



# IMPORTANT COVID-19 PROTOCOL INFORMATION

## Checking your child in/out

- Please download the “Smile Me In” app or type in “School Co” in the app store. The phone app can also be found at <http://SmileMe.In/app>. Your account number is your cell phone number that you provided on your enrollment application. If you have not yet received your passcode, you will receive it via text message no later than Monday, August 10<sup>th</sup>. Once you receive this passcode you may log into your “Smile Me In” account.

You will check your child in and out of our school each day using this app. It is functional up to 150’ away from our school.

- You will be required to put on a facemask before walking onto our school campus and maintain a proper social distance from all people while visiting.
- A thermal temperature kiosk has been installed inside the entrance of our Willow Glen school.
- Our Cambrian Park school has a temperature kiosk located just inside the door of every classroom, and inside our Main Office.
- Upon arriving, children will have their temperature taken and recorded by a teacher using either a temperature kiosk or a touchless infrared thermometer.
- If anyone has a temperature of 100.4°F/38°C or higher they will be excluded from our school and be required to leave our campus.
- Parents may not enter a classroom or any school building unless it is deemed necessary by a school administrator.
- If you must enter a classroom, you will be required to wear a facemask and submit to having your temperature taken with one of our infra-red touchless thermometers.
- If you must enter a classroom, please keep your visit as brief as possible.
- At our Cambrian Park school, the Butterfly room and Dragonfly room children will be greeted outside their classroom’s specific door and taken into the classroom by a teacher.
- The Hummingbird room children will enter through our Main Office and be escorted into the room by a teacher.
- The Sun room, the Star room, and the Kindergarten children will be met outside their classrooms and be escorted into each classroom by a teacher.

- At our Cambrian Park school, if an activity is ongoing away from your child's classroom and there is no teacher present when you arrive, you must bring your child to the Main Office and have their temperature taken. Your child will then be escorted to where their class is located on campus.
- Willow Glen school students will line up outside the entrance door. A teacher will escort them to their classroom.
- Departure will be conducted in a similar way. You will be asked to remain outside the classroom and your child will be brought to you.
- At the end of a day, **if there are no children in your child's classroom**, you may enter to gather his/her personal items and projects if you wish.
- At our Cambrian Park school, if you arrive during the afternoon hours and your child is on our playground, you may walk onto our playground to retrieve your child, or we can bring your child to you.

### **Kindergarten notes**

- Due to COVID-19 restrictions, we have divided our kindergarten into two classrooms, with 13-14 children in each class.
- Our Kindergarten starts at 8:30AM. PLEASE be prompt. Habitual tardiness can result in a child losing their spot in our kindergarten.
- Kindergarten children will be met outside their classrooms and be escorted into each classroom by a teacher.
- If you arrive later than 8:30AM, you may be directed to bring your child to our Main Office to have his/her temperature taken. A staff member will escort your child to his/her classroom.
- Kindergarten students will be encouraged, but not required, to wear facemasks in their classroom.
- Lightweight clear "Desk-shields" will be available for Kindergarten use.

### **Other important information**

- Classrooms will remain in stable groups of no more than 24 children per classroom. Classroom enrollment will be adjusted, and classrooms will be modified or expanded to ensure this.
- The same children and their teachers will remain only with their group whenever possible. The exception to this rule will be when the children are outdoors. The County allows several "stable" groups outside simultaneously as long as each group remains at least 25 feet from the others. We will schedule outdoor play and cordon off areas of the playground to ensure this.
- Lunches and snacks may be brought to school in re-usable containers, but we ask that you please take them home every night and thoroughly wash/disinfect them.
- Please have your child bring in their own personal water bottle. Remember to take it home every night for a thorough cleaning/disinfecting.

- All drinking fountains have been covered or shut off. If your child does not have a water bottle, drinking water will be available and dispensed from large thermos containers using disposable paper cups.
- Parent participation in the classrooms is not allowed at this time to minimize the number of adults in close contact with children and staff.
- Due to the Mandatory Directive issued by the County, we will be unable to offer our extra-curricular classes until further notice.
- Children and their teachers may engage in physical contact as deemed necessary to satisfy the needs of children. i.e.: assisting with bathroom issues, consoling if upset, etc.

## What can parents do to help?

- Any child, parent, caregiver, or staff showing any symptoms of COVID-19 should not enter our campus or any of our school buildings.
- Wear a facemask whenever in public or with friends
- Maintain proper social distancing of 6' or more between yourself and others whenever possible
- Wash your hands and/or apply hand sanitizer often
- Wash your hands and assist in washing the hands of your child prior to coming to school and after arriving home.
- Conduct visual wellness checks of yourself and your child before coming to school.
- All parents, caregivers, and staff are asked to perform a health screening on themselves and their children daily, prior to coming to school. Are you experiencing any of the following COVID-19 symptoms?  
***Fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.***  
 DO NOT leave your home and come to our school if you are showing any of these symptoms.
- All parents **MUST** notify us if their children were given any fever reducing medications in the prior 24 hours.
- Parents must have their child's physician reports and immunization records on file before their child can attend and these records must be kept up to date for the duration of enrollment.
- Model social distancing when interacting with your child, your family, and our staff.
- Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
- Practice frequent prolonged (20 seconds) handwashing with your child
- Explain to your child why it is not healthy to share drinks or food, particularly when sick.

- Teach your child to use a tissue to wipe their nose and to cough inside their elbow.
- Label all your child's personal items and keep them in a separate bag to ensure personal items are separate from others.
- **If you are aware of COVID-19 exposure to you or your child, you MUST inform an administrator at Learning Pathways immediately.**

PLEASE use common sense and follow these safety guidelines. If you do, the staff, the parents, and the children of Learning Pathways will most likely remain unaffected by the COVID-19 pandemic. **We are all counting on you.**

## Hygiene, Cleaning, and Other Measures

- Areas that are touched by hands during the day (toilets, sinks, counters, table tops, etc.) are disinfected at least twice daily.
- Hand sanitizer dispensers, facemasks, and Lysol wipes will be available at the entrance of both schools. Hand sanitizer dispensers are also available outside every classroom door.
- All classrooms will implement and enforce strict handwashing guidelines for all staff and children.
- Signs are posted in restrooms and near sinks that convey proper handwashing techniques.
- While children are napping, their cots will be kept at a minimum of 3' feet apart from each other and be arranged so the head and foot of each bed alternate in opposite directions. Cardboard dividers will be placed between the children to lessen the possible spread of illness due to coughing or sneezing. After naptime, plastic sheeting will be placed between each cot as they are put away.
- As toys are played with throughout the day, they will be placed in a specially labeled container. These toys are disinfected every night by our custodian and returned to our shelves.
- Staff and children will be monitored throughout the day for any signs of possible illness.

## Facemasks

- Custom Learning Pathways facemasks will be provided to you and your child. Children will not be required to wear these facemasks unless you request that they do. If you want your child to wear a facemask, we will do our best to encourage them to do so during the day.

- All adults picking up or dropping off children must wear face coverings.
- Children ages 2 through 5 do not need to wear face coverings when interacting with children within their group.
- Children ages 6 through 11 will be encouraged, but are not required, to wear face coverings within their classroom
- Teachers are required to wear a facemask during the school day, except when they are attempting to convey an important lesson or concept to the children. See-through face shields will be available to teachers if they anticipate close-up interactions with their students.