Welcome Back!

We are excited to welcome you back to school for the 2020-2021 program year!

This school year will require different procedures to be followed that are not in the current Family Handbook. The CAP Tulsa Health Team along with our School Leadership and our partners at Family & Children’s Services have been working together to develop new processes, added health and safety measures, and updated policies to ensure your family’s safety upon returning. These protocols were determined based on guidance from the Office of Head Start, the Centers for Disease Control and Prevention, and the Tulsa Health Department.

We ask that you please review this handbook carefully and familiarize yourself with the new protocols before beginning in-person learning. Creating a safe return for all families, children, and staff is our top priority. If you have any questions about our updated procedures, please reach out to your School Leader.
General School Day Guidelines

It is important to note that only employees, children and your child’s designated drop off/pick up person will be allowed into the schools until further notice. Parents, volunteers, and nonessential staff will NOT be allowed inside the school to comply with best health and safety practices.

Schedules

Effective Monday, April 5, 2021 families will be able to return to in-person learning five days a week.

To help make this transition to a five-day week, we will return to classroom drop off and pick up for families after Spring Break, starting Monday, March 22, 2021 with the A/B hybrid schedule using their assigned drop off and pick up schedule.

Hours

Schools will be open from 8:00 a.m. to 3:00 p.m. Monday through Friday. As a reminder, we will not be offering Extended Care services and Before or After Care until further notice. Children must be picked up no later than 3:00 p.m. each day to allow for proper classroom sanitization at the end of the day.

Classroom times will be staggered for families. Arrival and dismissal times will continue to be staggered. If you do not already have one, contact your School. It is very important that children arrive and leave at their scheduled times each day to ensure a smooth process, and safety for all. You must arrive on time, as children will NOT be allowed to enter the school after 9:00 a.m. Due to limited staff availability, we will be unable to allow children in past 9:00 a.m. for any reason.

Attendance matters! Our internal data shows that children with high attendance levels are more school ready than children who have lower attendance levels. Every day and every hour matters when it comes to early learning. Your child should be at school every day and on time, unless they are ill.

Arrival and Dismissal

Families are assigned a drop off/pick up group based on based on the first initial of the primary/guardian’s last name. When you arrive, only one family member/guardian per child may enter the building. You must

Morning Drop Off

Know Your Color Group  Drop-Off Time  Temperature Check  Clean Hands  Teacher Will Sign Your Child In

Afternoon Pick Up

Know Your Color Group  Have Your Photo ID Ready  Pick-Up Time  Clean Hands  Teacher Will Bring Your Child to Your Car

Family member or guardian is responsible for getting children in and out of vehicle
properly wear a mask at all times while inside the school. Family members/guardians without a mask will not be allowed in the building and cannot drop off children. A mask will be provided if needed. You, or your designated adult, will sign your child in with the teacher at the classroom door each morning.

Drop Off

- Please place your drop off/pick up color group card in a spot that is easily visible to school staff (such as on the dashboard of your vehicle) before you arrive
- Families will be assigned a drop off time based on the primary parent/guardian’s last name
  - If you have any questions about who is the primary parent/guardian please contact the school
- Families that do not have their color group card visible will be asked to park in a designated area for verification
- Drop off times will be staggered between 8:00 a.m. and 8:45 a.m. (children will not be allowed to enter after 9:00 a.m.). We will notify you of which drop off group you have been assigned. If you have any questions, please reach out to your School Leader. The times are staggered as follows based on the first initial of the primary/guardian’s last name:
  - (A-G) 8:15 a.m. – 8:30 a.m.
  - (H-N) 8:30 a.m. – 8:45 a.m.
  - (O-Z) 8:45 a.m. – 9:00 a.m.
- If you arrive at the wrong time you will be asked to re-enter the drop off line and wait for your designated time
- Your child’s temperature will be taken once they enter the school building
- If your child has a fever of 100.4°F or other signs of illness, they will not be admitted into the school until they are fever-free for 72 hours
- If your child has a clear health screen assessment, you will be able to step out of your vehicle and remove your child from their car seat
- If your child has a fever or any sign of illness we will contact you immediately to pick up your child
- Children who are ill will be taken to a Wellness Room where they will be monitored by a designated Wellness Room Teacher while we wait for you or your designated person to pick them up
- The classroom teacher will ensure your child is signed-in for the day

