

## **Good Shepherd Christian School**

### **Parent's Handbook COVID - 19 Addendum**

August 25, 2020

As health officials monitor the outbreak of Coronavirus (COVID-19), we will continue to keep you informed and updated on our efforts to prevent the spread of this illness within our school and community. At GSCS, we understand your concerns regarding the Coronavirus (COVID-19). As information develops, we continue to take direction from the Center for Disease Control (CDC).

#### **Our Responsibility:**

Schools play an important role in our community's effort to prevent the spread of COVID-19.

In collaboration with local health departments, we will share information about the disease within our school community, review plans with local health officials, and protect our community.

It is imperative to not only prevent the spread of COVID-19, but also minimize disruption in children's learning and protect students and staff from any associated stigma or discrimination.

#### **Our Preparation:**

We are continuously implementing strategies to reduce any potential outbreak. This includes (but is not limited to):

- Daily cleaning and sanitizing
- Proper hand-washing practices
- Children with related symptoms will be sent home and families are encouraged to seek medical advice for lingering symptoms.

#### **What You Can Do:**

We ask for your continued support in our effort to prevent the spread of COVID-19. Here are some steps you can take to keep us all safe:

- Inform the school if you suspect any members of your family may have been exposed to COVID or exhibits COVID symptoms (cough, shortness of breath, and fevers)
- Keep your children home if they have any cold and flu symptoms
- Maintain social distancing as a family

- Model and teach your child good hygiene practices including hand washing; covering coughs/sneezes; and avoid touching eyes, nose, and mouth.

**General Guideline:**

Any potential exposure to the COVID- 19 virus by the child or any household member must be reported to the school office immediately. A 14-day quarantine period will be required before the child can return to the program. Tuition will be required through the quarantine period.

The School requires the family to report travel history if any. Travel to any areas considered “hot spots” will require a 14-day quarantine period. Tuition will be required through the quarantine period.

We request parents provide a mask or cloth covering if they desire their child to wear one at school. Our staff will encourage children to keep their mask on at all times while in the school environment as per parent’s written request. Masks must be replaced or disinfected/laundered daily. Cloth face coverings should NOT be put on babies and children under age two.

Allow extra time for drop-off as each child will need to stop individually for a health inspection by our staff (visual inspection, and temperature check) before being admitted to the classroom area. Practice social distancing of at least 6 feet when more than one family is by the entrance.

Children will follow the hand-washing protocol at all times throughout the school day.

Staff members on duty will wear masks or cover their mouth and nose with cloth such as bandana, scarf, etc.

Please clean/disinfect the surface and spout of your child’s water bottle before sending to school. Provide all essential items such as water bottle, lunch box etc. in one brown paper lunch bag - provided at drop off.

A staff member will check your child’s temperature approximately every two hours or if fever is suspected. Children exhibiting any signs of illness will be immediately isolated and must be picked up by an authorized pick up person within 30 minutes.

Classrooms, toys, and play yard will be disinfected at the end of each school day.

Whenever possible, please contact the School Director or other office personnel by email or phone during school hours instead of stopping by the school office if you have questions or concerns to address.

Additional policies and procedures may be implemented as needed and put into effect immediately to meet the extraordinary health and safety needs of our children and staff during this time.

All of the school’s regular policies and procedures as stated in the Parent’s Handbook will continue to be in effect unless contraindicated by the operational restrictions listed above.

**Drop off Time:**

Each family needs to keep 6 feet apart according to social distancing requirements at all time.

We ask all parents to wear a mask or face covering during drop off and pick up and not to enter the facility. A staff member will conduct a health inspection of each child and parent before the child enters the facility. The health inspection includes taking each child's temperature. Children will not be received if their temperature is over 99 degrees Fahrenheit.

A staff member will greet and receive the child and accompany the child into the restroom to supervise washing, rinsing and drying of hands then escort the child to their assigned table. Parents are not allowed to enter the facility at any time. Please contact the school office by phone or email if there's a need.

Parents are required to follow the Sign In and Out Procedure (iPad). Children must be signed in by their parents at the front door greeting station before entering the facility.

**Circle Time/ Work Job Time:**

Children will have an assigned table and their own personal set of stationeries (markers, crayons, etc)

Children will be kept 6 feet apart according to social distancing requirements as much as possible.

Children will be provided lessons, group activities, music and movement, story time, individual paperwork and art and craft activities during the school day.

**Playground Time:**

Playground equipment will be sanitized at the end of each school day.

As weather and outside space permits, longer outdoor activities will be provided.

Children will be kept 6 feet apart according to social distancing requirements as much as possible.

Hand-washing protocol will be conducted upon returning to the classroom.

