



Kids Connection Elementary

2021-2022 Pandemic Safety Plan

KIDS CONNECTION
❖ BE EXTRAORDINARY ❖

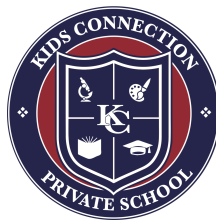


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Pandemic Recovery Framework for Schools

The Pandemic Recovery Framework (the “framework”) was developed in consultation with San Mateo County Health and reflects California Department of Public Health (CDPH) guidance.

The California Department of Public Health’s (CDPH) current guidance for schools aligns closely with the Centers for Disease Control and Prevention (CDC) guidance. This framework, which applies to both public and private schools, incorporates CDPH, CDC, and Cal/OSHA guidance as well as local communication protocols.

The Kids Connection plan outlined below is based on this framework. It only deviates in areas where we exceed the guidelines issued by local and state health authorities. Over the course of this pandemic, Kids Connection (KC) remains steadfast in our commitment to the safety and security of our students, staff and families while also ensuring that each of our students’ development and academic progress continues. The document below outlines the procedures that the school has in place to be compliant with any and all local and state regulations.

2021-2022 Planning Process

Throughout the planning process, Kids Connection leadership (which includes the management team in consultation with teachers, pediatricians, cleaning experts, legal authorities, the California and San Mateo County Health Departments, Department of Social Services, and the San Mateo County Office of Education) worked diligently to identify the key areas of focus for being open during the pandemic. In this planning process, several key areas of focus were identified. The categories below are being consistently applied to all planning being done for the 2021-2022 school year.

- *Cleaning and disinfection*
- *Entrance, egress, and movement within the school*
- *Face coverings and other essential protective gear*
- *Health screenings for students and staff*
- *Healthy hygiene practices*
- *Identification and tracing of contacts*
- *Staff training and family education*

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- *Testing of students and staff when necessary*
- *Triggers for switching to distance learning*
- *Communication plans*
- *Academic and curriculum plans*
- *Social-Emotional well-being of students and staff*

On-Campus COVID-19 Protocols

At all times, it is expected that no person will enter the KC campus presenting symptoms associated with COVID-19. This will take a community effort which will be supported by screenings, vigilance, and on-going education for families, staff, and students. Any suspected or confirmed case must be shared with KC management and will be handled as a top priority. Anyone with direct knowledge must adhere to all applicable privacy laws and policies.

Working together as a Community

Kids Connection has been, and will remain, committed to doing our best to prevent COVID-19, and any communicable disease, from coming to campus and from preventing spread of the virus within the school to the greatest extent possible. However, the reality of this virus is that a community commitment to safety is going to be our most important tool in fighting this illness, and any others. As a school, we can not enforce compliance with the rules and recommendations from the health department when we are not on campus. However, we will continue to provide health and other information to our families and staff. Additionally, we do reserve the right to ask families to quarantine and/or to get a negative COVID test before returning to campus if a risk is identified. Most importantly, we ask all of the members of our community to remember that what happens outside of school absolutely can and will impact our ability to be successful in keeping COVID-19 away.

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Vaccines

Kid's Connection's policy is to follow the state and local guidance on vaccines in schools. CDPH strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 12 are not eligible for the vaccine since trials in that group are still under way. Kids Connection does and will continue to follow all relevant guidance regarding providing information about and encouraging eligible people to receive the vaccination.

In addition to vaccines required for school entry, CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community.
- Reduce demands on health care facilities.
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger excessive measures from the school and public health authorities.

In accordance with the updated CDPH guidance, issued on August 11, 2021, all staff of Kids Connection are required to show proof of COVID-19 vaccination, or to submit to weekly testing.

Vaccination Verification

Verification of vaccination status will inform important school practices around testing, contact tracing, quarantine, and isolation.

- KC will request and verify vaccination status on all employees and students (when eligible).. We will use the health department and Cal/OSHA protocols to collect and secure these records in accordance with statutory requirements.
- All outside vendors and parent volunteers will be required to show proof of vaccination before coming into the buildings during the school day.

