



PRESCHOOL: 1600 Haskell Ave, Units 159 & 160, Lawrence, KS 66044
Sunflowers, Unit 159 Ph: (785)764-4023 Meadowlarks, Unit 160 Ph: (785)760-7745
ADMINISTRATIVE OFFICE: 1900 Delaware, Lawrence, KS 66046
Admin Office Ph: (785)842-9679 Fax: (785)842-1412

COVID-19 PROCEDURES AND POLICIES FOR PARENTS/GUARDIANS

THESE POLICIES SUPERSEDE PARENT HANDBOOK UNTIL FURTHER NOTICE

Please be prepared to be adaptable with us.

DROP OFF

Parents/Guardians are to park in a parking spot and walk their child to the curb. Parent/guardian will then wait at the curb while child walks to meet teacher in the classroom and teacher will perform Health Screening. **Teacher will let parent/guardian know that it is OK to leave child in care.**

Parents/Guardians **MUST** wear a mask. **ONE family and child at the curb at a time. Please wait in your car if there is another family at the curb for drop off.**

NO ITEMS of any kind can be brought from home. Please DO NOT allow child to bring toys, food, drinks, etc., into the school. This includes tuition payments (please see Tuition Payments section).

HEALTH SCREENING

Children and teachers will be screened for signs and symptoms as outlined below before daily admittance and health will be monitored throughout the day. Temperatures will be taken and logged upon arrival and before departure each day. **If any signs of illness are noted, a doctor's note is required to attend care.**

Children and staff will NOT be admitted if any of the following are noted:

- Any travel within the last 14 days to a state or country identified by KDHE as required for isolation or quarantine (http://www.kdheks.gov/coronavirus/COVID-19_Resource_Center.htm) or a hot spot for COVID-19 per CDC (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>).

- Any exposure to an individual diagnosed with COVID-19. *Child will need to be excluded from school for 14 days upon confirmed exposure.*
- Any signs of the following:
 - A fever greater than 100 degrees(F)
 - Cough
 - Shortness of breath
 - Sudden loss of smell or taste
 - Other signs of illness (headache, sore throat, general aches/pains, fatigue/weakness/extreme exhaustion)

PLEASE NOTE: *Children should be kept home from school for 72 hours after a fever, intestinal disturbance, vomiting, or diarrhea. They may return to the center when they are symptom- and fever-free without the use of fever reducers for 72 hours.*

PICK UP

Parents/Guardians will phone the classroom when they arrive. ***Parents/Guardians are to park and walk to the curb and a teacher will bring the child to them at the curb.*** Parents/Guardians MUST wear masks.

EXCLUSION POLICY

Current Exclusion Policy as stated in the Parent/Guardian Handbook will be followed in addition to COVID-19 health screening and exclusions as noted above. Should a child exhibit any aforementioned symptoms, a doctor's note is required to attend care.

TUITION PAYMENTS

At this time, to limit contact, **tuition payments are NOT to be made at the school.** Please either **drop off** in a marked envelope in the locked drop box outside of the agency at 1900 Delaware, or **mail to the agency at 1900 Delaware, Lawrence 66044.** If this poses a problem for you, please let Kristi know and she can assist you.

THE PRECAUTIONS WE ARE TAKING

We follow the guidelines and recommendations set forth by the CDC, KDHE, and Douglas County Health Department.

- A deep disinfecting and sanitizing routine will be performed before open and after close each day, in addition to cleaning and disinfecting throughout the day.
- Teachers will wear masks.

- Other than students and teachers, there will be a strict limitation on who is in the classrooms. Anyone that needs to enter will be required to wear a mask.
- Neither children nor teachers will overlap into a different classroom.
- Parents/Guardians are required to wear masks at drop off and pick up.
- Precautionary drop offs, pick ups, and health screenings will be implemented (please see above).
- During meals and snacks, children will eat 6 feet apart. No family style meals will be served at this time and a teacher will prepare each plate. Disposable products will be used at this time.
- Cots will be 6 feet apart at nap time.
- Toys, surfaces, outdoor play equipment, and nap items will be disinfected and sanitized before opening and after close and as needed throughout the day. There will be no playdough, kinetic sand, etc.
- Constant healthy hand hygiene will be practiced.
- Should a child become sick at school, child will be isolated and parents will need to pick up immediately. Exclusion policy will be strictly enforced and a doctor's note is required to return to care.
- Tuition payments will not be made at the school.