



Dear Elmhurst Academy Parents ~

We are very excited to welcome students and families back for the 2020-2021 school year. It goes without saying that the faculty has missed everyone terribly.

While we continue to monitor the ongoing public health situation around COVID-19, we would like to share some additional guidance and enhanced health and safety changes that we will be implementing to ensure the safety of your children upon their return to Elmhurst Academy.

As a reminder our first day of school for the 2020-2021 School Year is **Tuesday ~ September 8, 2020.** Most importantly to note is our hours of operation have been modified during this time to accommodate extra time needed for teachers to perform additional sanitizing protocols at the beginning and end of each school day. **Our hours of operation until further notice will be 8:00 a.m. – 5:00 p.m. The school day will begin at 8:30 a.m. and end at 3:30 p.m.** A Before School Program is offered from 8:00 a.m. – 8:30 a.m. and an After School Program is offered from 3:30 p.m. – 5:00 p.m. The monthly tuition fees include both Before & After School programs.

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures.

## Enhanced Arrival & Departure Procedures for Parents/students

1. Drop off times for students will be between **8:00-9:00 a.m.**  
\*\*Parents should be prepared to allow an extra 10-15 minutes for arrival and departure. \*\*All parents and students older than 2 years old are expected to wear masks during arrival and departure to the school.
2. For students that expect to be dropped off later than this time, a parent will need to notify the school office by phone to let the administrators know ahead of time and then call the school office upon arrival at the school. An EA screener will meet the parent/student outside in the “vestibule” in order to conduct the health screening.
3. One person will be allowed entrance to the school upon drop off and pick-up for the **NIDO classroom**, but will not be permitted access to the classroom. They will be asked to wait on the bench until a nido teacher or floater teacher greets them to assist with getting the nido student into the NIDO classroom.
4. All parents and students are to report to the front porch/entrance of the school. Our front porch will be converted into a vestibule by installing a clear tent enclosure. Only one parent/student will be allowed into the enclosure at a time. There will be signs and 6ft markers along the sidewalk to ensure proper space for social distancing while the other parents/students wait to be check in and screened.
5. All children and parents who are allowed access to the school building will be screened for temperatures upon arrival. Temperatures will be taken with a touchless infra-red thermometer by an EA Screener. Parents will be asked a series of health check screening questions daily and each person’s temperature and answers will be logged by the EA screener.
6. Persons who have a fever of **100.4°** or above will not be admitted to the facility and may not return for **72 hours until they have been fever free without fever reducing medications**. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Some symptoms to watch for may include: \*Fever (**100.4** degrees or more), \*Dry Cough, \*Shortness of Breath  
\*Loss of Smell or Taste, \*Body Aches, \*Headache
7. All children with a temperature of **100.4° or higher** will not be allowed to stay. If a parent has a temperature of **100.4°** or higher their child will not be allowed to stay. The EA screener will document all temperatures.
8. If child is cleared to stay at school, the parent will be instructed to sign their child in on the designated sign in sheet using their own pen brought from home.

9. Students should arrive to school wearing a mask. After check in with the EA screener and when the child is cleared to stay at school, the parent will remove the child's mask to take home and a disposable mask will be handed to the parent by the EA screener. The parent will assist the child in putting on the new mask before the child is brought to their classroom.
10. After screening and the child is cleared to stay at school for the day, please follow the following protocols based on your child's classroom assignment;
  - **River students** will be escorted through the main entrance of the school to their classrooms by an administrator or EA student escort.
  - **Prairie student** parents may escort their child to the East entrance of the Prairie classroom. Please knock on the door and a teacher will let your child into the classroom.
  - **Woodland and Lakeview students** will be escorted through the main entrance of the school to their classrooms by an administrator or EA student escort.
  - **Nido students and their parents** will be allowed to enter the main hallway after having their temperature taken and are cleared to be fever free. They are instructed to knock on the nido classroom door and wait on the bench outside the classroom and a teacher will assist with dropping off their child to the NIDO classroom.
11. The classroom teachers will oversee that the student washes their hands immediately upon entering the classroom.
12. In order to protect staff while conducting temperature screenings, all screeners will wear a mask / face shield, gloves and a handheld thermometer will be used to reduce close contact. All EA student escorts will wear a mask, gloves and smock for added safety measures. The EA screener will open the doors for the students until they can wash their hands upon arrival into their classroom.
13. A touchless hand sanitizing station will be set up at the entrance of the facility for parents to sanitize their hands before touching the doorbell. Parents are not to enter the building using the key fob system until further notice.
14. Upon arrival to the classroom, the teachers will sign all children in and out on their classroom roster, also noting the time of drop off and pick up.
15. Students in the prairie, woodlands and lakeview classrooms (2 years of age and older) will be provided a mask to use throughout the day (when tolerable and based on recommendations). These masks are disposable and will be thrown away at the end of the day. They will receive a fresh mask each day upon arrival at the school.

