



Liberty Enrichment Academic Program

L.E.A.P.

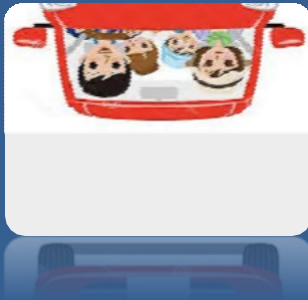
Health & Safety Protocols

The safety and well-being of our students, families, and staff is our number one priority. We have made a few adjustments in our program and will follow the information and guidance provided by the U.S. Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), as well as the AZ Department of Health Services.
Acknowledgement required on page 4.

Social Distancing Measures

The L.E.A.P./Extended Day program follows the AZDHS Child Care Licensing staff to student ratios of 1 to 20.

Parent Drop-Off and Pick-Up Procedures



Drop off times will be between 6:30 & 8:00 am
Pick up time **must be no later** than 6:30 pm

There will be a designated station for both drop off and pick up.
Please follow these guidelines to ensure both safe and efficient drop off and pick up practices.

Daily Health Checks:

- L.E.A.P. staff will conduct a daily health check routine upon arrival.
- Daily Health check routine:
 - Each child will have their temperature taken followed by a brief health screening.
 - Parent/Guardians will be asked the following questions:
 - Do you live with anyone or have had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Does your child or anyone in your household have a fever, cough and/or shortness of breath?

Outdoor drop-off and pick up has been implemented to minimize the number of individuals entering the facility and allow adherence to social-distancing measures. *Only LEAP staff and students will be allowed to enter the facility.*

Safety Protocol:

- The **Sign in/out book** will be left outside on a table for parents to sign children in.
- A basket marked "clean pens" will be available for sign in. Parents are asked to place their used pen into the basket marked "used pens". All used pens will be sanitized daily.
- **Please print full first and last name - Must be legible.**
- **Parents when signing your child in or out, you must use your legal signature.**
- **Parents** may use their own pens to sign in.
- Please use only blue or black ink.

- Does your child or anyone in your household have any other signs of communicable illness such as a cold or flu?
- **Individuals who have a fever of 100.4°F or above or other signs of illness will not be admitted into the facility.**
- Upon entering the building student(s) will be escorted to the nearest bathroom (sink) where they will wash and sanitize hands prior to joining the group.

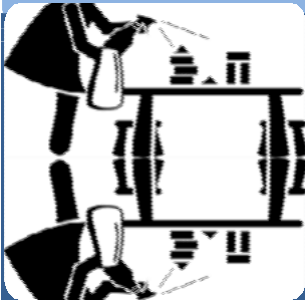
Pick Up:

- **Please call L.E.A.P. cell phone** to notify L.E.A.P. staff of your arrival.
- Parent or guardian shall pull up to the designated pick up station to sign the child out.
- **Parents cannot enter the facility.**
- A L.E.A.P. staff member will bring your child out to you.
- Doing so will limit direct contact and help us to maintain social distancing.

If your child, a member of your household, or you have been diagnosed with or exposed to Coronavirus, please notify the LEAP Program Specialist, Ruby Acuña, racuna@liberty25.org 623-474-6623. This includes if your place of employment is closed due to a positive or presumptive positive case.

The CDC continues to emphasize the risk of any illness is reduced with proper handwashing, staying away from others who are ill, and if you are ill, staying home until you are symptom free for 24 hours.

Cleaning And Disinfecting



The LEAP Extended Day Program will continue to follow the CDC guidelines, local health agency recommendations for cleaning, sanitizing and disinfecting the facility.

- Staff will intensify cleaning and disinfection efforts.
- Disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games and equipment.
- Staff will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will clean equipment between uses.
- Staff will clean and disinfect the playground utilized.

Prevention

- Field trips/Guest appearances are on hold.
- Social Distancing: Assigned seating will be implemented in classrooms to assist with social distancing and potential contact tracing. As much as possible students remain with their same grouping and same staff throughout the day. There will be limited mixing between groups.
- Staff / Children will frequently wash hands (20 seconds) or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- Staff will wear cloth face coverings.
- Avoiding touching eyes, nose, and mouth
- Staying home when sick.
- Staff will clean and disinfect frequently touched objects, equipment and surfaces between uses.

Child and Staff Continued Health and Preventative Measures

- Staff have received/and will continue to receive updates in training on COVID-19 symptoms as well as preventive measures, workplace disinfection and infection control.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at child care, will be temporarily isolated and under staff supervision from other children until they can be picked up.
- Children will watch hand washing etiquette videos.
- Sharing of devices, phones, meals, or utensils will be restricted for staff and students.
- Staff members will check their temperature prior to the start of each shift and notify their supervisor if >100.4. Staff will self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop.
- Students' temperatures may be monitored throughout the day.
- Staff will not be allowed to work if feeling ill or experiencing respiratory symptoms.
- Staff and students will regularly wash hands including upon entrance and exiting of the program, prior to eating and hourly.
- Alcohol-based (at least 60% alcohol) hand sanitizer will be made available when soap and water are not available.
- Ongoing preventative cautions will be exercised and encouraged for the benefit of staff and students, including:
 - cancellation of field trips and guest appearances
 - the use of social distancing within a shared space
 - wearing of cloth face coverings by staff
 - avoidance of touching eyes, nose and mouth
 - staying home when sick

Snacks and Meals

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All meals and snacks will be prepared in advance and prepackaged.
- All meals and snacks will be delivered to individual classrooms by Food Services personnel.
- All staff/students will wash hands before and after breakfast, lunch, and snack.
- LEAP staff will distribute meals wearing gloves.

Illnesses/Accidents

We request that you please keep sick children at home.

If your child becomes ill during the L.E.A.P Program, a staff member will contact a parent/guardian or authorized designee. If a parent/guardian cannot be reached, an authorized person listed on the child's Emergency Information Card will be notified to pick-up your child.

It is very important to update your child's Emergency Information Card if there are any changes to the current information.

Please keep your child home if they have the following symptoms or illnesses:

- Any contagious disease such as strep throat, pink eye, chicken pox, etc.
- Vomiting
- A persistent cough
- Muscle aches
- Diarrhea
- Fever over 100 degrees F

A child must be fever-free for 72 hours before they may return to the L.E.A.P. Program.

In the case of a serious accident, injury, or emergency, parent/guardian or responsible persons listed on the child's Emergency Information Card will be notified immediately.

The L.E.A.P. Extended Day Primary Leader will call 911 to handle the emergency.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

Parent/Guardian Acknowledgement (Print)

Parent/Guardian Signature of Acknowledgement

Date

Ruby Acuña, L.E.A.P. Program Specialist • Liberty Elementary SD#25 • 623.474.6623 • racuna@liberty25.org