOOL

August 24, 2020

Dear School Families,

We have spent the last few weeks discussing and planning how to continue providing your child with the best education in the safest environment possible. With so much uncertainty surrounding us, we are thankful that we serve a God who is faithful, strong, and constant. When Moses died, the Lord turned to Joshua and instructed him on how to proceed. In Joshua 1, Joshua was told to be “strong and courageous” twice. Joshua must have been uncertain of his abilities, fearful of what the future held, and doubtful that God’s words would come to fruition. God sensed Joshua’s hesitation and asked him in verse 9, “Have I not commanded you? Be strong and courageous! Do not tremble or be dismayed, for the LORD your God is with you wherever you go.” The same command applies to us today. Despite the uncertain times we live in, God calls us to be strong and courageous.

Keeping the above in mind, we have developed a reopening plan that aligns with CDC recommendations and the NJ Department of Education’s guidelines for reopening schools. Please note that this plan is complete based upon current CDC guidelines but is subject to change as further guidelines are released. The health and safety of our students and staff are our first priority. These policies and decisions are intended to MITIGATE, BUT NOT ELIMINATE risk. Both in-person instruction and remote learning come with challenges and obstacles. However, as a small school, we believe we have the resources and space as well as teachers who will adapt when needed.

HEALTH & HYGIENE

At school, students and staff can reduce the spread of COVID-19 by maintaining healthy behaviors, including regular handwashing, the use of face coverings, good coughing etiquette, social distancing, reduced mixing between groups, and limited sharing of supplies or materials. Staying home when exhibiting any signs of illness is particularly important and we ask that all families adhere to this request.

Social Distancing & Face Coverings

All desks will be spaced six feet apart in the classrooms. Hallways will have directional signs to encourage students to move about the building safely. Students will sit socially distant in the lunchroom. Face coverings will be required for all people in the building unless doing so would inhibit a student’s health. All faculty, staff, students and visitors will wear face coverings.

Handwashing & Hand Sanitization

Hand sanitizer stations will be installed at every entrance and students will sanitize their hands once they enter the building. Each classroom will have hand sanitizer for the students to use upon entering and exiting the classroom.



Students and staff will also be encouraged to wash their hands with proper handwashing techniques. Posters and signs will be posted to remind students and staff. Handwashing breaks will be worked into the schedule to allow students time to wash hands before and after lunch and at other times throughout the day.

Cleaning

We have developed a schedule to allow our maintenance crew to regularly clean and disinfect surfaces and areas of the school. Bathrooms will be cleaned several times a day and, classroom surfaces and shared materials such as computers, library books, lunch tables, and gym equipment will be wiped down between each use. We have also purchased additional cleaning supplies to help sanitize and disinfect more efficiently.

Bathrooms

Library Bathrooms – Will be closed

Every bathroom (all hallway, staff, and classroom) will be cleaned by professional cleaning crew Monday through Friday.

Our maintenance staff will use bio blast sprayers (bioblasting.com/the-technology) on each bathroom (hallway and staff) in the middle of each day.

Classrooms

Teachers will assist students with wiping down desks at the end of each day and will wipe their way out of their classrooms with disinfectant wipes.

As stated above, classroom bathrooms will be cleaned at the end of each day by a professional cleaning service.

Plexiglass dividers are being installed in the computer room, timothy room, and art room. We will also have plexiglass dividers for reading groups and other harder-to-distance groups.

Lunch/APR

Plexiglass is being installed on the counter where lunch will be served. At this time, students will not be able to use microwaves.

Teachers will assist students in wiping down tables at the end of each lunch period. Regarding the use vending machines, students must use the hand sanitizer station before entering the vending room.

Maintenance staff will spray vending machines at the end of the day.

Water fountains will be closed except for the water bottle filler stations.

Our maintenance staff will spray down lockers, the APR, and the gym at the end of each day.

We have installed high efficiency filters for our heating and A/C system.

Door handles on all entrances will be wiped down multiple times a day.



Shuttle Buses

The bus driver will take the temperature of the student before entering the bus in the morning. If the student has a temperature of 100.4 or higher, they will not be allowed on the bus. When possible, we will have one student per row.

The student's will be required to wear a mask, while on the bus.

