

Tabula Rasa.®

THE LANGUAGE ACADEMY

Safety Protocols

2020-2021

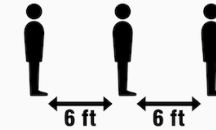
Cleaning and Sanitation



- Common space such as bathrooms, hallways, doorknobs, stairs, rails, windows, etc. are being cleaned and sanitized throughout the day.
- Classroom furniture such as tables, chairs, desks, changing tables, and cubbies are cleaned and sanitized throughout the day as needed and a final cleaning at the end.
- In our efforts to keep the classrooms clean, shoes will not be worn inside the classrooms. All students are to wear fully enclosed athletic type shoes and socks to school, but the shoes will only be worn when outside of the classroom (restrooms, hallways, playgrounds, etc.) Elementary students and older preschool students (Erizos and Buhos classes) can wear their socks in the classroom, or they may bring other shoes such as slippers or clogs to be worn while inside. These inside shoes are to be left in the classroom for the school year. For younger preschool students (all upstairs classes), due to time constraints with their class schedules, these children will remain in their socks while in the classrooms and will only wear shoes when outside of the classroom. Please be sure to send your children in shoes that are easy and quick to put on and take off. Must be fully enclosed athletic type shoes.
- In preschool classrooms, all cot/crib linens and towels will be washed regularly throughout the week.
- In preschool classrooms, all commonly-used classroom toys will be washed or disinfected throughout the week.

Social Distancing

KEEP SAFE DISTANCE



- We will have smaller class sizes (maximum of 14 students per class in Elementary, and maximum of 16 students per class in preschool), and children's desks and tables will be distanced within the classroom as much as possible. Elementary children will be required to wear their masks whenever social distancing is not possible.
- Children in one class will not share a classroom with children from another class within the same day.
- Children who stay in our after-school program will remain in the same classroom.
- Specials classes will be taught in the classrooms and not in a common shared room (art, steam, French, music, etc.).
- Snack and lunch breaks will take place within the homeroom classroom (elementary school students will no longer eat in the lunchroom with other groups).
- Only one classroom will be allowed in the hallway at a time.
- All school wide activities this fall semester have been canceled. All small group activities will take place in the classrooms and recorded and sent to parents (spelling bee, winter performance, etc.). We will reevaluate whether or not activities will remain canceled in the Spring semester.

Safety Precautions in the Classrooms

- Teachers and staff will wear masks indoors at all times.
- Teachers will follow a schedule to constantly have the students, as well as the teachers, wash and/or sanitize their hands.
- Teachers and staff will keep distance from students and other teachers and staff whenever possible.
- Teachers will encourage children to keep distance from one another.
- Elementary students will be required to wear their masks whenever social distancing is not possible. Some examples of this include small group learning within the classroom, circle time for younger students, and leaving the classroom to go to the restroom or office or anywhere another child from a different class could be. Additionally, students must wear masks when entering and leaving the building during drop-off and pick-up. Masks will not be required during recess and PE.
- Each child's personal school supplies will be brought from home and stored separately from the supplies of others. Classrooms will not have communal supplies.
- Please, **absolutely no toys** brought from home. *All toys brought from home will be collected in the office, sanitized and donated.*

What we expect PARENTS and caregivers to do to help keep our staff and other families healthy and safe:

- Parents are required to sign the COVID-19 liability acknowledgement. Students cannot start the new scholastic year without the liability form signed and returned to the main office.
- Parents and caregivers are to wear masks at all times while dropping off and picking up their children.
- Parents and caregivers are to keep distance from other parents, children, and staff members.
- Parents and caregivers are not allowed to enter the buildings.
- Parents may schedule meetings with teachers and staff first via Zoom only, and if questions are not resolved then we will discuss other options.
- Parents should be transparent with staff and immediately inform the school if any household member comes into contact with an infected person.



Medications and Allergies



- **Medications** – Due to state policies with COVID, we will no longer be able to administer pain relieving/fever reducing medicines (such as but not limited to acetaminophen or ibuprofen) or sinus/cough relieving medicines (such as but not limited to guaifenesin or pseudoephedrine). If your child needs these medications, they most likely are sick and need to be kept home. If your child is on a medication, such as an antibiotic, which needs to be administered while here at school, we need a medical diagnosis from the doctor stating that the child is not contagious and may be at school.
- **Allergies** – If your child has any type of allergies, we must have the medical diagnosis from their doctor in writing. We also need to have on file their emergency action plan if they have one. All children with epinephrine injectors, regardless of their type of allergy, must submit an emergency action plan. Please plan to bring your child's epinephrine pen (must have the Rx label on it) in a name-labeled ziplock bag along with their "Authorization for Medication" form AND emergency action plan from their allergist or pediatrician. We will keep these in the school office. Please drop this off with the staff person at the door – DO NOT leave this in your child's bag.