Masks

CDPH requires universal masking inside schools when students are present. CDPH sites concerns about variants and the need to provide extra protection for students who are not vaccinated. Universal masking also makes it possible for CDPH to live the physical distancing requirements, which had been a key barrier to all students returning to in-person learning on a full-time basis last year. CDPH will continue to assess conditions and update mask

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requirements throughout the year. The Kids Connection policy will be to follow all CDPH and SMCOE requirements regarding masks at school.

Kids Connection is committed to the values of respect and inclusivity. Therefore, employees, students and other visitors to campus are explicitly allowed to wear a mask at any time, even if not required, without fear of retaliation. We expect all members of the KC staff and parents to respect each other's choice to wear a mask. This could be due to vaccination status, underlying medical condition, or just the personal decision to be cautious. We ask everyone to not pass judgement, assume or ask one's reason for wearing a mask, or in any way pressure individuals to remove their mask if they choose to wear it.

Masks Indoors

- All KC students over the age of 2 are required to mask indoors except those who are exempt based on CDPH face mask guidance. KC will require a note from the student's pediatrician documenting the condition they believe exempts the child from wearing a mask while indoors at school. The school retains the final decision about whether the mask is required while at Kids Connection.
(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>).
- All adults (including staff, vendors, parents, etc.) are required to wear a mask when sharing indoor spaces with children.
- If students are not present on campus, fully vaccinated adults may work without a mask. Those who are not fully vaccinated must wear a mask. If local health department guidance requires that masks be worn at all times when inside, then KC will follow that requirement, regardless of vaccination status. (**Effective August 3, 2021: All adults must wear masks when indoors, regardless of vaccination status. This will also be the Kids Connection policy until local guidelines change).
- Persons exempted from wearing a mask due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Kids Connection will have extra masks onhand in case a student or adult fails to bring one. KC reserves the right to charge families if the school must regularly provide extra masks to a student. The school will provide written communication before the parent is charged fees.
- If students are participating in a school event or are being supervised by school staff, the face mask guidance noted above must be followed, regardless of location.

Masks Outdoors

- The CDPH and SMCOE state that masks are optional outdoors in TK-12 school settings.

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- KC recognizes the challenge of removing masks for PE/recess in that it allows for masks to get lost, dropped on the ground and thus getting dirty, etc. Therefore the KC policy will be that students wear masks at all times. If outside students may adjust their mask under their nose or chin if needed when running or doing exercise such that breathing can be limited. If doing an activity that will be more crowded or involves sustained close contact with others, masking will be enforced.
- KC staff will follow the same policy noted above, regardless of vaccination status in order to model the behaviors we require of our students.
- KC staff who are fully vaccinated are not required to wear masks outside when not in the presence of students.
- The Department of Social Services (licensing) has issued guidance that children in a preschool setting who are outside running or engaged in vigorous activities should remove their mask to avoid restrictions to breathing. KC staff will monitor the preschool students' activities and assist them with when to wear/remove their masks as needed.

Masks on Buses or Van

During the pandemic KC will be limiting off site field trips, therefore the use of buses or the KC van will be very limited. However, in the event that it becomes necessary, we will follow the following policies.

- Passengers and drivers must wear a mask on school buses or other forms of student transportation except when except from CDPH face mask guidance.
- Extra masks will be available for those students who need them.

Physical Distancing

The CDPH does not include any recommendation concerning physical distancing in schools and reports that, "Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented." Therefore Kids Connection will be returning to full in-person instruction.

Virtual Kids Connection (VKC)

VKC will not be available going forward for individual students. The only environment in which it will be made available will be if an entire class is required by health department guidance to transition to distance learning for a period of more than 1 full school week.



Gatherings

The CDPH does not specifically address gatherings in its guidance. However, the SMCOE recommends that we limit the size of gatherings, distance among participants, and/or adjust masking requirements, even if the event is outdoors and the participants are vaccinated.

KC will begin the school year with limited gatherings. As the year progresses, we will evaluate future gatherings against the relevant safety guidelines at the time.

Ventilation

Quality HVAC system design, operation, and maintenance are critical to providing clean and healthy Indoor Air Quality (IAQ) in schools. Kids Connection has made the following updates to our building over the last couple of years.

