



Parent Handbook

7612 Wanyamala Road, Henrico, Virginia 23229

Phone: 804-288-3887

Website: HilltoppreschoolRVA.com Email: Director@HilltopPreschoolRVA.com

Director: Jackie Allgood

Our Mission is provide children between the ages of 2 years old through Pre-Kindergarten a safe, developmentally appropriate, nurturing environment to promote social, emotional, and academic growth, as well as a positive self-image and love of learning.

Hilltop Preschool

Since 1988, Hilltop Preschool has been serving the community alongside West Richmond Church of the Brethren.

Hilltop enjoys a wonderful reputation within the Richmond Community and continually strives to offer the best educational and loving preschool experience for the children in the community we serve.

Hilltop Preschool is tucked away on several acres of land in a quiet residential neighborhood. This location affords a safe and enjoyable outdoor experience for the children and their classmates.

Hilltop believes the preschool years are critical in the process of laying the foundation for continuing personal, social, physical, spiritual and intellectual development. We also believe a well-rounded preschool experience is important in readying children for a lifetime of success.

The Director, under the guidance of the Preschool Board, coordinates the school. The Board consists of church members, the Pastor, treasurer, and the Director.

Staff

Hilltop staff is selected on the basis of their educational background and professional development, as well as their personality, love for and ability to work effectively with children.

Every staff member is screened and must undergo background checks required by law.

All Preschool staff members are also certified annually by a practicing physician to be free from any disability which would prevent them from caring for children.

Each staff member must have a health form on file, participate in staff meetings, and attend local and national conferences for continued education and to enhance professional development, and maintain current CPR Certifications.

Student Eligibility Requirements

Hilltop Preschool maintains an open admissions policy provided there is space in the classroom for that child's age group.

We accept children between the ages of 2 years old through Pre-K based on their age as of Sept. 30th.

Students who are in the 2 years -Young 3's Class do not have to be potty-trained. All other classes must be potty-trained and independently toileting. Teachers will provide minimal assistance with snaps, zippers, belts, etc.

We reserve the right to deny or terminate enrollment to any child who would not benefit from our program, for lack of payment or excessive late payment occurrences, for not returning all proper forms, excessive or extreme late pick-ups, or under any circumstances we feel that our program is not a good fit for the family or vice versa. Tuition and fees paid are non-refundable.

Hilltop Preschool does not discriminate on the basis of race, color, religion, age, sex, disability, orientation, or national and ethnic origin in any of its educational programs, admissions, or general policies.

Classroom Placement

The Director, in conjunction with the teacher and/or parents, may make exceptions for class placement based on the individual needs of the child.

Placement in classes is subject to change after enrollment if it is determined that a child meets the developmental criteria to move up or down to another class before the next school year.

Final placement is at the discretion of the Director.

Hilltop maintains an open admissions policy provided there is space in the classroom for that child's age group.

We reserve the right to deny or terminate enrollment for any child who would not benefit from our program, for lack of payment, or for not returning all proper forms.

All students are accepted on a provisional basis.

If Hilltop determines, in its sole discretion, that the program is not a good fit for the child and/or parents, or the child's presence is having an adverse effect on the program, the student may be dismissed at any time, without notice, for any reason.

Disenrollment/expulsion for any reason does not change the refund provisions set forth.

Waiting List

Once classes are filled, Hilltop will maintain a waiting list for families interested in new vacancies.

Registration and Tuition Fees

A completed registration form and fee is required. The registration fee holds a place for your child for the school year.

The amount is \$100.00 and is non-refundable. There are sibling discounts.

Proof of identification (official birth certificate or passport) and immunization records (State Health Form is printable from website, if needed) must be supplied to the Director before school begins.

Other forms needed are: Enrollment Agreement, Emergency Form and Car pickup Form, and Covid forms (if applicable).

The first tuition payment is due on or before August 1st, unless the 1st falls on a weekend, then fees are due the following Monday (or as changed at the discretion of the Director). This payment will include the first month's tuition plus one month's deposit. The deposit will be applied to May's tuition at the end of the school year. All tuition is non-refundable.

If a student is enrolled after August 1st, the first month's tuition plus deposit is due upon enrollment.

The deposit paid will be applied to May only and will not be applied to any other month.

Tuition payment options include annual, biannual, and monthly.

