



COVID-19 ~ 8/17/2020 Child's Name _____

The purpose of this form is to nurture mutual accountability between the parents and the school. We will continue to give our very best to your children. Their wellbeing is our number one priority. Thank you so much for your support and cooperation. Suggestions are welcomed and always please send us any feedback that you feel might help us understand your little ones better or improve our service. Appreciative notes to teachers are always a blessing for them. Praying for you.

This is new for all of us, so we ask for your patience and understanding when we need to make changes to our procedures, as our student's needs become evident, and we progress in this season. Those 6 and older must wear a mask in our parking lot and facility.

Parents agree to bring their child to school and come inside our facility ONLY when they and no one in the household has had symptoms or a positive test to COVID-19 two weeks prior. For everyone's safety inform the school as soon as possible if anyone in your household has a confirmed case or exposure to COVID-19.

- Students may arrive between 8:45am-9:05am. If you notice that you'll be late, please wait until 11am so our teachers can perform the late screening. If you can't please patiently wait outside until our teacher can finish with her group, reassign it to another teacher and come out to screen your little one.
- Sign in/out on our app on your phone at the parking lot. If you forget, sign out at home, and email us so we can fix their time and have accurate records.
- Students bring a washed refillable water bottle and freshly washed plastic closed-toe shoes like crocks or slippers to keep at the school inside.
- You'll drop off and pick up at the gate. Call us at 408.625.3773 (or my cell 408.886.1002, if no answer) when you arrive.
- Please wait in your car or standing on the white parking space dividing line, or by the fence standing 6' apart when another student is getting screened. Thank you for your patience.
- Students are screened at the gate: We'll ask you questions, take your child's temperature and help them carry their things.
- Per school policy, we do not store bags or backpacks.
- Please do not come inside nor ring our doorbell. We can arrange a visit to our facility within our guidelines if needed.
- One parent with each student at the gate. No siblings at the gate when possible. Thanks for helping us minimize exposure for our staff that care for your little one.

At drop-off: Teacher will perform a health screening at the gate and walk your child inside. Please don't bring reusable bags or backpacks; we're not allowed to take any under current guidelines.

At pick-up: If you pick up at 1pm, Teacher will bring students out one at a time. Please wait by your car or on the parking lot white dividing line for your child, they'll come out as they get ready. If you pick up after 3pm, call 408.625.3773 (or my cell 408.886.1002, if no answer) when you arrive and teacher will bring your little one out. If you pick up after 5pm, Teacher may ask you to come inside for pick up when you call. If she invites you in, put sanitizer on before opening the door, wash hands upon entering, and walk into the kitchen. Teacher will screen you and release your little one to you.

New guidelines also come with protocols mandated when symptoms of COVID are present. Please work with your little ones to practice how to cover their sneeze and cough. The symptoms we look for are fever, cough, shortness of breath/trouble breathing, chills, night sweats, sore throat, muscle/body aches, loss of taste or smell,

headache, confusion, vomiting, and diarrhea. So, if a student/staff has any of those symptoms, they need to follow the COVID-19 protocol. Please consult your child's doctor.

A child who exhibits or lives with anyone who exhibits any of the symptoms on the list above may not attend. They must wait at least 72 hours after the resolution or improvement of symptoms. They may return to school with a negative COVID-19 test or a medical note by a physician providing an alternative explanation for symptoms and reasons for not ordering COVID-19 testing. Mandatory Directive from the Public Health Department have no exceptions.

While we pray daily that this will not happen, given the nature of the health situation we are currently living in, we want to be transparent as possible. All parents understand and accept that, like with any other childhood illness, there is always a risk of exposure to COVID-19 while in school. Despite all our efforts, high standard, and cooperation from parents, our school cannot guarantee that there will be no exposure to COVID-19 or any other illness.

If, at any point, we have a confirmed case of COVID-19 reported, parents will be notified immediately, and the school will close for deep cleaning and testing of staff. Staff and students must bring a negative test result or a note from their doctor, clearing them from COVID-19 before returning to school.

Cohort 1: a group of up to 11 students for Morning/Preschool daily and a total of no more than 24 enrolled with physical distance.
 Cohort 2: a group of up to 16 students for Full Day/PreK daily and a total of no more than 24 enrolled with physical distance.

Sanitizing efforts: Outdoor play structure/slide and playhouses and tables are sprayed with chlorine solution at 1 pm and 5pm. Children are given their own set of toys outdoors and are encouraged to give them back to teacher to clean when done. We gently remind them if they forget. Know that your little ones are all still learning and might forget, so toys will be sanitized when we notice. Toys indoors are sanitized after each play with either chlorine solution, alcohol or sanitizing liquid before returning to the classroom.

Continue to monitor updated guidelines and information posted at <https://covid19.ca.gov>. We use soap and water most of the time, but once in a while we might use sanitizer, mostly when your child asks for it and upon entering the school.

I authorize my child to use sanitizer, when needed: Yes No

We've been able to maintain our tuition with generous donations, but these can only carry us for a couple more months. If no new donations come in, a 6% monthly COVID Surcharge will be added to cover the costs needed to implement current guidelines. You will be informed at least 30 days before this Surcharge is added.

To protect transparency and ensure mutual understanding, please sign below. Each time the guidelines change, we'll need you to sign the new update to make sure you're in acceptance of any changes.

Thank you for your support and cooperation as we continue to do our best to navigate the current health situation.

I acknowledge understanding and agreement to the COVID-19 guidelines above and on your Shutterfly class site.

_____ Legal Guardian's Name _____ Legal Guardian's Signature _____ Date

Need to meet for concerns?	
Yes	No