- During the 2020-21 school year, Kids Connection made significant investments in upgraded filtration on our HVAC systems which have all been replaced in the last few years. Our HVAC systems meet and in many cases far exceed the requirements and recommendations for schools.
- Air purifiers have been placed in the classrooms due to COVID as well as smoke concerns in the area.
- KC has an air quality monitor on the building so we are able to track real time outside air quality. This is in response to the smoke related issues that have arisen in the last few years. In the event that outside air quality requires that we move children inside we will maximize physical distancing during snack/lunch breaks.

Stay Home When Sick and Get Tested

The CDPH notes that getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at school. At Kids Connection:

- Students, Teachers, and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and contact their healthcare provider for testing and care.
- Staff members and students with symptoms of COVID-19 infection should stay home until they have met these criteria.

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- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
- Other symptoms have improved; **and**
- They have a negative COVID-19 test, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g. allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since the last onset.



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



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When Students or Staff are Sick at School

When a student or staff member is sick while on campus, they will be required to return home as soon as possible. For staff, a substitute will be placed in the class so the staff member can leave campus immediately. For students, they will be placed in our sick area and must be picked up by a parent or guardian immediately. The student or staff member should seek a COVID-19 test from their healthcare provider or community testing site as soon as possible.

If the person tests positive for COVID-19, they should be directed to contact their healthcare provider for follow-up response and monitoring.

If the person tests negative for COVID-19, they may return to school following the health policies noted above.

Hand Hygiene

Kids Connection will include robust curriculum, signage, and reminders of appropriate hand hygiene. This includes:

- Teaching and reinforcing washing hands with soap and water for at least 20 seconds, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes
- Include scheduled handwashing throughout the day, especially before or after eating, after using the toilet, and after handling garbage, removing gloves, or transitioning between areas of the school.
- Kids Connection will constantly review the emerging guidance about what supplies we must and should have on hand to support healthy hygiene behaviors, including soap, tissues, no touch trash cans, masks, and hand sanitizer.
- Hand sanitizer will be placed in every classroom and at high traffic areas of the school. Supervision and teaching of the appropriate way to use hand sanitizer will be incorporated into the curriculum.

Cleaning

Cleaning protocols will be done to ensure compliance with, and in many cases to exceed, all recommended and required guidance of the relevant health authorities. In the event of a suspected or confirmed case of COVID-19, additional disinfection procedures will be put in place immediately.

Kids Connection has an electrostatic disinfecting spray cleaning service performed regularly through the pandemic. Extra services would be implemented in the event of a case or close contact. This regular protocol includes the following:

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- SURFACE DISINFECTION - A hospital grade broad spectrum disinfection solution is applied to all of our surfaces with an electrostatic spray system for the most thorough coverage. The system is laboratory tested effective at killing the most difficult bacteria, virus, and other known strains of the Coronavirus when properly applied. Additionally, the solution will also penetrate and destroy biofilm that bacteria and mold form as a defense mechanism. The process is highly effective on porous and non-porous materials.
- PROTECTIVE SURFACE SHIELD - Long lasting Antimicrobial Shield Gives Continuous Protection 24/7. After sanitization, the Antimicrobial Protective Shield is applied to EVERY surface. This long lasting antimicrobial shield is applied with an electrostatic spray system which gives the treated surface the ability to continuously kill germs as they are deposited onto a surface. The antimicrobial shield is also applied to, and effective on carpet, upholstery, office partitions, paper, and any other surfaces. When any other brand disinfectant is applied and then dry, they immediately stop disinfecting. The Protective Surface Shield continues to work for you after dry for 3 Months.
- AIR PURIFICATION - To continuously clean the air, we have installed Air Fresh Packs in most rooms of the schools. These packets use the moisture in the air to release a slight amount of disinfectant into the air to help keep the air germ and allergen free, 24/7.
- SAFETY - The sanitizing solutions we apply are completely safe for people, pets, food, and the environment. They do not poison molecules but physically kill them by oxidation. Our solution is registered by the FDA to be used on meat and produce as a rinse before packaging. It is also found in some mouthwash and toothpastes for safe disinfection. Some grocery stores use this solution in the automatic water misting system over the produce section to kill bacteria and fungus which will extend the shelf life of the produce. Our disinfectant is so safe, you could wash your face and hands with it.

Food and Meals

All snack and lunch breaks will be scheduled to maximize safety procedures, in accordance with guidance from the relevant authorities.

