



Abiding Savior Lutheran Church & School

23262 El Toro Road, Lake Forest, CA 92630

abidingsavior.com | f: abidingsaviorlakeforest | ig: abidingsavior

June 6, 2020

Dear Parents,

We are so excited to have everyone on campus this summer. We want to assure you as we reopen that Abiding Savior Lutheran Preschool will continue to be a supportive and safe place for families with young children to come that provides a Christ-centered environment for students to foster self-esteem and to individualize their learning so that they develop spiritually, emotionally, cognitively, socially, and physically. Please pack a backpack with your child's name on it and include their snacks, lunch, drinks, diapers for the day, wipes, a crib sheet, and extra clothing all labeled inside. Below are the extra precautions we are taking to keep your child, family, and our staff safe.

We will practice social and physical distancing using the following methods:

- We have reduced our class sizes to a maximum of 10 children each day per class. We will keep the same children and staff with each group and include children from the same family in the same group, to the greatest extent possible.
- Children will have their own space available for activities, and furniture has been rearranged to help maintain 6-foot separation when possible. We will also use special mats, tape, and nameplates as a visual to children for spacing.
- Staff will model social distancing, role-play, give reminders, and create scripted stories around social distancing, handwashing, and proper etiquette for coughs, sneezes, etc. Included in our newsletter are tip sheets.
- While we have scheduled outside times, we will also extend the indoor environment outdoors, weather permitting. Classes will be on separate playgrounds. We will use our bikes but, at this time, will be discontinuing the use of helmets.
- We will plan activities that do not require close physical contact between multiple children.
- We will use more tables and spread children out using name cards to ensure adequate spacing, especially during snack and lunch.
- Nap mats will be spaced 6 feet apart, and the head of each bed will alternate.

We will practice healthy hygiene to teach, model, and reinforce healthy habits and social skills using the following methods:

- We will explain why it's not healthy to share food or drinks.
- We will model and practice frequent handwashing while singing "Jesus Loves Me," including immediately upon arrival, before and after eating, after going outside, after touching their face, after coughing/sneezing or blowing their nose, after using the restroom, after handling trash. Paper towels will be used to dry hands thoroughly.
- We will teach children to use a tissue to wipe their nose and to cough inside their elbow.
- We will post child-friendly signs at all sinks to convey proper handwashing techniques.

Joyfully and intentionally make and nurture disciples who make disciples

Rev. Glenn A. Lucas
Senior Pastor

Donna Lucas
Elementary School Principal

Mary Wolfinbarger
Preschool Director

Kyle Salesky
Family and Youth Ministries

Church (949) 830-1460 • Elementary School (949) 830-1461 • Preschool (949) 837-4292



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- We will monitor children throughout the day for signs of possible illness, and if there are signs, we will isolate the child in the office, designate one of our outdoor bathrooms for their use only, and call the care-giver for immediate pickup.
- We will teach children to use a tissue when using the handle to flush the toilet.

We will have a new sign-in and out station outside of our gate with social distancing between families where we will take your child's temperature with a no-touch thermometer (cleaned between uses) and would ask that you:

- Wash your hands and assist in washing your child's hands before drop off, prior to coming for pick up and when they get home.
- Screen yourself and your children before coming to campus and notify us if your child has taken any fever-reducing medications in the prior 24 hours.
- If possible, have the same caregiver pick up and drop off your child every day (avoid designating those at high risk.)
- Wear a face covering (adults only) and social distance 6 feet from other families preparing to sign-in. (Children enrolled in our center, and their younger siblings will not be expected to wear face coverings at school at this time.)
- Plan for additional time on your first day signing in so that we can review your emergency contact information and update with the most current information.
- Bring your own pen to sign in and out.
- Use the hand sanitizer provided before signing in.
- Keep visits as brief as possible.
- Arrive between 8:30-8:45 a.m. for drop-off and between 11:30-11:45 a.m. for half-day pickup and between 2:30 – 3 p.m. for school day pickup. Staff will meet you at the podium outside the gate and walkie-talkie your child's teacher to bring your child out of the classroom.
- Answer the following questions each day:*

 - Do you live with anyone, or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough, or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
 - Has your child taken any fever-reducing medications in the last 24 hours?

