

**Pandemic/Epidemic Policy  
Effective 8/31/2020**

Dear Families,

I'm so excited to begin our school year. In order to have an in-person program, several adjustments will have to be made to comply with MSDE, CDC, and local health department requirements. Please read our pandemic/epidemic policy and then sign below. Please let me know if you have any questions or need further clarification.

- **Arrival and dismissal**

- Due to the nature of the of a pandemic, arrival times will be more time consuming than in the past. School starts at 8:30am and students should be arriving on time and arrive no later than 9:00am. After 9:00am, your child is considered late. Please note that students will not be greeted before 8:30am.
- **PLEASE DO NOT KNOCK OR RING THE DOORBELL**
- Parents/volunteers will not be able to enter. Miss Cheyenne will meet you at the front door.
- Parents will be required to wear a facemask during drop-off and pick-up times.
- Parents will be required to bring a working thermometer and take their child's temperature at the door and show Miss Cheyenne. Any child with a temperature at or above 100° will not be permitted to enter.
- Each day, children will be given a health check at arrival. Temperatures will be re-checked mid-day.
- Please maintain social distancing from other families. Only one family is to be at the front door at a time.
- Miss Cheyenne will initial your child in and out each day.
- Students will be dismissed through the front door between 3:55pm-4:00pm each day. Parents should be ready to greet their child at dismissal. Punctuality is extremely important, please be on time! Students that are continuously picked up late will be dismissed from the program.
  - If you are planning to pick your child up before this time, please let me know so that I can have your child ready for early dismissal.

- **Masks**

- It is recommended, but not required that students wear masks during the school day. Masks are to be provided by the parent.
- Your child must be able to easily remove and put on masks independently. This can be done by practicing for small intervals during the day at home.
- Miss Cheyenne will wear a mask daily as necessary.

- **Temperatures and illnesses**

In addition to our current health and illness policy, MCPKA will be enforcing a strict health policy to protect students, their families, and Miss Cheyenne.

- If any member in the child's home, including the child, has any illness, your child must stay home until all members of the household are symptom free for at least 48hrs without the use of medicine. This includes, but is not limited to: cough, shortness of breath or difficulty breathing, fever of 100° or above, chills, shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, vomiting, diarrhea, and cold-like symptoms such as a runny nose.

- If the child, or anyone in the child's household is exhibiting 2 or more COVID-19 symptoms, the child must stay home.
  - The person experiencing the symptoms must:
    - Notify Miss Cheyenne immediately.
    - Consult with their health care provider to determine if COVID-19 test is required, or if there is another specific diagnosis.
      - If there is an alternative diagnosis, the doctors note must be provided to Miss Cheyenne before your child can return.
      - The child will be excluded pending test results or an evaluation by the health care provider.
  - If a test is required, a negative test must come back before the child can return. Miss Cheyenne must be provided with a copy of the test results.
  - If a positive test comes back, your child must stay home for 14 days from the date of last exposure (even if they have no symptoms or a negative COVID-19 test is done during the exclusion), or longer if recommended by the CDC, local health department, or health care provider.
- A child will be excluded if he/she has been exposed to someone diagnosed with COVID-19. The child must remain at home for 14 days from the date of last exposure (even if they have no symptoms or a negative COVID-19 test is done during the exclusion), or longer if recommended by the CDC, local health department, or health care provider. Miss Cheyenne must be notified immediately via text/email of any illnesses or possible exposures in the home.
- If a student is diagnosed with COVID-19 and has been in school while contagious, we will follow guidance from the local health department. It is also possible that we will be closed for deep cleaning and/or closed immediately for a minimum of 14-days.
- Due to the nature of a pandemic, no refunds will be issued for closures of any kind due to the illnesses of a student, family member, or teacher.
- **(No longer in effect)** Please avoid traveling if possible. If the child, or any member in the child's home travels outside of the United States or to any high-risk state, a 14-day quarantine must be practiced before return.
- In order to protect all MCPKA families, it is expected that families engage in low-risk activities only.
- Thank you for helping keep our school germ-free, and our families safe! 😊
- **Handwashing**
  - All students must wash hands upon entering school and will be required to wash frequently throughout the day.
- **Supply list**
  - Spill-safe bottle
    - It should be cleaned each night before the next school day. The bottle must be clearly labeled with the student's name.
  - Daily packed lunch
    - disposable lunch bag or lunch box (to be cleaned and disinfected daily by parent)
    - As always, lunches should already be prepared to eat.
  - Rest time materials
    - blanket and toddler sized pillow (a clean set must be provided daily)

- Full change of clothes
- Writing journal
  - Returning students should return their writing journals from the previous school year.
  - A journal will be supplied to all new students.
- Daily folder
  - Returning students should return their folders from the previous school year.
  - A folder will be supplied to all new students.
- Small backpack or tote
  - The bag should be big enough for your child to fit papers from the school day, and a spare set of clothing. Absolutely no toys, books, etcetera, from home will be allowed.
- Plastic Pencil Box
  - Please label with your child's name.
  - Miss Cheyenne will supply materials to go inside the pencil box.
- Mask
  - Please make sure your child has a spare mask(s) to use during the school day. Students should arrive with freshly washed masks daily.

- **Payments**

- Payments can be made via check (made out to Cheyenne Mattu) or via Venmo (@MCPKA). Digital payments are preferred.

- **Restrictions**

At this time, we will be unable to:

- Have volunteers for our class parties.
  - Attend field trips.

- **Birthdays and treats**

- If you would like to send in a special treat for your child's birthday or a class party, it must be store bought and in a sealed package. Absolutely no homemade treats will be allowed during this time.
  - It is a parent's responsibility to let Miss Cheyenne know if their child is unable to receive treats during birthdays or parties.

- **Unforeseen State or Federal Mandate Closure Policy**

- In the event that MCPKA can only allow children of essential workers:
    - Tuition will be due as regularly scheduled for children of essential workers.
    - For children of non-essential workers, tuition will be due as follows:
      - Tuition for the current month will be due as regularly scheduled.
      - The following month, tuition will be due at 50% of your normal tuition for four (4) weeks.
        - Full-time students: \$500/month
        - 3-day students: \$330/month
      - No further payments will be due until children of non-essential workers are able to return.

- If you choose to unenroll during this time, your spot will not be guaranteed when we are able to return to in-person. If a spot is available when we return to in-person, you will be required to re-register your child.
- In the event that MCPKA must close entirely, tuition will be required as follows in order to hold your child's spot in our class:
  - Tuition for the current month will be due as regularly scheduled.
  - The following month, tuition will be due at 50% of your normal tuition.
    - Full-time students: \$500/month
    - 3-day students: \$330/month
  - No further payments will be due until we are able to reopen.
  - If you choose to unenroll during this time, your spot will not be guaranteed when we are able to return to in-person. If a spot is available when we return to in-person, you will be required to re-register your child.

**By signing below, you are stating that you have read through the Pandemic/Epidemic Policy and understand each section and procedure. Additionally, you agree to abide by all changes set forth by Miss Cheyenne's Pre-K Academy, LLC**

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_