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## Communication

We will communicate primarily through your class Facebook groups, and email.

Be sure to check the private Facebook groups daily for messages from your teacher and notifications from the school.

## Drop off and Pick up Procedure

This process will be communicated to you separately.

## Field Trips and Special Grownup Days

We regret there will be no field trips or special grownup days such as the Thanksgiving Feast. Until further notice these activities are cancelled. Fun in the classrooms is not cancelled however! Individual classes will still be celebrating special times such as birthdays and holidays.

## Missed School days

If an individual child misses school due to illness they will have access to review material online through the private FB group page.

They will also be given any missed work or crafts upon return.

Your teacher will be available through email as a resource for questions during this time.

## School shut down due to Covid in the school or community

Please note, HCPS does not automatically shut down if there is a Covid-19 case within another school in the area. If siblings of HCPS students are involved, we will be notified due to contact tracing and will follow appropriate procedures at that time.

Community outbreak: If at any time the Department of Health, or other governing body **requires all schools to close** for a period of time, HCPS will close temporarily as well.

## Make up days for extended closure

Shut down for 1 to 5 days: (HCPS has 3 snow days built into every school year)

Teachers and TA's will teach remotely. The daily lessons and crafts will be recorded and posted on FB for review. The material will also be reviewed upon return to school.

Shutdown day 6 to day 15: No remote learning. Makeup days will be provided on a 1 to 1 basis. Six *additional* missed school days (after the first 5) equals 6 make up days at the end of the year. There will be no additional charge to families.

## Make up days for 2020-2021 school year

May 24, 2021 thru May 28, 2021: 5 available days

June 1, 2021 thru June 4, 2021: 4 available days (May 31st is Memorial Day)

June 7, 2021 thru June 11, 2021: 5 available days

## Procedures for illness

### Child Illness during school

Following guidelines, if a child becomes ill during the school day, he/she will be separated from other children in a supervised area to evaluate symptoms, including taking their temperature with a touch free thermometer. A parent will be called for any child displaying or verbally mentioning any Covid symptoms listed on the health screening form.

We ask that you have someone on call each day that could leave right away to pick up a child within about 20 minutes or less.

Any child waiting to be picked up will be supervised the entire time, and will be provided comfort, water, and an option to color or read a book while they wait.

If a child or staff goes home due to Covid related symptoms a doctor's note stating a resolution of the symptoms and release to return to school is necessary. Otherwise, if their symptoms get better and you can successfully complete the health survey, the child may return to school the next day.

If a Covid test is recommended, a negative result is needed in order to return to school.

All medical information is kept confidential.

**If a child stays home from school due to illness.** Please consult your pediatrician. If your child's symptoms get better and you can successfully complete the health survey, the child may return to school the next day. If they do not, please follow through with your pediatrician to discuss possible Covid-19 procedures.

In either case please notify Kelly Brand at HCPS by leaving a message on email [kellybrand@sharethehope.org](mailto:kellybrand@sharethehope.org) with the subject line "sick child".

### Staff Illness

Any staff that becomes ill will also be sent home and a sub will replace them. Staff follow the same procedures as the students and will need a doctor's note to return to work.

### If a staff or child tests positive for Covid-19.

The school will notify the local health department immediately and follow their lead on guidelines and possible classroom closure. The Health department will likely initiate contact tracing protocol. A case of Covid within the school does not necessarily require the entire school to temporarily shut down.

The classroom in question will be closed for proper cleaning.

### Preparing your child for school during Covid

- help your children get used to a routine by setting a sample routine at home
- practice wearing masks to keep everyone safe
- demonstrate high fives and playing in a 6ft radius circle
- encourage them to keep hands to self; no hugs yet.
- encourage kids to draw pictures for their friends that they cannot hug or share toys with
- 'not' sharing toys
- practice hand washing – 20 seconds (what song are we using)
- when you wash your hands then you can play again)

- work on being independent in the bathroom
- teach them to sneeze into their elbow

## School Supplies

We always welcome donations of the following supplies:

- Alcohol-based wipes
- Alcohol-based, store purchased, hand sanitizer
- Tissues

## Snacks

Unfortunately, this year, **we can only accept snacks that are individually wrapped.**

There will be no snack sign-up sheets this year. Teachers will assign snacks by alphabet to each family, taking note of birthdays. Each family is asked to bring a package of individually wrapped snacks (the teacher will tell you many) for each student in the class.

The teacher will tell you how many snacks and inform the class of any allergies. Regardless of allergies in your room, please provide a peanut-free snack (a snack that does not contain peanut products). Unless your teacher specifies otherwise, 'made in a factory with peanuts' is okay.

Examples of a healthy snack are goldfish, pretzels, individual fruit cups, or applesauce. Please, no cookies or muffins. No drinks please, water will be provided.

For birthday snacks, any individual wrapped snack such as mini cookies are okay for a birthday.

## Tuition Policy

See separate agreement sent in your August Information packet. Contact [SherryTrerise@sharethehope.org](mailto:SherryTrerise@sharethehope.org) for any concerns or questions.