Lunch and Snack Breaks

- Having elementary snack and lunch breaks outside unless exceptional circumstances (e.g., weather, air quality concerns, etc) require that these occur in the classrooms.
 - When inside physical distancing will be maximized when masks must be removed for eating.
- Preschool lunch and snack breaks will occur in compliance with licensing requirements, which incorporate CDPH guidelines.

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- Frequently touched surfaces, such as tables, will be cleaned frequently throughout the school day.

Special Events/Birthdays

Given the very low risk of transition from surfaces to shared objects, the CDPH notes that there is no need to limit food service approaches to single use or packaged meals. Therefore families may bring in special treats. Kids Connection's policy during COVID is that the items brought be easy for a staff member to pass out having to do preparation. For example, pizza, cupcakes, etc. Specific requirements for special events will be discussed by each teacher during Back to School Night.

Cohorting

The CDPH is intentionally silent with regards to cohorting in its 2021-22 guidance. In order to be extra cautious, Kids Connection will adopt policies that allow for keeping groups smaller and for limiting movement between different groups throughout the day. By implementing these added protocols it allows for limited potential spread of COVID-19 within the school and for effective contact tracing in the event of a case on campus.

Training

Kids Connection will provide effective and regular training to staff, students, and parents on how COVID-19 is spread, infection prevention techniques, and other information related to COVID-19. Such topics will be included in classroom curriculum, in staff meetings and trainings, and in regular correspondence with parents.

Plans

Kids Connection will regularly evaluate the COVID-19 and other safety protocols on a regular basis. A copy of the most recent plan will be posted on the school website and significant updates will be communicated with parents and staff.



Visitors

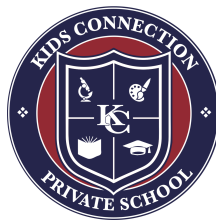
Kids Connection will continue to keep on campus visitors to a minimum to minimize the risk of having additional persons on campus. The more people who come to campus, the higher the risk of having a case that could disrupt learning. The school will adopt the following, in accordance with CDPH guidelines:

- Schools will limit non-essential visitors, volunteers, and activities involving external groups or organizations.
- All student drop-off and pick up will continue to happen outside of the school buildings.
- All volunteers, visitors, and contractors will be required to show proof of vaccination before coming to campus.
- Any service providers will be required to follow all visitor policies.
- Anyone, including visitors, who have symptoms of infection or illness, such as flu or COVID-19, should stay home and seek testing and care.

Travel

Travel guidelines have continued to change regularly during the pandemic. Kids Connection is committed to following the guidance and recommendations of the relevant health authorities. For the 2021-22 school year, click on the following to observe the updated guidance on travel in and out of California.

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/CA-is-Open-Travel-Guidelines.pdf>) Please note that as of the beginning of the school year of this document, quarantines and testing are required for non-vaccinated (currently all of our students) who travel out of the state of California.



Travel Recommendations and Requirements

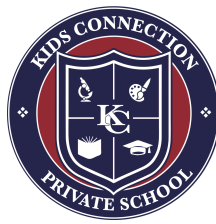
Domestic Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓
International Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

Kids Connection requires that the guidance applies to both the individual traveling, as well as to family members or visitors who will have interaction with the person coming to the KC campus (students and staff). Please contact the front office for updated guidance as your travel or visitor plans change.

Screening Testing

Kids Connection requires testing in accordance with the requirements of the health department. This includes monitoring the community transmission rates, vaccination levels, and prevention strategies implemented at school and will adjust our protocols accordingly. Testing can be done through healthcare providers, community testing sites or through other approved methods. Additionally, Kids Connection has a relationship with a local testing provider (AfterHours Pediatrics) who can provide on-campus testing for adults and students in the event that it is required.

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Kids Connection also has a communication pipeline to the San Mateo County Health Department so that contact tracing and communication will begin immediately in the event of a case on campus.

See above for additional policies regarding symptomatic and travel testing requirements.

For families wishing to schedule testing with AfterHours Pediatrics for the Antigen or PCR test you can click on the following link. <https://www.solvehealth.com/book-online/AM8b10>

Response Testing and Quarantine

Definitions

Fully vaccinated: two weeks have passed since the individual received their final dose of COVID-19 vaccine.

Close Contact: anyone who was within 0-6 feet indoors of a Case for more than 15 minutes over a 24-hour period.

