

Parent Protocols for COVID-19

In order to reopen during the stay at home order, CEC has to follow some new guidelines put forth by the Santa Cruz County Health Department. We appreciate your understanding in following these new policies to provide teachers, staff, and your children the safest environment possible.

Hours Change: CEC will have modified hours for the time being. School will begin at **8:15am** and be closed at **4:45pm**. This is to ensure stable groups of children and teachers throughout the day. There will be no mixing of children at all.

Drop Off: The hours of drop off are from 8:15am- 9am for full day schedule and 8:30am-9am for half day schedule. You will go to the 3000 building to sign in your child. You will need to line up on the tape for your turn and stay 6 feet apart at all times. Before entering the building, please use the hand sanitizing station provided. In order to enter the building anyone 12 and older must be wearing a mask. Please bring your own pen to sign in your child if possible. A staff member will be at the sign in and out table to take your child's temperature before they enter their classroom using a no touch thermometer. You must notify us if you gave your child fever reducing medication in the last 24 hours. Only children are allowed to enter into the classroom, so you will need to say your goodbyes at the door.

Pick Up: The hours of pick up are between 3:30pm-4:45pm for full day schedule and 11:30am-12pm for half day schedule. If you need to pick up your child earlier you will need to arrange it beforehand with the office. Again, before entering the building you will need to sanitize your hands and be wearing a mask. Bring your own pen to sign your child out and then head to their classroom. Please wait at the door for your child to be brought to you. If there is someone already at the door, please practice social distancing until the person in front of you is finished. If possible, please have the same parent pick up and drop off.

Items from Home: As our normal policy states, there are no toys from home allowed. However, this will now include stuffed animals for nap time. Only a small pillow and blanket are permitted. All of your child's things must be in a labeled bag of some sort to ensure we keep everyone's personal items separate. Lunch boxes with outside food will only be allowed for children who have allergies. Backpacks and lunchboxes must be wiped down with a sanitizing wipe before entering into the classroom.

Illness Policy: If your child begins to start having symptoms (fever, cough, shortness of breath, body aches) while at school they will be isolated immediately. We ask that you or someone in your family pick them up within 30 minutes of us calling. Additionally, a doctor's note will be required in order for your child to return. For other symptoms, the normal sick policy for children located in the parent handbook will apply.