



# Procedures for School Operations

The following procedures are being implemented for the safety of all persons present in the facility as well as their families. No list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic.

While mandated to operate under Shelter in Place restrictions, school day hours will be:

**Monday - Thursday:** 8:00 - 3:00 Regular School Day  
3:00 - **5:00** Extended Day

**Friday:** 8:00 - 3:00 Regular School Day  
3:00 - **3:30** Extended Day

## Health Considerations:

- No child will be admitted to the school with any signs of illness.
  - Every child's temperature should be taken at home before leaving for school.
  - Do not bring your child to school with any signs of illness including but not limited to fever, muscle aches, sore throat, rash, runny nose, or cough.
- We ask for immediate and detailed communications on health issues. Please send an email to [health@languageinaction.com](mailto:health@languageinaction.com) any day that your child is not coming to school.
  - Please Include:
    - Date
    - Reason for absence
    - If sick, details of symptoms
  - No child can return back to school until 72 hours have passed symptom free and fever free (with no help from medications)
- In addition, please text the school phone (or moment communication to your teachers) if your child is not attending.
- If your child shows signs of illness during the school day, the child will be self-isolated. Parents will be called and will be expected to pick-up within a half hour.

**Every family should consider having an additional pick-up plan in case they need to be further than 30 minutes away from the campus or for some reason they cannot be reached by phone.**

## Campus Arrival:

- Drop off and pick up will be at the door/gate (depending upon campus). Parents must wear masks. Our preference is that children wear masks during transportation to and from school. Parents and the greeting teacher must keep 6 ft distance.
- If you are dropping off after 9am or picking up before 5pm please call your center's phone so a staff member can prepare to meet you.
- Upon morning arrival a staff member will conduct a quick daily health screening of each student. Screening includes asking parents about any fever, cough, trouble breathing within the last 24 hours, and a general visual assessment of the child.
- ¡HolaKids! staff members, enrolled children of the campus pod(s), and emergency personnel (in the case of an emergency) are **the only people** that will be admitted into the classroom.



**Campus Entry:**

- Lunch boxes will remain outside of the classroom until they are wiped down by a staff member (We ask that every family packs the utensils and napkins in the lunchbox which will go back and forth in their lunch box daily.)
- Upon arrival, shoes will be removed and indoor shoes will be put on.
- Outside jacket will be removed and hung up until outdoor playtime.
- The child will be accompanied by a teacher to wash hands before engaging with the class or any classroom materials.

**Children will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.**

**To Keep At School:**

- Please provide indoor shoes that will stay on campus.
- Children must have a mask that is kept at school. Children are not required to wear masks; however, children will learn how to wear a mask as it has now become a daily skill.
- We recommend that children leave water bottles at school.
- We would like every student to have an “inside jacket” for when a child is cold inside the classroom. This inside jacket will remain in the classroom.
- Provide two extra pants and two extra shirts
- A dedicated “lovie” to keep at school instead of bringing one back & forth.

**Off Campus:**

- Parents will observe and respect the rules of Shelter in Place. This means that your child is taken from home to school and returns directly to home.
  - We ask that you do NOT take your children to grocery stores, hardware stores, take away food restaurants, or any other business deemed essential.
- **Parents that must have contact** with persons at their place of employment will practice all recommended social distancing practices recommended by the CDC.

**Exposure:**

If anyone from a parents place of employment is presumed positive or tests positive for COVID-19 whether or not having had direct contact with that person, **inform administration immediately**. If your child **OR** a family member is diagnosed with COVID-19, **inform administration immediately**. We must communicate with local health authorities to develop a plan of action for any necessary school closures. Refunds will not be issued in the event of an Emergency Closure.

**¡HolaKids! reserves the right to adopt additional procedures as we see fit for the continued safety of our community.**

I agree that our family will abide by the procedures within this document and any procedures added at the discretion of ¡HolaKids! If any of these procedures are not followed, ¡HolaKids! reserves the right to withdraw the student from its respective pod without tuition refund.

Child(ren)'s Name(s) \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