Testing and Quarantine of Vaccinated Close Contacts

Currently there is no duration limitation on these recommendations after individuals are fully vaccinated. See CDPH's COVID-19 Public Health Recommendations for Fully Vaccinated People for additional information.

(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Public-Health-Recommendations-for-Fully-Vaccinated-People.aspx>)

Recommendations for fully vaccinated individuals include:

- Fully vaccinated people should get tested if experiencing COVID-19 symptoms.
- If fully vaccinated people test positive for COVID-19, they should follow CDPH and local health department guidance regarding isolation and/or exclusion from high risk settings.
- Fully vaccinated students, teachers, and staff with no COVID-19 symptoms do not need to be tested following an exposure to someone with COVID-19.
- Following a known exposure at work, fully vaccinated workers do not need to quarantine if asymptomatic.

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- The CDC now recommends that fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result

Testing of Those Who Previously Had COVID-19

People who have tested positive for COVID-19 within the past three months and recovered do not need to get tested following an exposure as long as they do not develop new symptoms.

Testing and Quarantine of Unvaccinated Close Contacts

When Both Parties Were Wearing a Mask

When both parties were wearing a mask in an indoor or outdoor school setting, **students** who are unvaccinated and are close contacts may undergo a modified 10-day quarantine and continue to attend school for in-person instruction if they:

- Are asymptomatic;
- Continue to appropriately mask, as required;
- Undergo at least twice weekly testing during the 10-day quarantine; and
- Continue to quarantine for all extracurricular activities, including sports, and activities within the community setting.

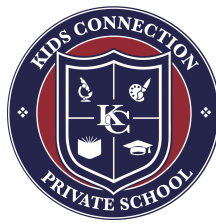
CDPH provides the following testing guidance for students in modified quarantine.

- Testing should begin immediately after being exposed to someone with COVID-19. Subsequent testing should occur at least 3 days apart.
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

According to CDPH, students in modified quarantine:

- Are strongly encouraged to wear masks when outdoors. Kids Connection will require that anyone in modified quarantine wear their mask during recess or PE times.
- May use school transportation, if applicable.
- May participate in all required instructional components of the school day, except activities where a mask cannot be worn, such as playing a musical instrument or a PE activity that would require a mask be removed.
- May eat on campus using the noted food service recommendations.

Please note that modified quarantine DOES NOT apply to teachers or other adults.



When One Party Was Not Wearing a Mask

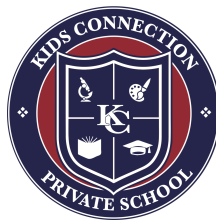
When one party was not wearing a mask, a self-quarantine is required for the Contact. Those who remain asymptomatic may discontinue self-quarantine under the following conditions:

- Quarantine can end after Day 10 from the date of last exposure without testing; OR
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
- To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
 - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
 - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

