

St. Mary School Parent Protocol

(updated 8/24/2020)

The health and safety of all children in our care is our top priority. St. Mary School follows COVID-19 health and safety protocols, which are based on updated guidance from the Centers of Disease Control, directions from state and local public health authorities, and Community Care Licensing regulations. In response to the increased challenges presented by the COVID-19 outbreak, we have implemented the following enhanced on-campus operating protocols:

- Social distancing of at least 6 feet at all times.
- Group size 1:12 or smaller when possible, determined following the above cited guidelines.
- Outdoor time limited to one group at a time, with disinfection of playground equipment after each group use.
- Staggered group schedules for playground and bathroom use
- Frequent cleaning and disinfecting of high contact surfaces, toys, tables, desks, etc.
- Scheduled campus cleaning and professional disinfection.
- All staff equipped with masks, gloves, and protective clothing when needed.
- Frequent, supervised handwashing of all children throughout the day.

We have also established the following requirements for parents to adhere to in the interest of each child's safety:

1. Please update your emergency contact information. *Keep us updated on any new contact information.*
2. Take your child's temperature before coming to school.
3. Inform the school if you suspect that you, your child, or any of your family members have been exposed to someone with a suspected or confirmed case of COVID-19.
4. Please notify the school if your child has taken any fever reduction or pain medications within the past 24 hours.
5. If your child is absent, please call the school and provide us with the reason for their absence. We will be documenting absences if they are due to illness or specific symptoms.

6. Face masks are required for children over 3 years of age. Face shields are required for children 2-3 years of age, and the shield must reach the child's chest for full protection.

7. Drop off and pick up will be done at the school drop-off sign on the curb near the school office to limit contact as much as possible. Parents will park in the parking lot, then meet the staff with their child lined up at the sign, six feet apart from other families. Parents expressly agree to assume responsibility for this. At drop off, staff will take each child's temperature, sign them in, then walk your child to their classroom. At pick up, parents are to line up at the sign, and we will bring your child to you. Parents will not be permitted to enter or walk around the campus at any time.

8. Payments can be made using the following options:

- **Online:** <https://www.thestmaryschool.com/tuition-payment-landing>

- **Check or cash:** can be dropped in the tray in front of the school office. It must be in a sealed envelope and clearly labeled with *your child's name* and what the payments is for (tuition, books, etc)

- **Check by Mail:** 17431 Roscoe Blvd. Northridge, CA 91325

9. If, at any point in the day, your child exhibits signs of illness, the child will be separated from the room, and parents will be notified immediately to pick them up. Signs of illness include, but are not limited to, fever, cough, difficulty breathing, vomiting, and/or abdominal pain.

10. If a child is sent home sick, a clearance note or email from the medical provider will be required for the child to be permitted to return.

11. The school will not be providing lunch or snacks to the children. Please send your child with the following items:

- Blanket and bed sheet
- Personal pack of wipes
- Personal pack of tissues
- Personal travel-sized hand sanitizer
- Spoon/fork
- Filled bottle of water
- Lunch/snacks for the day
(lunch bag should have an ice pack for cold foods, or thermos for warm foods)

12. The school will provide individual school supplies for your child (pencil box, colored pencils, crayons, eraser, etc.)

13. The school hours of operation for the present time will be 8:00 am – 5:00 pm, until further notice.

14. No classwork will be sent home. Teachers and parents will communicate on the best way to electronically send classwork.

A weekly homework package will be sent home for your child to complete. Parents can take pictures of the homework and email/text it to their child's teacher. *(Please do not send the package back to school.)*

15. All parents must sign our electronic school waiver form prior to their child's first day of school.

Thank you for your support of our efforts to keep everyone safe!