

ACADEMY OF THE ARTS NEW CLASSROOM REGULATIONS

Class sizes, spacing and staffing:

- Class sizes are limited to 12 students per class
- We are limiting staff to child and child to child exposure. We will keep the same staff and children together in class pods or bubbles throughout the day.
- Spaces that will be used by more than one group during the day will be sanitized and disinfected between use of each group.
- Physical distancing (6 feet) for children and adults within the classroom and outdoors will be followed as best as possible. Furniture will be moved to enable children to sit and work 6 feet apart from each other. Children will sit 6 feet apart during circle time and story time.
- During rest time in TK/K, we will keep them 6 feet apart.

Toys and other classroom materials:

- Toys that cannot be cleaned and sanitized will be removed from the classroom. These include fabric toys, stuffed animals, hats and scarves.
- There will be a limited number of toys and materials in the classroom in general to reduce the risk of contact contamination.
- Each child will receive a labeled bag of art supplies for them to use throughout the day and kept in their cubbies.
- We will follow strict sanitizing procedures at the end of each day and take extra precaution with any materials that may have come into contact with children's saliva, mucus or any other bodily fluid.
- Sharing of toys will be avoided. A container labeled "used" will be placed in each class to facilitate separation of clean and played with toys. They will be cleaned and disinfected before re-use.

Mask policy:

- We will provide masks for all staff which must be worn the entire time while at the Academy
- All children will wear face coverings while at the Academy. We will regularly remind students of the need to keep their mask on.

HYGIENE POLICY

Our hand washing policies follow the strict guidelines and rules proposed by the county. We will continue to follow those guidelines with increased frequency of washing. We will pay special attention to situations and times that may need even more frequent hand washing.

Hand Hygiene:

- All staff and children will practice healthy hand hygiene.
- Soap and water for 20 seconds (singing happy birthday song) at each washing is recommended. An alternate use of a 60% alcohol-based hand foam or gel is also acceptable.
- Children will be encouraged to wash or sanitize more frequently, especially after blowing their nose, coughing or sneezing, and before and after eating.
- Reminders posted in each class regarding procedures for changing diapers are already in place.
- Gel dispensers are posted in each classroom and in hallways and bathrooms.

Surfaces:

- All classrooms, bathrooms, office spaces and kitchen have been deep cleaned and sanitized.
- Classrooms will be cleaned and disinfected frequently during the day. Doorknobs, light switches, classroom sink handles, countertops, toilets, desks, chairs and cubbies will be wiped down to ensure children's safety. This is in addition to our janitorial services.
- Cleaning products are EPA- approved for use against the virus that causes Covid-19.
- Cleaning materials are kept secure and out of reach of children.

Facilities:

- We have installed a new air-conditioning system with HEPA approved filters
- There will be an air purifier with HEPA filters in each classroom
- The entire facility will be sprayed daily with a hospital grade Portable Fogger Disinfection Machine
- All hallways and stairways will be marked as one-way to ensure social distancing in hallways and stairways. Staff will regular remind students to follow the direction marked and avoid congregating.

SCHOOL HOURS

School Drop Off is 8:45 am

School Pick Up is 3:15 pm

DROP-OFF/PICK-UP PROCEDURES

We are setting up the following procedures in order to limit the risk of exposure and to minimize the spread of Covid-19. Families, including guardians, siblings, parents and caretakers will not be allowed in the building to minimize contact and gathering. The building will only be open to teaching staff and essential building staff.

Drop Off:

We will be doing a Drive Through drop off and pick up.

Staff will be outside in the parking lots at 8:45am. Cones will be set up indicating where to drop child/ren off.

Staff will greet children and perform a Hands-Free temperature check and guide children to class.

Parents must remain in their vehicle at all times.

If parents come to school later for drop off, they must call the office @ 310-214-4999 and a staff member will come to their car to escort children to class.

Pick Up:

Staff will be by the parking lot and will have children escorted to the car when you arrive.

Parents must remain in their vehicle at all times.

HEALTH SCREENING & WELLNESS POLICY

- Parents and staff are required to take a temperature check at home prior to coming or bringing children/ren to the Academy.
- All staff and children will be screened before entering the workplace to check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected with COVID-19 in the last 14 days.
- Keep children/ren home if they are showing any signs of symptoms or sickness
- Any child with a temperature of 100.4 or above will be sent home for a minimum of 72 hours.
- Children must be symptom free for 72 hours before returning to school (without the aid of a fever reducing medication).
- If children has an excessive runny nose, cough, or sneeze, we will ask you to pick up children and keep them home for 72 hours. In some cases, a note from children's doctor will be required for children to return.
- If children shows symptoms while at school, they will be separated from the rest of the children and you will need to pick him/her up within 30 minutes.
- If families have multiple children, and one child has a fever or symptoms at drop off, other children will not be able to attend.
- If any member of a student's family have a temperature or are sick, they must keep their children home.

Upon Arrival:

- Staff temperatures will be taken upon arrival and as needed.
- Children's temperatures will be taken while in the car upon arrival and as needed

WHAT CHILDREN TO BRING:

We will be limiting what students can bring from home.

- **Hot lunch and snacks will not be provided by The Academy of the Arts. Children will need to bring a packed lunch and water bottle daily.**
- Lunch containers and water bottles need to be taken home and washed daily.

STAFF:

- All staff will wear a mask while they are with any children at The Academy of the Arts.
- No staff shall work at The Academy of the Arts if showing any symptoms of illness.
- Employees are not penalized when they stay home due to illness.
- All staff will take a Covid-19 test prior to the first day of returning to the Facility after illness. They can only return when tested negative.
- All staff will be screened before entering the workplace to check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected with COVID-19 in the last 14 days.

CLOSURE POLICY:

If we experience an exposure or presumed exposure, we will close our center for a minimum of 24 hours. If this happens, staff will do our best to notify parents of any school closures as soon as possible to allow parents to make alternate arrangements.

In the event that 3 or more cases are identified within the Academy Childcare center within a span of 14 days the Academy will report this cluster to the Department of Public Health

TRAVEL:

During this time, if any family member/child participates in any travel within or outside the United States, children may not return to school for 14 days while parents monitor the traveler and family's health prior to remittance to our center.

We highly advise parents not traveling outside of the United States at this time. Please see [Coronavirus and Travel in the United States](#) for additional information.