

CHUM Orientation Agenda

For Distance Learning

Introduction: Bethany

- Welcome and Introduction
 - Contact Information
 - Important Dates
- Introduction of the Board
- Parent Introduction
 - Name
 - Child's Class
 - Returning CHUM Family or new?
- Philosophy of CHUM Preschool/Child Development
 - Children learn best through play!
- Learning kits
 - Materials are purposeful and open-ended
 - Let your child play and explore
 - You do not have to use everything in your kit. This should be a positive learning experience, and if your child is not interested in completing an activity, that is okay!
- Link to Google slide sent through Class Dojo each week
 - Watch the video before receiving your kit
 - Links to videos modeling the art project and science experiment
 - Links to story read-alouds and songs on the bookshelf
- Class Dojo
 - Class Story (teacher, students and parents can see)
 - A lesson or virtual field trip every Monday or Wednesday morning
 - Check your learning kit for materials to use along with the lessons!
 - Reminders for students
 - Videos and pictures
 - School Story (Teacher and parents can see)
 - School events and reminders
 - Research articles
 - Quick tips for parents:
 - Reading strategies
 - Fine motor skills guidance (like cutting and pencil grip)
 - Extension activity ideas
 - Portfolio on student account (teacher and individual student and parents can see)
 - Record and send me quick snap shots for assessments to guide teacher instruction
 - Video of child cutting, writing, running, speaking, etc.

- Send and receive video messages and pictures to individual students (within the child's comfort zone)
 - Please let me know if you would like me to connect a second parent or guardian to Class Dojo!
- Face-to-face Lessons
 - Story read-alouds and literacy activities
 - Finger play and gross motor songs and activities
 - Oral language practice
 - Social-emotional growth
 - Informal assessments
 - Celebrate birthdays and holidays
- Amazon wish list https://www.amazon.com/hz/wishlist/dl/invite/fRXT9LG?ref_=wl_share
- Calendar: <https://calendar.google.com/calendar/u/2?cid=NDRINTNlcjg4bWI2Y2gybzJ1Y2ludHFrc3NAZ3JvdXAuY2FsZW5kYXluZ29vZ2xILmNvbQ>
- Monthly newsletter

Weekly Schedule (Amanda)

COVID-19

- Social Distance
- Disinfecting of kits
- If you go inside
- Illness
- Illness and face-to-face meet ups
- Illness and learning kits

Directions for Sanitizing Kits

Policies for Distance Learning

- Social Distancing
- Late Kits
- Late Tuition Payments
- Withdrawal from the Program
- COVID-19

Fundraising (Bethany)

- Purpose of fundraising
- Three easy ways to fundraise
 - Donate Shoes
 - CFK Recycling
 - Amazon Smile
- Restaurant Fundraisers
- CHUM Gear

- Shirts and totes (Danielle)
- 50th anniversary shirt (Danielle)
- Masks (Emily)
- Scrip (Megan)
- 50th Anniversary Fundraiser

Marketing (Karen)

- Like us on Facebook
- Share our posts
- Buying CHUM gear and wearing it

Picture information (Kyleigh)

Questions and Answers

Thank you and Goodbye (Bethany)

Welcome to CHUM Co-op Preschool 2020-2021



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- VII. Fundraisers

CHUM CO-OP PRESCHOOL

PLAY

LEARN

GROW

Chapel Hill United Methodist Church

7028 Oakland Drive, Portage Michigan 49024
269.251.2131

September 2020

Dear Parents/Guardians,

I am thrilled to be able to welcome you and your children to CHUM Co-op Preschool. We are beginning our 50th year as a community co-op preschool. We are very proud of our outstanding reputation, which is exemplified by you, the parents, through your involvement. Your involvement and enthusiasm are needed to continue CHUM's success.

CHUM board meetings are normally held on the 1st Tuesday of each month at 7pm. We will either meet at my house outside or on Zoom, depending on the weather. All parents are invited to attend. If you have any questions, ideas, or suggestions please feel free to contact me or any board member. Your input is very much needed and appreciated. We count on you to help CHUM grow and improve.

I hope that your family enjoys the CHUM preschool experience as much as my family has. Although this year may look different than our previous 49, I know our students will still learn a lot through play with our excellent distance learning program developed by Mrs. Molitor. I look forward to the opportunity to meet and work with each of you and ensure our students have a wonderful year!