Tuition may be paid by:

- **Cash**
(In an envelope with your child's name on it. Exact amount due is preferred as we do not keep change in the office)
- **Check** (made payable to: Hilltop Preschool)
- **Credit/Debit Card** (Online or in the office)
- **BILLPAY** (you set up through your bank)

BILLPAY Payments should be mailed to:

7612 Wanyamala Rd. Henrico, VA 23229 Attn: HILLTOP PRESCHOOL.

There are no refunds for vacation days, sick days, or closings due to inclement weather.

It is the responsibility of the parent to notify the Director immediately if the tuition obligation is unable to be met by the due date. Failure to meet this obligation could result in your child/children being withdrawn from the school until such time as this obligation is met.

The current returned check fee charged by all banks involved will be passed along to the payer. This fee plus the tuition due must be paid before children can return to class. Only cash or money order will be accepted after the 2nd occurrence.

A LATE FEE of \$20 will be charged after the 5th of the month.

If tuition is not received by the 8th of the month, the student will not be able to attend school until tuition and late fees are paid.

Student's enrollment may also be forfeited if fees are not paid by the 10th day of the month.

If you are out of town or your child is ill or absent for any reason, please make sure tuition is still paid on time to avoid the late fee, or forfeiture of your child's spot.

WITHDRAWAL

Enrollment is for the entire school year. Another child may have been turned away to hold a spot for your child.

If withdrawal is necessary before the end of the school year, please notify the school as soon as possible of your child's last day.

You will be responsible for tuition to be paid up to the date of your child's last day of attendance (may be prorated).

The deposit paid (which covers May's tuition) may not be applied, and is not transferable or refundable.

Refunds will not be issued for the tuition payments already paid regardless of the length of time that the child has attended, or for reasons of moving, family changes, job transfer, expulsion due to lack of payment or otherwise, excessive late payments, frequent or excessive late pick-ups, or any other reason, at the discretion of the Director.

A refund of unused tuition may be made if:

- Withdrawal is recommended by a physician (in writing)
- It is determined that all reasonable efforts have been made and the preschool is unable to meet the child's and/or parent's needs. This decision must ultimately be approved by the Director and/or Preschool Board.

Vacation/Travel/Extended Absence

If a student is out of town, on vacation (brief or extended), or is ill, families are still liable for the entire tuition to be paid on time. There are no adjustments for days missed.

If families chose to withdraw/un-enroll their child for an extended absence, they may do so with a written notice to the office. Tuition is due until such withdrawal. Any tuition or fees already paid will not be applied, transferred, or refunded.

In the case a withdrawal/un-enrollment, a child's spot will not be held for them, and will be open to another family.

If a family chooses to return after such absence, and there is the option to re-enroll (if it is approved by the Director, AND if there is a spot available) the Registration Fee and Deposit will both be due again. Fees paid upon first enrollment do not transfer.

School Hours

The school hours are 8:30am - 12:15pm. Class time is 8:45am - 12:00pm.

Curb Dropoff

Curb drop off will run from 8:30 - 8:45am.

Both the morning drop-off and afternoon pick-up take place in the paved parking lot.

When stopping to drop off or pick up your child, your child needs to be accessible on the sidewalk side of the car. To allow drop off to run smoothly, **parents should stay in the car.**

If you arrive after 8:45am for drop off, please park your car and walk your child to the preschool door located under the steps. Knock on the door and a staff member will greet you and escort your child to their classroom.

Teachers are using the time before 8:30 to prepare for their day, so we do not accept children at the door before 8:30 for any reason.

Can I walk my child in?

Yes! (Limited during Covid-19 restrictions) If you prefer to walk your child to their class in the morning, please park and come to the preschool door at 8:45am or after. Before 8:45am, there will be no staff available to answer that door.

Once you become comfortable using the convenience of the curbside drop off, we recommend you try it as it gives children a sense of independence and pride, and may make the separation moment easier on them.

Curb Pickup

All classes participate in Carpool/Curb Pickup

Please advise the Director or your teacher if your child will be riding with other families. An email or written note is preferred.

In the afternoon for pickup, pull up to the curb. After your child is placed in the car, please pull forward out of the carpool line into a parking spot to buckle your child into his/her car seat. This will keep our line flowing. Always be mindful of other children and parents walking, parking, moving about in the parking lot. Safety first!

Early Pick-up

What if I need to pick up my child early?

No problem! Just let your teacher or the Director know when to expect you so we have your child ready to go. Please come to the Preschool door at the side of the building.

