**COVID 19 Protocols**

● Parents will wear masks at drop-off and pick-up. Children in the Big Grove and Little Grove classrooms will wear masks at drop off and pick up.

● Please wait in the designated spaces on the sidewalk or in your car for your family to be screened and have their temperatures taken before entering through the playground gate. Staff members will be at the playground gate to greet and guide you.

● Parents will sanitize their hands before walking their child(ren) to the classroom doors.

● Teachers will welcome children into the classroom through the playground doors. Parents are not permitted to enter the school building. Once your child has entered the classroom parents must exit the playground and return directly to their cars.

● Pack all your child’s belongings in one bag or backpack that can be wiped or sprayed with disinfectant before entering the building. This bag must be able to fit in a classroom cubby.

● Take all your child’s belongings home each day to be disinfected.

● Dress your child in clean clothes each day they attend school and schedule bath time for immediately after school

● Pack snacks & lunch (they will not be provided by TLC) and include any silverware needed.

● Please make sure that your child eats breakfast before arriving at school as we will not be able to offer a “breakfast time”.

 ● Commit to social distancing as a family.

**Drop-off**

 ● Sign in/sign out sheets will be provided by your child’s teacher and they will track your child’s arrival and departure.

● The emergency contact for the day will be noted on the sign-in/sign out sheet with an expectation that a parent or guardian will be available to pick up within 30 minutes from contact.

 ● Any special instructions or information regarding your child can be verbally communicated to teachers and the information will be noted on the sign-in sheet. Any additional information can be shared via email or phone call.

● We are requesting that the same parent drops off and picks up each day.

**Pick Up**

● Please wait in the designated spaces on the sidewalk or in your car while we retrieve your child and his/her belongings. Your child and their teacher will meet you outside of the gate for pick up.

**General**

* Classroom capacity: infants (6), toddlers (8-10), preschool (10)
* Scheduling: families can enroll on the 1st or 15th of the month with two weeks notice and families can disenroll with two weeks’ notice
* Tuition invoices will be sent at the beginning of the month with a due date of 25th
* NO outside visitors including tours, therapists, sales representatives, etc. will be allowed into TLC and front doors will always remain locked.
* Move ups will be scheduled for the new school year beginning in September

**COVID 19 policies**

**Children and Staff with vulnerabilities** who are 65 years and older, individuals with chronic lung disease or moderate to severe asthma, heart conditions, immunocompromised, pregnant women, and individuals determined to be high risk by a licensed healthcare provider must provide a letter from a medical professional approving their return to Timberline.

**Families who are screened and determined to have symptoms or have been exposed to those with symptoms will be excluded from entering playground for drop off**

* Masks: staff will wear all day, preschool children will be strongly encouraged to wear masks all day, toddlers and infants are prohibited from wearing masks
* Parents and preschool students will wear masks at drop off & pick up
* Children and staff will remove outdoor shoes outside of their classroom doors and transition to indoor shoes while inside the building
* TLC will be unable to use the communal kitchen and provide snacks
* Shared spaces including hallways, library & MPR will be closed
* Playgrounds will be sanitized between groups of children
* Classrooms & materials will be sanitized throughout the day following the Dept of Public Health and Environmental Health guidelines
* Materials will be provided on an individual basis and sanitized between uses
* Staff and families will follow CDC guidelines for travel

**Wellbeing**

Health checks will be completed upon arrival at TLC and regularly throughout the day.

Admin will be screening for the following symptoms:

* Fever of 100.4 degrees Fahrenheit or higher
* Dry cough
* Shortness of Breath
* Chills
* Loss of taste or smell
* Sore Throat
* Muscle aches
* Headache
* Earaches
* Diarrhea
* Vomiting
* Abdominal pain
* Other symptoms in children: Rash, Neck pain, Extreme Fatigue, Bloodshot Eyes

If an employee, child, parent, or household member has any of these symptoms, Timberline reserves the right to request they get tested for COVID-19 infection with individualized guidance from Public Health and their Healthcare Provider. Based on the recommendations and guidance from Public Health and the Healthcare Provider, an individual may be required to have a COVID test completed.

If the test results:

1. Are positive, or presumptive positive, the employee, child, or parent will be excluded from TLC for 10 days after symptom onset OR 72 hours after fever ends (without fever-reducing medicines) and other symptoms are improving, whichever of these is longer.

2. are negative, the employee, child, or parent will be excluded from working until 72 hours after fever ends (without fever-reducing medicines) and other symptoms are improving.

3. are not completed, the employee, child, or parent will be excluded from TLC for 10 days after symptoms onset OR 72 hours after fever ends (without fever-reducing medicines) and other symptoms are improving, whichever of these is longer.

If a member of your household tests positive for COVID, you will need to quarantine for 14 days as instructed by public health.

**If any member of the TLC community tests positive for COVID 19, the school will close for a minimum of 72 hours and Timberline will report to Public Health for additional direction and support. Public Health will be discussing these guidelines with all persons who are in isolation or quarantine. Timberline will undergo a deep cleaning and disinfection during this closure**

Hours of Operation: 7:30am-5pm

\*Drop off will be from 7:30 am-9 am. After 9 please call front desk 970.453.9656 to make arrangements \*Pickup will be from 4 pm-5 pm, before 4 please call front desk 970.453.9656

**Reminders**

● please apply sunscreen to your child before drop off

● provide healthy snacks & lunch (fruit, veggies, protein, grains)

**Daily Needs**

All items will be sent home each day for disinfecting. Please bring the following for your child(ren):

* 1 bag or backpack that can be sanitized upon arrival at TLC
* 2 snacks & lunch (perishable items should be accompanied by a cold pack)
* water bottle (1)
* bottle/milk/formula (sprouts and seedlings only)
* spare clothing (top, bottom, socks, underwear) in a Ziploc bag
* indoor shoes (these will be left at school & sanitized every evening, suggestions are crocs, jellies, sandals)
* masks (2) little grove & big grove must have at least two available each day that are properly fit
* lovey (1 small)
* a nap blanket (1 small)

**Information links**

***Summit County Public Health***

<http://www.summitcountyco.gov/DocumentCenter/View/28134/Amended-public-health-order?bidId=>

***CDC***

[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-c hildcare/guidanc e-for-childcare.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-c%20hildcare/guidanc%20e-for-childcare.html)

***State of Colorado***

<https://covid19.colorado.gov>