Once student depart the bus in the morning our maintenance staff will spray our bio blast solution inside the bus to sanitize.

At the end of the day the bus driver will wipe down the seats and handles of the bus once the children depart.

Illness

Please take your child's temperature each morning before drop-off at TKCS. Your child's temperature will also be taken prior to admittance into the school building. Children will not be allowed into the building if they have a fever of 100 or higher. If your child has a temperature of 100 or higher, please keep him or her home until he or she is fever free for 72 hours without the use of medication.

Please monitor your child's overall health and watch for any of the following signs or symptoms. If your child has any of these, please keep him or her home and contact your local healthcare provider. If these symptoms appear while your child is at school, the child will need to be picked up from school within one hour of notification. We are creating a specific area where your child will be isolated but can still be supervised by our staff from a safe distance. If your healthcare provider diagnoses your child with influenza or COVID-19, please notify TKCS as soon as possible.

- Fever (temperature of 100 or higher)
- Cough
- Shortness of breath
- Muscle aches
- Abdominal pain and vomiting
- Sore throat
- Unexplained loss of taste or smell
- Diarrhea
- Headache

Case Reporting

In the event the school is notified of a confirmed or suspected case of COVID-19 within the school, we will:

1. Ensure that the student/staff member is feeling supported and that he or she is able to stay home and isolate without consequence from the school
2. Notify close contacts of the student/staff member that they have been in close contact with a confirmed case of COVID-19 and make sure they have the support to stay home and quarantine



3. Always keep names and other identifying information confidential
4. Provide contact information for the close contacts so that the Health Department may contact them to help them self-quarantine and track how they are feeling
5. Notify families of the number of confirmed cases within the school for general awareness and transparency
6. Do not allow staff or students who are confirmed to have COVID-19 return to school until cleared by a physician. They will have not had a fever for at least three days without medication and all of their symptoms will be improved significantly (this will be at least 14 days after they became sick)

Plan for Positive Test

In the case of a confirmed case of COVID-19 among students or staff members, individuals who were in close contact will move to remote instruction for two weeks. Close contact is defined as being within six feet of an individual without a face covering for ten minutes or more. If two or more individuals in the same class test positive, the entire class will transition to remote instruction for two weeks. If two or more individuals in different classes test positive, TKCS will operate entirely remote for two weeks.

TEACHING & LEARNING

At this time, we are planning on opening our building on September 9 for our first day of school. Our classes will run Monday through Friday from 8:00 a.m. to 2:40 p.m. on a normal bell schedule. If, at any point, we are forced to close our building, we will transition to remote learning.

We understand that some of our families may be facing additional risks and challenges and may not feel comfortable sending their child to school in person. We are offering a remote learning plan for families who choose to keep their child at home. If you are interested, please contact your principal for more information.

Lunch & Recess

Students will wash their hands before eating lunch. Students in preschool and kindergarten will eat lunch in their classroom. First through 6th grade students will eat lunch in the APR, and some 7th to 12th students will eat in their classrooms while the others eat in the APR. Extra lunch tables have been purchased to allow students to socially distance themselves effectively. Tables will be cleaned and disinfected between each lunch period.

We will continue to offer our lunch program. Our lunch servers will wear gloves and face coverings at all times. We will not be having bake sales, and students will not be able to use the microwaves at this time. There will be no food delivered to the school except for the lunch program.

Classes will be assigned to certain areas for their recess time. Playground equipment will be sanitized. Students will wash their hands before returning to class.



Chapel

In order to accommodate social distancing, only a small group of students will be able to attend chapel at one time. Classes that are not attending in person will watch a livestream of the service from their classroom.

Drop-off & Pick-up

A teacher wearing a face covering will approach the student's car and take his or her temperature while the student stays in the car. If the student has a fever of 100 or greater, he or she will not be able to enter the building. Students without a fever will enter the building and utilize the hand sanitizer station immediately upon entrance.

Students who ride the bus will be assigned a seat and will need to sit alone or with a sibling in their row. Their temperatures will be checked prior to boarding the bus. Windows will be down to allow more airflow, and students will be required to wear masks. Seats will be wiped down daily.