Sincerely,

Bethany

Bethany Stevenson
CHUM President, 2020-2021

Contact Information

CHUM Teacher

Amanda Molitor (269) 998-2087 amandammolitor@yahoo.com
9931 Sailor Ct.
Portage, MI 49002

CHUM President

Bethany Stevenson (269) 267-9944 bstevenson8011@gmail.com
7404 Mackenzie Ln
Portage, MI 49024

Important Dates

First day of school and first learning kit pick up: Friday, September 11th at CHUM Parking lot 10am-3s and 10:30am-4s

Tuition due dates: \$90 due October 1st and November 1st (additional \$5 per sibling)
Please make checks or money orders payable to **CHUM Preschool** NSF is \$35 or current banking fees. Checks can be handed to me at our Friday meet-ups or mailed to our treasurer:

Josh Dinkelmeyer
9607 Oakview Dr.
Portage, MI 49002

No School: The week of November 22nd for Thanksgiving. School will resume and kits will be picked up as usual Sunday, November 29th

End of Distance Learning: Friday, December 18th will be our last day and you will turn in your last kit. We would like to resume in person learning the second half of the year but this will be determined by the state of the pandemic. The board will be making a decision about our course of schooling later this fall. Please join us at these meetings.

Board Meetings: *October 6th and November 10th* (We don't meet in December) either outside at my house or on Zoom depending on the weather. Please join us!

Weekly Schedule for Distance Learning

Sundays:

Between 1-5pm, pick up your sanitized kits from the location you specified on your Distance Learning Questionnaire. Either:

Bethany Stevenson
7404 Mackenzie Ln
Portage, MI 49024

Or

Amanda Molitor
9931 Sailor Ct.
Portage, MI 49002

Early in the Week:

Mrs. Molitor will be posting a lesson or virtual field trip on Monday and Wednesday on ClassDojo. Please look for those!

Fridays:

This is the day you will return your kits. When you pack up your kits, please check to make sure all the items make it into the bag. If there are any missing or damaged items, please let Bethany or Mrs. Molitor know. To save time disinfecting kits, if you notice any dirt or grime on any of the items in your kit, please clean them before returning.

If the weather is nice and state mandates allow:

- Please put the kits that need to be sanitized next to the shed by the playground.
- 3s will meet in person at 10am in the CHUM parking lot.
- 4s will meet in person at 10:30am in the CHUM parking lot.

**Parking spaces will be designated by cones to ensure that we are sufficiently spread out*

If we CAN NOT meet in person:

- Please drop off the kits that need to be sanitized at your designated Sunday drop off location **by noon on Friday**. If this is a problem, please contact Bethany or Amanda.
- 3s will meet on zoom at 10am on Friday. Mrs. Molitor will send a link on Class Dojo
- 4s will meet on zoom at 10:30am on Friday. Mrs. Molitor will send a link on Class Dojo

We will notify everyone through Class Dojo by 9am Friday morning at the latest if we will not meet in person because of inclement weather. We will still have class if there is a light drizzle, light rain, or snow. Please dress for the weather!

CHUM Preschool COVID-19 Plan For Distance Learning

Please note, this plan is based on recommendations from Michigan Licensing and the CDC

https://www.michigan.gov/documents/lara/Child_Care_Re-Opening_5-21-20_-_FINAL_691941_7.pdf

https://www.michigan.gov/documents/coronavirus/DHHS_Guidance_-_COVID-19_Cleaning_and_Disinfecting_of_Childcare_Environments_685195_7.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fguidance-for-schools.html

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Social Distance:

- During our face-to-face meet ups, families and our teacher must keep at least a 6ft distance from one another. If for some reason you need to get closer than 6ft, everyone involved in the interaction (over the age of 2), must be wearing a mask.
- Keeping a distance of 6 feet or more is important in reducing the likelihood of spreading COVID-19. We want to ensure that we are safely conducting our face-to-face meet-ups.

Disinfecting of Distance Learning Kits:

- All items in each kit will be disinfected with an EPA-registered household disinfectant before they are put into the kits.
- Gloves and masks will be worn during the sanitization process. Hands will be cleaned before and after sanitizing the kits.
- Disinfected kits will sit for about 48 hours before each family receives them. If you are a family that is receiving your kit early, we recommend you wait 48 hours before exploring the items.
- Items that cannot be easily Disinfected, such as wood, will be on a rotation with the same or similar toys. They will be disinfected or laundered and then left to sit for a week before they will be placed in a kit.
- The bags that hold the distance learning items will also be on a rotation. They will be sanitized and then left to sit for a week before they are used again.

If you must go into the classroom to use the bathroom:

- Everyone over the age of two must wear a mask indoors.
- Use the door that goes directly into the classroom art room.

