



New Hope Christian School

"The finest in Christian Education"

2105 Willis Lane, Keller, Texas 76248

817-428-9393

Operating Procedures

Effective August 19, 2020

- A. Health Checks
 - a. All students and staff will have their temperature taken at the start of the day.
 - b. Parents must attest during the sign in/drop off procedure, using the Procure Connect App, that their child is not having symptoms of fever, cough, or shortness of breath and has not traveled outside the country.
 - c. Students and staff will be monitored throughout the day for symptoms.
 - d. Any signs/symptoms will be noted, action will be taken immediately.
 - e. All ill students and staff will be sent home.
 - f. Before anyone (staff/children) may return after an illness, they must attest to being symptom free without medication for 72 hours or provide a doctor's statement of clearance to return to work/school.
 - g. We will be worried about your child (as always, even pre-COVID) if they don't attend on their regularly scheduled day. PLEASE do call to let us know if your child will be absent or if you are arriving late.

- B. Personal Protective Equipment
 - a. Staff
 - i. Face Shields will be worn in the classroom, with or without a mask
 - ii. Mask will be worn when outside of the classroom, with or without a face shield
 - b. Parents
 - i. Please wear a mask any time you might be in close proximity with another parent or a staff member (even if outdoors)
 - ii. If you are entering the building for an approved visit, we will check for fever and ask that you please wear a mask.

- C. Classes will not be mixing
 - a. Chapel will be held in the Fellowship Hall with appropriate distancing between groups.
 - b. Playground time is being strictly scheduled
 - c. AM Extended Care children will go straight to class. PM extended care will be kept separate for as long as possible, combining only when able to keep children appropriately distanced

- D. Social distancing will be practiced as much as we are able in a child care setting. We have added tables to each room to allow more distance when seated.

- E. Cleaning
 - a. Wiping/disinfecting: will be done frequently in high touch areas.
 - b. Cleaning will be performed both at regular intervals and for specific situations.
 - c. Washing of hands will also be performed more frequently.
 - d. Classrooms have been simplified.
 - i. Activities/centers in the classrooms have been reduced/decluttered

- ii. Toys or items that cannot be easily sanitized have been removed.
 - iii. We have removed extra furniture from the rooms and added tables to allow for fewer children to sit at each table.
- F. Only staff and a limited number of others will be allowed in building. Tours are being conducted in person at the end of the work day. This policy does not negate the Minimum Standards rule that a parent has the right to enter the school to observe their child. Should you wish to do so, we ask that you strictly follow all COVID-19 protocol and adhere to the policy as written in our parent handbook.
- G. Touch Free Drop off and Pick Up-Using the Procure Connect Mobile App
 - a. Extended Care children will be dropped off and picked up outside the building at the school entrance, per the attached document, titled: Extended Care Drop Off and Pick up.
 - b. Preschool Drop Off and Pickup will be conducted at/in the church entrance in a very controlled manner, per the attached document, titled: Preschool Drop Off and Pick Up.
- H. Touch Free Tuition payments
 - a. Please consider signing up for Tuition Express. Once registered, your payment will be drafted monthly by a school administrator. You can register either a bank account (*lower fees incurred by the school*) or a debit/credit card.
 - b. You may pay using the Myprocare.com parent portal. In addition to payments, you can view your personal information, account ledger, and generate statements and reports for flex spending and taxes.
 - c. Access to Myprocare.com...Please register! Simply go to myprocare.com and use the same email address that you provided to New Hope.
 - d. Payment by phone...you may call the main school number and we will process your payment.
 - e. We prefer to not take cash or check. If it is your only option, please just let us know.
- I. In response to a staff member or child in attendance testing positive for COVID 19, we will follow the current State Licensing and CDC protocol. We will notify the appropriate agencies and follow their instructions regarding:
 - a. Notification of our families
 - b. Exclusion of infected person from work/school
 - c. Cleaning/disinfecting
 - d. Whether to close part or all of the school and for how long
 - e. Criteria for returning to work/school, etc.
- J. Payment of tuition in the event of a class or whole school closure-

These are unprecedented times and we are very aware of the challenge that our families face when we must close, whether for weather, illness, or any other unexpected event. Weather closures have historically been a common reason to close; our policies state that full tuition is due if closed for weather. Please continue to be prepared to pay full tuition for up to one week of unexpected closure due to COVID, weather or similar event. Per School Board decision, August 15th, we will require a reduced tuition payment for subsequent closures: 75% tuition will be due for the 2nd week, 50% for the 3rd week, and 25% for the 4th week. We are placing a priority on protecting our children, staff, and families from being impacted in this manner to avoid having to take these measures. It is important, however, for you to be aware of how you will be affected should we need to execute this plan.

Extended Care Drop-off and Pick-up:

During this time of more involved procedures, we suggest that a parent conduct drop off and pick up as much as possible. Any other authorized individual (other than the parent or parents) will need to sign in/out on the paper list. We are hoping for an upgrade to this system soon.

Drop-off:

- Location: School Side Entrance, park as normal in front of the door.
- **Time: 7:00 am – 8:20.** If not here by 8:20, please park and drop off at the church entrance following the Preschool drop-off procedures. *Please plan accordingly...all school staff will be at the church doors and unable to assist you at the school side.*
- Preschool begins at 8:30. Please plan to have your child delivered no later than 8:45 am. Chronic late arrival may result in a fine or dismissal from New Hope (per Parent Book, Dismissal, #2). We are staffed VERY tightly staffed due to the financial impact of reduced enrollment and closures related to COVID-19. Our staff will have other assigned duties starting at 8:45. Professional appointments (Dr/Dentist) are, of course, an exception.
- Please have your child completely dressed and in shoes and have your child's belongings completely packed and ready for delivery.
- If no one is outside when you arrive please call the school office to let us know you are here. If no one answers the phone, please ring the doorbell.
- Have your Procure Connect App open on your mobile device, tap the QR code icon in the top right corner and follow the prompts to sign in.
- We will check your child's temperature and then deliver to class.

Pick-up:

- **Time: 2:40 - 6:00 pm.** You may pick up at the school entrance during these times. If you arrive during the Preschool pick up time (2:20-2:35), you will need to follow the Preschool pick up procedures at the church entry.
- Late pick-up fees will be charged at 6:00 pm (Per Parent Handbook, Financial Policies, Penalty Fees).
- Please call the school phone as early as 5 minutes before you arrive to let us know you're on the way. We will hopefully be waiting for you in the entry when you get here. If no one answers the phone and upon arrival does not come out, please go ahead and ring the doorbell.
- A staff member will escort your child(ren) and belongings to your vehicle.
- Please have your Procure Connect App open and ready to scan and sign out.

In/out of your vehicle and PPE:

- If you have only one child to drop and everything is ready to go, you may stay in your vehicle and scan/sign the app through the open window. Our staff will be happy to get your child out of the car. You do not need to wear a mask.
- If you have more than one child and/or need to get things organized, you may get out of your car and take care of things. Although outdoors, you will be in close contact with our staff member, so we ask that you please wear a mask.

Preschool Drop-off and Pick-up:

During this time of more involved procedures, we suggest that a parent conduct drop off and pick up as much as possible. Any other authorized individual (other than the parent or parents) will need to sign in/out on the paper list. We are hoping for an upgrade to this system soon.

Drop-off:

- Location: Church Side Entrance, park out in the parking lot and come to the church doors. Please observe 6-8 feet spacing while waiting to drop off.
- **Time: 8:25-8:40.** If not here by 8:40, please park and drop off at the school entrance following the Extended Care drop-off procedures.
- *Please plan* accordingly to arrive on time on a consistent basis. Chronic late arrival may result in a fine or dismissal from New Hope (per Parent Book, Dismissal, #2). We are staffed VERY tightly staffed due to the financial impact of reduced enrollment and closures related to COVID-19. Our staff will have other assigned duties starting at 8:45. Professional appointments (Dr/Dentist) are, of course, an exception.
- Have your child fully dressed and in shoes and have your child's belongings completely packed and ready for delivery.
- PPE-we encourage you to wear a mask while waiting in line and require a mask before entering the building.
- The QR code is posted on the Church door for you to scan and sign in. Open the mobile app, tap the QR code icon in the top right corner then follow the prompts, including answering the health screening question. Please follow all prompts until you receive message that your child is signed in.
- New Hope staff will be inside the church lobby to take your child's temperature and deliver to their classroom teacher. Children will wash hands in their classroom upon arrival.
- You may proceed through the church lobby and exit through the second set of lobby doors.

Pick-up:

- **Time: 2:20 – 2:35 pm.** Please pick up at the church doors
- Park in the lot, scan QR code posted on the church doors and follow all prompts to sign out.
- You may enter the church lobby to pick up and exit the second set of lobby doors.
- Remember to observe the 6-8 feet social distancing rules if there is a line
- If you arrive past 2:35 pm please pick up on the school side and follow the Extended Care procedures.
- As stated for drop-off, on time pick up is very important. There will not be a class for your child to join, so they will receive care in the school lobby while waiting. We are very tightly staffed so providing this extra care will take a staff member from other assigned duties.
- We will strictly adhere to our late pick up policy and assess the appropriate fee starting at 2:35.

Policy Revision Acknowledgement

I acknowledge that I have received the August 16th, 2020 amendment to New Hope's Parent Handbook/Operational Policies which goes into effect on August 19th. I understand that, in addition to the attached document, the following policies have been modified and that they supersede the 20-21 Parent Handbook until notified otherwise by the New Hope administration

- Attendance, Drop-Off and Pick-Up / Electronic Door-new detailed procedures provided
- Health-Illness and Exclusion Criteria-72 hours or doctor note if child experiences symptoms of COVID, including fever, coughing, sneezing, runny nose, loss of taste/smell.
- Health – Medication: Please coordinate medication with the Office Manager, Marsha Silva. Email: officemanager@nhcskeller.org
- Naptime-Nap things must be in a bag (whether blanket/pillow or bed roll)
- Parent Participation-general volunteering will not be permitted. Open Door policy still in affect. Limited access for non-staff adults, with appropriate PPE and screening.
- Special Events-Each traditional event will be evaluated and will either happen as planned, be modified, or proceed as in the past. You will be notified of the status.
- Financial Policies, Tuition Charges, per attached document

Additionally, I am aware of the protocols that my child(ren), the New Hope staff and the parents, guardians, and authorized adults will be expected to follow while at New Hope. These items include, but are not limited to, appropriate use of PPE, social distancing, and enhanced health/safety procedure for cleaning and hand washing.

Child Name: _____

Parent Name: _____

Signature: _____

Date: _____