Preschool to 6th-grade-students will report to the gym. Students in grades 7 to 12 will report to the APR. Each grade level will have an assigned area in which to sit, and students will wear masks when they are sitting in close proximity to each other.

Preschool to 6th-grade-teachers will pick up their classes from the gym and walk them to their classrooms one grade at a time. When they get to their rooms, students will be dismissed individually to their lockers/cubbies to put away book bags and take out items needed for the day. When the bell rings, 7th to 12th grade students will be dismissed by grade level to their lockers.

Children who are late to school will enter through the front doors at their respective entrances. They will check in at the office and have their temperature checked before walking to their classroom. Parents may walk them to the door but will not be admitted into the building.

Students will wait outside to be picked up by parents. In inclement weather, students will wait inside by their assigned area. A teacher will call the name of the student once his or her ride arrives.

Aftercare

School-day policies and procedures will continue to be enforced after school. Desks will be spread out six feet apart, and students will have assigned areas in which to play both outside and inside.

Field Trips

Field trips will not be scheduled at this time. The leadership team will continue to evaluate and monitor this situation.

Athletics

During fall sports, TKCS coaches will be expected to continually observe activity and



implement CDC protocols whenever possible. The list below, again, is a summary of some of the highlights but is not exhaustive of all the protocols to be followed.

- Coaches, players, and staff will be reminded of social distancing. Use of signs, tapes, or physical barriers can be used to assist with guiding social distancing. All coaches will be educated on COVID-19 health and safety protocols prior to the resumption of athletic activities, including:
 - Revised practice rules and regulations in place during COVID-19
 - The importance of staying home when experiencing symptoms of COVID-19 or residing with someone experiencing symptoms of COVID-19
 - Social distancing and face coverings
 - Proper hand hygiene
 - How to address a situation in which an athlete presents with symptoms of COVID-19
 - How do address situations in which social distancing or other necessary requirements are challenged by athletes or parents/guardians/visitors

Protocols for Practice

Individuals shall remain six feet apart from one another whenever possible. This applies to athletes, coaching staff, parents/guardians, and other spectators.

Athletes should wear cloth or disposable face coverings when not engaging in vigorous activity, such as when sitting on the bench, when interacting with an athletic trainer, and so forth. Face coverings are not required when persons are engaged in high intensity aerobic or anaerobic activities.

All athletes, coaches, and staff should bring their own water and drinks to practice activities. Team water coolers for sharing through disposable cups and other types of shared water sources should not be permitted.

Athletes should be encouraged to use their own equipment to the extent possible.

The sharing of equipment should be discouraged as much as possible. If equipment is shared, coaching staff should be aware of the sanitation procedures for team equipment (balls, bats, etc.) and sufficient disinfecting wipes or similar products should be made available.

Sick staff, families, and players are to stay home without fear of reprisal.

Individuals, including coaches, players, and families, should stay home if they have tested positive for or are showing COVID-19 symptoms.

Individuals, including coaches, players, and families, who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

Coaches, staff, officials, and athletes with COVID- 19 symptoms will be immediately separated at any sports activity. Individuals who have had close contact with a person who has symptoms should be separated and sent home as well and follow CDC guidance for community-related exposure.



Athletes, coaches, staff and others participating in practice sessions should be screened via temperature check and health questionnaire at the beginning of each session.

Ensure that athletes and coaches adhere to social distancing while not actively involved in practice activities (on the bench, in the dugout, etc.)

Restrict spitting, handshakes, high-fives, team huddles, and any other close-contacting activities.

TUITION

Our promise to our families is that you will receive the same quality of education from The King's Christian School whether we are meeting in person or online. In order to continue to provide our teachers with salaries, K-12 tuition will remain the same whether in person or online. Our families will not have to pay aftercare fees or shuttle bus fees if we are mandated to go back to online learning. Our families utilizing our Timothy Program will continue to pay the extra fee involved and will receive the same level of support from our Timothy Program teachers.

We appreciate your patience, flexibility, and prayers as we begin the 2020-2021 school year. Please understand this plan is subject to change and we will keep you updated when changes occur.

In Christ,
Craig Beatty, Stephanie Crowley, Jane Fort, and Jessica Sharp
TKCS Leadership Team