Late Pickup

Pick up occurs curbside between 12:00pm-12:15pm. Parents and guardians are urged to consider pick up times to be of essential importance. Children get anxious when they are waiting for their ride after all other children have left. Remember that staff hours end at the end of our school day, and teachers may have appointments or other obligations made. Consideration to all involved is important.

Though we understand that on rare occasion, you may be a few minutes late. Excessive or extreme late pick-ups will not be tolerated and may result in immediate expulsion from our program without any refunds.

Late pick up fees that may be implemented are:

12:16pm – 12:25pm = \$10 late fee

12:26pm – 12:30pm = \$15 late fee

After 12:30 pm = \$15 late fee + \$2.00 per minute.

If we are unable to reach you, your child's emergency contact will be called. If your child is not picked up by 12:45pm, the Police Department and/or Child Protective Services may be notified as a last resort, and as deemed necessary by school staff.

Inclement Weather Closings

For the safety of our students and staff, Hilltop Preschool follows the Henrico County Public School (**HCPS**) system for weather closings or delays, or at the discretion of the Director/

The local news channels will announce closings or delays due to weather.

Hilltop families may receive an email to alert of weather related closings. We will change the answering machine as soon as possible to reflect changes.

Keep in mind that our phone system will not work if there is a power outage.

HCPS 2-Hour morning delay = Hilltop 1-Hour morning delay.

Curb drop off will run from 9:30-9:45am

HCPS Closed = Hilltop closed

Missed days due to school closings are beyond our control and may not be made up. Hilltop is under no obligation to “make-up” missed days, however, the Director may make efforts to recapture missed snow days after 5 whole days are missed.

Late openings do not constitute a missed day.

Tuition will not be reduced or refunded for reasons beyond Hilltop’s control.

In all cases, Hilltop reserves the right to close its campus as it deems necessary for safety or other reasons.

Daily Necessities

What do I send with my child each day?

Each child is asked to bring a tote bag or back pack to school each day – along with a snack they can easily feed themselves (nut free), and a sippy water bottle. Please label all items with your child’s name for easy identification.

A folder will be provided in your child’s tote bag at the beginning of the year. This folder will be used for communication purposes with the teacher, you may send tuition (checks) and will receive school work and notes from the teacher and office.

Please keep the folder in the bag daily - but check and empty your child’s folder each night.

Clothing

What should my child wear to school?

Dress your child in clothing that is comfortable for active work and play, inside as well as outside. We do enjoy painting and other activities that may be messy so clothes should be washable.

Closed-toe shoes (Velcro or slip-on sneakers or tennis shoes) are preferred. Avoid sending your child in flip flops or sandals.

Please be mindful of sending your child in pants that are easy up and down for independent toileting. Belts, overalls, suspenders, and onesies cause frustration in children trying to be independent.

Please label all coats, jackets, and hats with your child's name.

Please do not send scarves as they pose a choking hazard on the playground.

Though mittens are preferred, gloves are ok IF your child can independently put them on and off.

Children should have a change of clothes that can stay at school or in their backpack, including underwear and socks. Please put them in the provided labeled Ziploc Bag. These items should change seasonally.

Non-toilet trained children should ensure their teacher has a supply of pull-ups, and wipes that will remain in their backpack and/or at school. If the supply runs low, the teacher may ask you to replenish it.

Snacks (No nuts or Peanut Butter snacks please)

Hilltop Preschool does not provide snacks. Each child must bring their own (nut free) snack and a drink each day.

Please pack the snack in a spill proof container that your child can open themselves or with minimal help.

Drinks should come in a closing kid-friendly bottle. Containers and drinks must be labeled with your child's name. Also, do not send a snack that needs to be refrigerated or heated. Please cut-up fruits, including grapes.

We will help children peel bananas. Fruit cups with syrup are discouraged, unless the juice is drained already. Fruit in Jello is ok.

Personal Belongings (Please no precious jewelry or valuables)

All personal belongings should be marked with the child's name. Children are not to bring personal toys to Preschool unless asked to do so by their teacher.

Never send your child with items of value or importance. We are not responsible for lost items.

Parents at Hilltop

There will be many opportunities for parents to get involved in their children's education:

- Parent-school communication, Parents may use daily folders for notes to and from the teacher or the Director.
- Joining your child in the several opportunities throughout the year to come in to school for specials performances, programs, and parties that are offered.
- We thank you for your help with your children learning at home, which occurs when parents reinforce classroom activities and behavior.

