

Monsignor Slade Catholic School - Extended Care Protocols
Revised 8.12.2020

- Extended Care will not offer AM care at this time. Extended care will be open after school dismissal until 5 pm. Children may attend Extended Care any day on which they are present for the school day. The program will be held in the school cafeteria. A late pick-up fee of \$20 per every 15 minutes late is assessed and will be added to the family's FACTS account.
- Center phone number is 410.760.2024. Extended Care is 410.760.2055. Email: d.gielner@msladeschool.com.
- The children will be required to wear face masks. Masks may be removed when eating with social distancing. Also, parents must provide at least two extra facemasks in a labeled ziploc bag.
- Please provide a change of clothes in case of accidents.
- We will not be providing snacks. On scheduled half-days, children must bring lunch from home. Families must also provide a snack everyday. We will provide milk and water.
- **An emergency form must be on file prior to the first day. All required forms, health records and immunizations must be provided and up to date prior to the first day of school.** A Medication Administration Authorization Form for prescription and non-prescription medication requires a physician's signature and must be on file. Please notify us of any allergies or medical conditions.
- Please let your child's teacher know they will be attending Extended Care. They will need to be in the extended care dismissal line and escorted downstairs.
- Parents or designated individuals will not be allowed in the building. Please ring the outside door bell to the left of the double doors on the side of the cafeteria.
- Children may bring toys from home. Electronic devices to assist with homework may only be used for the completion of homework between 3:00-5:00 p.m. Electronic devices are not permitted to be used at any other time or for any other purpose unless authorized by the director. The program is not responsible for lost or broken items.

COVID-19 Policies

In response to the COVID-19 pandemic and preparations for reopening, we have several new policies and procedures based on the CDC Child Care recommendations and the Maryland State Department of Education regulations. These precautions are necessary to reduce the risk of spreading this disease in our community. Please note that this is a "living" document and will be updated as regulations and guidelines change.

New Policy: COVID-19 Diagnosis

If your child tests positive for COVID-19, they will be required to stay home for the minimum quarantine period of 14 days. As well, he or she should not return until 7 days after the last symptom.

A doctor's note to return is required and a second negative test is strongly recommended.

If your child exhibits any of the following symptoms while at Extended Care, a parent will be contacted immediately for pick up. Please note that we are required to contact the health department and licensing if any symptoms arise with your child. Health Department directives must be followed.

COVID-19 Symptoms:

- Coughing
- Diarrhea
- Sneezing
- Sore throat
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- New loss of taste or smell
- Headache

New Policy: Daily Health Checks

All staff, families, children, and household members must conduct a daily health check before coming to school. If you have any of the symptoms above, we ask that you contact the school. Medical clearance may be required by a physician.

If your child exhibits any of the COVID-19 symptoms while at Extended Care, we will contact you and ask that your child be picked up within one hour of notification. If you have multiple children in the center who reside in the same household, in an abundance of caution, we ask that all children be picked up.

New Policy: Visitors in the Building

We will be limiting visitors entering our building, including parents. Monsignor Slade reserves the right to deny any non-essential visitor access to our building.

New Policy: Pick Up Procedures

To reduce the risk of COVID-19 transmission, we will be establishing a new pick up procedure outside of the building.

- Pick up - Parents pull into the Cafeteria side parking lot or park up in the top parking lot and walk down the stairs to the cafeteria entrance. Ring bell to the left of the side entrance. Your child will be released by this door. Please wear masks and maintain social distancing.
- *Ideally, we would like to minimize the persons designated to pick up your child. Please be patient! This may add extra time to your day. We will do our best to be efficient and get parents on their way.*

Limiting Non-Essential Items in the Building

In an effort to minimize items coming into the building, we are making the following changes.

- **Food – All food must be brought from home.** There will be no food prep by the teachers in order to minimize contaminating food. Please provide all necessary items (spoons, forks, and napkins). Please have everything pre-sliced and opened. Place contents in ziploc bags. We will continue to offer milk and water. Please label and indicate the snack and lunch items. We do not microwave or refrigerate. Please utilize cold packs.
- Each child will have a school box/activity tub with crayons, pencils, glue sticks, instructional materials, etc..
- Each child will have an assigned seat.
- **Label everything with your child's name.**

New Policy: Exposure to COVID-19 and Traveling

Exposure: Your child must refrain from attending Extended Care for various times depending on the circumstances.

- If your child has been exposed to a “suspected” case of COVID-19, your child must remain at home until testing results from the “suspected” individual comes back. If the suspected case is negative, your child may return to school.
- If your child has been exposed to a confirmed case of COVID-19, your child must remain home in quarantine for 14 days. If he/she has no symptoms, they may return to school.
- If your child has been exposed to a confirmed case of COVID-19 living in the same household, your child must remain home for the duration of the illness as well as 14 days after all symptoms have passed.

Travel: If anyone in your household is traveling internationally or domestically, we are asking that parents notify us of any travel. They should also self-quarantine themselves away from their children in case symptoms arise.

Healthy Hand Hygiene Behavior

All children and staff will engage in hand hygiene at the following times:

- Arrival at facility
- Before and after preparing drinks
- Before and after eating
- After using the toilet

- After coming in contact with bodily fluids
- After handling garbage

Summary of Enhanced Protocols

We are continually updating our process and protocols in accordance with the most recent Centers for Disease Control and Prevention and Maryland Department of Health guidelines along with our Monsignor Slade Catholic School guidelines.

Monsignor Slade Catholic School- Extended Care Disclaimer for COVID-19

Monsignor Slade Catholic School Preschool is taking every reasonable precaution to limit our families' and staff's exposure to COVID-19 while on our premises. Monsignor Slade is following the Maryland State Department of Health and CDC guidelines by using reasonable mitigation strategies which include, but are not limited to:

- separating sick children and/or employees;
- educating families and employees about how they can reduce the spread;
- using proper building ventilation, filtration and humidity control;
- practicing proper hand hygiene (ie., providing sufficient hand sanitizer and soap);
- practicing proper respiratory hygiene (ie., providing tissues and places to properly dispose of tissues);
- routine cleaning and disinfection (ie., high contact surfaces, dust, removing trash, cleaning restrooms).