

# COVID-19 Parent Handout

Dear Parents,

I would like to share some of the changes to our policies that are taking effect due to the ongoing situation with COVID-19. As always, our first priority is the health, safety and well being of our students, staff members, and all of our families. We have worked hard to develop a plan where parents and staff members work together allowing us to open up under the CDC guidelines.

At school we are taking steps to reduce the exposure to COVID-19 by: teaching and supervising proper handwashing, requiring frequent handwashing for students and staff members, reducing class sizes, limiting interactions between groups of students, disinfecting materials and frequently touched surfaces regularly, etc... Below are some ways that parents can assist in this effort. Please read the following document carefully as there are many changes to our policies that require your support.

Thank you,  
Ruhi Hiebert

## School Hours

Going forward our school will be open from 8:00 am - 4:00 pm. This change will assist us in providing effective cleaning, staffing, and social distancing during student pick-up and drop-off.

## Illness Policy

We have updated our Student Illness Policy to include additional COVID-19 safety measures. Please review the attached document and read the highlights below.

### When to Stay Home

Students or staff members who exhibit symptoms of illness will be asked to stay home, especially, if they exhibit symptoms consistent with COVID-19. These symptoms include a fever of 100.4 degrees Fahrenheit or higher, cough, and/or, shortness of breath. Please see our Student Illness Policy for a more detailed list.

### Temperature Screenings

Staff members will perform temperature screenings upon students' arrival to school.

## If a Student Becomes Ill During the Day

Please be aware that if a student becomes ill during the school day, they will be sent home **immediately**. Please ensure that you have a plan in place and that someone is available to pick up your child if they become ill during the day.

## Returning to School

Staff and students should use CDC guidelines for when to return to work/school after being ill or coming into contact with a person who has been ill. Any person who is confirmed as positive for COVID-19 and has symptoms **will not be allowed** in the school for a minimum of 10 days following onset of symptoms. CDC guidance is 3 days with no fever and improvement of symptoms and 10 days since symptoms first appeared. If a staff member or student tests positive with no symptoms they **will not be allowed** to return until 10 days after the test.

In the event a person diagnosed with COVID-19 is determined to have been in the building, we may close the school for a few days for cleaning and disinfecting.

## Student Arrival and Departure

In an effort to promote social distancing during student arrival and departure and reduce the number of people who enter and exit the building, we have some changes to our student arrival and departure policies.

### Pick-Up and Drop-Off Car Line

We will be implementing a pick-up and drop-off car line. When dropping your student off at school we ask that you follow the signs, pull your car into the car line, and wait for a staff member to assist you. When picking up your student, we ask that you place your student's name card in the front windshield of your car (this will be provided to you), follow the signs, pull your car into the car line, and your child will be sent out to you. You may be asked to wait before moving your vehicle to ensure the safety of the other students who are loading into cars.

Here is the schedule for our pick-up and drop-off times:

Drop-off for all students: 8:00 am - 8:30 am

Pick-up for half day students: 12:40 pm - 12:50 pm

Pick-up for full day students: 3:30 pm - 4:00 pm

We ask that parents utilize these times when picking up and dropping off their students at school. This will help us provide consistent staffing for our students. If there is a reason that you need to pick up or drop off your student at another time, for example for a doctor's

appointment, we ask that you contact the director ahead of time so that we can have a staff member ready to assist you and your student.

We also ask that parents pick-up and drop-off their children quickly. Only greetings and brief information should be exchanged. If you would like to have a longer conversation or a conference, please call the director or schedule a meeting.

As we implement these new routines, it will be very important for parents to pick-up their child at their scheduled time. If you are going to be late due to an emergency please call the school and let us know. Repeated instances of being late will result in late fees of \$1 per min.

## Building Visitors

### Reducing Visitors to the Building

In accordance with the CDC guidelines and for the safety of our students and staff members, we are reducing the number of people entering and exiting the building. With that in mind, we are asking parents not to enter the building during student hours and we are restricting nonessential staff and visitors from the building during the hours of operation. Parents and visitors are more than welcome to contact the director to schedule a phone conference or an after school conference/tour.

### Social Distancing and Hygiene

Everyone who is entering the building will be asked to use hand sanitizer and/or wash their hands immediately upon entering the building. All adults entering the building are asked to wear a face covering or mask.

## Student Belongings

### Belongings From Home

To reduce the spread of germs, we have a plan for keeping students' belongings separate. Upon arrival to school the student will place all of their belongings (lunchbox, water bottle, backpack, etc...) a medium sized bin with a lid. This bin **will be provided by the parents** and labeled with the student's name. All of the students' belongings that travel to and from home will be stored in this bin. **Please label all of your students personal belongings.** Student belongings should be brought home and disinfected daily as much as possible.

## School Supplies

To avoid cross contamination, we are discouraging the use of community school supplies. Instead, students will have their own pencil box with their own school supplies. These supplies will include a box of crayons, pencils, erasers etc... We are asking parents to help provide some of these items. **Please see the school supply list** attached to the confirmation email for more information.

## Extra Clothing

The CDC recommends that if a student gets body secretions or excretions on their clothing (ie: from sneezing, wiping their nose with their sleeve, etc...) that the child changes their clothing. Therefore, all of our **parents will be asked to keep multiple changes of clothes in their backpack/bin** regardless of their students' age.

## Diaper Supplies

Diapering supplies will now be stored at school instead of traveling back and forth each day in the student's backpack. Please label and send in a package of diapers and wipes on the student's first day and we will send home a note when it needs replenishing.