16. Departure (student pickup):

- a) Outside pickup (weather permitting): Parents must wear a mask whenever picking up their child from school. Weather permitting students will be located in their designated areas on the school's outdoor campus. Parents may enter these areas to pick up their child. Parents should use hand sanitizer located near each gate before pulling up on the knob to open the gate. Classroom teachers will sign the student out. \*Classroom outside assignments will be communicated to parents prior to the first day of school.
- b) Indoor pickup in case of inclement weather: Parents must wear a mask whenever picking up their child from school. We kindly ask that parents notify the school office by phone from their car or by checking in at the front entrance of the school when they arrive to pick up their child. Please be mindful to wait on the 6ft. markers that are located along the outdoor campus to allow for social distancing. The school office will notify the classroom teacher which student is being picked up.

\*Nido classroom parents will be allowed to enter the main hallway of the school and have their temperature checked before picking up their child, but may not enter the classroom. They are to wait on the bench just outside the classroom and a Nido teacher will bring their child out to them.

\*River classroom students will be picked up in the front of the school, just outside the front porch. Classroom teachers will sign the student out at the end of the day.

\*Prairie classroom students will be picked up by parents after notifying the school office just outside the East door of the prairie classroom.

\* Woodlands & Lakeview classroom students will be picked up in the front of the school, just outside the front porch. Classroom teachers will sign the student out at the end of the day.

17. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID19. Only one parent/guardian should be with their child(ren)

18. Parents should contact the school office and report any and all absences and should include all symptoms of their child.

19. Parents should wash clothes and any outer clothing (jackets/sweaters) daily and all items brought to school MUST fit in a child's backpack.

20. Parents are encouraged to spray shoes, backpacks and other items brought home from school with disinfectant each night.

21. Parents should wear a mask upon arrival and departure as well as children over the age of two years.

22. Parents, legal guardians, or persons authorized for dropping off or picking up children from day care and staff shall not engage in hand shaking or physical contact between other parents, teachers or students.

23. Exclusion from the center is sometimes necessary to reduce the transmission of illness. For the child's comfort, and to reduce the risk of contagion, parents will be asked to pick up their child within **1 hour** of notification. Until then, the child will be kept comfortable in an isolated area and will continue to be observed for symptoms.

24. Students should arrive to school wearing a mask. After check in with the EA screener and when the child is cleared to stay at school, the parent will remove the child's mask to take home and a disposable mask will be handed to the child by the EA screener. The parent will assist the child in putting on the new mask before their child is brought to their classroom.

25. Children ages 2 years and up, when tolerable, shall wear a face mask when arriving at and leaving the school, when in hallways, and throughout the day, except when napping, playing outdoors, or eating;

**26. NIDO classroom only:** One person will be allowed entrance to the school upon drop off and pick-up for the NIDO (INFANT) classroom, but will not be permitted access to the classroom.

27. Parents, legal guardians, or authorized persons shall wear a face mask when dropping off and picking up their children from the school.

28. All forms of correspondence to parents will be done electronically. All parent related forms have been reformatted to "writable online" and will be completed online by the teacher and emailed home. However, if your child's teacher does have correspondence to be sent home to parents, it will be placed directly into the child's backpack. (we will no longer use student mail-folders for the foreseeable future).

29. Any and all future summer schoolwide events and summer field trips have been canceled until further notice.

30. All staff will receive training on proper disinfecting and ways to protect themselves against Coronavirus and COVID19 signs to watch out for in themselves and the children in their classroom.

31. There are to be NO outside non-essential visitors until further notice.

32. The Parent Resource Center will no longer provide hard copies of forms for parent's access. If parents need form(s) you may visit our school's website as most of the forms are located there or contact the school office via email or by phone.

