HOURS OF OPERATION

8:00 a.m.-5:00 p.m. Our operating hours will return to normal as restrictions are lifted on the increased amount of hygiene procedures and the reduced class sizes we must abide by to ensure the health of our children, their families, and our teachers.

DAILY HEALTH CHECK PROCEDURES

All administrators, teachers, facilities and housekeeping staff, and students will have their temperature checked before being allowed to enter the school buildings. The family member who drops off the student will answer a series of health-related questions before the child will be allowed to enter the school buildings.

If any child, faculty, or staff member registers a fever of 100.0 or higher and/or exhibits symptoms of illness, such as but not limited to: sore throat, excessive or persistent coughing; body aches; or, difficulty breathing, they will be asked to leave the school and remain out for 10 days unless a medical clearance is provided by a physician indicating the presenting symptoms are not related to a possible COVID-19 diagnosis.

Children will have their temperature taken at any time during the day if a teacher feels it is warranted. If the child registers a temperature of 100.0 or higher, he/she will be sent home for 10 days unless a medical clearance is provided by a physician indicating the presenting symptoms are not related to a possible COVID-19 diagnosis.

In the past, we have given medications for cough, cold, and allergies on a routine basis. We will not be able to continue this practice while under the current restrictions. If your child needs a routine medication, you will need to keep your child at home until medication is no longer needed.

DROP-OFF PROCEDURES

Family members will drive up to one of three drop-off zones, which have been designated for each class. The family member will park in front of a tent at their zone where they can help get their child out of the car and answer a few health-related questions. The child will have his or her temperature checked at this time. If the child does not register a temperature of 100.0 or higher and/or the health questions warrant no concerns, your child will be taken to their classroom by one of our floaters. The floater is assigned to your child’s classroom and will wear a mask.

We ask that parents drop off no later than 9:00a.m. If for any reason you will be arriving later than 9:00a.m., please come to our main building and ring the doorbell. Someone will greet you and then take your child’s temperature and ask some health-related questions. If your child does not have a fever of a 100.0 or higher and/or the health questions warrant no concerns, your child or children will be taken to their classroom by one of our floaters.

CLASSROOM PROCEDURES

Children will remain in their classroom with only their classmates and teachers. Classes will have time outside but they will not play with any other classes nor will they merge with any class at any time of the day. All children will have their temperature checked at
drop-off; after their naptime; and, at any time during the day if they feel warm to the touch or are exhibiting signs of illness. If a child registers a fever of 100.0 or higher at any time during the day, the family will be notified and should make arrangements to have the child picked up from school within the hour. The child will be placed in a quarantine space until pick-up.

Students are not required to wear masks; however, all teachers and floaters will be required to wear masks. Teachers will use gloves for diaper changing and pottyting; food preparation and serving; and, when dealing with any injuries or health situations.

There will be frequent washing of hands throughout the day. Only toys and materials that can be washed will be available in the classroom. Although stuffed animals, cloth books, dress-up clothes, and similar items can be washed, they will not be used in the classrooms because of the constant monitoring and cleaning these items would require. Teachers will supervise playing with classroom materials to ensure that items which may have been sneezed or coughed on or placed in children’s mouths are put in soapy, bleach water to be cleaned before other children play with them.

Toys from home will not be allowed in school. All outdoor play structures and toys will be disinfected after a class has left the playground.

**PICK-UP PROCEDURES.**

Our closing time will be 5:00 p.m. Families can begin picking up their children at any time during the day. If pick-up occurs before 4:00 p.m., the family member must come to the main building and ring the doorbell. A designated staff member will answer the door and then retrieve the child or children requested by the family member. The child will have his or her temperature taken before leaving school. If the child registers a temperature of 100.0 or higher, he or she may not return to school for 14 days unless a physician’s note states that the child’s temperature and/or symptoms have no relation to COVID-19. After a temperature check, the child will be taken to the front doors of the main building and given to his/her family member.

If a child is picked up between 4:00 p.m.-5:00 p.m., there will be an administrator or faculty member at the designated area where drop-off occurred in the morning. The designated administrator or faculty member will go to the child’s classroom, take the child’s temperature, and bring the child to the family member. If the child has registered a fever of 100.0 or higher or is exhibiting symptoms of illness, the family member will be informed of this information and will not be allowed to return to school for 10 days unless a physician’s note states that the child’s temperature and/or symptoms have no relation to COVID-19.