



Student Policies Updated Post COVID-19

As of 07/28/20

Start Date

Delayed to October 5th(Norwood) and October 6th(River Trails) due to HEB School district's delayed in-person learning start date.

Arrival/ Pickup Procedures

Upon arrival at Sprouts Preschool, the parent/guardian dropping the child off must complete the Health screening questions on their child's Brightwheel at check-in. Our lil' Sprouts temperature will be taken by a Sprouts staff member and hands sanitized before entering the building. If an above normal temperature (100.0 degrees or above) is taken and/or signs of a possible illness the child will be excluded from entering the campus. Parents will not be allowed to enter the facility for drop off or pick up. Our lil' Sprouts will be escorted to their designated class by a Sprouts Staff Member to begin their day. Please be patient as we realize this process will take time. We ask that you maintain social distancing while waiting to check your child in.

Pick-up: Parents will pick up at the designated class spot outside the building.

All Staff and Parents are required to wear a face mask during times of drop-off and pickup.

Illness Exclusions

Children will not be admitted into care if they have any of the following symptoms:

- **Cough**
- **Shortness of breath or difficulty breathing**
- **Chills**
- **Muscle Pain**
- **Headache**
- **Sore throat**
- **Loss of taste or smell**
- **Diarrhea**
- **Feeling feverish or a measured temperature greater than or equal to 100.0 degrees**

When children are ill, they must not return to the facility until they are symptom-free without medication for 48 hours (exclusion with a COVID positive: please see COVID 19 guidelines below)

Pandemic Tuition

Should Sprouts need to close for Pandemic reasons, full tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 50% of tuition will be due. Parents may give a 30-day notice to withdraw from the program if they feel it is in the best interest of their family. 50%



of the tuition will be due during the 30-day notice period. A full registration (\$50) will be required to re-enroll in the program after the pandemic.

If a closure extends beyond four weeks Sprouts leadership will contact teachers and parents to discuss a plan going forward.

If a Staff or Student Tests Positive for COVID-19

In the case of a student or staff that tests positive, the entire classroom and any siblings will be required to close and quarantine for 10 days.

Staff members and students who tested positive will be required to quarantine for 10 days and return when they are fever free for 2 days, symptoms have improved, and it has been 10 days since the onset of symptoms.

Any siblings and or staff that is related to that student will also be required to quarantine for 10 days.

Disclosure Statement for Families

I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders.

If I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above and they have tested positive with COVID-19, I understand that it is my responsibility to keep my child home from Sprouts for the given incubation period in order to protect and prevent the spread of the virus.

Hygiene Stations

Everyone is required upon arrival to use hand sanitizer located at the door of the facility. All Staff members and students will be required to sanitize their hands upon entering and exiting the building and their classroom—a regular routine of handwashing with soap and water throughout our Sprouts day, especially after bathroom breaks, recess, before snacks and lunch. Temperature checks will be done at drop off but will also be conducted throughout the day as deemed necessary.

Out of the Country Travel

Please notify Sprouts Preschool anytime you have traveled outside of the United States. Sprouts Preschool has a right to exclude the child from care if they have traveled to a country that has been identified by the CDC as an "at-risk" country.



Employee Illness Exclusion

Employees will not be allowed to work if they have any of the following symptoms:

- **Cough**
- **Shortness of breath or difficulty breathing**
- **Chills**
- **Muscle Pain**
- **Headache**
- **Sore throat**
- **Loss of taste or smell**
- **Diarrhea**
- **Feeling feverish or a measured temperature greater than or equal to 100.0 degrees**

When employees are ill, they may not return to the facility until they are symptom-free without medication for 48 hours. (exclusion with a COVID positive test see COVID 19 Guidelines above.)

Disclosure Statement for Employees

I understand that outside of the center, to control my exposure in the community, I will comply with all state, county, or local stay-at-home orders.

If I become aware of any person with whom I have had contact exhibits any of the symptoms listed above, and they have tested positive with COVID-19, I understand that it is my responsibility to stay home from Sprouts for the given incubation period to protect and prevent the spread of the virus.

Material Sharing

Children will be given individual boxes of materials and are discouraged from sharing materials when possible.

Teachers and Staff will be responsible for disinfecting all high-frequency touch areas, including but not limited to shared toys/centers throughout the day, and the entire classrooms will be disinfected at the end of the day.



Individual Items

All students will be allowed to bring the following personal items daily:

- **Backpack containing the following items LABELED:**
 - **Lunch Box**
 - **Drink cup**
 - **Full change of clothes (including socks and shoes)**
 - **Lovie(1 small blanket or 1 small animal)**
 - **Class Folder (provided by teachers)**
 - **Diaper/wipes/bottles if applicable**
- **King Size pillowcase to cover our provided Kinder Napmats**

Food Service

Each child will continue to bring their lunch and individually wrapped snacks when providing for their class.

Mixing Classrooms/Combining Children

Employees are not to combine classrooms or mix groups without the approval from the Sprouts Director(s). Combining classes and mixing groups is strongly discouraged unless absolutely necessary.

Chapel and Music times will be in individual classrooms.

Weather permitting, Sprouts will add a second time of recess for each individual class to receive fresh air throughout their day. There will be no mixing between classes during this time.

All common play areas will be adequately sanitized/disinfected between each class use.

Social Distancing within the classroom will take place when possible.

Personal Protection Equipment

Employees are required to wear face masks upon entering and exiting the building and while instructing in their classrooms. Sprouts Preschool will provide for each Staff member a face mask that has a clear window for their students to see facial expressions and mouth movement.

Sprouts Preschool understands that it is not developmentally appropriate for students Kindergarten and under to wear masks while in a classroom setting and recommend the child wearing a face shield if the individual family desires.



I _____, parent of _____ have read the above **Post COVID-19 policies and procedures of Sprouts Preschool and fully understand and acknowledge the contents of this document and agree to follow the new guidelines and policies presented by the Sprouts Preschool Director(s).**

Parent/Guardian Signatures: _____ ***Date:*** _____

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All these policies and procedures are subject to change at any time during the year to adequately protect the Sprouts Program participants