



METHODIST DAY SCHOOL COVID POLICIES and PROCEDURES

INTRODUCTION

We place special emphasis at MDS on our children, families and staff and recognize that no manual can cover all situations. The following policies are an addendum to our 2020-2021 Parent Handbook which is available for you online at First Methodist Church Conroe under Ministries on the menu – Day School. Methodist Day School follows the recommendations and/or requirements of the Texas Department of Health and Human Services - Childcare Licensing Minimum Standards for Childcare Centers and First Methodist Church Conroe.

ARRIVAL PROCEDURES/SCREENING

Upon arrival at MDS, the parents/caregivers dropping the child off must sign the child into care on the sign-in sheet at a designated location outside the building. A health screening will be completed on both the parent/caregiver and child. If either present with a temperature above normal or signs of a possible illness, the child and siblings will be excluded from care. Children will be escorted into the building by a designated MDS staff member. Parents/caregivers must stay outside the building.

DISMISSAL PROCEDURES

All parents/caregivers will wait at a designated location outside of the building. Children will be escorted by an MDS staff member. Children will only be dismissed to those designated as approved on our pick up records. Parent/caregiver must present identification before the child is released.

ILLNESS EXCLUSION

Children will not be admitted into care if they have the following symptoms:

- | | |
|---|--|
| *Cough | *Shortness of breath or difficulty breathing |
| *Chills or repeated shaking with chills | *Loss of taste or smell |
| *Muscle pain | *Diarrhea |
| *Headache | *Feeling feverish or a measured temperature greater than or equal to 100.0 degrees |
| *Sore Throat | |

****WHEN CHILDREN ARE ILL, THEY MUST NOT RETURN TO THE FACILITY UNTIL THEY APPEAR SYMPTOM FREE WITHOUT MEDICATION FOR 72 HOURS**

SCHOOL CLOSURE FOR PANDEMIC

Methodist Day School will close when deemed necessary by the Texas Department of Health and Human Services – Childcare Licensing Division, the Health Department and First Methodist Church Conroe. MDS will continue to follow Conroe ISD for school closures related to weather and natural disasters.

DISCLOSURE STATEMENT

I understand that in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders. I will immediately notify the Director of Methodist Day School if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19. Further, I will immediately notify the Director of Methodist Day School if anyone from the place of employment is presumed positive for COVID-19 or any other infectious illness if I have direct contact with that person.

HYGIENE STATIONS

Parents and employees will use the hygiene stations located outside the front door prior to entering the facility. The children will wash their hands upon arrival in their classrooms and throughout the day as instructed in Minimum Standards.

MATERIAL SHARING

Children will be given individual boxes of materials and are discouraged from sharing materials when possible. Methodist Day School will provide valuable opportunities for safe and sanitary play, interaction and learning. Outdoor play and/or instruction will be provided 2 times a day (weather permitting)

STUDENT BELONGINGS

Children will be allowed to bring their backpacks and a lunch. They may bring a blanket for rest time and an extra change of clothes in a Ziploc bag. **ALL ITEMS MUST FIT INSIDE THE BACKPACK.** Toys or extra items will not be allowed in the facility. Show and Tell will be paused until further notice.

FOOD/SNACKS

In order to limit the handling of food, parents will send a snack each day for your child. (Suggested snacks – goldfish, veggie straws, graham crackers, ritz crackers). Water will be served in disposable cups. Disposable utensils will be used when necessary to prevent any cross contamination.

MIXING STUDENTS/COMBINING CHILDREN

Children will stay with their designated teachers throughout the day. Mixing or combining of groups is strongly discouraged unless absolutely necessary. Children will travel only with their class to the playground, picnic areas and outdoor learning areas. All other specialized activities will take place in their designated classroom.

MDS EMPLOYEE ILLNESS EXCLUSION

Methodist Day School employees will not be allowed to work if they have the following symptoms:

- | | |
|---|---|
| *Cough | *Shortness of breath or difficulty breathing |
| *Chills or repeated shaking with chills | *Loss of taste or smell |
| *Muscle pain | *Diarrhea |
| *Headache | *Feeling feverish or a measured temperature greater |
| *Sore Throat | than or equal to 100.0 degrees |
- ** WHEN MDS EMPLOYEES ARE ILL, THEY MUST NOT RETURN TO WORK UNTIL THEY ARE SYMPTOM FREE WITHOUT MEDICATION FOR 72 HOURS**

PERSONAL PROTECTION EQUIPMENT

Employees will use Personal Protection Equipment such as masks, gloves and face shields when deemed necessary and as long as it is done in a way that does not harm or scare the children.

EMPLOYEE DISCLOSURE

I understand that in order to control my exposure in the community, I will comply with any and all state, county or local stay-at-home orders. I will immediately notify the Director of Methodist Day School if I become aware of any person with whom I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19.

**METHODIST DAY SCHOOL
COVID POLICIES AND PROCEDURE
2020-2021 PARENT HANDBOOK ADDENDUM**

We are required by the Department of Health and Human Services to provide operational policies for our facility. This acknowledges your receipt of Methodist Day School's COVID Policies and Procedures, 2020-2021 Parent Handbook Addendum.

Child's Parent or Guardian

Date

Child's Name

Director

Date