If a child or family member or staff tests positive for Covid-19



- In the case that a child or teacher becomes sick and tests positive for COVID-19, we will immediately close the classroom. The teacher(s) of that classroom and all the children within that classroom specifically will need to be tested. We will thoroughly clean and disinfect this classroom and keep it isolated for 5 days.
- After 5 days of class closure for this case, children will be allowed back to school if they are not showing symptoms and have been tested and show negative results. If you are not able to have your child tested, then if both parents are tested during this time and can show negative results, their child will be considered negative and will be allowed to return to school after the one-week closure.
- During the week of closure, we will have virtual learning for this specific classroom only.
- For any child in the class who tests positive, he/she will need to stay home for 10 days until all symptoms are gone or a test shows negative results. The teachers will continue to send home packets of work to be completed at home when the classmates are back in the classroom.
- Siblings of a positive tested student will be considered as positive, even if they test negative. Siblings will be sent home and are to stay home until the infected sibling tests negative and has returned to the school. In other words, when one child in a family has tested positive, the entire family will be required to stay home for 10 days or must provide negative results before returning to school.
- Once school begins, teachers will prepare the students to be familiar with Google classroom, Zoom, and other online resources in the case that virtual learning must be implemented for a week or two.

Morning Carpool- Drop-Off



- During **morning drop-off**, we will accept children at the TWO front doors (upstairs and downstairs) between **7:30am-9:00am**. Elementary families need to drop-off students by 8:00am or no later than 8:15am or the student will be marked tardy.
- Procedures to drop off are as follows: **Preschool families** are to park and walk with your child to one of the TWO red lines near the cones (based on class assignment of child – see below). Please stand 6 ft apart from the person in front of you. Please do not move forward into the entrance sidewalk or stairs until the family before you has departed. Please wear a mask and be mindful of everyone’s personal space.
- **Classrooms Upstairs use Upstairs Entrance** - Our younger preschool students in upstairs classes will use the upstairs door. These classes include infants (Conejitos), toddlers (Mapaches), two years old (Abejas) and young threes (Osos). Parents, please bring your child up the steps to the door and wait for the staff person to receive your child.
- **Classrooms Downstairs/Outside use Downstairs Entrance** - Our older preschool students and elementary students are to use the downstairs door. These classes include young fours (Erizos), preK (Buhos), and elementary (K-5th grades). Preschool parents, please walk your child to the door (or at least to the cone) for the staff person to receive your child. **Elementary families** may park and walk with your child OR you may pull into the designated carpool drop-off area by the sidewalk entrance and send your child unassisted to the staff person waiting at the downstairs door. From the time of 8:00am-8:15am only, we will have a drive-thru carpool lane for elementary students only. All elementary students must put their masks on immediately upon leaving the car.
- For our families who have children in both the upstairs classes as well as the downstairs/outside classes, you may need to stand in both lines.
- Please note that we cannot accept or dismiss children outside of these pick-up times unless we receive advance notification. Our staff are at the doors between the hours of 7:30am-9:00am. During these times all children are in their classrooms waiting for their school day to start. Outside of these hours the children may not be in their classrooms and staff may not be in the office to assist with late arrivals. If your child has a doctor appointment, please send us an email or complete the Late Drop-off/Early Pick-up form and submit to the staff person at the door the day prior, or you may send an email to office the day prior. We also ask that you give a reminder courtesy call to the office at 404-847-0829 about 15 minutes before arriving.

Afternoon Carpool- Pick-Up

- **Afternoon pick-ups** will be handled as follows:
 - **Preschool 1:00pm Pick-Up** Parents are to park and walk to the **upstairs** entrance. Please stand 6 ft apart from the person in front of you. Please do not move forward into the entrance stairs until the family before you has departed. Please wear a mask and be mindful of everyone's personal space.
 - **Preschool/Elementary 2:45pm Pick-Up** From 2:45pm-3:00pm we will have a drive-thru carpool pickup. You will receive a carpool number card on the first day of school (see below). Place this card visibly in your window and lineup in the carpool line starting at the cones near the downstairs entrance and we will bring your child(ren) to your car. For parents with a child in an upstairs preschool class, you must first park and pick-up your preschool child then enter the carpool line to have your older preschool and elementary children brought to your car. We will assist your child(ren) into the car but we ask that you then pull away and park in the back row of the parking lot to securely fasten your child(ren) in their seatbelts. Please wear a mask and be mindful of the staff member's personal space.
 - **Preschool/Elementary 4:30pm-5:30pm.** Please note this new closing time of 5:30pm. Please go to the same door that you dropped off in the morning. Please stand on the specific red line markings and space yourself 6 ft apart from the person in front of you. Please do not move forward into the entrance sidewalk or stairs until the family before you has departed. Please wear a mask and be mindful of everyone's personal space.
- **Carpool Number Cards** - Due to parents wearing masks and it being difficult to recognize faces and since not all of our staff recognize all parents from all classes, we will issue carpool numbers that we ask for you show to the staff person at the door upon pickup (or in your window in the carpool line at 2:45) so we can verify the child with the adult and call to the classroom to have the child sent out for pickup.
- Please note that we cannot accept or dismiss children outside of these pick-up times unless we receive advance notification. Our staff are at the doors between the hours of 4:30pm-5:30pm. During these times all children are in their classrooms waiting for their parents to come pick them up. Outside of these hours the children may not be in their classrooms and staff may not be in the office to assist with early pickups. If your child has a doctor appointment, please send us an email or complete the Late Drop-off/Early Pick-up form and submit to the staff person at the door the day prior, or you may send an email to office the day prior. We also ask that you give a reminder courtesy call to the office at 404-847-0829 about 15 minutes before arriving.