

Miss Fran's Early Learning Center

Guidelines for Students & Parents

* Parents need to assess their child before leaving the house to come to school. Children cannot have a temperature above 99.9 and your child can not be sneezing, coughing, have a runny nose, headache, diarrhea or vomiting. By coming to school - every parent is confirming to us that your child does not have any of these symptoms. **All children must be symptom free for 24 hours, without medicine, to come to school.** If you or anyone in the child's home test Covid positive, please inform Miss Fran ASAP. If it is on the weekend, please email me.

* Children need to bring a lunch box and water bottle to school daily. Please put your child's name on both. We are licensed by FL Dept. of Health and it is their rule that lunch boxes and water bottles must be labeled. We will refill their water bottles throughout the day. Every Monday your child needs to bring a backpack that stays at school for the week. Children need to always have a bag with an extra set of clothes, sock & shoes to keep in their cubby at school. All children that are full day and have rest time; need to bring a crib sheet & blanket. Children can also bring a small (travel size) pillow.

SIGN IN PROCEDURES For AM sign in, 7:30am- 9:00am only. Gates close at 9am!

After you arrive at school, park and are ready to exit your car - pull up the Miss Fran's ELC form on your phone. You will click sign in, type your child's name, your first and last name (no initials) and click the box to authorize the sign in. We immediately get a notification on our Google sign in/out sheet and will walkie the teacher that your child has been signed in and to open the classroom door. You will **enter the north gate (by the big playground)**, walk your child to the classroom door and exit the **south gate (by the office door)** to leave. This form must be completed daily to record the name of the student and the authorized person sign in & out, as it will also timestamp/record the date and time.

SIGN OUT PROCEDURES For PM sign out – 12:00pm-12:30pm and 2:30pm - 6pm.

After you arrive at school, park and are ready to exit your car - pull up the Miss Fran's ELC form on your phone. You will click sign out, type your child's name, your First & last name and click the box to authorize the sign out. We immediately get a notification on our Google sign in/out sheet and will walkie the teacher that your child has been signed out and to send them down the walkway to meet you at the south gate. Please wait at the gate and do not walk down the hallway. This form must be completed daily to record the name of the student and the authorized person picking up, as it will also timestamp and record the date and time.

* If you have more than one child, the sign in/out form must be filled out for each child.

~~ **Please sign that you have read and understand the guidelines.**

Parent name _____

Date: _____