



School in the Hills

COVID-19 Mini Parent Handbook

Policies and Procedures - Fall 2020

➤ Schedules and Classroom Routines:

- Updated operating hours of 7:30-5:00 to allow for deep cleaning and disinfecting and to remove the need for children and staff to combine with different groups.
- Updated half-day hours of 8:00-12:30 for Primary, and 8:00-12:00 for Toddlers, with these children going home before nap.
- As per the Parent Handbook, late fees will be billed at \$5 per minute.
- Backpacks, water bottles, and other items from home are not allowed, with the exception of the following approved items - one small blanket and lovey for younger children that are napping, diapers and wipes for toddlers who are not yet potty trained, extra change of clothes to be kept in the cubby, a book for silent reading time for Elementary students, a lunchbox with *nut free* snacks and lunches for those children bringing their own food from home. *Elementary children only may bring a reusable water bottle labeled with their name, which must be taken home daily to be washed. Extra changes of clothes and nap items should be brought to school in a sealed ziplock bag.*

➤ Before Bringing Your Child to School:

- Keep your child home if they are experiencing any of the following symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills or repeated shaking with chills
 - Muscle pain/body aches or fatigue
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Feeling feverish or having a temperature of 99.6 degrees or above
- Keep your child home if they have had known contact with a person who has tested positive for Covid-19.
- Keep your child home if they have recently travelled to high risk areas for Covid-19, or have recently travelled on an airplane.

➤ Drop Off and Pick Up Procedures:

- Drop off and pick up times in 15-minute increments will be assigned on a first-come, first-served basis. Please adhere to your scheduled time increment so that we can allow time for health screenings and limit the number of children and staff entering and exiting the building at a time.

- All drop off and pick up will be done outside the school building – parents and other visitors are not allowed to enter the school building. Parents must remain in their cars as much as possible – should you need to exit your car for any reason you are required to wear a mask.
- When arriving for drop off or pick up, please pull all the way up to the flagpole to avoid the car line backing up. Likewise, please limit conversations during drop off and pick up as this can cause delays for families that are waiting.
- All children and staff will complete a health screening and temperature check before entering the building each day. Parents must wait until the health screening is complete and children are allowed to enter before leaving the campus. **Children and staff may not enter the building if they have a temperature of 99.6 degrees or above.**
- Pick up will be done outside the building, “curbside.” When you arrive at school, **text the number for your child’s campus with your child’s name and let us know that you are here to pick up.** Please allow time for your child to clean up and gather their things, we will then bring them out to your car when they are ready. You must ensure your child is safely buckled in before leaving, SitH staff are not allowed to buckle children into their carseats.
 - **River Place – 512.693.8553**
 - **Steiner Ranch – 512.766.8610**

These numbers are reserved for receiving text messages related to pick up only, all other inquiries should be emailed to the appropriate person or phone calls can be made to the regular phone number at your campus.

➤ **Illness Policy:**

- If your child becomes ill while at school, we will call you to come pick them up. We ask that a parent or other authorized pick up person arrive as quickly as possible, and at a minimum within 30 minutes.
- **If your child is showing signs or symptoms of COVID-19, or has a temperature of 99.6 degrees or above, they must stay home. Children and staff with fever or other COVID-19 symptoms are required to stay home until they are free of these symptoms or fever, without the use of medication, for three consecutive days, or they provide a doctor’s note clearing them for return.**
- **Children presenting with two or more symptoms of COVID-19 will be required to get a note from a doctor clearing them before returning to school.**

➤ **Travel Policy**

- Our goal is to keep the children and staff as safe as possible with minimal exposure to everyone involved. We ask that you inform us of any upcoming travel, either by road or air. If a family chooses to travel anywhere outside the greater Austin area, they are required to:
 - **Quarantine for 14 days upon return, even if they had no known contact with someone infected with COVID-19.**
 - **Children have the option to get a COVID-19 test 7 days after the conclusion of the trip and return to school with a negative test result.**

If an adult member of the family chooses to travel, we ask that you follow social distancing recommendations, wear a face covering, and self-monitor for symptoms.

➤ **Masks and Face Coverings:**

- Kindergarten and Elementary children must bring a mask to school. Children in the Primary classes are encouraged to wear masks, whenever possible.

➤ **Lunch and Snacks**

- Please visit www.schoolinthehills.com for the latest lunch menu.
- In an effort to continually stay in pods, children now eat in their respective classrooms. Family style serving and eating has been put on indefinite hold, and teachers serve the children their individual lunches.
- If you choose to bring your child's lunches and snacks from home, you must adhere to the school's nut free policy and sign a waiver opting out of the food program. So that our kitchen team can plan and prepare food accordingly, if your child is bringing their own lunch from home, they will not be offered the school lunch in addition to their packed lunch.