- Wipe your hands upon entering
- Wipe down door handles, faucets, or any other surfaces touched before you leave.
 - Disinfectant cleaner is in the bathroom cupboards across from the toilet.
 - Washcloths to wipe the surfaces are in the cupboard above the toilet.
 - Used washcloths may be placed on the hooks in the bathroom.

Illness:

If you or any household members have symptoms of COVID-19, have been in close contact (less than 6 feet for fifteen minutes or more) with a person with confirmed or suspected COVID-19, or have confirmed COVID-19, please notify either Bethany or Amanda. **This is important so that we may notify LARA (our licensing agency) and the Health Department. It is also important so we can make appropriate arrangements for your learning kits.** The health department will inform us on how we proceed. Names of individuals will not be disclosed to other families.

If your child or anyone in your household has symptoms of COVID-19, please contact your primary care provider for guidance.

Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees. Cough and/or diarrhea in addition to fever is suggestive of coronavirus.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Please contact your primary care provider for guidance with symptoms.

Illness and Face-to-Face Meet ups:

- To attend the face-to-face meet ups each Friday we ask that everyone must be fever free, (temperature less than 100.4) without fever reducing medication, for at least 24 hours. We also ask if anyone attending our meet-ups has vomited within the last 24 hours or has a cough, to please remain home.
- If a student or other household members have symptoms of COVID-19:
 - If they contact or visit a healthcare provider and another cause is identified for the symptoms, they may return to face-to-face meet-ups once symptoms improve and they have been fever-free for at least 24 hours without the use of medicine that reduces fevers.

- If another cause is not identified and the provider does not recommend testing, the individual should stay home until: they have been fever-free for at least 24 hours without the use of medicine that reduces fevers AND other symptoms have improved.
- If another cause is not identified, and the provider does recommend testing, the student and their family members may not return to our face to face meet ups unless they receive a negative test result.
- If a student or other household member tests Positive for COVID-19 or has been in close contact with someone with a confirmed case of COVID-19:
 - Our local health department will inform you when they may return. In general, individuals must stay home until: Has been fever-free for at least 24 hours without the use of medicine that reduces fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared or the individual tested positive

Illness and Learning Kits:

- If a student or a family member is not well enough to attend our face-to-face meet ups BUT they do not have symptoms of COVID-19, please contact Bethany or Amanda. We will make arrangements to either pick up your kits or find an alternative time for you to drop off your kits.
- If there are any learning kits that have been in the homes of someone with COVID-19 symptoms, someone in close contact with a person with confirmed or suspected COVID-19, or have confirmed COVID-19, Bethany or Amanda will collect the kits and keep them for a week before sanitizing them and putting back into rotation.
- Families that have household members with COVID-19 symptoms will not receive a new kit until they:
 - Have been seen or talked to a primary care provider and they do not suggest COVID-19 testing.
 - Have tested negative for COVID-19
- Families that have been in close contact with someone with confirmed COVID-19 will not receive a new kit until they:
 - Have met the requirements for quarantine as suggested by the health department.
- Families that have household members with confirmed COVID-19 will not receive a new kit until they:
 - Have met the requirements for isolation time as suggested by the health department. In general this is when: Has been fever-free for at least 24 hours without the use of medicine that reduces fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared or the individual tested positive

***If our teacher, Mrs. Molitor, is sick; depending on the symptoms and severity, we will either continue virtually, or take time off until she can teach. Missed time would be made up at the end of the year or in January.

Instructions for Disinfecting Kits

Link for volunteer sign up: <https://docs.google.com/spreadsheets/d/1lz7dtwQzS09Fg2nncGTq-DismGFymAd8cw954xuWAA/edit#gid=0>

Thank you for volunteering to disinfect our learning kits! We appreciate your help with this big job! Our goal with these procedures is to keep you and our other families safe. These procedures are all based on CDC and Licensing recommendations. Links to these recommendations can be found on our COVID-19 distance learning Plan.

Materials Needed which will be on the shelves, inside the shed

- Sanitizer
- Tarps
- Masks
- Gloves
- Disinfectant
- Wash cloths
- Bag for dirty cloths
- Trash can
- Ikea bags

Cleaning will take place on the playground. If you will have your children with you, please do your best to have them stay away from the items being sanitized so that they do not become contaminated and also so they do not get accidentally sprayed with disinfectant. Also, if you have your children with you, please wipe off any surfaces your children have touched before you leave.

Only 1 family on the playground at a time. If another family is on the playground and you are waiting to enter, please stay at least 6 feet away when they are exiting.

