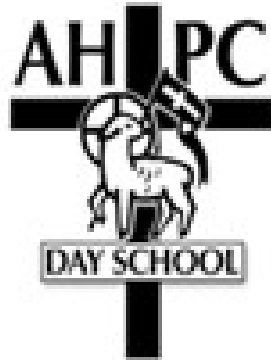


Alamo Heights Presbyterian Church Day School



Pandemic Handbook 2020-2021

This handbook is to help guide in an emergency pandemic. This handbook is very fluid and may be adjusted based on the pandemic and emergency needs of the center. This handbook was written to help guide families and staff with open communication. AHPCDS will adjust this handbook as needed due to State and Federal guidelines. We will follow all rules, regulations, and requirements as well as recommendations of the local, state, and federal government for the health and safety of students, families, and staff.

Dropping off and Picking Up of Students

Parents will drop off children through the carline between 8-9 am only. Families will be asked mandatory health questions or if there have been any changes and temperatures will be taken of each child. If the temperature is below 100, the parent will unbuckle their child and hand over the child to the staff member with their belongings. We do NOT accept any children after 9:00 am and after the initial health check even if your child has a doctor's appointment. Pick up procedure will be parents will call prior to picking up no later than 5:00 pm and staff will bring their children to the door. Parents will not be allowed to enter the building for drop off or pick up. If parents need to drop an item off to their child, please call the office at (210) 822-3213 and a staff member will meet you at the front door.

When a student arrives to school and when picked up, students will be brought to the bathroom to wash their hands. Throughout the day children and staff wash their hands multiple times each day.

Communication with staff should be done via HiMama, Email (ahpcdayschool@gmail.com) or phone (210) 822-3213 to allow social distancing. We will make teachers available to keep all families updated and to answer/ address all the needs of the students in our care.

Hours of operation may change due to allow proper staffing. Staffing during these times may be limited.

Student Supplies

Students should arrive in clean clothing. Students should bring all items needed in their AHPCDS tote bag; including their lunch, snacks, drinks, refillable water bottle, change of clothes.

Lunches should still be brought in a lunch box to keep items cold/ hot as needed. Please label lunch and snacks. All items will be sent home at the end of the week for proper washing. This includes nap time items, changes of clothing and all other student items that need cleaning.

Illness Policy and Monitoring

Students and staff will have their temperatures taken multiple times daily. Once will be at arrival and mid-day then randomly throughout the day. Any student with a fever of more than 100 must remain out of school for 72 hours after the fever has broken without fever reducing medications. We will not allow a doctor's note for returning before the 72 hours.

Any student showing any concerning signs of a respiratory issue: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc. will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional.

Students with a cough and a fever will be required to be seen by a medication professional with-in 24 hours. Student must remain out of school for 7 days, plus 3 additional healthy days.

Parents will be required to contact the office within 24 hours to inform the school what the illness may be.

If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state "That the child _____ was seen and was evaluated for _____... The child does NOT have Covid-19 and is able to return to childcare without placing another child or adult at risk" We must also have the child's diagnosis and why the child is coughing.

If the child or anyone in the home or who was in direct contact with the parent of the child has a positive Covid-19, families must inform AHPCDS via email only ASAP. The child will be required to stay home and quarantine for 14 days.

Keeping Healthy

AHPCDS will take every precaution for your child to stay healthy! Consistent handwashing and cleaning of the center will be performed many times during the day. Students will be required to wash their hands multiple times per day. This may cause a child's hands to become more raw than normal. We ask that you use lotion on your child's hands nightly to help keep the child's hands from becoming raw.

We need your help in keeping students' and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked to not attend school.

We ask that all families practice social distancing. Students should not be going out into public with parents. Playgrounds and group gatherings must be avoided for your child to be able to attend. Any violation in this matter will require the child to be placed on a leave of school until the pandemic is over.

During a time of a pandemic, AHPCDS will only care for the allowed students in accordance with the state, federal and local government.

Closing of the Center

If a child or staff member has a positive case of COVID, we must close that classroom for 24-hours for proper cleaning and sanitizing of the center in accordance to the local health department.

Tuition

AHPCDS follows the AHISD calendar on all closure dates. In the event your child's classroom has to close or the entire program has to close you are still liable for full tuition. If you should choose to end care you are still required to give a two weeks' notice and will be billed accordingly. Tuition is expected to be paid whether or not your child attends. Our school is run

on an annual budget and each enrollment is expected year-round or the slot is filled to maintain the budget.

During a pandemic information may rapidly change and therefore we reserve the right to change policy as needed.