



COVID-19 Policies and Procedures

We would like to inform you of the procedures we are implementing regarding the ongoing COVID-19 pandemic. The administration continues to review guidance issued by various government and public health agencies, including but not limited to the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the Orange County Health Care Agency (OCHCA), the California Department of Social Services (Community Care Licensing Division), and the Orange County Department of Education (OCDE). Families are expected to follow all orders, mandates, and strong recommendations from federal, state, and local health care agencies. We have determined the best practices for the school and will update our COVID-19 procedures and policies as needed. There is limited availability in our programs in an effort to meet social distancing requirements to the best of our ability. Should the school be required to close due to COVID-19, all children will switch to online distance learning for the required period of time.

Our goal for all of those on campus is to create a safe and healthy environment. As such, we are implementing a number of new procedures.

Modified drop off procedures:

- All children will be required to have their temperature taken with a no contact thermometer upon arrival at school.
- An extended time frame for drop off and pick up will allow for staggered arrival and departure times. Drop off time is between 8:30 am and 9:00 am and pick up time is in between 3:00 pm and 3:30 pm.
- Parents will not be permitted in the building, and a staff member will escort the children directly to and from their classroom during drop off and pick up.
- While waiting to drop off or pick up, please keep a distance of 6 ft from other families.

Face Coverings:

- At this time, face coverings are strongly recommended for children over 3 years old, but not required.
- All staff members at the facility are required to wear face coverings at all times.
- Parents must wear face coverings during drop off and pick up time.
- Information will be provided to all staff and families on proper use, removal, and washing of cloth face coverings.

Illness and Exposure:

- Please avoid unnecessary travel.
- Ill children must be kept at home until they are symptom free for 72 hours; Please refer to our Illness Policy for specific details.
- Parents must notify school if their child or anyone in their household has had any symptoms of illness in the past 72 hours including: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, runny nose, congestion, and/or new loss of taste or smell.
- Parents must notify the school if their child or anyone in their household has been tested for COVID-19 or if their child or anyone in their household has come into contact with anyone who has tested positive or is presumed to have COVID-19. The student will be required quarantine at home for 14 days before returning to school and will be given the option to complete distance learning during this time. If the student or any household members develop any symptoms during the 14-day quarantine period, the student must produce a negative COVID-19 test and have medical clearance from a physician before returning to in-person instruction.
- Students who become ill at school will be separated into an isolation area, and must be picked up within 30 minutes. Ill students will be required to wear a disposable mask (provided by the school) while waiting to be picked up.
- Ill staff members will be sent home immediately.
- Per our illness policy, students and staff may not return to school until they are symptom free, without using fever reducing medications, for a minimum of 72 hours.

Procedures for staff members:

- All staff will have their temperature taken with a no contact thermometer upon arrival at school.
- Staff members are required to wear face coverings.
- Staff will be trained on enhanced sanitation practices, screening practices, how COVID-19 is spread, COVID-19 symptom identification, and physical distancing guidelines.
- Staff will be tested every quarter while infection rates in the area are above the recommended CDPH threshold to periodically rule out asymptomatic cases.
- Staff will maintain physical distancing to the greatest extent possible and must wear face coverings at all times.
- Staff will not gather in person for meetings or trainings unless physical distancing can be maintained. Virtual meetings and trainings are preferred.

Non-essential visitors:

- We are eliminating non-essential visitors, and will not be utilizing classroom volunteers until further notice.

Cleaning, Sanitation, and Hygiene:

- Desks and/or tables will be sanitized by staff members, using a diluted bleach solution (1.6 oz of bleach mixed with 1 gallon of water, as recommended by the CDC) before class starts at 8 am, before the children consume food at their tables at 11:30 am, and in the afternoon at 2 pm.
- High touch surfaces, such as doorknobs, the sink areas, light switches, and countertops will be sanitized by staff members every 2 hours.
- The restrooms will be sanitized by staff members every hour.
- A professional cleaning crew will clean and sanitize the school every evening.
- The classroom will be equipped with an air purifier.
- Students are not permitted to share personal items or food.
- Shared materials in the classroom touched by a student, such as a puzzle, will be set in a designated area and remain unused until sanitized.
- Playground equipment is wiped down between uses of different groups.
- We have hand sanitation stations equipped with alcohol-based hand sanitizer that contains at least 60% alcohol in the classroom and in the office.
- Hand sanitizer will only be used under the supervision of an adult.
- Teachers and students will be required to use hand sanitizer or wash their hands when they arrive in the classroom.
- Handwashing stations with soap and water are located in the restrooms and inside the classrooms.
- Staff and students will be expected to frequently wash their hands with soap and water throughout the day, especially after playing outside, before eating, before and after using the restroom, if they touch their face, after coughing or sneezing, and if they wipe their nose with at tissue.
- Regular handwashing routines will be established and built into the daily schedule.
- CDC handwashing posters are posted at all sinks to remind and enforce proper handwashing protocol.

Lunches and Snacks:

- To limit our contact with the children's food we are suspending our snack program. If your child is enrolled in our full day program, please provide lunch and two snacks per day. If your child is in our half day program, please provide one snack per day.
- We are unable to reheat or refrigerate food.
- Children are not permitted to share food.
- Until further notice, we will not permit snacks to be shared for birthdays.

Classroom Space:

- A cohort of children and teachers will remain together in the same space in small, consistent groups to the greatest extent possible.
- All desks and tables will be spaced a minimum of 6 feet apart.
- Floors will be marked with tape to promote physical distancing.
- Classroom furniture will be arranged to minimize movement and promote distancing.
- All elementary students will have their own pencil box with school supplies, including: pencils, pencil sharpeners, glue sticks, scissors, and erasers. Students will store their personal school supplies in their own desk.
- Personal items, such as jackets, water bottles, and lunch boxes will be stored in individual cubbies. All items will be sent home with the children at the end of the day.

Hours of Operation:

- The hours of operation for the school day are from 9 am – 3 pm, but extended care hours are available from 7:30 am – 4 pm.

Financial Agreement:

- An updated Admission Agreement will be required for enrollment. Please refer to the Payment Provisions, Tuition Due Dates, and Withdrawal/Termination sections for more information.

Given the fact that the guidelines we are requested to follow can change as our current situation evolves, we will continue to make adjustments and modifications as needed. We will keep you informed and safe to the best of our ability. Thank you for your continued support and for trusting us with your child’s educational journey.

I understand and agree to the policies and procedures set forth in this document.

Child’s Name: _____

Parent/Guardian Name(s): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____