Parent A 10:00-10:25am

Cleaning steps:

- 1) Clean your hands with sanitizer
- 2) Put on a mask and gloves (If you have a mask from home, that is ok to wear too)
- 3) Spread out six tarps on the grass at the back of the playground
- 4) Take one kit at a time and spread the items out on the tarp (*Work from left to right sanitizing. Put the first kit you will sanitize on the tarp closest to hill. The disinfectant needs to sit for 10 minutes before it can be wiped. This way the next person will know to clean those kits first.*)
- 5) If any items appear dirty or grimy, clean these with a washcloth and a disinfectant first
- 6) Spray the kit items with the disinfectant
- 7) Turn all the items over, so that the parts facing the ground are now exposed
- 8) Spray the kit items again
- 9) These items must now sit for 10 minutes
- 10) You may now repeat these steps with other kits
- 11) Remove your gloves and throw them in the trash
- 12) Clean your hands with sanitizer
- 13) You are done! Thank you for your help!!!!

*Please leave when you have completed your time volunteering. We don't want you to miss your face-to-face time because you were cleaning. Just leave the kits that still need to be sanitized, against the shed.

Parent B 10:30-10:55am

Cleaning Steps

- 14) Clean your hands with sanitizer
- 15) Put on a mask and gloves (If you have a mask from home, that is ok to wear too)
- 16) Grab 6 washcloths and six Ikea bags
- 17) Each kit is on one tarp. Please start with the kit closest to the hill. *(Work from left to right wiping. The disinfectant must sit for 10 minutes before being wiped. The kits closest to the hill have been sitting the longest)*
- 18) Put the wiped items into one bag.
- 19) When one kit has been wiped, grab a new washcloth and Ikea bag and wipe down the second kit. Continue with this process.
- 20) Put the dirty washcloths in the laundry bag
- 21) Take off your gloves and put them in the garbage.
- 22) Sanitize your hands
- 23) You are done! Thanks for your help!

Please leave when your time is complete. You do not need to stay until the job is done. Just let the next parent, Bethany, or Amanda know where you left off.

Parent C 11:00-11:25am

Cleaning steps:

- 24) Clean your hands with sanitizer
- 25) Put on a mask and gloves (If you have a mask from home, that is ok to wear too)
- 26) Spread out six tarps on the grass at the back of the playground
- 27) Take one kit at a time and spread the items out on the tarp *(Work from left to right sanitizing. Put the first kit you will sanitize on the tarp closest to hill. The disinfectant needs to sit for 10 minutes before it can be wiped. This way the next person will know to clean those kits first.)*
- 28) If any items appear dirty or grimy, clean these with a washcloth and a disinfectant first
- 29) Spray the kit items with the disinfectant
- 30) Turn all the items over, so that the parts facing the ground are now exposed
- 31) Spray the kit items again
- 32) These items must now sit for 10 minutes
- 33) You may now repeat these steps with other kits
- 34) Remove your gloves and throw them in the trash
- 35) Clean your hands with sanitizer
- 36) You are done! Thank you for your help!!!!

Please leave when your time is complete. You do not need to stay until the job is done. Just let Bethany or Amanda know where you left off.

CHUM Policies for Distance Learning

Social Distancing:

In order to continue with our face-to-face meetings it is important that all families stay at least 6 feet apart at all times. If you must get closer than 6ft to someone, both parties must be wearing masks. Adherence to this policy is important so that we may continue these meetings.

Late Kits:

Please return your kits on time each Friday. This is very important so that the next student may enjoy the kit. If you are unable to drop off your kit at the prearranged time, please contact either Bethany Stevenson (269) 267-9944 or Amanda Molitor (269) 998-2087 as soon as possible. Each day a kit is returned late (without making arrangements with Bethany or Amanda) \$5 will come out of your security deposit. After 13 days of kits being late (whether consecutive or total) you will not receive your \$65 security deposit back and you will be dropped from the program.

Late Tuition Payments:

Below is our policy as stated in our constitution regarding late payments. Please know that we understand that situations may arise where you are unable to pay on time. Please contact Bethany, or one of our treasurers if this is the case. We can usually come to some arrangement so that your child may remain in our distance learning program.

If tuition is not received by the 1st of the relative month, Treasurer B will notify the parent tuition is late. A \$50.00 late fee is due along with tuition if it is not received by the 5th of the relative month. Tuition and the \$50 late fee must be paid prior to the parent's child returning to school. If the tuition and late fee are not received before the 10th of the relative month, the President will speak directly with the parent and/or notify them by letter their child is withdrawn from the school. With approval from the Executive Board, the child may be reinstated upon receipt of the tuition and late fee, provided the child's place has not been filled by another student.

