Dear P.D.O. Families!

We are so excited to open our doors in September to all of our returning families, as well as to our new families. We have taken much time and consideration to get a plan in place that is best for our students, families, and staff members. Our committee has put a plan in place that we feel is best for our school. Please read our guidelines carefully and please note that guidelines are subject to change if we receive new recommendations from the CDC or Indiana Governor.

Guidelines for opening:

**Drop Off/Pick Up Procedures:**

1. All students will be dropped off at one of our main entrances. Parents/guardians will not be coming into the building for the time being. We feel it is best to limit that amount of people entering the building each day. Your child’s teacher will meet you at the door during your scheduled drop off time in the morning, and as well at your scheduled pick up time in the afternoon. We are choosing to have staggering drop off and pick up times to allow only one class in the hallway at a time. \*All staff members will be wearing a mask during drop off and pick up. Staff members will also sanitize hands after receiving each child.
2. See below for drop off and pick up times for your child’s class:

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| --- | --- |
| Toddlers | AM Drop Off: 8:45-9:00 (Door A, main entrance)  PM Pick Up: 1:45-2:00 (Door A, main entrance) |
| Climbers | AM Drop Off: 9:00-9:15 (Door B, playground entrance)  PM Pick Up: 2:00-2:15 (Door B, playground entrance) |
| Runners | AM Drop Off: 8:45-9:00 (Door B, playground entrance)  PM Pick Up: 1:45-2:00 (Door B, playground entrance) |
| PreK | AM Drop Off: 9:00-9:15 (Door A, main entrance)  PM Pick Up: 2:00-2:15 (Door A, main entrance) |

1. Any late arrivals that arrive after their scheduled drop off or pick up time, will be required to wait until 10:00 for drop off.

**Daily Changes:**

1. Each classroom will be cleaned during each school day by our staff members, as well as cleaned every day after school is dismissed. For those classrooms using our shared bathroom in the hallway, staff members will clean between each use.
2. It is our earnest goal to keep our staff and children as safe as possible. We are going to be keeping each child with the same staff members each day they attend PDO. In case of a substitute, that teacher will be asked to wear a face mask during the school day.
3. No classrooms will intermingle with other classrooms. Each classroom will have a set time for recess that will allow for one classroom to play at a time.
4. Hand washing will be taught, encouraged, and established throughout our school day. Teachers and staff will maintain a clean classroom.
5. Any item that cannot be cleaned after usage will be eliminated from the classroom. Example, dress up clothes, cloth baby clothes, stuffed animals, etc.
6. Teachers will work closely with the director to ensure cleaning is done correctly and efficiently.
7. Parents will be asked to provide a water bottle for your student as our drinking fountain will not be used.

**Well-child Facility:**

1. P.D.O is a well child facility. We are asking each one of our families to sign in agreement that each family will cooperate with our guidelines to keep our facility as safe and healthy as possible.
2. Please ***do not*** bring your child to the program if he/she has had a fever or has had flu-like symptoms, including vomiting and loose stools, within the last 24 hours.
3. Please ***do not*** bring your child to the program on the day that he/she had received a vaccination.

*Child must have a Physician’s note to return from the following illnesses:*

* Covid19 (14 day quarantine required before returning)
* Chicken Pox
* Infectious Hepatitis
* Impetigo
* Lice (Pediculosis)
* German Measles (Rubeola)
* Measles (Rubella)
* MRSA boil
* Hand Foot and Mouth Disease
* Pink-eye (Conjunctivitis)
* Ringworm
* Scabies
* Strep Throat/Scarlet Fever
* Trench Mouth (Vincent’s Angina)
* Whooping Cough

We are aware that many of you may have questions and concerns. Please note this is a brief explanation of how we plan to keep our students, staff and families safe and healthy.

Orientation will be scheduled this year so classrooms have a reserved time. Orientation paperwork will be emailed to you this year. We ask that you fill out and return via email, or bringing it to your child’s orientation. Orientation information will be emailed to you the first week of August.

We want to thank you for your continued support as we do our best to process and plan for our school year. It is going to be a wonderful school year, and we will get through this together!

Thank you,

Brooke Holdeman, and the P.D.O. Committee Members