

Drop off and Pick up Procedures

As we prepare for our reopen with new Covid- 19 regulations, several changes have been made to our day-to-day operations to ensure of the safety of our children, staff, and anyone they may come in contact with. The following safety procedures will be in place until further notice:

No parents will be allowed on campus. This means that all drop-offs and pick-ups will be done by valet. You will enter our main parking lot and circle around to the sidewalk in front of the grassy area. Parents will need to give the ELC staff member a signed copy of the required screening questions each day at drop-off. Attached is a digital copy for printing. Please have it signed and ready at drop off. Drop off will begin each morning at **8:45am to 9:00am** for our **3 month to 2 year old**. Drop off for our **3-5 year old**, will be from **9:00am to 9:15am**. If you have children in both age groups you may drop off all your children at the *earliest* drop off time. Late drop-off will be available 9:30-10:00 AM by walking your child up to the ELC door where staff will meet you to accept your child. *No children will be admitted after 10:00 AM*. Pick up will be done the same, **3 months to 2 years** of age will be picked up from **2:45pm-3:00pm** and **3- 5 year olds** from **3:00pm to 3:15pm**. Again, if you have children in both age groups please arrive at the *earliest* time slot to pick up all your children. You will be given a printed sign with your child's name and classroom to place in the window of your car to help us to determine who you are picking up in the afternoon carline.

*Important at PICK UP: when you pull into the parking lot in the afternoon, rather than going straight to get in the pickup line, you will take a right just before the cones and circle around the back side of the parking lot. We will be utilizing the entire parking lot at pick up for our car line to eliminate traffic build up on the access road and Interpark. We will have cones set up to help direct you on which way to go.

No child or staff member will be permitted on campus with a fever over 100.4 degrees Fahrenheit or symptoms of illness. Please check your child's temperature at home before bringing them to school. All children and staff will have their temperatures taken upon arrival and several times throughout the day. Any child or staff member with a fever or other symptoms of illness will be sent home and will not be permitted to return to campus until they are free of any symptoms, been fever free for 48 hrs, *or* have tested negative for COVID-19. You will need to provide proof of a negative test result.

All children and staff will be required to wash their hands immediately upon arrival. Hand washing will be required numerous times throughout the day.

Group sizes will be regulated. Larger areas may be divided to accommodate more than one group, each with their own designated space and teachers. Playground time, enrichment classes, and any other use of communal space will be carefully scheduled to accommodate one group at a time. These areas will be thoroughly cleaned and sanitized between groups.

Our cleaning crew will be hard at work performing extra deep cleans before school opens, throughout the day, and after school closes.

******Any family with a member who has tested positive for COVID-19, traveled out of the area, or otherwise been exposed to the virus must notify the school immediately.*** We appreciate your cooperation in this matter. Please do not hesitate to contact us with any questions regarding these safety measures.

Print Childs Name

Parent Signature

Date

By signing this form you are signing your child into Shearer Hills ELC, and you are answering NO to these required Screening Questions:

Does your child have:

- A temperature of 100.4°F or above?
- Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever?
- In the previous 14 days had contact with someone with a confirmed diagnosis of COVID19; is under investigation for COVID-19; or is ill with a respiratory illness; or has travelled internationally to countries with widespread, sustained community transmission?

Print Childs Name

Parent Signature

Date

By signing this form you are signing your child into Shearer Hills ELC, and you are answering NO to these required Screening Questions:

Does your child have:

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- Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever?
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