



Strong Start 2020 Re-Opening FAQs

The PRIME TIME Head Start Commitment

PRIME TIME Head Start is committed to keeping those we serve safe, supporting student learning, and meeting family needs when we re-open in the fall. We are closely following guidance from the CDC, Louisiana Department of Education, Louisiana Department of Health, and the Office of Head Start. Our leadership team is participating within re-opening forums and is planning training for all staff. Additionally, our plan is in line with Louisiana's Covid-19 Phase Status.

As we work with your child in the areas of education, health, nutrition, and social skills, we also look forward to working with you on goal setting and identifying community resources here in Ouachita Parish.

As we build relationships with you and collaborate with community partners, PRIME TIME Head Start is dedicated to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for your child, your family, and the communities served by our program.

Thank you for your commitment to your child and know that PRIME TIME Head Start gives you our commitment **to provide top-notch preschool services as we help ensure your child is kindergarten ready!**

What Important Upcoming Dates Should I Know?

- **July 22-31, 2020:** Initial Virtual Learning Registration due to prepare for Virtual Session I (Access virtual registration at primetimefamily.org/virtual)
- **August 17, 2020:** Initial Enrollment Applications due to begin school on August 26, 2020, if eligibility is determined (*Please note that we accept applications year-round*)
- **August 18 & 19, 2020:** Virtual Family Orientation (Specific Center Times TBA)
- **August 20-25, 2020:** Virtual Home Visits and Virtual Classroom Tours (Specific Times TBA)
- **August 26, 2020:** First Day of School for both Virtual and Onsite Students

What Do I Need To Know About The Registration/Application Process?

How do I register for PRIME TIME Head Start?

- You can begin the application process by going to [primetimefamily.org/register](https://www.primetimefamily.org/register) or complete a 3rd Year Verification by going to [primetimefamily.org/reverify](https://www.primetimefamily.org/reverify). For more information, you can also call 318-541-2315

What is needed for registration?

All **RETURNING STUDENTS** must have up-to-date:

- Physicals
- Dentals
- Immunizations
- Individual Care Plan, signed by physician (if applicable)
- Medical Authorization Forms (if applicable)
- Disability Evaluation/Results
- Medical State of Food Substitution Forms (if applicable)

All **NEW APPLICANTS** must submit:

- Prime Time Head Start Application (download at <https://www.primetimefamily.org/register>)
- Income for the last 12 months (Zero Income Statement Forms provided)
- Documentation of Date of Birth (only one is needed): Birth Certificate, Passport, or Immigration Card
- Proof of Residence (only one is needed): Utility bill(s), lease or rental agreement
- Parent/Guardian ID
- Medical and Dental Insurance Cards (if available)
- Immunization Record(s)
- Physical Exam/Well-Visit form signed by physician within the last 12 months, including:
 - Blood Tests (hemoglobin/hematocrit, lead)
 - Vision and Hearing Screenings
 - Dental Exam documentation completed within the last 12 months
- Individual Care Plan signed by physician (if applicable)
- Medical Authorization Forms (if applicable)
- IFEP or IEP (if applicable)
- Disability Evaluation/Results
- Medical State of Food Substitution forms (if applicable)

All completed documents can be e-mailed to enroll@primetimefamily.org or faxed to (318) 737-2005

What if I am not able to e-mail or fax my documents?

Can't email or fax documents? No problem! Drop them off instead!

Drop-Off an application/supporting documents OR Pick-Up an application/ supporting documents.

- July 28, 2020: 8 am to 12 pm
Ransom Center at 420 Wheelis St., West Monroe, LA 71292
- July 28, 2020: 8 am to 12 pm
MLK Center at 3716 Nutland Rd., Monroe, LA 71202
- August 4, 2020: 8 am to 12 pm
Ransom Center at 420 Wheelis St., West Monroe, LA 71292
- Aug 4, 2020: 8 am to 12 pm
MLK Center at 3716 Nutland Rd., Monroe, LA 71202

What Should We Expect During The First Days of Preschool?

What will student drop-off/pick-up look like?

- This year, we will have staggered curb-side drop-off and pick-up schedules. As we get closer to the start of school details will be sent to you with all the specifics.

How will the children's interactions look? (Indoor and Outdoor)

- Static class sizes will be limited to 15 children with 2 adults (The state requirement is no more than 25 students per class).
- Schedules will be made so that only one class is on the playground and in the hallway at a time. Classes will not mix.
- Classroom student seating will be spaced out for small/large groups and cots will be spaced out to assist with social distancing during nap time.
- Each classroom will have assigned adults who can go in and out of the rooms. This limitation is to assist with the decrease of potential exposures.
- Children will not be required to wear masks but have the option to do so.
- All adults in spaces occupied by children will be required to wear masks. Adults will also be required to wear gloves during meal time.

What will meal time look like?

- All meals (nutritiously aligned with the Child and Adult Care Food Program) will be served inside the classroom by the teaching staff. Family style dining will not be conducted this school year. Both cold and hot meals will be served for breakfast and lunch, and snacks will be served in the afternoons.

How will attendance be tracked?

- Attendance will be taken each day. Right now, PRIME TIME Head Start is researching electronic signature platforms to utilize instead of pen/paper. More details to come as we near the start of school.

Will children drink from water fountains, or will parents/guardians have to bring bottled water each day?

- PRIME TIME Head Start will provide filtered water to the children inside the classrooms. We ask that children not bring outside food/drink to school each day.

How often will toys/surfaces be sanitized?

- Classes will have routine cleaning schedules for toys and for cleaning high-touch surfaces.
- Children will have their own set of consumable items like crayons and fine motor items like scissors to use.

What if a student or adult in the classroom tests positive for Covid-19?

- If a student or adult in the classroom tests positive for Covid-19, they will need to quarantine for 14 days and be symptom free with no fever (100.4F) for 24 hours before returning to school. They will also need to provide proof of two negative Covid-19 tests.
- The classroom will also be closed, and we will ask all students and staff that entered that classroom to self-quarantine for 14 days as well and receive a Covid-19 test, if having symptoms.
- If a student does not have insurance, we encourage them to visit a site providing free Covid-19 testing.

If I choose the Virtual Family Choice option, how soon can my child transition to an onsite slot?

- The virtual option is available to all students this school year.
- Families must complete the Virtual Registration Form to indicate virtual preference at primetimefamily.org/virtual
- Virtual students must complete a full virtual session before transitioning to on-site learning.
 - Virtual Session 1: August 26th to October 31st, 2020
 - Virtual Session 2: November 1st to February 28th, 2021
 - Virtual Session 3: March 1st to End of School Year 2021