



High Hopes Virtual School Parents,

The health and safety of your children, your families and our staff is our top priority. Our pledge is to do even more to prevent the spread of any infectious disease within our program. We will continue to operate within the guidelines of the Texas Minimum Standards for Licenced Child Care Providers, and in addition, we will follow CDC guidelines for increased health and safety protocols.

Drop Off Screening Procedures:

- A staff member will greet you outside of High Hopes, in the designated drop off area to receive your child[ren]. Parents and other family members will not be permitted to enter the facility at this time. Before the transfer of care occurs, a trained staff member will perform a health screening which includes a temperature check.
- Children with any of the following symptoms will not be received into care:
 - Temperature of >100.0
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Known close contact with a person who is lab-confirmed to have COVID-19
- Daily sign-in will take place at the door where a staff member will sign your child into the program.
- Children will be required to immediately wash their hands as they enter the facility.
- Please refer to the “Virtual School Drop Off + Pick Up Procedures” for further information on this process.
- It is recommended that you designate ONE family member to drop off and pick up your child(ren), if at all possible. Having high-risk family members to drop-off/pick-up your child[ren] should be avoided/used only as a last resort in an emergency situation.

Health and Safety:

- A low staff to child ratio.
- Health screenings for students and staff will be completed again after lunch.
- All frequently touched surfaces such as light switches, doorknobs, faucets, counters, tables, chairs, and toys will be disinfected before the arrival of any students, throughout the day and after dismissal of the last student.
- Students and staff will wash hands with soap and water more frequently throughout the day.
- Staff will have access to disposable gloves and anti-bacterial wipes and hand sanitizer.
- In-person program tours will be limited to non-program hours only, once all the children have left for the day.
- Groups will remain separated and will not be combined to reduce the number of children in one area.

Staff Health and Safety:

- Staff is required to complete the following two courses from Texas Agri-life before returning to work:
 - Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings
 - Special Considerations for Infection Control During COVID-19
- Staff will undergo a health screening each day prior to reporting to work. Staff will be sent home if they exhibit any signs of illness.
- Staff will wear cloth face coverings as much as possible.
- Staff will immediately wash their hands upon entering the building.

Illness During the Day:

- If a child begins to exhibit symptoms of illness, that child will be isolated in a safe, secure and caring environment until he/she is picked up. Parents should pick up a sick child within 30 minutes of being notified.
- Staff members who show any signs of illness during the day will be sent home immediately and a qualified substitute will fill in.
- We will follow health and safety guidelines from the State of Texas and the CDC to determine when a return to the program is appropriate for both staff and children.

Meal Preparation and Service:

- All surfaces will be disinfected before any meals are prepped or served.
- All staff and children will wash hands before and immediately after meals.
- Staff will handle students' food items as minimally as possible and will only do so while wearing gloves.
- Sharing food items is discouraged.
- When sending meals from home, please pack in individual LABELED containers or zip-top baggies.

If at any point, our current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify you via email [sent to the primary contact].

Thank you for trusting us with your babe! Please let us know if you have any questions.