Parents are always welcome to observe the classroom. Visits must be arranged in advance with the Director (visits are limited during Covid). Visitors must first report to the Preschool office.

Due to our small classroom size, we must ask you to please leave siblings at home unless you are attending a family event.

Hilltop at times is able to use parent volunteers. All volunteers must go through Fingerprint based and/or other background checks.

Communication

The Director may address your questions or concerns at any time. Please call, email, or stop by the office.

The school annual calendar is available on the website or in print from the office.

Parents will also receive monthly calendars (in your child's folder) of school planned activities, weekly themes, annual special events, or special visitors.

Each teacher will share their own school email for questions, concerns, or communication. There will also be regular communication from the teachers to their parents of specific classroom activities.

Parents are encouraged to reach out at any time with questions or concerns. Teacher's emails will be provided for you to reach them directly. Teachers will not be able to answer emails and call during class time.

Student Evaluations/Conferences

A written evaluation of your child's adjustment to school will be sent home in the fall.

A second evaluation of your child's progress during the school year will be sent home in the spring.

The 3-4 year old's classes will be tested for their basic skills gained throughout the year.

The Pre-K students will go through more enhanced testing for Kindergarten preparedness.

Conferences are available upon request throughout the year at the urging of either the teacher, the parents, or the Director.

Illness (Please also see Covid-19 section)

Staff members may not administer medication to your child. This includes cough drops.

Do not send your child to school when he/she has a bad cold or infectious disease, or signs of Covid-19.

If a child appears to be sick or contagious, a parent will be called and asked to take their child home.

Please cooperate by keeping your child home:

- for a fever, cough, sore throat, earache, rash, and nasal discharge, or eyes are inflamed. If your child has vomited or had diarrhea in the previous 24 hours.
- when a constant cough is present.
- when there are symptoms of a communicable disease.

Children who show signs of discomfort/illness will be sent home in consideration of others.

Children who have had a fever should remain at home for 24 hours after the temperature has returned to normal.

Please call Hilltop if your child has a contagious disease so other parents may be notified to look for similar symptoms.

Covid 19-related quarantine guidelines will be followed as well.

Outdoor Play (Active Kids = Healthy Kids!)

Outdoor play and exercise is part of Hilltop's daily curriculum (weather permitted). Children should come to school physically ready to participate in all areas of the curriculum, including outdoor play.

If it is 32 degrees or warmer and deemed appropriate by staff, the children may go outside, even briefly, for fresh air. If parents choose to have their child refrain from going out with their class, they must make arrangements to pick up their child by 11:15am.

Children may not remain indoors when their class is engaged in outdoor activities.

Health and First Aid (please review Covid-19 addendum)

Hilltop takes extreme care and all precautions to prevent any injuries of the children at the school, but at times, accidents do happen.

In the event of an accident or emergency situation, routine first aid will be administered when needed.

If first aid is necessary (other than a hug and/or band aid), an accident report will be filed and given to the parents to sign at the end of the day.

In case of a major emergency, the staff will notify the parents, 911 may be called, and emergency contact called and/or child's doctor on file, if the parents are not able to be reached.

Learning Enrichments throughout the year

Hilltop does not take children off the premises for field trips.

In years we are able, we do invite various guests to our facility to entertain and educate the children throughout the school year.

Photography

Unless requested, parents grant permission for their child's picture to be taken and to be included in programs or activities connected with the school.

Pictures taken during class time activities may be loaded to a password-protected site for parents and students to view, enjoy and/or print.

Teachers will make efforts to create end-of-the-year memory books for families to enjoy.

Celebrations, Class Parties, and Birthdays

Several celebrations, programs, and parties will be held during the school year.

Your child's teacher may send home a note asking for a food or paper item to be contributed.

Please also send in your child's regular snack on these days.

Birthdays are a fun and exciting time for children and may be celebrated at school. Children may bring a treat to share with the class.

If your child's birthday falls during the summer months and you would like to celebrate a "Half-birthday" or another occasion, please let us know!

Please make arrangements with your child's teacher in advance, and ask if there are any food allergies among the classmates.

Confidentiality

Hilltop Preschool staff are receivers of shared confidences both from children and their parents. Our program is committed to protecting the rights and privacy of the children, their families, and our staff.

Privacy will be maintained in both verbal and written communication in accordance with the ethical principles of professional behavior in the preschool setting.

The identity of children and their families will be revealed only in the cases of professional necessity such as in child abuse or neglect, developmental records and special family circumstances.