**Snack/Lunch Time:**

Students are assigned a seat at a lunch table that will be socially distanced from other students

Families must provide lunch for their child. Please disinfect reusable water bottles and lunch containers daily. Families are asked to place lunch in paper lunch bags provided at drop off.

The school will continue to offer snacks based on the snack menu. Please inform the school if you do not wish for your child to have school-provided snacks.

School staff will wear gloves any time we serve food.

**Bathroom Time:**

Bathroom will be sanitized at the end of the school day.

Hand-washing protocol will be followed after restroom usage.

Social distancing will be practiced during bathroom time.

**Nap Time:**

Children are required to bring one crib-sized sheet and one small blanket for nap time. Bedding will be sent home in plastic bins each Friday and must be laundered at home in hot water weekly.

Children's cots will be kept 6 feet apart according to social distancing requirements while napping.

**Dismissal Time:**

Parent will sign the child out by the entrance. Only one adult per family is allowed at pick-up time.

Please arrive on time for pick up, our staff won't be able to begin disinfecting and cleaning the classroom spaces until all children are picked up.

Each family needs to keep 6 feet apart according to social distancing requirements.

A staff member will bring your child to the pick up/entrance area along with anything they should bring home for the day (lunch bags, bedding, class work, etc).

Do not hang out in the courtyard or parking lot area or anywhere in the school site before or after picking up your child.

If you need to pick your child up early or if your child is enrolled in a part time program, please let the school know ahead of the time.

Stay Safe and Stay Healthy - GSCS staff thank you for your cooperation!

**Please read and initial the attached Acknowledgment and Disclosure, sign the signature page and return both to the school.**

## COVID-19 PUBLIC HEALTH EMERGENCY SPECIAL PROGRAM

### ACKNOWLEDGMENT AND DISCLOSURE

Child's Name: \_\_\_\_\_

Please read and initial each statement below and sign by BOTH parents.

\_\_\_\_\_ 1. We/I understand that during this COVID-19 Public Health Emergency. We/I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. We/I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. We/I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.

\_\_\_\_\_ 2. We/I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center. We/I will be contacted, and my child MUST be picked up from the facility within 30 minutes of being notified. Symptoms include,

- fever 99 degrees Fahrenheit or higher
- dry cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches

While we understand that many of these symptoms can also be caused by non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. My child will need to be symptom free without any medications for 72 hours before returning to the facility.

\_\_\_\_\_ 3. We/I understand that my child's temperature will be taken before being allowed entry to classroom space.

\_\_\_\_\_ 4. We/I understand that if We/I wish my child to wear a mask at school, We/I will provide mask or cloth covering and We/I will need to provide our own.

\_\_\_\_\_ 5. We/I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using running water and rubbing with soap for at least 20 seconds.

\_\_\_\_\_ 6. We/I understand that We/I must comply with any and all state, county or local stay-at-home orders and will limit my child's contact to persons living in my household.

\_\_\_\_\_ 7. We/I WILL NOT gather with anyone that does not live in our household. We/I will only have contact with persons at my place of employment, and there We/I will practice all recommended social distancing, and other exposure limiting practices recommended by the CDC.

\_\_\_\_\_ 8. We/I will immediately notify the School management if We/I become aware that any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 2 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Further, We/I will immediately notify the School management if anyone from my place of employment is presumed positive or tests positive for COVID-19 whether or not we/I have had direct contact with that person.

\_\_\_\_\_ 9. We/I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. We/I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. We/I understand that we/I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

\_\_\_\_\_ 10. We/I understand that GSCS has taken enhanced health, safety and isolation measures-for my child, my family, and staff members in the exclusive school environment. We/I agree to follow all posted instructions while attending the school. We/I am aware that an inherent risk of exposure to COVID-19 exists in any public and quasi-public place where people are present.

\_\_\_\_\_ 11. We/I understand that if I am an essential worker whose work necessitates regular contact with people (e.g. health care or service industries), I am asked to take extra precautions to protect the school community. These include changing out of my work clothes before picking up my child and potentially receiving my child at a designated pickup location.

\_\_\_\_\_ 12. We/I understand we are assuming all risks related to COVID-19 exposure while my child is attending school and will not hold GSCS legally liable in the event of accidental exposure.

## Parent Handbook Addendum Signature Page

We/I, the parents of \_\_\_\_\_ certify that we have read, understand, and agree to comply with the Parents Handbook Covid-19 Addendum and provisions listed herein. We/I voluntarily assume all risks related to exposure to COVID-19 while my child is attending the school. We/I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by GSCS and/or if it is determined that my/our actions, or lack of action unnecessarily exposes another child, their family member, or employee to COVID-19 it will result in termination of my/our child's enrollment and deposit will not be refunded under this circumstance.

By signing below, our family agrees to each statement above and releases GSCS from any and all liability from unintentional exposure or harm due to COVID-19.

Parent's Name: Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_