*Per OC Dept. of Health May 28, to attend a school or be on campus, if you have not been tested for COVID19, you should be fever-free for 72 hours without fever-reducing medicine, and respiratory symptoms have improved and at least ten days have passed since the symptoms first appeared. If you were diagnosed with COVID19, you may not come until ten days have passed since the positive test results. If you are likely to have COVID19 due to symptoms or close contact, you may not come for 14 days since exposure or onset of symptoms.

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We will implement procedures to ensure that our staff is healthy:

- Staff will self-screen before arrival, monitor for signs of illness throughout the day, isolate if they exhibit any signs, and take their temperature and wash hands on arrival.
- Hand sanitizers will be available out of the reach of children near all entry doors and other high traffic areas.
- We will ask staff the same screening questions daily and follow the same protocol for isolation that we are asking of our families based on the recommendations by the Orange County Department of Health.
- Staff will wear a cloth face covering, mask or face shield. They will have gloves and aprons available as well. Gloves will be used when serving food, handling trash, or using cleaning and disinfectant products.
- The staff has had training on COVID19 symptoms, preventative measures, transmission, and exclusion criteria. The staff has also been trained on physical distancing and personal protective equipment, healthy hygiene, infection control, enhanced sanitation practices, and workplace disinfection.

We will implement procedures to frequently clean all touched surfaces:

- We will have multiple toys and manipulatives accessible that are easy to clean and sanitize throughout the day, designating a tub for toys that need to be cleaned and wiped after use.
- We will clean and disinfect tables after eating.
- We will sanitize the sink and toilet handles before and after each child's use.
- We will clean and disinfect high-touch surfaces routinely daily in common areas, including tables, hard-backed chairs, doorknobs, light switches, handles, desks, toilets, and sinks.

Additional implementations include:

- We will offer more opportunities for individual play and solo activities, such as fine motor activities. We will provide each child with their own box of art supplies.
- We will limit the amount of sharing.
- We will close drinking fountains and ask families to bring in drinks with their child's name on them that can be taken outside.
- If serving water in the classroom, we will use disposable plastic/paper goods that will be discarded after use. We would appreciate it if your child's lunch/snacks were also brought in disposal paper/plastic goods that can be discarded after use and do not require heating or refrigeration.
- We will ask parents to label all personal items in a backpack to ensure personal items are separate from others. During this time, personal toys should be kept at home.
- We will not allow non-essential visitors into the facility.
- We will track all known incidents of possible exposure to COVID19 for students, staff, and families.

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- Anyone with a 100.4 temperature or higher will be excluded from the facility.
- No-touch trash cans have been added to our classrooms.

If a child or staff member tests positive for COVID19, we will implement the following procedures:

- We will contact the Orange County Health Department, who will advise us if any closure is necessary.
- We will follow CDC guidelines for additional cleaning protocols prior to reopening, including:
 - Closing off areas used by the individual suspected to be infected with COVID-19 and wait as long as practical before beginning cleaning and disinfecting to minimize the potential for exposure. If possible, waiting up to 24 hours before beginning cleaning and disinfecting.
 - Opening outside doors and windows to increase air circulation in the area before cleaning and disinfecting.
 - Cleaning and disinfecting all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces. If surfaces are dirty, we will clean using a detergent or soap and water prior to disinfecting.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family, and our staff healthy and well. As recommendations change, we will continue to keep you updated about our practices via e-mail. Please know that we will continue to feel like an extension of your home while the children are in our loving care. It will be a fun and faith-filled summer for all!

In Him,
Mary Wolfinbarger

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