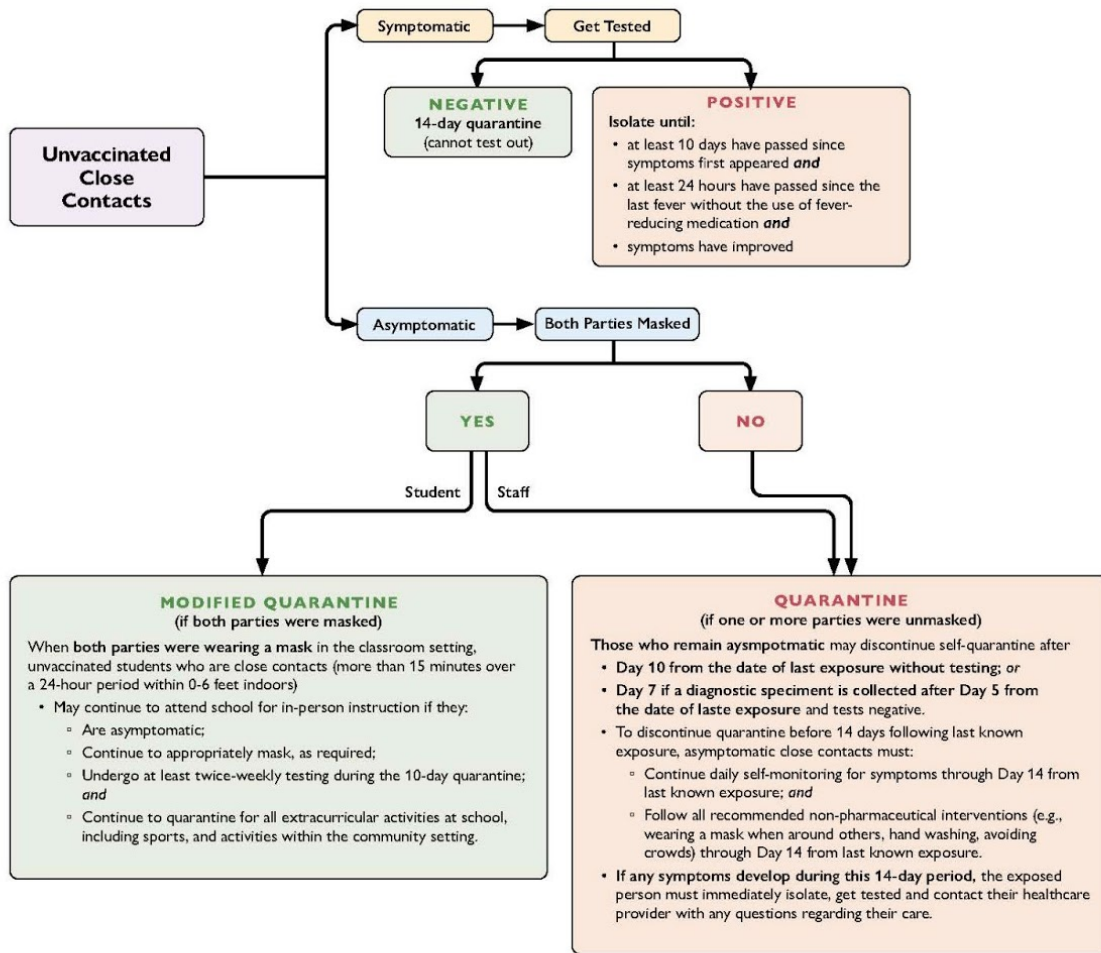
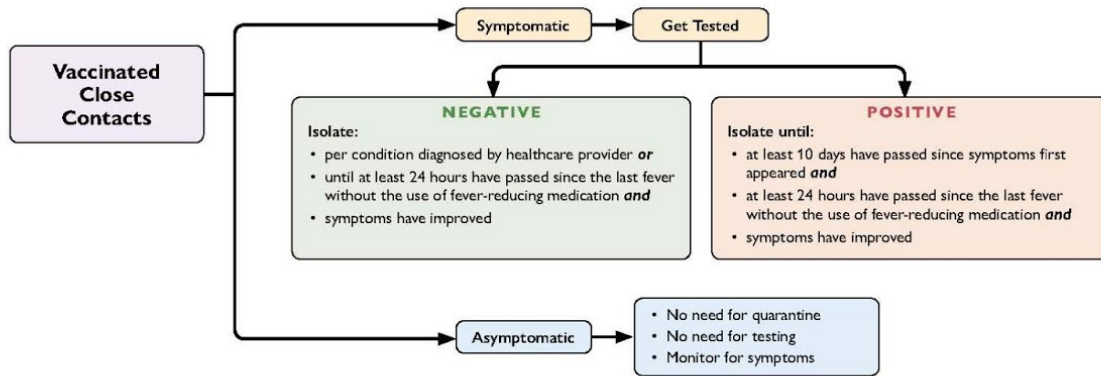
If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care.

Tests to Assess Status during Quarantine or to Exit Quarantine

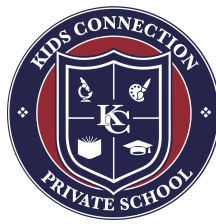
- Any FDA-approved diagnostic test is acceptable for evaluation of an individual's COVID-19 status. This includes antigen diagnostic tests and PCR diagnostic tests. PCR tests are preferred, but not required.
- Collection of diagnostic specimens for asymptomatic persons during quarantine may occur in healthcare settings, or other locations supervised by healthcare personnel. Specimens may be processed at the point-of-care (POC) or in a laboratory.
- At this time, at-home testing is not recommended for evaluation of an individual's status during quarantine.
- For persons in quarantine who experience symptoms, a negative result from an antigen test or POC molecular test results should be confirmed with a laboratory-based PCR test.



