Executive Kids Health and Safety Guidelines

The following guidelines will be effective immediately in order for Executive Kids to help stop the spread of COVID-19 in our communities. These guidelines will ensure the safety of our students, families, teachers and our community. As a team, we will provide the highest quality of health and safety for our children while ensuring their continued educational development at school.

**Drop Off/Pick Up Procedures: All staff and children will have their temperature taken as well as completion of four health questions.**

* All staff and children will be screened upon entering the building. Staff or children with a fever of **100.4** or higher will not be admitted into the building. Staff or children exhibiting any symptoms such as cough, shortness of breath, red eyes, or any other signs of sickness shall not be admitted into the building. Staff or children that have been exposed to COVID-19 within 14 days shall not be admitted into the building. Please monitor your children for signs of sickness and keep them home if necessary.
* Screening will be in the front vestibule of the building. Only one family allowed into the vestibule at a time. Your child will be allowed to enter the building once screening is finished. A teacher will then bring your child to their respective classroom once admittance is approved.
* For pick up, please enter the front vestibule, ring the doorbell and then your child will be brought out to you. If you would like to call the school a head of time, we will get your child ready for pick up for a quicker transition.
* We ask that parents/guardians dropping the child off wear masks to ensure the safety of others around them.

**Group Sizing and Social Distancing: All groups will be no more than 10 children and will remain 6 feet apart from other groups.**

* All groups will be a maximum of 10 children. If there are two groups in one classroom, there will be physical barriers to ensure the groups are distanced properly.
* Please respect social distancing of at least six feet when speaking to staff or other parents upon drop off/pick up. Management and teachers will retain six feet of social distancing within the building to ensure health and safety of other groups.
* During children’s nap time, their mat’s will be placed at a minimal of 2 feet apart, alternating head to toe. Sheets for their mat will be provided from home and will be sent home daily to be washed. If children do not have sheets, they will be provided from the school.
* There will be no parents or visitors allowed into the building. The only acceptable personnel allowed into the building are Executive Kids management and teachers and state or government officials, all who will be screened upon admittance.

**Hygiene Standards:**

* All staff will be required to wear a mask throughout the duration of their shift.
* Children over the age of 2 years old will be encouraged to wear a mask throughout the day, IF they can independently put on and take off their mask. There will be ample times throughout your child’s day where they may take their mask off if six feet of social distancing is possible. Executive Kids will provide enough activities and games in which your child may take their mask off without effecting their risk of exposure to unwanted germs.
* All staff and children must wash their hands throughout the day for at least 20 seconds. We will encourage the children to wash their hands to the tune of “Happy Birthday.” Hand washing will occur during the following times:
	+ At drop off as soon as they enter the classroom and right before they are pick up.
	+ Before and after eating times
	+ Before and after outdoor time
	+ After a bathroom break
	+ Whenever their hands become soiled (especially with bodily fluids.)
* All children’s belongings, including sheets, blanket, and extra clothing, should fit securely into their backpack or a bag to be stored in your child’s cubby. We are allowing only ONE sippy cup per child. Please make sure EVERYTHING of your child’s is labeled with their first and last name.

**Enhanced Cleaning and Disinfecting Procedures:**

* We will be increasing the frequency of our cleaning and disinfecting of the toys, surfaces, restrooms, and equipment, especially objects that are touched more often by others, like chairs, doorknobs, mats, faucets, etc. Our cleaning will be in accordance with the CDC’s Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes. Posters of these standards will be displayed in each classroom.
* **There are no toys allowed from home.** All toys will be supplied by Executive Kids to ensure they are properly cleaned and disinfected. Any toys that are switched within groups will be cleaned and disinfected between each use.
* The entire classroom, including hard floors and carpets will be cleaned every night as per usual. Aerosol sprays, such as Lysol, will be used at the end of the day once there are no longer children in the classroom.

**Response to Positive COVID-19 Symptom or Exposure:**

* Upon drop off, if a child or teacher exhibits any symptoms of sickness, they will be asked to return home.
* Any child who develops symptoms of sickness will be isolated from the group immediately and will not be allowed to return to the classroom or group. Your child will sit in a secluded space with a teacher who will remain 6 feet apart from the child, if feasible, to ensure the safety of that teacher. Teachers and administrators will follow our regular protocol for notifying parents. Your child will have to be picked up within one hour and may not return for 72 hours and with a doctor’s note stating they can return. Teachers exhibiting symptoms will be asked to return home and follow the same protocol.
* If a child, staff member or family member living in the same household is positive for COVID-19, they may not return to school for 14 days. All rooms and equipment used by the child or teacher will be cleaned and disinfected in accordance with the CDC guidelines.
* If there is a positive case of COVID-19, Executive Kids will contact the Health Department who will decide if we need to cease operations.

**Daily Log**

* Executive Kids will be responsible for signing your child in and out daily. Upon drop off, your child will be screened for a fever and any symptoms of sickness. A teacher will ask you a few health questions. All information must be submitted to the Department of Health no later than 11:00am by an Executive Kids administrator. Therefore, any child being dropped off at 11:00am will not be allowed into the building.

Working together is KEY! Everyone must do their part to keep all of us safe. Thank you for your cooperation.

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have reviewed the Executive Kids guidelines and procedures regarding COVID-19. I agree to follow their policy to ensure the safety of all Executive Kids attendees.

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Parent’s Signature Date