



Holy Spirit
EPISCOPAL SCHOOL

Early Childhood Policies and Procedures COVID-19 Addendum

Introduction to Summer 2020

Initials:

Date:

Early Childhood (EC) reopens June 1, 2020, to all families who are healthy and ready to return to some of the EC routines. Many parents need our child care services and Holy Spirit Episcopal School (HSES) will work to maintain the safety and health of all families and staff.

This document is based on the guidance of Texas Health and Human Services (HHS), CDC, health professionals, and the guidelines set forth by Gov. Abbott and his appointed COVID-19 Task Force to safely and strategically open child care operations.

The following policies and procedures are subject to change as local officials, state authorities, and the Texas HHS Child Care Licensing provide updated guidelines. We will notify families immediately if any changes or new implementations occur.

Our goal is to protect the health and wellbeing of the HSES community. Therefore, these guidelines are mandatory, and it is imperative for everyone to strictly follow them to create a safe environment. If a family or staff member does not adhere to the policies and procedures, they will not be able to participate in the EC program.

We are enhancing health and safety measures to protect your family, children, and our staff. By reading, initialing and signing this form, you agree to follow all instructions and guidelines included in this document to enroll in the EC program at HSES.

Pre-Acceptance Procedures

Initials:

Date:

Only students, teachers and staff will be allowed on campus.

This procedure is to ensure the safety of everyone inside the school and to limit the risk of exposure. To enter the HSES premises, allowed individuals (children and staff) must be free from the following COVID-19 symptoms:

- Fever of 100.4 or higher
- Dry Cough
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle Aches
- Diarrhea

If any of the above symptoms appear during the school day, the child will be removed from the class. The front office has assigned a safe space for the child to wait until picked up. Parents must pick up the child within 30 minutes from receiving the notice. To return to school, the child must remain free of symptoms without the help of medication for 72 hours.



Holy Spirit

EPISCOPAL SCHOOL

While we understand that many of these symptoms can also be related to non-COVID-19 issues, we must proceed with an abundance of caution during this pandemic. This precaution provides the ability for the school to remain open.

We expect students and staff to stay home if exposure to COVID-19 is suspected or if any of the above symptoms are present.

Arrival and Departure

Initials:

Date:

All parents and family members must remain inside their car at all times; they are not allowed to exit the vehicle for any reason. Carpool tags will be issued the morning of June 1 during drop off or on the first day your child attends school.

Arrival: For drop off, designated staff members will assist children to enter safely into the building. They will wait by the EC circle drive every day from 7 to 9 a.m. to accept children into the school.

If a student arrives after 9 a.m., parents must call the school at (713) 468-5138 and press #219# to connect with the EC office and notify them you have arrived. An assigned staff member will meet the child outside to assist with check in.

Parents will answer the following questions at check-in:

- 1) Has your child tested positive for COVID-19 or been diagnosed by a physician with COVID-19 based on symptoms?
- 2) In the last 14 days, has your child had close contact (within 6 feet for at least 10 minutes) with someone diagnosed with COVID-19 or someone who has been advised to quarantine by any health department?
- 3) Does your child have any of the following symptoms?
 - a) Fever of 100.4 or higher
 - b) Dry Cough
 - c) Shortness of breath
 - d) Chills
 - e) Loss of taste or smell
 - f) Sore Throat
 - g) Muscle Aches
 - h) Diarrhea
- 4) Did your child take any medicine that reduces fever in the last 24 hours?

If the answer is yes to any of the questions, the child will not be able to attend school until free of symptoms without the help of medications for 72 hours.

We will check the temperature of every student before entering the school premises.

Departure: For pick up at the end of the day, parents will display the school-issued carpool tag in a visible area of the front window and our staff will escort the children into their car. Once the child is in the car, parents may quickly get out of the vehicle to buckle the child into the car seat if necessary. Keep in mind that families are behind you and we want to keep the line moving.



Holy Spirit

EPISCOPAL SCHOOL

Due to these added procedures, drop off and pick up will take longer than usual. Thus, we ask parents to allot extra time to their schedule for arrival and dismissal. If the carpool line extends to the street, cars can wait on the side of Tallowood Road until the circle drive clears up.

Additional Procedures

Initials:

Lunch, Snacks, Clothing, Repellent and Sunscreen

Date:

Students must bring all food and snacks from home, including water.

The teachers will take precautions to refill water bottles from the water fountains on campus. These fountains will not be used for any other purpose. Parents can also pack extra water bottles labeled with the child's name if they prefer.

Lunches and snacks will be placed in student cubbies. At this time, student materials will also be placed in cubbies rather than shared spaces. Due to the small classroom size, we will not allow shared cubby spaces.