Confidentiality will always be retained unless the Director determines plausible danger or risk exists for the child, staff or program. In such cases, the appropriate personnel or agency may be contacted and be done without the parents' knowledge as required by law.

Building and Grounds

Hilltop Preschool is approved to have a capacity of up to 70 students per day. Hilltop utilizes existing classrooms in the church building Monday through Friday.

The sanctuary is used for performances and meetings. The gathering room is used for special programs and occasions, as well as Music and Movement Class.

The fenced-in playground is adjacent to the church building and is equipped with age appropriate equipment, and certified playground mulch.

Indoor areas are comfortably controlled by central heating and air conditioning. Annual inspections are made by the Fire Marshal, Health Dept. and DSS.

Hilltop does not provide any sort of food service to students.

Insurance

Hilltop Preschool is covered by a policy from Church Mutual Insurance Company. The policy limits meet all required statutes.

Compliance

Hilltop Preschool is an Exempt Child Day Center in accordance with the Code of Virginia, Section 63.2-1716. We are regulated and licensed by the Virginia Department of Social Services, and are in compliance with the standards set forth in the Code. We are regularly inspected by both the Health Department, Fire Marshal, and Department of Social Services to meet all of their standards.

COVID-19 Information

HILLTOP FOLLOWS ALL CDC GUIDELINES FOR SAFETY

Hand Washing & Daily Health Observations

All children and staff upon arrival will be required to have their temperature taken by a Hilltop employee. Children with a temperature over 100 degrees will not be allowed to enter the facility. Students will wash or sanitize hands immediately upon entering the room, after any room transition (ex. Fellowship hall, playground), before and after meals, and prior to departure. Staff members will wash hands prior to assisting another child.

Facial Coverings

Staff will wear facial coverings when receiving and dismissing children, and anytime they are not able to be 6 feet away from children or other staff. Children five years old and older are encouraged to wear face coverings according to the Governor's mandate. Disposable and washable face coverings are provided for staff and are also available to children who may need them.

Daily Health Checks/Pre-screening

The daily healthy check is in place as a pre-screening measure, with temperature checks for all children and staff, and with thorough hand washing and sanitizing procedures being followed throughout the day.

Visitors

Visitors will be limited and must be admitted by Hilltop administration. Visitors inside the building must wear a mask and be pre-screened.

Illness

We ask any students or family members who have symptoms of illness to please **STAY AT HOME**. Students must be 24 hours fever free prior to returning to Hilltop. Students who have a persistent cough or shortness of breath should be checked by a physician prior to returning to Hilltop. A Covid negative test may be necessary as well.

Cleaning

Staff and building support have a thorough cleaning list and daily schedule. In addition to our daily cleaning, sanitizing and disinfecting, Hilltop has also employs a professional cleaning company for a weekly **DEEP CLEAN** with commercial-grade “green” products.

The CDC reports that though children are not shown to be highly impacted by Covid-19 and there is no evidence that children are more susceptible to infection with coronavirus than adults, most cases in children without underlying health conditions have mild symptoms, with severe cases being uncommon among children. Public health agencies tell us that the risk in sending children to school remains low.

The Department of Social Services is providing preschools and daycare centers with constant updates. Please know that the staff here at Hilltop are keeping up with all the latest recommendations from the Centers for Disease Control and Prevention to help ensure the health and safety of students. All safety recommendations and procedures are in place, under the guidance of the Department of Social Services and CDC.

Covid-19/Coronavirus spreads similarly to a cold or flu virus, so taking the same steps you would normally take during cold and flu season - washing hands frequently, using a 60% alcohol hand sanitizer when soap and water are not available, covering coughs and sneezes with your elbow, staying home when you are sick, and avoiding touching your mouth, eyes, and nose after potential contact with germs - will help protect you and prevent the spread of disease.

As a reminder, children who are sick must stay home until fever-free without the use of fever-reducing medication for 24 hours. If your physician or the health department recommends a longer period of isolation or quarantine, then your child should not return to school until that period has ended.

The CDC has modified its coronavirus testing guidelines to exclude people who do not have symptoms of COVID-19 – even if they have been recently exposed to the virus. We continue to follow any changes set forth.

If your child is diagnosed with COVID-19 or exposed to the coronavirus, please notify Hilltop, so that we can contact the health department for next steps to protect our preschool community. Please continue to notify Hilltop about any symptoms your child is experiencing that will lead to absence from school as well. Respiratory illnesses and seasonal allergies are common among young children, but COVID-19 typically produces a **dry cough, fever, and tiredness**, according to the World Health Organization.

