

**Drop off & Pick Up Procedures**

All students must be dropped off and picked up from the front porch (HHSC). To speed this process along we are asking all parents to check your child's temperature before leaving your house (CDC) and reporting it to the person checking children in. All backpacks with lunch boxes inside along with nap rolls, if needed, are to be placed against the wall on the front porch. There will be mats in place on the porch to indicate where to place them. Students will then be escorted to the nearest sink to wash their hands and then to class. At this time, the teacher will take the child's temperature with a contactless thermometer when signing them into the classroom. If you forget to check your child's temperature before leaving the house, don't turn around! We will have a thermometer handy at the door, however it does require the person checking students in to wear PPE gear and will slow the line down.

Once your child is in the building, we ask all parents to exit the front porch and walk to the parking lot via our circle drive on the left-hand side of the easel signs. The circle drive will remain open to families with multiple or very young children for a less stressful drop off experience. You will have to load and unload your children though.

At pickup, simply ring the bell and we will bring your kiddo out to you (HHSC). Most of the time I am at my desk and see you walk by (feel free to wave) and have already begun the process of getting your child out of class before you ring the bell.

Parents may only be allowed into the building as deemed necessary by Sherwood staff (HHSC). Instances we deem necessary include a medical emergency, a behavioral intervention or your child's first day at Sherwood. Any parents entering the facility will have to undergo the same health screening all students and staff must undergo.

Any staff, student or parent will be barred from entering if any of the following conditions apply (HHSC, Abbott, CDC);

- A temperature over 100 (prior) (HHSC, Abbott, CDC)
- Any international travel within the last 14 days to any country with moderate community spread or listed as a level three travel advisory for covid-19 (HHSC, Abbott, CDC). This also includes any state where Texas requires a mandatory quarantine upon return.
- Displaying any symptoms of respiratory illness, including cough, runny nose, shortness of breath, sore throat or any other possible symptoms of covid-19. (prior) (HHSC, Abbott, CDC)
- Direct contact with a family member who is displaying respiratory symptoms and/or fever. (HHSC, Abbott, CDC)
- Confirmed diagnosis of covid-19 until return criteria have been met.
- Known exposure (close contact) to anyone with lab confirmed covid-19 in the last 14 days, or under investigation by a medical professional for covid-19 until test results are back.

***Any, staff, student or parent who come to school in knowing violation of any of the above, may face suspension and or expulsion. Intentional use of fever reducing medication or cough suppressants included.***

Once all children are settled into their classroom, our check in team will then sanitize all backpacks, lunch boxes, nap rolls and sleep lovies to the classrooms. We are asking **ALL** students to bring the following;

- At least two full changes of clothes individually packed in gallon size Ziploc bags. These are to remain in the bottom of each child's backpack throughout summer camp. We are required to change a child's clothing (CDC) if they come in contact with bodily fluids, ex...sneezing! Any used clothing will be sent home, sealed in the Ziploc bag for washing. Please don't forget to replace with a new set!
- A snack or lunch each day depending on each child's individual schedule.
- A water bottle-reusable or disposable. Each child will need at least 4oz for each hour they are in attendance. It is Texas, it is hot and we will go outside!
- If your child is still in diapers or pullups, please provide us with a full pack on the first day of camp. You will be notified when they run low.
- Please do not bring any other items to school!! (HHSC)
- Please label all items with your child's name. (prior & HHSC) If you do not already have a Sherwood backpack tag, we will place one on their backpack the first day of camp. Please do not remove these, they really help us keep each child's personal belongings with them.

### **Cleaning and Disinfecting Procedures**

A majority of the required cleaning procedures were already in place at The Sherwood Academy prior to the covid-19 pandemic. Below is a partial listing of the measures we will continue to take and all of these measures are in addition to what is done every evening by our professional cleaning service.

- We use an odorless, EPA registered, hospital grade and safe for food preparation surfaces one step sanitation and disinfection cleaner on all tabletops and counters. This is also what we are spraying backpacks with before they enter.
- Toys are washed in soap and water and/or run through the dishwasher as they are removed from circulation after being put in the mouth or at the end of each day.
- Playground toys are sanitized using the above-mentioned EPA registered product.
- Bathrooms are sanitized throughout the day.
- Door knobs and light switches are sanitized throughout the day, including the doorbell at the front door 😊
- Soft toys are laundered as needed.
- All nap mats (vinyl) are used by one child only and are stored in individual bags labeled with each child's name. They are sanitized at the end of each week and as needed during the week.
- All soft nap bedding is sent home at the end of each week for laundering. Please return. During the week it is stored in the nap mat bag with each child's vinyl nap mat.
- Toys in common areas such as the gym and activity room are safely sanitized between each group of children. Using either our EPA registered product or the steam sanitizer.
- In the infant room, each child has their own pack-n-play or nap mat and bedding. Each child has their own sheets for their pack-n-play and they are laundered daily at Sherwood.
- We have invested in a steam sanitizer and are primarily using it during the day to sanitize toys and surface between groups of children.

- We also have gone the extra mile prior to the covid pandemic of installing REME Halo air sanitizers on all of our AC units. These units safely sanitize and recirculate the air by sending it through a hydrogen peroxide process. You may have also heard these units being called air scrubbers (different manufacturer).

We ask all parents to assist us in providing a clean and safe environment both at school and at home. Together we can keep school and home safe for all families, students and staff.

- Sanitizing your child's lunch box each day.
- Washing your child's backpack at least one a week.
- Encouraging routine and proper handwashing.
- Washing the school germs off each evening (bath or shower).
- Laundering the nap materials, we send home each week.

### **Face Coverings**

Students do not need to wear face coverings or masks. The staff at Sherwood have the option to wear a mask, based on their comfort level. The only instance a staff member is required to wear a mask is at a check in (when we are not able to maintain 6ft of distance) health check or when handling a child who may be falling ill. (CDC, HHSC, Abbott) Mrs. Lauryn's mother made all of us some cloth masks to have on hand in the event they are needed. For that we are very appreciative!

### **COVID-19**

In the event that a student or staff member test positive for covid-19, all enrolled families will be notified. Families whose children had direct and close contact with the positive individual will receive an additional notification. We are required to notify you within 48 hours. I pledge to notify everyone within 24hours, but it will most likely be within a few hours of my notification. In the event that this happens, we will be closed for a minimum of 48 hours and will be under the guidance of the Montgomery County Department of Health and state licensing for reopening protocols. As teachers we have committed ourselves to the children here and their families. We are all taking extra precautions at home.

### **In Summary**

The Sherwood Academy is very well stocked in our EPA registered, hospital grade sanitizer, hand soap, hand sanitizer (only for use when sink is not available), rubbing alcohol blend sanitizer, toilet paper, aerosol disinfectant spray and gloves. We have a limited supply of disposable face masks, sanitizing wipes. We do not at this time have any concerns about our supplies or ability to get supplies.

Children are children. They will play together, they will socialize, they will build lego towers together, they will complete art projects together, they will play chase on the playground together and occasionally they will lick the glass! It is our intention to do the hard work for them by keeping things safe and clean, and allowing our children to still be children. As an extra precaution we have further reduced the numbers of children in a given classroom. However, there is an inherent risk with children in group settings to contract a communicable disease including covid-19, for both staff and children.