

AMATUS KIDS ACADEMY (PTY) LTD.

Parent Handbook

COVID-19 Edition

Parent Handbook COVID-19 Edition 2020 School Year

AMATUS KIDS ACADEMY (PTY) LTD.



19 DORCHESTER ROAD

TABLE VIEW, 7441

073 032 1392

admin@amatuskidsacademy.co.za

www.amatuskidsacademy.co.za

Video of us setting up and cleaning the Academy for re-opening

<https://youtu.be/YHp75kcjoNw>

AMATUS KIDS ACADEMY (PTY) LTD.

Parent Handbook

COVID-19 Edition

Introduction	3
A. Enrolling Your Child	4
B. Nondiscrimination Policy	4
C. Extra Hygiene Measures and Procedures	4
D. Inclusion Policy	5
E. Fee and Payment Policy	5
F. Admission/Exclusion due to symptoms of illness	6
G. Personal Belongings	7
H. Arrival and Departure Procedures	7
I. Visitors	8
J. Field Trips/Special Events	8
K. Parties and Celebrations	8
L. Food	8

AMATUS KIDS ACADEMY (PTY) LTD.

Parent Handbook

COVID-19 Edition

Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly six months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at AMATUS KIDS ACADEMY are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Centre for Disease Control) guidelines as well as those put forth by ANY OTHER GUIDELINES YOU ARE FOLLOWING. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that AMATUS KIDS ACADEMY is a safe and enjoyable place for your family.

Ms. Nicky Day
Principal / Principal
Amatus Kids Academy Table View

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AMATUS KIDS ACADEMY (PTY) LTD.

Parent Handbook

COVID-19 Edition

A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Principal for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Principal the opportunity to clearly convey their expectations of AMATUS KIDS ACADEMY and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Principal when an opening becomes available.

B. Nondiscrimination Policy

Admissions to AMATUS KIDS ACADEMY shall be made without regard to race, colour, religious creed, ancestry, national origin, disability, age or gender.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as children arrive at the Academy and after being screened, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will also be used for our older children. A Screening and Sanitizing station is located at the front door of our building where all parents/guardians, children and staff will be screened before the children and staff will be allowed to enter the school. No visitors will be allowed in the school at this time.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening. Sanifog will be released in the centre on a weekly basis in order to deep sanitize all areas.
3. Mask wearing: Each enrolled child will receive a kiddies shield and two masks that they will use whilst at the Academy. Masks will be kept here at the Academy and will be

AMATUS KIDS ACADEMY (PTY) LTD.

Parent Handbook

COVID-19 Edition

laundered each day. If you or a family member need a mask, please email the Principal, and one will be provided for you.

4. Social distancing: Each class is considered a “family.” Each “family” will social distance from other “families” to ensure safety. Children will not need to wear a mask when they are in their “home” (Academy), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the Academy, if over 2 years old, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag. All staff will wear masks when not in their personal office/cubicle, and they will only be in the front of the building in the office area.
5. Socks-only Academy: All children will take shoes off before entering the Academy. Shoes will be placed in the hallway. Teachers will be allowed to bring in “indoor shoes” to wear in the Academy only. Since children spend time on the floor, we want it to be as clean and safe as possible.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our Academy by making necessary modifications to meet the child's special needs.

E. Fee and Payment Policy

AMATUS KIDS ACADEMY enforces the following policies and procedures for fee payments:

1. Part-time and Full-time tuition is automatically deducted on the last day of the month.
2. A R25.00 per month late fee will be charged when a payment is declined.
3. There will be a R5.00 charge per child for every five minutes elapsed after you scheduled pick-up time.
4. All tuition is due regardless of sickness, behavioural/disciplinary removal, vacations, weather-related closings or holidays, **emergency-related closings mandated by the state/local government, like a pandemic.**
5. If you need to terminate your child's enrollment, a two-week notice is to be given to the school Principal; otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
6. If you decide to take an extended leave of absence, we can only hold your child's spot by paying a 25% per month fee. **The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.**

AMATUS KIDS ACADEMY (PTY) LTD.

