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# COVID-19 PROCEDURES

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THE ACADEMY OF PALM DESERT COMMUNITY PRESBYTERIAN CHURCH  
PRESCHOOL AND KINDERGARTEN—REVISED 8/14/20



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[ACADEMYPRESCHOOLPD.ORG](http://ACADEMYPRESCHOOLPD.ORG)

# A Message from the Director

Welcome and Welcome Back Academy Families,

While times are challenging and different during this Covid-19 pandemic, I want to assure you that we are working hard to ensure the safety of everyone that enters our campus. The following pages will give you further detail on how we intend to keep our children and staff safe each day.



Please note, that we are following guidelines from Community Care Licensing as well as the CDC. We are in close contact with them and following all updates.

Many of these procedures are already done within our school as we place a high importance on cleanliness, however we will ensure extra details are added.

Social distancing with young children is a challenging effort. We will do our best to ensure children are giving appropriate space to one another but will not require them to play separately. We feel this goes against everything that we teach them daily.

As new guidelines and recommendations become available, we will adjust our procedures and policies accordingly.

Thank you for choosing the Academy as your child's first educational experience. We are proud to serve your family!

Much love,

Reichel Ainsworth  
Director of Preschool and Kindergarten

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## Morning Drop off

- Parents will drop their child at designated areas around campus and use a QR Code to sign them in. We ask that once you drop your child off, please exit the campus. This will help with overcrowding around the front of the school. If a child is having difficulty with drop off, a parent will be permitted to walk them to class with a brief drop off.
- It is important that parents do **NOT** allow their children to run around the front of the campus.
- If this plan does not work, we may plan for curb-side drop off.
- Staff will take student's temperatures every morning upon arrival using a touchless thermometer. A visual wellness check will be conducted on each student.
- Anyone with a temperature of 100.0 will not be permitted into the school.
- Hand sanitizing stations will be placed all around campus for use.

## Daily Procedures

- Masks will NOT be required from students. Teachers will wear face coverings. Parents are required to wear masks when on campus.
- Teachers will sanitize toys and equipment throughout the day.
- All high-touch surfaces, such as sink knobs, toilet handles, tables, door handles will be frequently cleaned and disinfected throughout the day.
- Toys/classroom supplies will be sanitized multiple times throughout the day with our new ZONO sanitizing machine.
- Janitorial staff will go through each classroom every night and thoroughly clean and disinfect.
- No visitors will be allowed in the classrooms including tour visits.
- Children need to bring a water bottle to school each day labeled with their name. Water fountains will not be used, however, water will be provided for students in every classroom.

- Playground time will be staggered and 2 classes will use the area at once. One class in the sand area and one class on the playground. The playground will be cleaned after each class' usage.
- Children will be taught how to cover a sneeze and cough.
- At naptime students will be spaced out as much as possible, ideally 6 feet apart, head to toe.
- Any staff that feels ill will remain at home.

## Student Handwashing Procedure

- Children will wash their hands upon entering the classroom, before and after meals, before and after using the restroom and after outside time.
- Students will be taught to wash their hands with soap and water for 20 seconds singing a fun song, rubbing thoroughly after application, and using a paper towel to dry hands.

## Illness

- If a child becomes ill while at school, parents will be called to pick them up. If a parent cannot come within 30 minutes to pick up their child, we will call the next person on the emergency card.
- Children will be isolated in a separate room, away from others. A staff member will stay with them until they are picked up.
- Any child who shows any signs of illness, cough, runny nose, fever, vomiting, diarrhea or not acting like normal self will be sent home-no exceptions. Children can return after 72 hours who have remained fever free without using fever-reducing medicine. It is the discretion of the Academy staff to send home a student who may not feel well.
- If a child, family member of a child or staff member becomes ill and tests positive for COVID-19, we are instructed to notify the health department and they will guide us on specific guidelines.

- In order for a student who tests positive for COVID-19 to be allowed to return to campus they must be able to answer YES to the following questions:
  - Has it been at least 10 days since the individual first had symptoms?
  - Has it been at least 3 days since the individual had a fever? (without using fever reducing medicine?)
  - Has it been at least 3 days since the individual's symptoms have improved including cough and/or shortness of breath?
- Students in close contact with family members who test positive will need to follow Department of Health guidelines prior to returning to school.
- In the event a student tests positive for COVID-19, it will be our practice to inform parents at that age level has tested positive, but due to HIPPA laws we will not reveal identities. We will include what the last day was the student was on campus. We will inform anyone who we believe to have been in close contact (as defined by the CDC) with this student and advised then to follow Department of Health guidelines prior to returning to school.
- The administration reserves the right to require additional students or entire class to self quarantine as circumstances dictate.

### Pick up Procedure

- Children will be brought to the office when parents arrive to pick them up.
- We ask that parents pick up their children and leave the office immediately to allow for other parents to enter.
- It is important that parents do **NOT** allow their children to run around the front of the campus.

### Social Distancing

- Whenever possible, our classes will include the same group of children each day along with the same teachers.
- Our special events such as holiday events, fundraisers and special performances will be altered or cancelled. Further details to follow.
- Limit the mixing of children, such as starting the morning in classes instead of playground, staggering playground times and limiting to one class per side of the playground, keeping groups separated for extracurricular activities.

# Academy COVID-19 Acknowledgment and Waiver

I, the parent(s) of \_\_\_\_\_, have read The Academy COVID-19 procedures and agree to uphold and cooperate with the policies and procedures.

I understand that the Academy will keep me apprised of any updates or new policies and procedures that may be added in the future.

I understand that the Academy staff is abiding by the guidelines of Community Care Licensing and the recommendations of the CDC.

If at any time, I no longer feel comfortable with our child attending school due to new regulations, I will give a 30 day notice of withdraw.

In the event that my child becomes ill and tests positive for COVID-19, I will not hold the Academy responsible.

I understand that if the Academy needs to close for any reason related to COVID-19, tuition will **NOT** be refunded.

I understand that signing this form is a statement of acknowledgment of COVID-19 policies and procedures of the Academy.

Parent Name \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

