
Parent Handbook (Addendum)

2020-2021



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*Policies in this handbook are included in the Lorain County Board of Education Preschool Program Governing Board Policy. Guidelines in the Governing Board Policy reflect the standards set forth by the Ohio Department of Education. A copy of the Lorain County Board of Education Preschool Program Governing Board Policy is available upon request.
Revised June 2020)*

Due to the novel coronavirus COVID-19, several sections of our typical handbook have alternate information as long as this pandemic impacts our typical policies and procedures. We have added two sections to the handbook that are unique to the needs surrounding the pandemic. Please see the sections of this addendum for information that has changed from our typical policies and procedures until further notice. Thank you for your understanding, support, and flexibility.

Online Learning Plan added

Mask Policy added

Volunteer/Classroom Visits

Arriva/Dismissal Procedures

Extended Care

Sick Child Policy

The online learning plan for the ELC

All in person students will be enrolled in a google classroom. Teachers will post weekly updates in the google classroom so that students and their families can become familiar with using google classroom. Parents will be given information on how to enroll their child in two online learning platforms. Students will participate in weekly activities that familiarize them with components of the google classroom and online learning tools during their school day. In the event that the school or a classroom within the school must shutdown the following things will occur.

Teachers will send out a plan for virtual instruction and what dates the classroom will meet on zoom once notification of the shutdown goes out..The teacher will have at minimum a 30 minute small group lesson with students and three sessions of live instruction during the week. There will be a minimum of three pre recorded lessons on google classroom. Materials will be prepared biweekly and be available to pick-up at the school. Students will be asked to work in the two online learning platforms. Students will be evaluated through photos of work, observation during live online lessons and parent feedback.

In the event a shutdown occurs in a classroom or the school at large for over two weeks within a single month a reduced tuition fee of 120.00 will be assessed for the month to all typical peers. The changes in fee structure will be sent out through the office class dojo so that families understand what is owed.

Students that have an IEP will also have teletherapy sessions with their related service providers and their intervention specialists. These sessions will be one on one for the student. Therapists and intervention specialists may team for the session in order to better provide instruction and support.

Mask Policy

Students will wear masks at arrival, dismissal in the hallways and in the classroom when distance cannot be maintained such as free play and center times not at a table. When students are at the tables there are plexiglass barriers. Students will be assisted with wearing masks and reinforced to wear their masks. The exceptions for mask wearing are while students are eating, drinking and sleeping at school and when students are engaged in gross motor activities and distances can be maintained. Finally if a student has a medical excuse from a doctor as to why a mask cannot be worn. All staff and any adult entering the building will wear masks, have their temperature taken and sanitize their hands upon entering the building.

VOLUNTEER/CLASSROOM VISITS

If parents need to come to the school for any reason they will be required to wear a mask to enter and have their temperature checked. There will be no volunteers inside the school until further notice. We continue to encourage participation through the google classroom. PTO will be held through zoom this school year.

Arrival/Dismissal Procedures

Car Rider Procedures

There will be a staggered start time for parent transport students

Arrival

Blue, Red and Purple classes will arrive from AM 8:20-8:30 PM 12:20-12:30

Green, Yellow and Grey will arrive from AM 8:30-8:40 PM 12:30-12:40

At arrival, students' temps will be taken and hands sanitized upon entering the building.

Students will wear masks entering the building unless they have a doctor's exemption.

If a student or staff has a temperature **above 100 degrees F** at arrival they will not be admitted to the building.

There will be a staggered dismissal time for parent transport students.

Dismissal

Blue, Red and Purple classes will be dismissed from AM 11:20-11:30 PM 3:20-3:30

Yellow, and Grey will be dismissed from AM 11:30-11:40

Green Yellow and Grey PM 3:30-3:40

At dismissal, the student's hands will be sanitized before exiting the building

Parents are encouraged to wear masks in their cars when dropping off and picking up.

Bus Rider Procedures

Students will wear a mask on the school bus unless they have a doctors exemption.

Each bus will be emptied and loaded separately.

If the student is on school transportation and a temperature **above 100 degrees F** is discovered upon arrival at ELC the driver would return the student to their home and parents will be notified that they are returning. Parents are encouraged to take their child's temperature before boarding the bus to avoid additional complications.

Extended Care

The Extended Day classroom will be in operation.

The adult dropping off will take their temperature and the child's temperature before being buzzed in for Before Care. Both an adult and child will wear a mask when walking to extended care.

For Aftercare, the adult picking up will take their own temperature before being buzzed in. Any adult entering the building for pick-up or drop-off from the Extended Day will wear a mask while in the building. Students will wear masks in extended care when not eating or at the tables.

Illness at School

If a student develops any symptoms outlined in the handbook as symptoms that require isolation fever, vomiting, diarrhea etc or symptoms inline with COVID-19 shortness of breath, persistent and prolonged coughing parents will be notified, the student will be immediately removed from their classroom and isolated in a designated space that is away from others until they are picked up. Parents are encouraged to have plans so that their child can be picked up as quickly as possible when they become ill at school

If a child or staff member has a temperature **above 100 degrees F** they will not be able to return to the building for 72 hours of being fever free and have no other symptoms.

When a student or staff member is diagnosed with COVID-19 per Lorain County Public Health

The LCPH epidemiology team will communicate with confirmed COVID-19 cases/guardians, school leaders, and any close contacts identified. This is known as contact tracing.

Close contacts of a COVID-19 case, typically, are persons who spent more than 15 minutes in close proximity (within 6 feet) of the positive case. Close contacts will be determined on a case-by-case basis.

A 14-day quarantine will be required of any student or staff member considered a close

contact as determined by LCPH.

All confirmed COVID-19 cases will be isolated, monitored daily, and released by LCPH if they are a Lorain County resident. If the person is not a Lorain County resident, LCPH will communicate with the associated health district.

LCPH will provide communication templates for schools' use to notify families and staff of the following:

Positive case in a classroom ○ Positive case in a building ○ Public health risk level updates and pandemic facts ○ Local testing options

If a student is diagnosed and is able to make use of distance learning options those will be provided.

If a staff member is diagnosed the administrator will step into the role the staff member was holding.