COVID-19 Exposure at School (CDPH)



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Isolation

For both vaccinated and unvaccinated persons, Kids Connection will adopt the CDPH Isolation Guidance for those diagnosed with COVID-19.

(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>)

Case Reporting and Contact Tracing

Kids Connection will follow all relevant guidance regarding contact tracing and communication in the event of a case on campus. All cases will be reported, in accordance with local health department protocols. Additionally, all related data collection and reporting to the SMCOE will be sent as required.

Mary DeLong, Executive Director, will be the COVID-19 point person at Kids Connection. Dana Ganes, Assistant Head of School, will be the alternate in Mrs. DeLong's absence.

School Operations & Movement

Signage

- Healthy habits signs will promote handwashing, symptom screening, and disinfecting around campus.

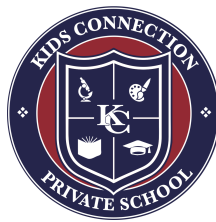
Home Screening

- Families will be asked to check student temperatures and screen for symptoms before leaving for school.
 - If the temperature is at or above 100.4 degrees, students and staff are to remain home

Elementary Arrival

- Parents should enter the parking lot at the stop sign of the corner of Beach Park and Gull. They will drive around and pull up to the back gate (which is between the Preschool and Elementary). KC staff will be available to greet students at the cars and guide students onto the playground.
- For the 2021-22 school year drop off time will be from 8:00-8:15am for all grades. The second bell rings at 8:20am and all of the students are expected to be in their class lines

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at that time for morning announcements. This is something new we will be doing this year, and will start promptly at 8:20 am.

- In the case of rain, all students will be dropped off through the sign out lobby. KC Staff will escort them to their classrooms directly. The drop off times noted above will be the same.
- Before school care is available for the 2021-22 school year if we know in advance you plan to utilize it. This begins at 7am. If you need before school care please contact the front desk so we can plan accordingly. If you are utilizing before school, please park and walk your child to the school entrance (on the parking lot side). Someone will greet your child and take them into the school.

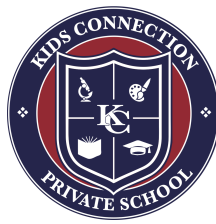
Playground, Recess, Physical Education (PE)

- For all grade levels, PE will be based around individual personal fitness and to the greatest extent possible will be held outside where virus spread is considered less risky.
- Daily recess will be required with outdoor recess being preferred, and indoor recess being acceptable in the event of extreme weather or air quality concerns.

Elementary Dismissal: Normal school day

- Students who will be attending the Kids Connection afterschool will be transitioned directly to aftercare without any additional parent intervention needed. See below for dismissal procedures from afterschool.
- Please note that due to planning concerns during the pandemic, drop-ins will not be allowed.
- Kindergarten dismissal is at 1:30pm. Parents are asked to park and come to the sign out lobby to sign their student out from school.
- The dismissal for Grades 1-5 will be at 2:45pm and will happen in a manner similar to arrival procedures. Dismissal will be a drive up at the back gate, where morning drop off occurs.
- Parents should stay in their cars and drive up to the large gate at the end of the playground. Parents will place a placard in the window showing their child's full name and teacher to allow for timely checkout.
- Staff will confirm the pick up person is authorized and call the student to enter the vehicle.
- Any children not picked up by the end of the assigned time will be placed in afterschool and drop in rates apply.
 - Please note that afterschool drop ins are very challenging during COVID due to student spacing and staffing restrictions. **Therefore this service will not be available during the pandemic.** We will have staffing to keep the students safe, but we will call to confirm pick up status, and parents will be asked to pick up

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their child immediately. When we are able to offer the regular drop in option we will let parents know.

Elementary Dismissal: From Afterschool

- Students who will be attending the Kids Connection afterschool will be transitioned directly to aftercare immediately at the end of the class.
- To pick up a child, parents should park and come to the sign out lobby entrance.
- Anyone picking up a child must be wearing a face covering, even if standing outside waiting for their child.
- A staff member will greet parents at the door and have them sign out on the iPad.
 - A personal PIN is required and will be provided to all afterschool families and authorized pick up adults.
- A staff member will call the child, using the walkie talkies, to be brought to the sign out lobby.
- In the event of inclement weather, parents should call when arriving and we will bring the child out to the parking lot and have the child signed out on the iPad from the car.

