



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.

These guidelines may change based on recommendations of the CDC, SFDPH, and/or Child Care Licensing.

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, or cough. *CDC signs of illness may be added.
- Do not bring your child to school if there are any household members with any COVID-19 symptoms.
- We ask for immediate and detailed communications on health issues. Please send an email to health@languageinaction.com and your campus email 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 24 hours have passed symptom free and fever free (with no help from medications) and a negative COVID-19 test.
- In addition, please message your teachers through the Sandbox app 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.
- Teachers are required to perform a self health assessment each day before entering the school. They will not report to work if there are COVID-19 symptoms.

Exposure:

If your child **OR** a household member has had exposure to a person diagnosed with COVID-19, **inform administration immediately**. If your child **OR** a household member has been diagnosed with COVID-19, **inform administration immediately**. We must communicate with local health authorities to develop a plan of action for the child's return to school and/or any necessary school closures.

Campus Arrival:

- Drop off and pick up will be at the door/gate (depending upon campus). Parents and children must wear masks. Parents and the greeting teacher must keep 6 ft distance.
- If you are dropping off after 9am or picking up before 5pm M-Th or 3pm Friday, please call your center's phone so a staff member can prepare to meet you.
- Upon morning arrival a staff member will conduct a daily health screening of each student.
- ¡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:

- 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 minimum of two masks that are kept at school.
- A dedicated water bottle at school.
- 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 school recommendations for social distancing/shelter in place based on the current CDC and SFDPH guidelines.
- **Parents that must have contact** with persons at their place of employment will practice all social distancing practices recommended by the CDC.
- Families will follow the travel restrictions that are recommended by the stricter guidelines of the CDC or local Department of Health.

¡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 Name:

Parent Name:

Signature:

Date:

