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| COVID Procedures for Extended Care Reopening |

Many of our OSL families have indicated their need for additional Extended Care hours. Our goal is to provide a safe place for our students outside of regular school hours. Cost-wise, we will not be able to keep each homeroom class or grade level separate for Extended Care, as we do during the school day. Below is our plan to safely expand our after school Extended Care program.

# Staff

All Extended Care staff members will wear a face mask or shield, wash their hands, and be health screened when they arrive.

Our Extended Care staff will continue to sanitize frequently touched surfaces, including tables, toys, and any shared supplies.

# Hand Washing

Students will wash or sanitize their hands

* When entering *and* leaving Extended Care
* Before and after eating snack
* After playing on the playground
* After using the restroom

# Early Childhood

Preschool and Pre-K classes will continue with current Extended Care procedures.

There is one Extended Care staff member assigned to each grade level—Preschool, Pre-K, and Kindergarten. Each group will have a designated time outside. However, as students go home, we will combine the remaining children into one group in the same classroom, while still keeping the social distancing between students of different grade levels.

#### Preschool and Pre-K

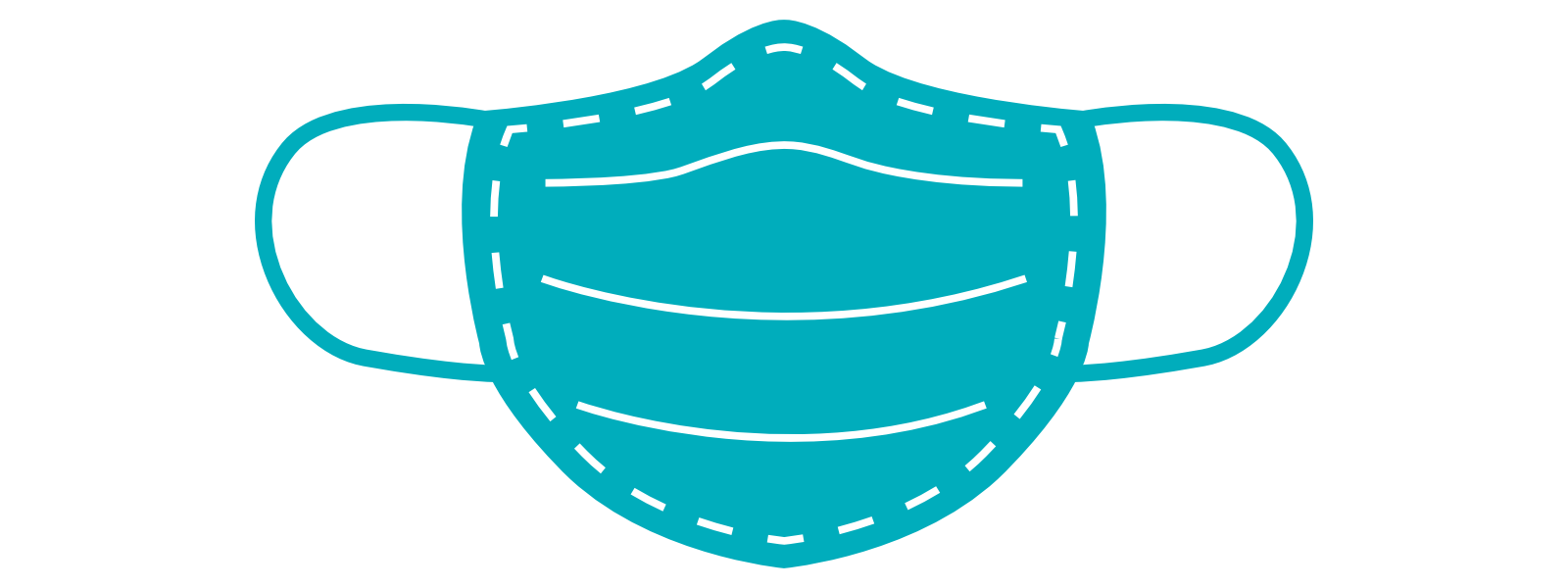
At 2:00 pm, students from both Mrs. Stephens’ and Mrs. Lazenby’s Preschool classes who are staying for after school care combine into one group in one of the Preschool classrooms.

At 2:00 pm, students from both Mrs. Armstrong’s and Mrs. Reyes’ Pre-K classrooms who are staying for after school care combine into one group in one of the Pre-K classrooms.

#### Kindergarten

At 3:30 pm, students from both Kindergarten classes will combine into one group in one of the Early Childhood classrooms.

# 1st – 8th Grade

At 3:30 pm, Extended Care staff members will gather 1st -8th grade students who are staying after school in the hallway of the main classroom building.

**All 1st-8th grade students will wear a face mask or shield in Extended Care. If a child forgets their face mask, one will be provided.**

Extended Care staff will walk students from the main classroom building to the cafeteria, where students will wash or sanitize their hands and check in to Extended Care.

There is one Extended Care staff member assigned to each grade level group:

* 1st & 2nd
* 3rd – 5th
* 6th – 8th

We will designate separate spaces in the cafeteria for each grade level group. Within each grade level group, we will still try to separate students by grade level. Additionally, we will designate different outside areas for each grade level group, and the groups will rotate daily to ensure a variety of play. As students go home, we will combine the remaining children into fewer groups in the same area, while still keeping the social distancing between students of different grade levels.

# Pick Up Procedures

1. To pick up your child from Extended Care, please drive to the Early Childhood building. **Be sure to pull up to the second brick column, so the desk attendant can see you.**
2. Display your family’s pick-up sign with your child’s name in the driver’s window.
3. We will call for your child, via the walkie-talkie.

* Staff will walk with Preschool, Pre-K, and Kindergarten students to their car.
* 1st – 8th grade students will walk from the cafeteria building or outside play area to the ECE building where they will present their check-out slip to the ECE lobby desk attendant before meeting you at your car.