

DEC
2020



Covid-19 Plan

Protocols & Procedures

Welcome

Refresher For Kids welcomes our little ones to a new school year. We say thank you to the parents & guardians for entrusting us with your little ones. This is a new area that we are navigating through and we will do our endeavor best to ensure the safety of everyone who walks through the doors of Refresher.

We are excited to have our school filled again with the laughter and joy that our precious ones bring. We have missed them and are happy to welcome the little darlings new to Refresher.

With the new procedures and protocols in place to combat COVID-19, it is our mission to make our campus an environment that is safe by taking the necessary steps and putting the proper procedures and policies in place, ensuring that everyone complies.



WELCOME! WELCOME! WELCOME!

Campus Arrival

Safety Protocols & Procedures

- The procedures put in place are to minimize the risk of the insertion of COVID-19 to the centre.
- Prevent the spread of COVID-19 as well as other communicable diseases among faculty, staff, students and their families.
- If your child is not well, he/she will not be allowed to attend school to protect themselves and the other students and staff.
- If a student has been in contact with a COVID-19 patient/potential COVID-19 patient, that child ought not come to campus.



DROP OFF & PICK UP PROCEDURES



DROP OFF

- Students are to be dropped off using the main school gate between the hours of 7:30am to 8:00am.
- Upon arrival, your child will wipe their feet on a rug outside of the school doors that will be sprayed with a disinfectant spray.
- Their temperature will be taken and hands sanitized. When your child enters the school, he/she will wipe their feet on the dry rug inside of the school. This process will be enforced for anyone entering the school's premises.
- Cones are placed outside, distanced six feet (6ft) apart when dropping off students between the hours of 7:30am to 8:00am.
- Between the hours of 8:00am and 8:50am, parents/guardian must use the school's side entrance (accessed by the side gate) to drop off their child/children. You will be able to park in the parking lot and the teacher will open the gate.
- A teacher will then receive the child through the side gate, taking the child's temperature and sanitize their hands.
- The child will then be escorted inside where the teacher will sign him/her in. The child will be escorted to the restroom and they will wash their hands and proceed to their classroom.

PICK UP

- Parents/guardians, upon pick up, you are to stand beside the yellow cone placed near the front of the school's door.
- Your child will be escorted to the door where their hands will be sanitized and then the child will be handed off to you.
- You will then exit from your left, around the hedge back to the gate. If there is no one behind you, then you can go straight out of the schools' gate.

CLASSROOMS



- ❖ Students will be assigned seats.
- ❖ Desks will face one direction.
- ❖ A social distance of 3ft to 6ft will be adhered based on the class sq footage, and Ministry of Health/Education guidelines.
- ❖ Teachers will be allowed to move to classrooms while students remain in their classes.
- ❖ Shields/masks will be removed when students eat, during outdoor time and the required rest time, which will be socially distanced. A teacher's aid will assist the teachers when each class goes outdoors.
- ❖ Students are not permitted to share supplies.
- ❖ School supplies must be clearly labeled with your child's name.
- ❖ Hands sanitizers have been placed in high traffic areas within the school.
- ❖ Students will have supervised bathroom breaks, with only two students allowed at a time in the restroom.

Early Arrival System

POLICIES FOR CAMPUS ARRIVAL

ALL STUDENTS MUST REPORT TO SCHOOL
NO LATER THAN 8:45 am

- Students will be escorted to their classrooms.
- Parents/guardians are allowed to drop off their child but not allowed in the school .
- Persons needing to come to the office must state so prior to coming and must adhere to the social distancing protocols and the wearing of masks/shields.
- If your child is on the breakfast program, please be to school on time.
- BREAKFAST ENDS AT 8:45 am

Screening Policies

Students, faculty, staff as well as persons permitted to enter the facilities will have their temperature taken. A second temperature reading will be taken throughout the day.

No student should report to school if they experience the following symptoms:

- ❖ A temperature of 100.4° or higher
- ❖ Sore throat
- ❖ Chest pain
- ❖ Trouble breathing
- ❖ Vomiting and nausea
- ❖ Cough
- ❖ Runny nose
- ❖ Diarrhea
- ❖ Stomach, muscle or body aches
- ❖ Constant fatigue
- ❖ Rash
- ❖ Dizziness



Students are **NOT** allowed on the school's premises if:

- ❖ The child is waiting for COVID-19 results from potential exposure or visible symptoms
- ❖ If there is someone in the household that has contracted the virus.

Safety Equipment

- No person is allowed on campus without a mask.
- Students of K2 and higher are required to wear a mask or shield.
- Students must also have the items listed in the Students Checklist.



STUDENTS CHECKLIST

ALL STUDENTS	ALL STUDENTS	K1, K2 & K3	K4 & K5
Face shield		Jumbo Crayons 	Pencil box
Face masks		K1 & K2 - Sleeping mat w/Blanket or towel 	#2 pencils (slim size)
Wipes		K3 - (2) Jumbo Pencils 	Large eraser
Disinfectant wipes		K3 - (1) Mead Composition books 	Sharpener
Hand sanitizer		Ear buds/head phones (virtual students) 	Child safe scissors
Pain Medication		Tablet, laptop/desktop for virtual students 	• K4 - (1) Mead Primary Journal Book
Fruits for snack time		K3, K4 & K5 Small face towel 	• K5 - (2) Primary Composition Books
Small storage container		(ALL STUDENTS) Lysol Spray 	K4 & K5 Slim sized Crayola crayons
Art Apron			
(1) Large Elmer's glue			
(2) Plastic Pocket folders			
Spill proof water bottle			



CLASSROOMS INSTRUCTIONS



- ❖ Classes will commence with face to face instruction as well as remote learning.
- ❖ Students on the virtual platform must collect work from the school on Fridays at 1:00pm and return completed work at the same time.
- ❖ Lessons are recorded during the lives sessions for your convenience.
- ❖ Students of K2 & K3 on the virtual platform will have classes scheduled Monday to Friday from 9:00am to 12:00pm, with two (2) breaks.
- ❖ Students of K4 & K5 on the virtual platform will have classes scheduled Monday to Friday from 9:00am to 2:00pm with two (2) breaks.
- ❖ Students on the virtual plat
- ❖ Students for face to face will have full day instructions.
- ❖ Students must have their own supplies as they will not be allowed to share their personal items.
- ❖ On Fridays in the month of September, school will be dismissed at 12 NOON, for deep cleaning. We will then revert back to full day Fridays in October.
- ❖ Sanitizations will then take place on a designated Saturdays in October.
- ❖ Extracurricular activities, (dance and swimming) are suspended until further notice.

DISMISSAL

- ❖ Students must be picked up on time.
- ❖ If your child is not on the AFTERCARE program, and not picked up by 3:30, he/she is considered late and will be subject to a late fee of \$2.00. There will be a five (5) minute grace period, after which your child is written up.
- ❖ Students will be called to the office when their parent/guardian returns to pick them up.
- ❖ Students must have their hands sanitized when leaving the school's premises.
- ❖ The director/teacher will sign the child out when they are picked up.

OFFICE PROCEDURES

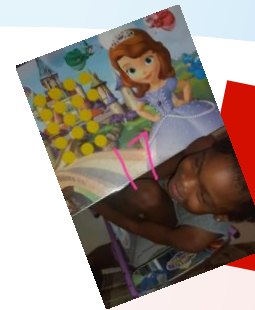
- ❖ We encourage parents to pay school fees at the bank and through online banking. Commonwealth bank, Plaza Branch acc# **7011037666** and **1004597**
- ❖ Should you need to pay the fees to the office, call or message the school in advance and place the funds in an envelope and put it in your child's bag. Your receipt will be placed in an envelope in your child's bag.
- ❖ Parents that need to come to the office, must do so by appointment only between the hours of 12 noon and 12:45 pm.
- ❖ If you need to speak to your child's teacher, you can call the school between 12 noon and 12:45 pm.

SCHOOL CONTACT

- School contact: 603-5439
- School whatsapp: 813-7374
- Email: refresher4kidz@gmail.com
- Facebook: Refresher For Kids Developmental Centre/Messenger



Thank You!



Thank you for choosing Refresher For Kids.



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