Withdrawal from the Distance Learning Program:

Once you have paid for a month of the distance learning program, money will not be reimbursed except in extenuating circumstances. In that case, the board will review the case to determine if money will be reimbursed. If you do withdraw from the program, please let us know a week before the next tuition payment. Once we have your last kit, we will issue you a check for your remaining security deposit.

COVID-19

If you are unable to have a kit due to COVID-19, you may make up the week(s) over Thanksgiving break and over winter break.

FUNdraising for CHUM

Because CHUM is a co-op preschool, all families are asked to fundraise. Our fundraising dollars go towards improving the preschool program with learning tools, toys, and playground equipment. It also helps us keep our tuition payments low so future students can benefit from our excellent program. Below you will find information on each of the Fundraisers we are offering this year. Your family's participation is very important to the success of CHUM Preschool!

Three Easy Ways to Fundraise

1. Funds2Org - Shoe Drive

CHUM is collecting new, and gently used men's, women's, and kid's Shoes. Shoes can be high heels, flip flops, boots, sandals. (Not shoes with wheels or blades) We will send these shoes to developing countries for micro-entrepreneurs to sell in their communities. We will be paid by the pound, (so while kid shoes are welcome, they weigh less). Shoes can be put in our green can by the playground or given to Bethany Stevenson.

2. CFK eCycling

With Cartridges For Kids, CHUM earns cash for collecting old cell phones, laptops, laser cartridges, inkjet cartridges, ipods, tablets, ereaders, ipods and MP3 players. Plus, we can reduce waste in our landfills. A link to accepted products and how much we earn is available on their website. <https://www.cfktoday.com/>
Any recycling products can also be put in a bag in our green can by the playground or given to Bethany Stevenson

3. Amazon Smile

Amazon Smile donates 0.5% of eligible purchases to the charity of your choice. It just takes a minute or two to set up and to link to your amazon app. This is an easy way to earn money for our school. Instructions to register and more information about the program is below:

<https://www.amazon.com/b?ie=UTF8&node=15576745011#:~:text=Download%20or%20update%20to%20the,or%20Google%20Play%20for%20Android.&text=Open%20the%20app%20and%20find,on%20AmazonSmile%20on%20your%20phone.>

Restaurant Fundraisers

One restaurant night fundraiser will be planned a month. We would love for these events to be shared with friends and family on Facebook so that as many people as possible are reached. We will earn a percentage of the sales during the time frame that is set by the restaurant when CHUM preschool is mentioned. Details will be given when these fundraisers are scheduled.

Scrip Gift Cards

Scrip gift cards are an easy way to earn money for CHUM and yourself for purchasing items you normally buy. You can purchase physical or electronic gift cards from a large number of vendors such as Meijer, Starbucks, Shutterfly, Old Navy, and many more! The vendors offer various rebate percentages. If you purchase a \$100 gift card that has a 10% rebate then \$5 will be paid to you at the end of the year and \$5 will be donated to CHUM. When you sign up you will either link a bank account or a credit card to purchase your gift cards. The bank account is more economical since a \$0.15 autodraft fee is charged as opposed to a 2.6% charge with a credit card. It takes a few days for the registration process to complete. You can download the app "Raise Right" from the apple store or google play, register, and order from there, or you can use the website; shopwithscrip.com. You will need the enrollment code: 8949569746917 to join our program. If you have any questions, please contact Megan Aubry at hazel.aubry15@gmail.com

CHUM Gear

We will have t-shirts, long sleeve shirts, sweatshirts available in kids and adult sizes along with totes and masks for you to purchase with our CHUM logo. We will also have a special 50th anniversary t-shirt available! CHUM makes a small profit on all of the sales so you are helping our school while you show your CHUM pride. More information on how to order will be made available soon.

50th Anniversary Fundraiser

We are celebrating CHUM's 50th year helping students to learn, play and grow. This fall we have a fundraiser to celebrate this. More details to come! Also, look for opportunities to ask for pledges from friends and family online via social media (Facebook).

****FOR EVERY \$350 YOUR FAMILY RAISES IN PROFIT FROM OUR 50TH ANNIVERSARY FUNDRAISER, CHUM WILL GIVE YOU \$50!!! ****

QUESTIONS? CONTACT BETHANY STEVENSON AT: bstevenson8011@gmail.com