

COVID-19 Policies and Procedures

(Please keep one copy for reference at home and sign and return the other)

Drop-Off in the Morning

- We will utilize the drive-thru area of the parking lot. Please park your car, get your student out, and meet us at the front door. Please be aware of other families and practice social distancing. Only one family in the lobby at a time.
- We will check the temperature of both the person dropping off and the student. As long as both student and guardian have temperatures of 99.9F or lower, they will be welcomed to school for the day.
- **Daily Health Check**
 - We understand students can show signs and symptoms of many sicknesses, not just COVID-19. In an effort to better track and pay attention to our students' health we will be asking the following question each morning. We will be asking every family – Is your student showing any signs or symptoms of illness today?
 - If your answer is yes, we will ask these follow-up questions:
 - What signs or symptoms are they showing?
 - Have they had a fever or cough?
 - Were medications used to help?
 - So long as the students' symptoms are allowed per the OKDHS Handbook they will be admitted to school and we will monitor those symptoms.
 - **Just because your student is showing symptoms of not being well does not mean they will be sent home for the day. We will just keep a note of their symptoms and will still follow the OKDHS Handbook as a guide for when a student should be excluded from school for the day.**

Pick-Up in the Afternoon/Evening

- Please text our school Google Number at **(539) 664-9879** when you are about five minutes away from the school. This will help us move the pick-up process along and will help us have your student ready for you upon arrival. The only information we would need is the student name – we will know why you are texting!
- If at pick-up there is no one in the lobby, please wait patiently at the door. We are most likely in a classroom and will be up front shortly.

Procedures in Place to Help Prevent the Spread of Illness

- Student belongings (backpacks, water bottles, blankets, etc.) will come to school on Monday and be returned home on Friday. Please contact the front office if this is a problem or you have an exception. Accident clothes will be sent home in a disposable plastic bag and replacement clothes can be sent back the next day. (Infant bottles may go back and forth each day for sanitation purposes).
- Temperature checks will be performed at drop-off, mid-morning, and mid-afternoon. If at any point a temperature is registered above/or at 100F, the child will be removed from the classroom and will sit up front until someone has come in a timely fashion to retrieve them from school. For the safety and well-being of everyone at school, they will not be re-admitted until they are symptom free without medication for 24 hours or they have a doctor's note.
- If there are any signs of upper respiratory infection (coughing, shortness of breath, sore throat, etc.), the child will be sent home and will not be readmitted until they have a doctor's note.

COVID-19 Testing

- Per DHS, a family is mandated to tell us if their student or anyone living in the house with them is being tested for COVID-19. If that happens, please call the office and remove the child from the school as soon as possible. Once a negative test has been received, they may be readmitted.
- Should a test come back positive, we will communicate accordingly with families that need to know and will have more information about how we will proceed.
- **It is very important all families are open and honest with us about this for the safety of everyone in our building.**

Event of a Classroom/School Closure

- In the event of a positive test that leads to ACA needing to close a classroom, we will only close the necessary classrooms, not the entire school, so long as that is an option.
- Ideally, a classroom would only be closed for 48 hours. One day to air the room out, one day to deeply sanitize. Should we need longer (which I would imagine would be due to lack of teaching staff), we will communicate that as soon as possible and not close any room for longer than necessary.
- Should a classroom have to close for longer than 48 hours, there will be a 50% tuition reimbursement for the extra days closed automatically applied for those families affected by the closure on the next month's invoice.

Teacher and Parent Communication

- Since families are not currently being permitted into the school building, we have been brainstorming ways for families and teachers to stay connected and continue working together to build a strong relationship. The following are the ways we will be offering for families and teachers to connect for the time being.
 - Facebook – your class Facebook page is: _____
 - Check this for daily updates and pictures of your student's day.
 - Classroom Google Voice Number – your class # is: _____
 - Please use this to text/communicate directly with teachers. This number will be able to contact all teachers in the classroom at one time and will help everyone stay on the same page. Respect after-work hours and know you may not get a response until the following day. Our teachers have families and personal lives of their own and they will not respond unless it is an emergency.
 - Face-to-Face Friday – Each classroom will have a sign-up for four slots each Friday that parents can use to come into the building and go back to the classroom. A facemask is mandatory and parents are not permitted inside the classrooms, but can stand in the hallway to talk to teachers.
 - The link to sign-up for this will be pinned to the classroom Facebook page and will be accessible at any time.

Our family understands the above policies and acknowledge that they could change or be adjusted at any time. We agree to be open and honest with ACA about our family's health and will communicate with the front office as needed.

Signature: _____ Date: _____