



August 19, 2021

(updated 8/19/22)

MINIMIZING ILLNESS and PRECAUTIONARY MEASURES

*The safety and well-being of our children and staff are always our number one priority. In addition to the CDC guidelines, State of CT, Bristol/Burlington Health District, and Office of Early Childhood, **The Academy** also follows many additional, enhanced precautions.*

Children have been learning a new normal and are continually being educated and accustomed to new precautions to avoid illness. We have been successful these past 8 months with teaching and guiding our children with the process of our well-prepared specific plans.

As we always teach, children are monitored to not touch their own face, eyes, nose, mouth. We also teach them to not touch friends and it is important now to give additional personal space. Physical distancing is of course hard for young children. However, we talk about this and encourage this daily and they are grasping it well! Changes have been made with classroom set-up to insure additional physical distancing in the classrooms and during activities. We have "One-Friend Spaces" where children can engage in an activity alone without their mask. Since outdoors is the healthiest place to spend time, we continue to use our renovated "Outdoor Classrooms" with hot/cold running water sinks as much as possible!

Additional supportive staff is available to assist with ensuring all precautionary measures are implemented to the highest standards and that teachers have the support they need to focus on their children.

*These precautionary measures are edited, updated and added to daily as we observe areas needing additional measures. As this must be a team effort, we always welcome your ideas, suggestions and input. Most importantly.... **We need your help and support as we all must work together to insure the best outcome of these new procedures.***

General Measures

- Modified operating hours to 6:30am-5:30pm, minimizing combining children at beginning and end of the day in the **Junior Academy**. Revised operating hours in the PreKindergarten and Enrichment academy are 6:30am -6:00 pm. School Age students will not be combined with any other class.
- If **anyone** in the immediate family is showing symptoms, parents must inform the school immediately and the child will not be able to attend until that person has been cleared by a physician.
- We use our renovated, enhanced "Outdoor Classrooms" for as much time as possible.
- Only teachers and administration working are allowed in the buildings.

- We minimize combining classes. Combining of any children is done only if cleared with parents first.
- All children and staff cover their coughs and sneezes with tissue or the corner of the elbow. All soiled tissues are disposed of immediately after each use.
- Windows are opened as much as possible throughout the day and classrooms are aired out at the end of each day, and on week-ends.
- Our Parent Coffee Stations have been removed.
- Children sit side by side and not opposite each other.

Personal Belongings

- Plastic bins are used instead of backpacks. Children's items remain in plastic bin. Bins are sterilized throughout the day and at days' end.
- Each child must provide a clear bin for belongings (approx. 6-8 gallon, approx. 18x12x8). The bin stays at school. Individual bins are sterilized at the end of each day.
- Children's belongings are kept in their individual covered plastic bin.
- The ***Jr. Academy*** is always shoe-free. Shoes are permitted in the ***Preschool & Kindergarten Academy*** and ***The Enrichment Academy***. However, we ask these be school shoes and children change into school shoes that stay at school and home shoes for home.
- Children need to bring their own sheets/blankets for nap/rest time which are stored in their bin.

Mask Policy

- As mandated by the Office of Early Childhood, each child over the age of 3 years old is to wear a mask while indoors. Mask breaks will be provided for the child throughout the day. Children will not be required to wear a mask while eating, drinking, at rest/nap time or while in a "One-Friend Space" activity. A child may not remain at school if they do not have a mask available for them to use.
- Each child is to have two clean masks available in their bin each day.
- Teachers and staff wear masks at all times when indoors. When outdoors, teachers and staff do not need to wear a mask.
- Parents must wear masks at drop-off and pick-up.

Arrival & Pick-Up Procedures

- **Weather Permitting:** Drop off and pick up takes place outside on Outdoor Classrooms. Please check there first before approaching door to drop off or pick up from inside. Look for the color flag for your child's classroom.
- Parent gets child out of car and wait for a teacher to take the child. Parents may not enter playground.
- All children and staff are checked ***upon arrival*** for any observable illness, including cough or respiratory distress. We will take child's temperature upon arrival to confirm temperature is below 99.9 degrees Fahrenheit Children. If temperature is greater than 99.9 the child will not be permitted to stay at school and must be cleared by a pediatrician to return to school. If temperature is less than 99.9, the child will immediately wash hands after saying good-bye to parents..
- Parents will be asked to scan our QR code and complete the questionnaire each morning before drop off and then record the temperature that is taken at drop-off.

- Our first preference is to greet and dismiss outside. Teachers will sign in/out the children.
- If drop off is not at Outdoor Classrooms due to inclement weather, parent drop off and pick up is as follows:
 - Junior Academy** – individual classroom entrance door
 - Preschool and Kindergarten Academy 2NS** – Main Office entrance door
 - Preschool and Kindergarten Academy 3NS A** – 3 NS Classroom entrance door
 - Preschool and Kindergarten Academy 3NS B** – Side classroom entrance door on Outdoor Classroom.
 - Preschool and Kindergarten Academy PreK** – PreK classroom entrance door
 - Enrichment Academy – Junior Kindergarten/Kindergarten Bilingual Class** – Right side entrance door
 - Enrichment Academy School Age** – Left side entrance door

The teachers help the parent each time. No parents enter the school.
- No parents, siblings, and/or outside adults enter the school
- Activities take place in Outdoor Classrooms as often as possible. New shade tents are in place for shade and protection from light rain so children can stay outdoors as much as possible.
- No more than 18 children in one space while maintaining state ratios at all times.