Provide several changes of clothing for your child to have available each day in case there is a need to change.

Apply sunscreen and insect repellent before the child arrives to school. If children remain for the afternoon, teachers will reapply sunscreen and insect repellent, washing their hands between each application by following CDC guidelines.

Classroom Distribution

Initials:

Date:

The program will suspend the practice of mixing classrooms. One class at a time will visit the playground at designated times. The playground equipment will be cleaned and disinfected after each group and before the next class arrives.

Tumble Tykes, Arts Alive, and Stretch and Grow classes are not available during the summer of 2020.

Changes in classroom placements are conducted at the discretion of the school based on enrollment, classroom size and teacher ratio, among other factors.

Changes in the Use of Materials

Initials:

Date:

Sensory tables are not available for play until further notice.

Dress-up will be limited to scarves that can be stored in a hamper for quick and easy washing.

Group-play sensory items have been removed, including Play-Doh, clay and finger painting.

Disinfecting and Hygiene

Initials:

Date:

The school will have an additional disinfecting chart to follow throughout the day. We will assure to disinfect all handles at least 3 times per day (or as needed) and will assign one person in each building to manage the checklist each day.



Holy Spirit

EPISCOPAL SCHOOL

Staff and children will follow the handwashing procedures established by the CDC and the HHS. Hand sanitization stations will also be available throughout the building and classrooms.

We require for children and staff to routinely wash their hands, including upon arrival, before and after eating, after art or outdoor play, etc. We will also make every effort to assist children and each other to keep hands away from faces.

Materials mouthed will be immediately placed in a bucket to disinfect.

Cleaned materials will be readily available to replace any dirty toys.

Teacher and Staff Requirements

Initials:

Date:

For the foreseeable future, the staff is required to wear masks while on campus. If government officials lift the mask order, it is at the discretion of the school administration to determine if use of masks will continue.

We will check the temperature of every employee before entering the building.

Everyone on campus will have extra clothing available to immediately change if they are exposed to cough, sneeze, or other possible fluid contact from a child in their care. Teachers and staff with long hair must keep their hair up with a tie.

The faculty and staff will follow local and state orders to limit contact outside of work to groups of less than 10 people to minimize exposure.

Any staff member that displays symptoms will remain home until free of symptoms without the help of medications for 72 hours.

The staff understands that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection.

School employees are aware of their crucial role to keep everyone in the facility safe and reduce the risk of exposure by following the strict policies and procedures as outlined herein.



Waiver and Release

IN CONSIDERATION OF THE OPPORTUNITY FOR MY STUDENT TO PARTICIPATE IN EARLY CHILDHOOD AND RELATED ACTIVITIES (“EC”), I FOR AND ON BEHALF OF MYSELF AND MY STUDENT FULLY RELEASE, ACQUIT AND FOREVER DISCHARGE HOLY SPIRIT EPISCOPAL SCHOOL, INC., ITS AGENTS, EMPLOYEES, ADMINISTRATORS, VOLUNTEERS, TRUSTEES, SUCCESSORS, ASSIGNS, AND ANYONE SELECTED AS A REPRESENTATIVE BY THE SCHOOL FROM LIABILITY, CLAIMS, DEMANDS, DAMAGES, COSTS, EXPENSES, AND CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR RELATING TO ANY LOSS, DAMAGE, ILLNESS, INJURY OR DEATH THAT MAY BE SUSTAINED BY MY STUDENT, MYSELF OR MY FAMILY IN CONNECTION WITH EC. THIS WAIVER AND RELEASE SPECIFICALLY INCLUDES A WAIVER AND RELEASE OF ANY LIABILITY, CLAIMS, DEMANDS, DAMAGES, COSTS, EXPENSES AND CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR RELATING TO MY OR MY CHILD’S EXPOSURE TO OR CONTRACTION OF COVID-19. I HEREBY ASSUME ALL RISKS IN CONNECTION WITH HOLY SPIRIT EPISCOPAL SCHOOL.

Agreement and Signatures

By signing this form, I certify that I have read, understand, and agree to comply with the provisions listed herein, affirm that the information I have provided is true and accurate, and give my child permission to attend the Early Childhood program at Holy Spirit Episcopal School.

Name of Child: _____ DOB: _____

Name of Parent: _____

Parent Signature: _____ Date: _____

Name of Parent: _____

Parent Signature: _____ Date: _____

Instructions to Submit Form

- Initial and date each section of this Addendum.
- Complete child information and parent signature(s).
- Send the completed form to marketing@hses.org.
- Submit by **Wednesday, May 27 at noon**.
- Ensure all fields include initials, date and signature.