

## **TCK's Daily Entry, Exit & In Class Routine (updated 9/2/2020)\***

### **HOURS/DROP-OFF**

TCK operates Mon, Tues, Wed and Thurs with the following drop off schedule:

Turtles: 9:25

Penguins: 9:25

Bears: 9:30

Tigers: 9:35

Siblings: Will arrive with the older student schedule

**If you arrive early, please wait in your car until your scheduled drop-off time.**

Parents are asked not to enter the building unless they have a scheduled appointment.

When dropping off your child each day you will follow this Check-in Procedure

### **Check-in Procedure (under breezeway)**

#### **☺ Answer screening questions:**

1. Since your child was last at school, have they been diagnosed with COVID-19?
2. Does your child have any of these symptoms?
  - Fever
  - Chills
  - Shortness of breath or difficulty breathing
  - New cough
  - New loss of taste or smell
3. Has your child had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

#### **☺ Temperature check**

#### **☺ Hand sanitizing**

#### **Note change:**

**After Check-in, teachers will escort children to class through their playground doors. Children will wash their hands with soap and water upon entry.**

If you arrive past your scheduled class drop-off time, you will follow the same check-in procedure with a member of the office staff escorting your child to their class.

Class doors that open out to the playground are for use during school hours by school staff only. No one may enter these doors for any other reason.

### **In Class/Day Routine**

- Mask are optional for children. If parents prefer that their child wear a mask, they must wear it properly with minimal teacher re-direction.
- Staff will wear mask or shields when social distancing is not possible
- Substitute teachers will be required to wear mask & gloves
- More frequent hand-washing throughout day
- Limit sharing materials
- Each child will have their own crayons, pencils, markers, etc...
- Classes will stay in the same classes/spaces each day to limit classes intermingling
- Playground – NO access before or after school
  - o 1 class per playground every day
  - o Daily sanitizing after school

### **If a child shows symptoms of COVID-19 or signs of illness while at school...**

They will be isolated with supervision & must be picked up immediately.

### **If a child tests positive for COVID-19...**

Parent must notify the program director immediately.

Affected classroom will be closed for 14 days based on when symptoms started.

Make up days for days missed will be added later.

### **HOURS/PICK-UP**

Children will be dismissed from the breezeway. A staff “runner” will collect your child from the class playground exit door.

Pick-up times will follow this schedule:

Turtles: 1:10

Penguins: 1:10

Bears: 1:15

Tigers: 1:20

Siblings: Will dismiss with the older student schedule

*\*These procedures may change to better care for your children. We will give notice via email and at drop off/pick up of any changes as soon as possible.*