Cleaning/Sanitizing/Disinfecting

- Enhanced cleaning, sanitizing and disinfecting is implemented throughout the day and a thorough unique “end of day disinfecting” procedure is conducted.
- We regularly sanitize all commonly touched surfaces such as tables, chairs, countertops, doorknobs, light switches, and classroom materials.
- We spray down all playground equipment and school interior at end of day - or midday if no children in vicinity and there is time to dry. We use a disinfecting spray in pump sprayers to thoroughly reach all areas.
- All Strollers are disinfected between use.
- All tricycles are disinfected between use.

Handwashing

All staff and children adhere to regular hand washing with soap and water for **at least 20 seconds**. This is closely monitored by teachers and additional supportive staff.

Handwashing is completed:

- Upon arrival to school
 - Before coming in contact with any child
 - Before handling food
 - Before and after eating
 - After sneezing, coughing or nose blowing
 - After touching ones’ face, eyes, ears, nose, mouth
 - After using the rest room
 - After touching or cleaning surfaces that may be contaminated
 - After using any shared equipment such as toys, computer keyboards, mouse
 - After coming inside from the playground.
- * Handwashing sinks with hot and cold water are available on all playgrounds to insure handwashing procedures are strictly followed

Sick Child and/or Staff Plan

We have been advised that symptoms for children have changed over time. Since usual illness symptoms and Covid symptoms are of course going to overlap, we will continue to follow all our usual illness guidelines asking parents to keep children home/and or us sending them home for our illness guidelines. If a child does have some symptoms which are not part of our usual symptoms to have a child refrain from attending (ie...runny nose) we may ask that parents and we, possibly along with pediatrician make an assessment as to whether the child should be seen by the pediatrician and Covid tested.

- If a child does have a temperature over 99.9, they are removed from class and wait in isolated area and need to be picked up immediately. They must remain out of school until cleared by their physician. The physician determines the necessity of a Covid test. A doctor's note will be required for the child to return. A child must be fever free for a minimum of 24 hours without medication. However, based on initial presenting symptoms, a pediatrician may recommend longer. We will follow the pediatrician's advice.

- If a staff does have a temperature over 99.9, they must leave and not return to work until cleared by their physician that they are negative for Covid. A doctor's note is required for the staff to return.
- A student or staff is not permitted into the school if they are coughing or sneezing or present any other symptoms.

Bathroom Use

- Children use designated bathrooms only which limits use to a specific group of children.
- Bathroom disinfecting procedure after each use: A staff member (who is not teaching children) sterilizes all surfaces after each use.
- Bathrooms are disinfected throughout the day.

Napping

- Children's cots are spaced out three feet apart, using head-to-toe positioning
- Children's bedding will be stored in ziplock bags or child's bin and will be sent home at the end of the week.

Parents to bring – All items to be labeled with first and last name

- Clear bin or backpack to store ALL child's belongings
- Indoor/school shoes
- Ice pack in disposable bag/lunch box for snack and lunch items.
- Water bottle
- Complete change of clothes

Preschool and Kindergarten Academy & Enrichment Academy children must also have in their bin:

- (2) masks at all times for 3NS classes and older, child's helmet for trikes, bikes and scooters.

ADDITIONAL INFORMATION

If a person who resides with the child is tested for Covid due to being exposed to a positive case or having symptoms

- The school must be notified of the test and the child must remain out of school until the test results are received.

If a person who resides with the child tests positive for Covid

- The child must remain out of school for at least 14 days
- The child must have a negative Covid test result within 48 hours to return to school along with a written note from the pediatrician that the child may return
- Parents of children in class with the child whose family member tested positive will be notified of case

If a student tests positive for Covid

- The child must remain out of school for at least 14 days
- The child must have a negative Covid test result within 48 hours to return to school along with a written note from the pediatrician that the child may return
- Parents of children in class with the child will be notified. Staff that come in contact with the child will be notified. Children and non-vaccinated staff that were in **close contact** with the child must remain out of school for at least 14 days. After that time, may return with a negative Covid test and note from doctor authorizing return to school/work.

“CDC defines a close contact as anyone who was within 6 feet of an infected person for at least 15 minutes starting two days before the onset of symptoms until the time the patient is isolated.”

Academy Staying Open During Covid Increase in Cases:

We feel our school is in a very different place regarding Covid awareness, education and preparedness than we were when it first affected everyone last year resulting in businesses closing. We have since put many measures and precautions in place. The fact that we have separate buildings, smaller separate classrooms and vast outdoor learning spaces gives us the confidence that **The Academy** could safely operate even if Covid should escalate in CT. We expect that our school will remain open with additional measures in place to ensure teachers and parents all felt safe and comfortable in the environment.

However, if State cases increase and CT begins to pull back and encourage closings, even though **The Academy** remains open, it is understandable parents may not feel comfortable continuing to have their child attend school. In that event we have created a unique financial policy related to Covid.

Financial Policy Regarding Covid Absence:

We are doing our best to avoid a case of Covid at our school, as well as mitigate your children's exposure to Covid. We know you want and need our school to stay open and thriving for the best interests of your child's and family's level of normalcy and quality of life. Financially, our school cannot bear the full impact of the burden occurring due to Covid. We all must work together to ensure the success of ***The Academy*** through this to achieve the result we all desire, a continued safe, thriving school for your children.

If a child does not attend due to Covid isolation, quarantine or parent preference related to Covid, we require a one week written notice so we may make necessary staffing adjustments. Tuition is due for that week. After one week, no charges will be applied until the child returns. A child's "deposit" remains in their account and may not be used toward Covid related absences. Deposits will continue to be used for their intensive purpose as the tuition applied for the last two weeks of attendance at ***The Academy*** for the final school year attended.