Parent Handbook

COVID-19 Edition

7. To ensure your child's enrollment, parents must re-register their child(ren) for the following year.
8. It is understood that there will be an annual increase each July at the start of the fiscal year.
9. There is a R300.00 after care discount applicable if more than one child is enrolled at our Academy i.e. If you enrol your child for after care and your baby for full day care the child in after care will only pay R1, 200.00 as opposed to R1, 500.00

F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the Academy. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 073 032 1392 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to AMATUS KIDS ACADEMY without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the MEDICATION ADMINISTRATION form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Principal/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 2 metres of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became

AMATUS KIDS ACADEMY (PTY) LTD.

Parent Handbook

COVID-19 Edition

symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare Academy, we will inform the necessary institutions and our parents.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. All fabric masks will stay here on the premises and be laundered. All bedding is laundered on a weekly basis.

H. Arrival and Departure Procedures

Our facility is operational from 6:00am – 6:00pm, Monday through Friday. Later options are available subject to prior arrangement. While operating in this phase, drop-off times will be staggered. You will be given a time between 6 - 7am to drop off and between 5h30 – 6h30 pm to pick up. All children must be dropped off by 7 am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time.

Drop-Off Procedures

You will bring your child into our screening area at the front door. All parents MUST wear face covers. Our check-in staff will do a temperature and visual assessment on each child and parent before allowing you into our lobby. You will be asked a series of yes/no questions regarding symptoms and travel. You and your infant/toddler will get their temperature taken and logged. If it is below 37° C, an assistant wearing proper PPE will take your child to his/her classroom.

We ask that the designated drop-off and pick up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition or comorbidity such as diabetes). Only authorised adults with registered identification will be allowed to drop off and collect a child/ren.

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. Anyone entering the vestibule to pick up their child must wear a face covering/mask. An assistant will bring each child to the vestibule for pickup. Children 3 or older will wear face coverings (to the best of their ability) while being accompanied to the car. Once in the car, the mask will be collected by the assistant and laundered for the next day.

AMATUS KIDS ACADEMY (PTY) LTD.

Parent Handbook

COVID-19 Edition

I. Visitors

No visitors will not be permitted at this time. This includes specials teachers until further notice. IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

K. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at the Academy, please check with your child's teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats.

L. Food

- A. Lunch: **We provide fresh home cooked meals every day.** Please do not send your child to the Academy with any food or snacks.
- B. Snack: A morning and afternoon snack is included in your monthly tuition amount. A snack is provided at 10:00am and 3:00pm daily.
- C. Food Allergy: **We are a nut-free facility!** If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND Principal. All allergies will be posted in the Academy.

M. High Risk people restricted from the Academy

People of any age with **certain underlying medical conditions** are at increased risk for severe illness from COVID-19 thus people with the following conditions **are** to please refrain from visiting/entering our Academy:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

AMATUS KIDS ACADEMY (PTY) LTD.

Parent Handbook

COVID-19 Edition

COVID-19 is a new disease. Currently there is limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with the following conditions **might be at an increased risk** for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

Children who have a medical complexity, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease might be at increased risk for severe illness from COVID-19 compared to other children and it is thus advisable to not send them to our Academy during this time.

AMATUS KIDS ACADEMY (PTY) LTD.

Parent Handbook

COVID-19 Edition

AMATUS KIDS ACADEMY

Parent/Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2020 school year, which contains the policies and procedures for AMATUS KIDS ACADEMY while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Ms. Nicky Day
Principal / Principal
Amatus Kids Academy Table View

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I, _____ (print your name), the parent/guardian

of _____ (print child's name), hereby
acknowledge receipt of ACADEMY NAME's Parent Handbook COVID-19 edition. I have read
and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____