

# Kaleidoscope COVID-19 Health and Safety Guidelines

Dear Kaleidoscope Parents,

Below are details that include information on registering your child/children for Kaleidoscope and our specific COVID-19 procedures.

## Registration, Commitment and Invoicing

Space and capacity are extremely limited at this time. We are asking parents/guardians to commit to weekly service upon registration. You'll be invoiced a week in advance and must pay for the week even if your child attends only one day. We are not able to offer daily service/rates or drop-off service at this time. There is high demand for Kaleidoscope service. With the COVID-19 pandemic we have limited space and lower counselor student ratios. This reduces our capacity. We must have weekly commitments from our Kaleidoscope registrants to properly plan for staffing and health/safety supplies.

For those parents of children registered at our limited regional full day care hub sites (providing care through October 16, 2020 at Garrett Academy Annex, St. John's High School, Moultrie Middle School, Charles Pinckney/Cario, CE Williams North, Drayton Hall, James Simons, and Camp Road Middle School), please understand that if registration drops below a certain level we may have to close and/or merge sites. If this happens you'll be given as much notice as possible about the hub site being shut down and/or merged with another hub site.

## Curbside Drop-off & Pick-up Procedures and Medications

Parents are to remain in their vehicles at drop-off/pick-up as CCSD staff members will escort students into and from the building. Upon arrival, parents/guardians should call the front desk or number listed on signage. Prominent signage with a phone number to call will be displayed at the drop-off and pick-up locations. Drop-off and pick-up procedures will take longer than normal we appreciate your patience in advance. Students will wash their hands for 20 seconds before entering the Kaleidoscope common area. At pick-up students will be required to wash their hands for 20 seconds before leaving. Please understand that we cannot allow anyone into our facilities except registered Kaleidoscope students. No family members, visitors, non-Kaleidoscope staff or others are allowed into Kaleidoscope so we can do our utmost with COVID-19 safety and health procedures.

Should medication be needed for children, parents/guardians should indicate such by week and at the time of drop-off. All medications must be in a labeled pharmacy bottle with dosing information and should be signed in and verified by both the onsite Nurse and parent.

## Safe Operating Procedures

- Only registered Kaleidoscope students or Kaleidoscope staff members are allowed into the Kaleidoscope site's interior.
- Group sizes will be limited to no more than twelve (12) students and one counselor. Staff will utilize social distancing at all times.
- Items to be shared will be limited. Students will not be allowed to bring personal items from home (toys, blankets, stuffed animals, etc). Kaleidoscope will provide individual supplies to each child, and belongings will be separated. Students should continue to bring back packs and items from school to complete homework and academic projects.
- Students will be taught and required to wash their hands for 20 seconds before and after each meal and/or snack. Students will also be provided with hand sanitizer with at least 70% alcohol.

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- All children will wash hands for 20 seconds with soap and water before entering the Kaleidoscope area, at dismissal, and before/after any snacks/meals.
- Staff will frequently clean high touch surfaces throughout the day with EPA-approved disinfectant. Rooms will be disinfected weekly with fogging machines.
- If a student becomes sick while at Kaleidoscope, he/she will be isolated and assessed by the Nurse. If there are any symptoms of COVID-19, parents/guardians will be called to pick-up. If a student has a temperature over 100 degrees, he/she will be sent home and unable to return until he/she has been fever free (under 100.0) for at least 24 hours without use of a fever-reducing medication.
- If there is a positive case of COVID-19, CCSD Nursing Services will conduct an investigation to determine if there has been exposure to staff and/or children. All individuals that meet case criteria of being a positive case or a close contact (< 6 ft and >15 min) will be notified.
- Kaleidoscope will continually update health and safety procedures based on any updated guidance from the CDC and DHEC.

**PLEASE SIGN BELOW ACKNOWLEDGING THE INFORMATION CONTAINED IN THIS DOCUMENT:**

_____ Name(s) of child(ren)	
_____ Printed Full Name of Responsible Parent/Guardian	
_____ Signature	_____ Date