



## Updated Response to COVID-19

### Open Date

- **November 19<sup>th</sup>, 2020**

### Tuition

- Tuition is due whether or not your child is in attendance and whether or not the center is open.

### Temporary Hours of Operation Change Starting 11/23/20

- 7:00AM-6:00PM Monday-Friday

### PPE

- **If a parent/guardian wants to enter our school they must wear a face mask or shield.** They will also be subject to a screening before entering. We are not requiring that children wear masks, but it is encouraged.
- It is mandatory for our staff to wear a face mask or shield. Our staff will comfort children and help them to understand the reason for face masks and the pandemic as outlined by the CDC here [https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschoools-childcare%2Ftalking-with-children.html](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschoools-childcare%2Ftalking-with-children.html)
- ODJFS mandates that all children Kindergarten through 12<sup>th</sup> grade must wear a mask while at school, all children in our Private Kindergarten, AM/PM, Before and/or After school program, and distance learning program must wear a mask.

### Drop Off Procedure

- **Scheduled drop off times (Administration will call families before re-opening to start scheduling)**
- Check in station will be in the lobby just inside the doors. Please do not park under the awning.
- Parent/guardian must accompany their child(ren) to the check in station
- 6ft markers show where to stand in line inside. Line markers will continue outside.
- **Parents/Guardians must help take their child's temperature; we will have touchless thermometers mounted in the lobby. A staff member will record child's temperature and continue with admittance.**
- We will refuse admittance to anyone with a temperature 100° or above
- Staff member will ask health questions about your child
- Staff member will make a visual inspection of your child for sickness
- Another staff member will be available to escort your child to their classroom
- If parent/guardian wants to take their child to their classroom they must go through the same screening and please drop off at classroom door.
- CDC suggests Infants be brought in car seats. Car seats may be stored at our center in lobby closet.

**937-748-1260**

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### Pickup Procedure

- Scheduled pick up times (Administration will call families before re-opening to start scheduling)
- Please do not park under the awning.
- 6ft markers show where to wait in lobby or outside
- Staff member will escort child to parent
- If a parent wants to go to their child's classroom they must go through the same screening as drop off.
- In case of Emergency Pickup-please call if possible. We will expedite your pickup.

### Action Plan for a Sickness

- Please check your child at home before coming to school for any illness.
- We will be increasing hand washing times in all classrooms with all staff and children. Children will also wash hands at arrival and before departure.
- Handwashing Guidelines: <http://emanuals.jfs.ohio.gov/pdf/pdf-forms/2-12-13APXB.pdf>
- If a child becomes ill in our care, they will be immediately isolated to our Boo Boo Room under the supervision of a staff member
- Parent/guardian will be called to pick up child. In most cases, child cannot return without a physician's clearance
- Families or employees who have come in contact with anyone who has been confirmed to have COVID-19 or is being tested for COVID-19, must notify us by phone. We will require the family or employee to remain out of our center for 14 days.
- If any child or employee has been confirmed to have COVID-19 we will close to disinfect and re-open on a determined date. Anyone who came in contact with the child or employee will have to remain out of the center for at least 14 days, or cleared by a medical professional, meaning the classroom affected would temporarily close and in an extreme case the entire school would temporarily close.

### Measures to Prevent Group Mixing

- The café is closed for dining. All meals and snacks will be served in classrooms.
- All drinking fountains are closed. Water is readily available and will be served in one time use disposable cups.
- Playgrounds will be entered through the back-classroom door. Each class will play on the playground at a separate time as other classrooms.

### Personal Protective Equipment (PPE) and Employee Practices

- Mandatory that our employees wear a face mask or face shield.
- Mandatory that our employees wear a smock over their clothing.
- Employees must wear gloves outlined by ODJFS.
- We have our employees go through the same screening as anyone else entering the building and are additionally asked to take their temperatures at home before attending work.

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### **Disinfecting Practices**

- Extra cleaning and disinfecting will continuously be done by our employees throughout the day
- Our staff will be here before we open and after we close for extra cleaning
- Cleaning will be monitored by the Administrative team, the Director, and Owners.
- The entire center is cleaned every weekend by our cleaner.

### **Cot Practices**

- Cots are stored by stacking, cots must be disinfected with each use.
- Any nap items (linens, pillows, or stuffed animal) to be used by your child for nap must be provided and laundered by the parent/guardian.
- Nap items will be stored in child's cubby for parent/guardian to take each day.
- We will have a small amount of back up linens for children if theirs are forgotten

### **Outside Belongings**

- Students should not bring outside belongings unless absolutely necessary
- Coats and outdoor gear will be stored in students' cubbies
- Each child should have a change of clothes available in their cubby

### **Meetings**

- All meetings must be scheduled by calling administration at 937-748-1260
- No staff member is available for spontaneous meetings
- We prefer meetings be had on the phone or on a video meeting site like "Zoom"
- You will receive daily communication from your child's teacher via Tadpoles
- You may email your teacher if you have questions, emails can take 24-48 hr to respond
- Any pressing questions please call administration

### **Payments**

- We offer the same forms of payment as always, Automatic Deduction (ACH), Credit Card, or Cash/Check.
- Payments can be made at the front desk during drop off or pick up, 6ft markers will show where to stand. Our front desk staff will be behind plexiglass for additional protection.

### **Events, Field Trips, and Extracurricular Programs**

- All extracurricular programs are temporarily suspended (Webby Dance, Soccer Shots)
- No in person large events.
- All field trips are temporarily suspended.

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