

## **KLA SCHOOLS DROP – OFF AND PICK – UP PROCEDURES**

**The health and safety of your child is a top priority at KLA Schools. This is one of a series of short bulletins to keep you informed on the various measures we are taking to assure the safest environment for your child and our staff. To view our complete Health, Safety and Operating Procedures, please contact our school directly.**

### **DROP – OFF / PICK – UP PROCEDURES OVERVIEW**

- KLA Staff will greet all children and families at the front door for drop-off and pick-up of the children. Parents and caregivers may not enter the school.
- Children will only be released to the child's primary caregivers at pick-up unless alternative written authorization has been provided. We request that the same caregiver drop off and pick up the child each day if at all possible.
- Operations staff, law enforcement officers, Child Care Licensing staff, and CPS staff; professionals providing services to children are allowed to enter the schools.
  - o Individual's shadows will be permitted to work with children in KLA Schools.
  - o We kindly request that therapies that could take place in an alternative setting not take place in the school.

### **WHAT YOU NEED TO KNOW ABOUT DROP-OFF:**

1. In order to minimize traffic within the school, drop-off will occur for one hour, at times per age group assigned by each KLA Schools location. Arrivals outside this hour will not be allowed to enter. Check with your director for specific drop-off times at your center.
2. Every parent/guardian is required to wear a face mask and remove their child from the car.
3. A KLA Staff Member (wearing a face mask, face shield, gloves and protective shirt) will approach the car and greet your child.
4. The KLA Staff Member will take your child's temperature and conduct a health check before allowing him or her to enter the building.
  - i. Anyone exhibiting the following signs will NOT be permitted entrance into the school (anyone exhibiting 2 or more of the symptoms with an Asterix will not be permitted):
    - i. Fever of 100.4 or above
    - ii. Cough
    - iii. Shortness of breath or difficulty breathing
    - iv. Chills or repeated shaking with chills\*
    - v. Muscle pain\*
    - vi. Headache\*
    - vii. Sore throat\*
    - viii. New loss of taste or smell\*

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- ix. Has had any contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness in the previous 14 days
- x. In the previous 14 days, has traveled on a cruise or internationally to countries with widespread, sustained community transmission

Once your child is deemed safe to enter the school, he or she will be brought to a hand washing station directly upon entering the school, and signed in through a touchless electronic process. Your child is then escorted to their classroom to be received by their teacher.

#### **WHAT YOU NEED TO KNOW ABOUT PICK-UP:**

1. Pick-Up will take place twice a day, once midday for part-time enrollees, and once in the afternoon from for full-time students. check with your School Director for exact times at your KLA School.
2. As parents/guardians pull up, a teacher will acknowledge the first six cars and use a Walkie-Talkie to call for the children. Your child's belonging will have been gathered.
3. Departing children's hands are washed, and they are brought to the Pick-Up area.
4. The escorting KLA Staff Member will be wearing gloves, a mask, a face shield and a protective shirt as they bring your child to the car.
5. Parents/guardians exit the car wearing a mask, and the teacher transfers your child and his or her belongings into your care.
6. The child is signed out through a touchless electronic process after the KLA Staff Member securely transfers the child to the parent/guardian picking up.

#### **SCHOOL ADMITTANCE AND SCREENING PROCEDURES FOR STAFF:**

- Prior to entering the school, every staff member must be screened for illness.
- While engaging in screening procedures, the person conducting the screening must either be wearing a mask, face shield, gloves, and protective shirt or be behind a protective barrier. In addition, before each new screening has begun, the thermometer must be disinfected.
- For each person who has been screened, documentation of the screening must be recorded using a Health Screening Log.
  - o The front door of the school will be propped open during this time to allow for social distancing of 6 feet between staff as they enter and are screened.
- Any staff exhibiting the above-mentioned symptoms will NOT be allowed to enter the school.
- Immediately after entering the school, all staff must proceed to the handwashing station.

Please feel free to call your specific KLA Schools location for clarification, questions, or concerns. We, at KLA Schools appreciate your understanding and cooperation.

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