

**Carolyn A Lynch Early Education Center at Sacred Heart School**

**1035 Canterbury Street**

**Roslindale MA, O2131**

**617-323-2500 Carolyn A Lynch Early Education Center at Sacred Heart School**

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**RE-OPENING PLAN**

**PROGRAM OPERATIONS PLAN:**

Name: Carolyn A Lynch Early Education Center at Sacred Heart School

Designee: Monica Haldiman, Head of Campus

1. Hours of Operation: 7:30-5:30
2. Ratios- PreK 3 1:10  
PreK 4 1:10
3. Health Screening for all families at drop off [Daily Health Assessment](#)
4. Hand sanitizer at all entrances and exits
5. No parents will go past the double doors at the entrance of West wing.  
Please see drop off procedures [Drop Off/Pick Up Procedures](#)
6. Sub Plan/Teacher placements [Sub Plan](#)
7. Classrooms: Teachers stay in classrooms. No combining with other classes.
  - Scholars will have assigned seats
  - Furniture will be socially distanced
  - Allowing for movement of staff, rather than scholars
  - Specialists will push into classroom to reduce movement and exposure
  - All classrooms will be equipped with **air purifier/circulator machines regulated for their square footage**
8. Hygiene signage throughout the preschool
9. Mask and glove policies implemented  
[Mask Policy](#) [Glove Policy](#)
10. EEC Strong Beginnings training is required for EEC staff members
11. No Visitors or field trips.

**CLEANING PLAN:**

1. Deep cleaning by a cleaning company will take place one week before start of school
2. Building will be disinfected each morning and evening utilizing an electrostatic cleaning machine
3. This cleaning will include all major surfaces (tables, chairs, floors, mats, handles etc..)
4. Teachers will disinfect tables before and after all meals
5. Teachers will disinfect toys being used during nap time
6. No stuffed or plush toys allowed on premises
7. Hand Sanitizer will be available throughout the building, including all entrances
8. "Dirty toy bins" will be used to put toys that need to be sanitized
9. Bathroom Procedures: [Bathroom Procedures](#)
  - Urinals and sinks will be clearly marked for safe use
  - Teacher will disinfect toilet seat and handles after use
  - Scholars will wash hands before exiting
  - Socially distant lines in hallway
10. Mandated handwashing procedures [Hand Washing procedures](#)

**MONITORING AND RESPONSE PLAN:**

1. If anyone in your family has a temperature of over 100.00 degrees the scholar with them will not be allowed entrance into the program
2. If during the day a scholar has a temperature of over 100.00 degrees the designated family member will be called to pick up the child within one hour
3. While a scholar is waiting to be picked up they will be in the Comfort/Care Isolation room supervised by the school nurse. This area is completely separate from the rest of all scholars, faculty, and staff.
4. Health assessments will be done each morning.

**MEDICATION ADMINISTRATION PLAN**

1. All medication must be registered with the school nurse.
2. All medication will be administered by the school nurse .

**TRANSPORTATION PLAN- N/A**

