Dear Parents,

We are excited to return to school and seeing your children again!

At the same time, there is still a lot that is unknown about what children seem to call “the corona”. We are therefore proceeding with much caution, paying close attention to information from the CDC and local authorities.

We are providing the attached information that includes revised procedures for drop-off and pick-up, as well as a document that outlines the sanitization and distancing procedures that we have implemented.

As we go back to work, care for our children is essential, and we ask your support and cooperation with these procedures for the protection of our children, parents, grandparents, and our staff and their families.

**Key Adjustments**

* All children will be temperature checked prior to admittance
* Please do not bring your children to school if:
	+ They have a cough
	+ Or, they are experiencing shortness of breath or difficulty breathing
	+ Or, they have two or more of the following symptoms
		- A fever of 100.4°F or higher or a sense of having a fever
		- A sore throat
		- Chills or repeated shaking with chills
		- Headache
		- New loss of taste or smell
		- Muscle aches
	+ Or, Someone in your house exhibits the above
	+ Or, the child has been exposed to someone suspected or confirmed to have Covid-19.
* Parents will not be permitted to enter the School building. Teachers and administration will be available after school via phone or Zoom.
* All staff will wear face coverings in the presence of parents or children, except when outside on the playground and distancing is possible.
* Face coverings for the children are optional, and will not be enforced by staff
* All lunches will be provided from home, and should be sent in paper bags. Containers in the lunch should be able to be opened by the child without adult assistance.

**If a child becomes sick at School**

* The child will be quarantined into a separate room.
* You will be contacted immediately.
* Please designate someone to be available to take the child home within 60 minutes.

**Drop-Off and Pick-Up of Children**

Morning Greeting Procedures

* Regular drop-off will be from 8:00 AM – 8:30 AM.
* A manned check-in table will be set up outside of the school.
* The parent or other drop-off person will get the child out of the car and bring them to the check-in table.
* The child’s temperature will be checked with a touchless thermometer.
* The adult will confirm that the child has not exhibited the above symptoms.
* The child will be escorted from the check-in table to their classroom by a staff member.
* Please maintain a distance of at least 6 feet from staff and other parents during this process.
* Ideally, the same parent or designated person should drop off and pick up the child every day.

Afternoon Pick Up Procedures

* Children will be picked up from the playground
* A staff member will escort the child to the parent
* Please avoid congregating closely with other parents while waiting for your child
* Once the child leaves the school building or playground, they will not be allowed to re-enter the property for that day.

Toddler Drop Off

* Parents can escort the child to the door, where they will be greeted by a staff
* Please park in the upper lot and wait until the previous parent has dropped their child and returned to their car

**Safety Procedures Implemented at VMS**

We want you to know that we are taking every precaution to reduce the risk of infection in the school building and within the classrooms.

We recognize that the children in the same class will unavoidably interact with each other. Nonetheless, we have identified certain steps we can follow to minimize the risk.

**Classroom Setup**

1. Class sizes are temporarily limited to 9 children
2. Classes have been assigned so that the same children can be together all day, to keep the interaction between many at a minimum
3. Each child will be assigned their own desk and mat.
4. Desks and mat locations will be spread out at least 6 feet apart.
5. School will provide each child with a container and supplies that the can use individually rather than sharing.

**Sanitation**

1. We will teach and reinforce washing hands and covering coughs and sneezes among children and staff.
2. We teach and reinforce use of face coverings among all staff.
3. Bathrooms will be used by one child at a time, and sanitized in between.
4. Frequently touched surfaces within the school will be cleaned and sanitized at least daily (for example, door handles, sink handles).
5. Shared objects will be sanitized between uses.
6. Playground equipment will be sanitized between groups.
7. We will ensure safe and correct application of disinfectants and keep products away from children.