

June 2020

MBMA Elementary School Parent's Handbook Addendum and COVID-19 Prevention Guidelines

Please carefully review our new policies and procedure.

Regarding Drop Off:

In order to minimize the number of people entering our facility, children should be dropped off and picked up daily by a consistent caregiver, preferably a parent. Best Practice would be only one adult accompanying each child or family of children to the front of the school.

Each family needs to stay 6 feet apart according to social distancing requirements at all times.

A staff member will conduct a health inspection of each child and parent before entering the facility including taking each child and parent's temperature with a forehead thermometer. Children will not be received if their own temperature or parent's temperature is over 100.4 degrees Fahrenheit.

A staff member will receive and escort each child to a handwashing station, and then to their assigned classroom. Parents are asked to say good bye at the check in area. Parents are not allowed to enter the classroom unless permission is granted by the office. Please contact the school office if there is a need.

Parents are required to follow the Sign in and out Procedure at the office. We will supply clean pens, but encourage you to bring your own.

Out of respect for keeping the check in and out procedures moving quickly and to limit exposure, we will be keeping our check in and out interactions friendly, but brief. Whenever possible, please contact office personnel by email or phone during school hours instead of stopping by the school office, needing questions or concerns addressed.

Regarding Masks:

The Health Order allows for children and staff to make their own decisions regarding masks. We request parents provide a mask or cloth covering if they desire their child to wear one at school. If you prefer, as indicated by the initial following, our staff will encourage children to keep their masks on while in the school environment.

During the Day:

Children will follow the hand washing protocol at all times throughout the school day.

A staff member will check your child's temperature if fever is suspected. Children exhibiting any signs of illness will be immediately isolated and must be picked up by an authorized pick up person within 30 minutes.

Classrooms will be disinfected throughout the day while children are in care as well as after school hours.

Morning Work Time:

We will have a work space for your child that meets the 6 feet requirement from any other child in his/her classroom or have a shield separating students within our small groups. Currently we are

allowed only 12 students to 1 teacher in each classroom, and as such we will have social distancing required as much as possible.

Our curriculum will continue and we will make every effort to keep our individualized student/teacher class settings.

Snack and Lunch Time and Recess:

Please provide a morning and afternoon snack along with your child's packed lunch and water bottle each day. We ask that you disinfect lunch containers and the water bottle daily as well.

Ki's Natural lunches has created a packaged lunch for families to purchase and pick up if that is your family's choice.

We will keep our classroom groups of 12 together and not mix groups.

They will eat snack together, eat lunch together and play together, all outside when possible.

Handwashing protocol will be part of snack/lunch before and afterwards, along with after recess.

We have 8 locations which cover all of our playgrounds. The classroom groups will get to play in each area per the scheduled play time on the scheduled playground locations.

Use of the Restroom:

Children will use the bathroom in groups as well and the restroom will be sanitized on our sanitation/cleaning schedule, as best practice, this with handwashing afterwards.

Regarding Pick Up:

Please allow extra time for pick up, and follow the same best practices described in the drop off procedures.

A staff member will supervise each child's handwashing before bringing them to you in the sign out area.

Each child's temperature will be checked and logged before dismissal.

Students must be picked up no later than 4:00 pm. \$1 per minute late fee will apply after 4:00 pm.

Please continue to practice social distancing and do not socialize on the school site before or after picking up your children.

If you need to pick your child up early or your child is enrolled in a part time program, please call the office ahead of time and a staff member will bring your child to meet you in the check out area for dismissal.

Guidelines Regarding Travel:

MBMA asks that you are mindful in tracing the contact of your family. Any potential exposure to the COVID-19 virus by the child or any household member must be reported to the school office immediately. A 14 day quarantine period will be required before the child can return to the program.

MBMA will make every effort to continue our curriculum while your child is at home. Tuition will be required through the quarantine period.

The school requires the family to report travel history. Travel to any areas considered “hot spots” will require a 14 day quarantine period. Again, MBMA will make every effort to continue your child’s curriculum while your child is at home. And with this situation, tuition will be required through the quarantine period as well.

General information:

Additional policies and procedures may be implemented as needed and put into effect immediately to meet the extraordinary health and safety needs of our children and staff during this time.

All of the school’s regular policies and procedures as stated in the Admissions Agreement and Parent’s Handbook will continue to be in effect unless contradicted by the operational restrictions listed above.

Stay Safe and Stay Healthy – MBMA Staff thanks you for your cooperation!