

LAKE RIDGE PARKS & RECREATION ASSOCIATION, INC.

Special Meeting of the Board of Directors

Pre-School Operations for School Year 2020-2021

August 11, 2020

7:00 p.m.

Tall Oaks Community Center and virtually via ZOOM

AGENDA

- I. Open Meeting**
- II. Executive Session**
- III. Open Forum**
- IV. Discussion for Vote on Pre-School Operations for SY20-21**
- V. Open Forum**
- VI. Adjournment**

* Please contact, Doug Milburn, Director of Administration at DMilburn@lakeridgeva.com by 4pm (EST), Tuesday, August 11th to participate virtually*

PRESCHOOL OPERATIONS 2020-2021

Special Board Meeting: August 11, 2020

OVERVIEW

- Other preschools in the area, such as St. Matthews and county preschools, are operating this coming year.
- Parents of enrolled students are depending on our program to continue their child's education and to provide necessary child care.
- Lake Ridge Creative Preschool normally employs 9 teachers total, 1 full-time and 8 part-time. This year, we would be operating with 1 full-time and 3 part-time teachers with current enrollment.
- The Preschool would be running at a loss due to COVID-19, just as the Association's amenities (i.e. Pools) and recreational programs are operating at a loss.
- Failure to operate the preschool could have a negative long-term effect on the viability of the school, especially enrollment and staffing.

OPERATIONS

Class Size

- To limit exposure, we will strive to split classes with higher enrollment into 2 smaller groups, a maximum of **10 students** on each side of the classroom. These may be labeled “Class A” and “Class B”, for example.
- Maximum class size for Explorers and 3 Day is **20** students; 5 Day is **16** students.
- We are still accepting enrollment and have scheduled tours. Current registration is as follows (8/6/20):

<i>Explorers (3 yrs.)</i>	4
<i>3 Day (4 yrs.)</i>	10
<i>5 Day (4 yrs.)</i>	8

Safety Standards

(per VA Department of Social Services & CDC recommendations)

Face Coverings

- Masks are required to be worn by parents and students at **drop-off and pickup**. It is **recommended** that students wear them through the school day, but not required per state guidelines.
- Teachers will wear **clear face shields** to foster healthy communication between themselves and students. We believe facial expressions are a very important part of the teaching process.

Social Distancing

- Social distancing will be maintained during each activity throughout the day. Chairs will be spaced out for circle time, and small groups will use **rotating stations** for open play with **no shared toys**. *(cont. on next slide)*

Safety Standards *(cont.)*

- Project time and lunch time tables will seat 3-4 students at opposite corners. School supplies will not be shared; individual boxes will be covered by supply fee paid at registration. Surfaces will be wiped down between each usage.
- Students will use the bathroom individually with sanitization between uses.
- Outside time will be taken advantage of weather-permitting with activities like nature walks and parachute games. The playground will be sanitized between each class use.

Drop-Off + Pickup

- Students must be signed in and out each day, with masks worn. Sign in/out will be conducted outside as much as possible. Markings will be made to social distance while waiting in line.
- Sign in will include **waiver of liability** and **temperature check** daily.

FINANCIALS

- Collected income prior to September is held in a deferred account.
- The following financials are based on **current enrollment** (*still on-going*):

<i>Projected Revenue</i>	\$64,800
<i>Expenses: Wages of 1 Full-time + 3 Part-time Employees, Employment Taxes, 401K Matching Contributions</i>	(\$92,495)
<i>Expenses: Supplies, Insurance, Taxes, Internet</i>	(\$5,423)
<i>Expenses: Facilities Cleaning, Water, Electricity</i>	(\$9,264)
<i>TOTAL: NET LOSS</i>	(\$42,382)

POTENTIAL RISKS

- **Positive Cases:** If a student or teacher tests positive, the class will be required to quarantine for 2 weeks as recommended by the CDC.
- **No Insurance Coverage:** The Association does not have insurance to cover a liability due to a pandemic.

RECOMMENDATION

Management's recommendation is that we do not run the Lake Ridge Creative Preschool for the 2020-21 school year, with the increased number of students that have un-enrolled due to implications from COVID-19.

Parents who withdrew were complimentary of the program and the steps we were taking to put safety measures in place to run the program. The general consensus was that they hated to withdraw, but were just not comfortable at the present time having their child in a school setting with the current pandemic.