### **Enhance Health Measures for COVID-19 (revised 8/31/2020)**

1. Any child suspected of having COVID-19 or diagnosed with COVID-19 shall be excluded from the facility. Symptoms of COVID-19 are fever (temperature 100.4 or greater), chills, sore throat, runny nose, cough, shortness of breath, muscles aches, headache, vomiting and diarrhea.
2. If the child is diagnosed with COVID-19, he or she may not return to the childcare facility until ALL three of the following are met;
  - Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
  - Individual is no longer showing symptoms, including cough.
  - It has been at least 10 days since the onset of the individual's illness.
3. If the child has symptoms concerning for COVID-19 and subsequently is determined by a medical provider not likely to have COVID-19 infection, the child may return to day care if the following is met;
  - No fever for 72 hours without the use of fever reducing medications (fever is temperature of 100.4)
  - Negative test for COVID-19 or;
  - A note from a medical provider documenting no clinical suspicion of COVID-19 infection.
4. Any child with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 shall be excluded from the school for 14 days and monitored for symptoms. If symptoms develop, they should be evaluated and tested for COVID-19.
5. EA Families should immediately notify the school if someone in their home tests positive or if the child has been in close contact (within 6 feet for greater than 15 minutes) with a positive case.
6. Exclusion from the center is sometimes necessary to reduce the transmission of illness. For the child's comfort, and to reduce the risk of contagion, parents will be asked to pick up their child within 1 hour of notification. Until then, the child will be kept comfortable in an isolated area and will continue to be observed for symptoms.

7. Signage will be posted outside all of the entrances of the school restricting entry to anyone with symptoms of illness/respiratory infection in accordance with IDPH regulations.
8. Daily health checks will be conducted for all persons entering the school, including but not limited to all staff, students, parents, legal guardians, cleaning staff, school nurse or authorized representatives of the Dept. that enter the premises. These checks shall include temperature checks that are completed according to CDC guidelines for child care programs.
9. If a sick child has been isolated due to displaying COVID19 symptoms, staff or assigned personnel will conduct a preliminary sanitation procedure to the communal areas immediately affected by the exposure of the sick child. Students will be placed in an isolated area of the classroom while they wait to be picked up. This area of the classroom will continue to be isolated once the student leaves and allowing time for respiratory droplets (if student is coughing or sneezing) to settle and will be thoroughly cleaned and sanitized by the nightly cleaning crew.
10. All parents of children experiencing COVID19 symptoms will be requested to contact their local health professional for further guidance. During this time, the classroom and staff who had been exposed to the possibly ill person are to be excluded from care/work. If the COVID19 test comes back negative, then the classroom and staff can return. If not, all children and staff are to be sent home to isolate for 14 days before returning.
11. Administration will communicate any COVID19 suspected cases with the DuPage County Health Department and receive additional guidance and support. The Health Department will communicate further to parents through contact tracing if additional identification measures are needed. Depending upon children absences/staff able to work, classrooms may close, or hours may be affected.
12. Parents must immediately notify the school if someone in their home tests positive or if the child has been in close contact with a positive case of COVID-19.
13. Parents must notify the school office if they suspect a possible exposure to COVID-19 first before dropping off their child to the school. School office will ask a series of questions to determine the risk factor of your child attending school. In most cases out of an abundance of safety you may be asked to contact your physician for further advice about whether it would be safe for your child to attend school and a doctor's note will also be requested either way. You may be asked to stay home for a period of 5-14 days to rule out onset of any symptoms related to the possible COVID-19 exposure.

14. If there is an active case of COVID-19 at our facility, we will close for a length of time to be determined in partnership with our local health department.
15. Parents will be notified and instruction will be provided about school closures based on information received by IDPH and DuPage Health Departments
16. The school will notify IDPH, CDC, and the local Licensing Office immediately upon being informed of exposure to COVID-19 by telephone and follow-up in writing to the local Licensing Office; and

Additional safety protocols you may notice upon your return to school:

- Daily Health Screenings for staff and families required before coming in to the school building.
- Non-essential visitors are not allowed into the center.
- Drop-off / pick-up will take place on the outdoor campus, with children escorted to their classroom. (weather permitting)
- Cloth face coverings and/or face shields worn by the faculty.
- Hygiene/handwashing emphasized multiple times throughout the day in the classrooms.
- Reduced class sizes, as determined by local guidance, in consistent groupings.
- Social distancing being practiced as much as possible, including at meal and nap times.
- Frequent cleaning and disinfecting of high touch surfaces and student materials throughout the school day which includes laundered items.
- Outdoor time limited to one group at a time, with back-to-back use of the play area limited.

Please note that these enhanced safety measures may change or be modified as the weeks progress. We will continue to monitor the situation and any new and/or modified protocols from our local health and licensing organizations will be communicated with parents as soon as we receive them. If you have any questions, please feel free to contact the school office.

We thank you for your patience and cooperation while we all navigate these enhanced health and safety precautions being implemented as we reopen our school.

Warmest Regards,

*Colleen Odegaard*

Executive Director  
Elmhurst Academy

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