Pick Up

- Before you arrive, please place your drop off/pick up color group card in a spot that is easily visible to school staff in the parking lot
- Please have your ID ready to be checked by school staff
- Families will be assigned a pick up time based on the primary parent/guardian’s last name
- Families that do not have their color group card visible will be asked to park in a designated area for verification
- Pick up times for all schools, except Sand Springs, will be staggered times between 2:15 p.m. and 3:00 p.m. (children must be picked up by 3:00 p.m.). We will notify you which drop off group you have been assigned. If you have any questions, please reach out to your School Leader. The times are staggered as follows based on the first initial of the primary/guardian’s last name:
  - (A-G) 2:00 p.m. – 2:15 p.m.
  - (H-N) 2:15 p.m. – 2:30 p.m.
  - (O-Z) 2:30 p.m. – 2:45 p.m.
- Pick up time for Sand Springs only will be 2:30 p.m. – 3:00 p.m. (children must be picked up by 3:00 p.m.)
- If you arrive outside of your assigned time, you will be asked to pull around into a designated spot
- School staff will check for your pick up card and a staff member will also check your ID
- To protect the safety of your child, photo identification may be requested of anyone picking up your child
- Verification of photo identification is required of persons other than the parent/guardian or designated adult before a child’s release
- Acceptable forms of photo identification include:
  - Any federal or state-issued identification
- Student identification
- Work identification

- Your child will only be released to you or another person designated by you on their pick-up list

  - It is important that you keep your contact information and emergency contacts and release authorizations (persons authorized to pick a child up from school) up-to-date and review it regularly so you can be reached in case of an emergency. You are responsible for letting the school know as soon as possible if there are any changes to your child’s pickup list.

- Children will wash their hands in the classroom before leaving for the day

- Your child will be signed out in the classroom and brought out to your vehicle by a staff member

- You will be responsible for securing your child in their car seat once they are brought out

- If you need to pick up early, you will need to call the front desk before you arrive

- Staff will have your child wash their hands, will sign them out and take them to you or your designated pick up person outside of the building by the front door

### Wellness & Safety Protocols

- Families and staff are required to wear a facemask inside CAP Tulsa buildings
- Masks must cover the mouth and nose
- Masks must be worn at any time or place where other people are present
- Masks should be two or more layers or double mask
- We will have masks available for those who need them
- Please be mindful of your distance between others and reduce the time spent within close contact with others
- While we will work to create as much distance as possible during the school day, it is unlikely that we will be able to provide the six feet of distance recommended by the Centers for Disease Control and Prevention. That is why it is crucial that you minimize physical contact with school staff and others.

- Families will not be allowed to gather in groups in the building and will need to leave as soon as they have safely signed in or signed out their child for the day

- Please follow all safety signs and reminders placed throughout the school
- Proper handwashing procedures will be practiced frequently throughout the day
- We also ask that you and your children wash hands regularly at home and before coming to school
- When washing hands, be sure to wash with soap and water for at least 20 seconds
- At this time, we will not be brushing teeth at school for all ages. Please be sure to brush your children’s teeth at home before school and before bedtime.

### Meals

- Children will receive three individually packaged meals during the day (breakfast, lunch, and snack)
  - Families are encouraged to participate in their local public school feeding program when school is not in session or when the child is not at school
  - As a reminder, all outside food is prohibited for children
- Children will be required to wash their hands before and after eating each meal
- During mealtime, children will be seated further apart than usual, and each child will be served individually (family-style dining will not be practiced at this time)

### Safety Practices in the Classroom

- CAP Tulsa staff will be following CDC best practice guidance and have been instructed to limit staff gatherings
- Furniture, including cribs and mats in the classroom will be spread out to allow safer distancing
- Bedding will be changed two times a week
- Frequently touched items such as doorknobs, light switches, tables, classroom toys, bathrooms, countertops, and classroom sink handles will be disinfected often
- Classroom access will be restricted to assigned teachers and children
- Support staff will be allowed into the classroom in an
LET’S WASH OUR HANDS!

1. Turn water on
2. Wet hands
3. Apply soap
4. Wash hands for 20 seconds
5. Rinse hands
6. Dry hands
7. Turn water off with paper towel
8. Throw paper towel away

LET’S BRUSH OUR TEETH!

1. Use a pea sized or rice sized dot of toothpaste on your toothbrush
2. Turn on the water and get toothbrush wet
3. Brush the front of your teeth
4. Brush the inside of your teeth
5. Brush the back of your teeth
6. Don’t forget to brush your tongue
7. Rinse off your toothbrush and turn off the water
8. Smile really big
as needed basis and will be required to wear a mask, limit physical contact when possible and will practice frequent handwashing procedures.

**Confirmed Case of COVID-19**

If a child or staff member is COVID-19 positive, the classroom or school may need to temporarily close for a minimum of 48-hours for investigation and cleaning. If there is a COVID-19 positive case, you will be contacted if the school will be closed for cleaning.

If a child in our program tests positive for COVID-19, they must follow the CDC guidance before returning to school (including the period of self-isolation). When the child is able to return to school, a COVID-19 Confidential Client Self-Assessment must be signed.

**Sanitization Procedures**

Families can expect expanded cleaning tasks to be completed daily. Teachers will also have an enhanced cleaning and disinfecting schedule they will follow throughout the school day.

**Family Handbook**

The updated policies and procedures outlined in this document are an amendment to our current Family Handbook and apply until it is deemed safe to return to original procedures or until other adjustments need to be made. Families will be notified when any significant changes are implemented.

For our general program information, policies and procedure please visit [https://captulsa.org/handbook/](https://captulsa.org/handbook/) or speak with your School Leader.