Preschool Arrival and Dismissal

- Students should be dropped off but a parent or person authorized by the parent and will be required to sign their child in/out.
- Little Explorers (2's) and Early Learners (3's) will be dropped off/picked at the parking lot entrance and the Pre-K (4's) will be dropped off/picked up on the street side entrance.
- Park and walk to the entrance for drop-off/pick-up. A staff member will be there to assist you. Please do not enter the school building.
- Masks are required for all students or adults, regardless of vaccination status while in the pick up/drop-off area.
- Please note that the drive-way between the preschool and elementary will be for exit only during the elementary drop off (8-8:45am) and pick-up (2:30-3:15). You can enter the parking lot through the entrance at the far end of the preschool playground, or at the intersection at Beach Park & Gull.
- Please be conscious of your speed and avoid passing other cars in the parking lots.

Gatherings, Field Trips, Enrichment, Pull-Outs, and Visitors

- Parent meetings will be conducted virtually through the Zoom or Google Meet platforms
- Pull-outs (other than PE) will be held in person, following all of the guidelines and protocols recommended by the health department and documented above.
 - PE, as noted above, will be conducted outside if weather permits. If the weather conditions require that the class cannot be held outside, a modified program will happen inside.
- Field trips will not occur until safety guidelines permit them safely.

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- Classes will pursue virtual field trips and KC will coordinate virtual performances
- Only visitors that are critically important will be permitted on campus and will be required to show proof of vaccination.

Outdoor Learning Spaces

Kids Connection is excited to add our new elementary outdoor classroom for the 2021-22 school year! This special fenced area to use for supplemental classroom space, or to allow for greater use of our outdoor campus. Outdoor learning spaces will be readily available and the use of outside space is recommended to the greatest extent possible. All seating and tables will be wiped down between use.

Schoology

For the 2021-22 school year, all students will be given access to a schoology account. This will be used in the event that a transfer back to distance learning is required. Each class will utilize Schoology differently, and further information will be provided during Back to School Night.

Schoology information will be provided in the week prior to the start of the school year. Each family is asked to check the log in to make sure it works. If you have concerns or issues, please contact Joanne Jennings at jjennings@kc4us.com.

Switching to Virtual Kids Connection (VKC)

As noted above, Kids Connection will be fully on-campus this year, and VKC will not be available for use for individual students. In the unfortunate event that an *entire classroom* is required to quarantine or be transferred to distance learning for a period of more than one week, the class will transition to VKC.

If a student needs to miss school for illness, vacation, or for other reasons, the teacher will provide the work that should be done independently before returning to school. The method that each teacher will utilize to communicate these plans will be discussed at Back to School Night. If you have any questions, please do not hesitate to contact the front desk.

Communication

Communication: Administration and Families

Kids Connection will utilize the same communication methods outlined in the Student Handbook. In order to avoid any virus risk, only essential information or classroom projects will

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be sent home on paper. Please ensure that the email addresses in the TADS/Educate module are current.

Communication: Teachers and Students/Families

- All elementary teachers will utilize Schoology as discussed above.
- Teachers will use their email as an official method of communication with parents and students.
- Elementary parents will be asked to provide a Google account for each student. More information will be provided on how this should be formatted so if your child does not already have a Google child account, please wait until Ms. Wood provides what is required.

Communication of a COVID incident on or related to campus

Below are links to the different messages that staff and/or families will expect to see in the event that a COVID related incident has occurred. Please note that these are a required communication by the health department and additional information can not be provided. We know that in the event of a letter such as the below that people want to know all of the details. However, it is not allowed in the State of California or San Mateo County to provide any information that would allow others to identify those who have been infected. As with all of the guidelines it is imperative that Kids Connection follow the law. Therefore, we want to include these now to ensure that families and staff know what to expect.

- [☰ Case in the School Template](#)
- [☰ Exposed Vaccinated Students](#)
- [☰ Exposed Unvaccinated Students \(Class Not Fully Masked\)](#)
- [☰ Exposed Unvaccinated Students \(Wearing Masks\)](#)

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