School Closing Policy in the event of Covid

In the unlikely event that my child must miss school due to Covid, or if Hilltop must temporarily close due to Covid, the following tuition policies will be in place for the school year 20-21:

- 1-10 days = no refund
- 11-20 days = 50% tuition
- 21+ days = full credit

Coronavirus Preparedness

Closures: Hilltop continues to remain informed of DSS recommendations.

Hilltop, like many other schools and daycares, remains open, as experts stress the important balance of social and emotional health as well as physical health for children.

Virus Exposure: Staff are instructed to monitor students for the development of symptoms, and school policy continues to call for isolating any students who display symptoms of infection in the office or separate classroom space until they can be picked up.

If Your Child Gets Sick: Allergies and respiratory illnesses, including common cold and the flu, are common at this time of year. Most sniffles will not be Covid-19, the CDC says. However, if your child has a fever or other symptoms of acute illness, continue to follow school policies and keep them at home until the child is fever free for 24 hours without the use of fever-reducing medications.

If your child's health-care provider recommends staying home longer, follow their recommendation. If your child is not well enough to fully participate in our program (including going outside to play), also plan to keep your child home a little longer.

For parents, grandparents, and children, the best policy is to follow the guidance of public health professionals and **stay home if you are sick**.

Acute Illnesses: *A child must be fever-free for 24 hours and must not have vomited or had diarrhea for 24 hours in order to attend school.* If a child has been prescribed an antibiotic, the child must have the antibiotic in his/her system for a **full 24 hours** before attending. This includes ophthalmic antibiotics for conjunctivitis (pink eye).

The Preschool follows the Department of Health and Human Services Guidelines regarding school attendance. The child should refrain from attending if they have any of these symptoms:

- A temperature of more than 100 degrees
- Nausea or vomiting
- Stomachache
- Diarrhea
- Pale or flushed face
- Headache
- Cough
- Earache
- Thick discharge from nose
- Sore throat
- Rash or infection of the skin
- Red or pink eyes
- Loss of appetite
- Loss of energy or decrease in activity

If your child will be out for the day, please email the Preschool Office describing your child's illness.

Contagious Illnesses: Please inform the Preschool if your child develops a contagious illness. In particular, head lice should be reported immediately so that preventative measures can begin. Families will be alerted to medical situations within a classroom. Anonymity will be protected.

What Is Hilltop Doing Now?

Staff and children will have their temperature checked and hands sanitized upon entrance to school each day. Parent and visitors entrance is under restriction for safety of the children and staff. Staff members also wash their own hands and use alcohol-based hand sanitizers frequently.

Teachers have been instructed to minimize time classes spend in close proximity to other classes (such as sharing the playground). We are rethinking how we conduct music class, on campus extracurricular activities, and class musical concerts at this time.

Staff members, like students, have been instructed to stay home if they are exhibiting Covid-19 symptoms or other symptoms of acute illness. Teachers are monitoring children for symptoms such as fever and following school policies on isolating sick children from other students.

Staff members are being extra vigilant about disinfecting classroom surfaces and toys using bleach-and-water solution and EPA-registered disinfecting cleaners. Play items such as play dough and some sensory items that cannot be easily disinfected are being temporarily retired.

Hilltop monitors communications from the CDC, and other sources for information on protecting students, families, and staff. Teachers are reflecting daily on class operations in order to identify other areas where we can continue to help promote children's health.

Tips for Staying Healthy and Avoiding the Spread of Germs:

Please know that many of the same practices we use to help prevent the spread of cold and flu viruses can also help with coronavirus.

1. **Wash your hands frequently.** Take the time at home to work on proper handwashing techniques with young children to ensure they are scrubbing all parts of their hands and washing for long enough.
2. **Avoid touching your eyes, nose, and mouth.** Teach children to wash their hands after using tissues (or picking their nose, as is often the case with young children!).
3. **Keep children home when they are sick (and stay home when you are sick).** Children are to be fever-free for 24 hours without the use of fever-reducing medication before returning to school. Follow your physician's advice if you think 24 hours may not be long enough to prevent spreading germs to others.
4. **Clean and disinfect frequently touched surfaces.** This could include phones, remote controls, tables, doorknobs, faucets, countertops, light switches, and more.