

# Kitty's Kids at Shady Grove, Inc.

## 2021-2022 Edition

### Parent Handbook – COVID Addendum

This is an addendum to the Kitty's Kids at Shady Grove Parent Handbook, 2021-2022 Edition. This addendum shall be effective immediately until further notice. Please see the changes listed below that are currently in place due to COVID restrictions.

#### **Daily Arrival & Departure (Parent Handbook, page 8)**

**Arrival:** Full Day Preschool parents and morning School-age parents are required to accompany their children to the Main Entrance of Shady Grove. DO NOT ENTER THE BUILDING. Parents will be met by a staff member. If staff is not located at the front entrance, please ring bell for assistance. Someone will come down to help you. Parents are required to review a "COVID Daily Questionnaire" and answer questions each day. A staff member will take the child's temperature and sign in the child daily on the appropriate sign in/out log, recording their temperature, arrival time and signature. This also applies when School-age children are out of school (i.e. Christmas Break, School Holidays, Summer Camp, etc.). Afterschool School-age children will be signed in daily by their teacher upon arrival on their school bus or church bus and will have their temperature taken. If your child is running a fever, they will not be allowed to attend school until they have been fever free for at least 48 hours without medication.

Traditional Preschool children will use the car drop-off line at the designated location between 8:50 a.m. and 9:00 a.m. Curriculum teaching for Preschool will begin promptly at 9:00 a.m. For safety reasons, please do not park your car and bring your child through the designated car drop-off line. Parents are required to review a "COVID Daily Questionnaire" and answer questions each day. A staff member will take the child's temperature and sign in the child daily on the appropriate sign in/out log, recording their temperature, arrival time and signature. If your child is running a fever, they will not be allowed to attend school until they have been fever free for at least 48 hours without medication. Children arriving after 9:00 a.m. must be accompanied by an adult to the Main Entrance of Shady Grove. DO NOT ENTER THE BUILDING. Parents will be met by a staff member to complete the arrival process. If staff is not located at the front entrance, please ring bell for assistance. Someone will come down to help you.

#### **Departure:**

Full Day Preschool & School-age parents are required to stop at the Main Entrance. DO NOT ENTER THE BUILDING. Parents will be met by a staff member. The staff member will sign the child out on the appropriate sign in/out log and retrieve the child for departure.

Traditional Preschool children will be dismissed promptly at 12:30 p.m. Parents will pick up their child in the car pick-up line at the designated location at 12:30 p.m. A staff member will sign out the child on the appropriate sign in/out log, recording their departure time and signature. It will be the responsibility of the parent or adult driving the car to buckle and secure their child with seatbelts and car seats. If a parent arrives late for pick up, please park and ring the bell at the Main Entrance of Shady Grove. DO NOT ENTER THE BUILDING. Parents will be met by a staff member to complete the departure process.

### **Security System (Parent Handbook, page 9)**

To help maintain a safe environment, a security system was installed at Shady Grove United Methodist Church (including Kitty's Kids area). These doors (and all other doors in the building) are locked or monitored at all times. **Parents should not use their assigned key fobs to enter the building at this time.**

This system has a camera connected to a monitor in the Kitty's Kids Office. It also has a buzzer/intercom system connected to communicate with the Kitty's Kids Office. If a staff member is not at the door, please use the buzzer/intercom system to contact the Kitty's Kids Office. **DO NOT ENTER THE BUILDING.**

### **Supplies Needed (Parent Handbook, page 11)**

Preschool nap items are to remain at Kitty's Kids throughout the week and not carried back and forth from home daily. No toys or backpacks are allowed in the building for Preschool classes. All school-age backpacks will remain in the first floor hallway upon arrival from school. On school holidays and during Summer Camp, no toys or backpacks are allowed in the building for School-age.

All students will have an individual pencil box of crayons, markers, glue sticks, pencils, etc. This will be kept in their basket to be used daily (one more way to avoid spreading germs).

### **Lunch/Snacks (Parent Handbook, page 11-12)**

Please do not send your child with an ice pack, thermos or water bottle. Each room will have water and disposable cups available. If your child has allergies, you may send in substitute snacks for your child.

Please pack your child's lunch in a disposable bag (no lunch boxes are allowed in the building). Make sure your child's name is on the bag. Do not pack Tupperware or any container that needs to be returned home. ALL leftovers will be thrown away daily, including packaging. Please pack a lunch that does not need to be heated. Lunches will not be refrigerated. Please do not send soda or glass bottles in lunches.

During each meal time for all children, we will emphasize good manners. Each meal time is preceded by a blessing. We will stress the importance of each child eating only that which he or she has brought or has been given. We ask that you do likewise.

### **Health and Safety of Your Child (Parent Handbook, page 14)**

Each child's health is a matter of major importance to Kitty's Kids. Upon enrollment, each parent must file with Kitty's Kids an immunization record signed by a physician. The completion of this form is required by the State of Virginia.

A child may be sent home if any symptoms of illness appear during the day. In such cases, the child will be immediately isolated from the other children and a parent will be contacted. **The parent MUST make arrangements to have the child picked up within 30 minutes of being contacted by Kitty's Kids staff.** If a child is sent home from Kitty's Kids due to illness, he or she may not return until symptoms have been gone for at least forty-eight (48) hours without medication.

Please notify the Kitty's Kids office **at once** if your child does have a **communicable disease**.

Please keep your child at home if he or she:

- Has a fever or has had one during the previous 48 hour period that is 99.6 degrees or higher.
- Has a heavy nasal discharge and is not yet under doctor's care.
- Has diarrhea or has had symptoms during the previous 48 hour period.
- Has vomited during the previous 48 hour period.

- Has symptoms of a possible communicable disease. (These may include, but are not limited to, COVID, pink eye, sore throat, headache, ringworm, uncontrollable cough, and abdominal pain.)
- Has Head Lice. (Once your child has gone through the appropriate treatment and has removed nits and lice, they may return to school upon inspection by Kitty's Kids office staff.)

Your child may come to school:

- If a cold is over, but a minor nasal drip remains.
- If he/she has a rash or other skin disorder and is under doctor's care. Please notify the Kitty's Kids office in writing of doctor's care.
- If he/she is on medication but shows none of the symptoms listed above.

**Transportation Policy (Parent Handbook, page 16)**

In addition to the Transportation Policy located on page 16 of the Parent Handbook, Kitty's Kids is currently cleaning seats and seat belts after transporting each set of students from school. In addition, there is only one student assigned per row; however, siblings are allowed to sit in the same row. This does require Kitty's Kids to make multiple trips to the schools for pick up.

**Field Trips and Special Events (Parent Handbook page 16-17)**

The Governor of Virginia AND the Virginia Department of Social Services/Virginia Department of Education have recommended that programs continue to delay participation in specific types of field trips, inter-group events, and extracurricular activities. As these recommendations are relaxed, Kitty's Kids will update parents with new rules and guidelines set in place by the Virginia Department of Social Services/Virginia Department of Education.

