

## 2024 Covid – 19 Policies Review & Additions

Hello Hilltop Families,

We hope 2024 finds you and yours happy and healthy. As Covid-19 recommendations change, we wanted to take a moment to review our updated Covid – 19 policies.

- Children are to be dropped off at their classroom door at which time they will have their temperature checked before entering.
- At this time, only the child assigned to that classroom is allowed entrance. Siblings must remain outside of the classroom.
- Anyone with a temperature of 100.4 or over is not permitted to remain on site.
- Hilltop Preschool administration has the right and sole discretion to send home any student with a bad cough, excessive runny nose, or a temperature that reaches 100.4.
- If you feel your child is unwell, please keep them at home.
- If your child or anyone in your immediate household is showing symptoms of Covid – 19 please remain at home.
- If your child or anyone in your immediate household requires a Covid – 19 tests, please inform Hilltop Preschool and remain home until results are given. Please provide Hilltop Preschool with those results. If it's a child enrolled at Hilltop Preschool, we will need a copy of the negative results before the child can return.
- Children will be assisted with handwashing each morning upon arriving at their classroom. Handwashing will also take place before eating, after using the restroom, upon returning from outdoor activities and anytime your child's hand enters their mouth or nose.
- Please practice proper sneezing and coughing etiquette with your child.
- If any person, child or staff, tests positive for Covid – 19 the child or staff will be asked to remain in quarantine until the provided return date. Should your child develop symptoms and/or test positive for Covid – 19 Hilltop Preschool would need to be informed immediately.

- Staff have been given detailed cleaning and disinfecting instructions as has the cleaning crew. We are doing everything possible to keep everyone at Hilltop Preschool safe and healthy.
- Absences must be reported to either your child's teacher or the Hilltop Preschool office even if it is not health related. You can call the office, send an e-mail or message via the ProCare app.
- Sign in/out using the touchless ProCare app unless daily sign in/out is required.
- Please do not congregate on site. We certainly understand the desire to speak with friends during drop off and pick-up times, however we request the recommended 6 feet social distancing guideline be respected.
- If you have siblings enrolled in Hilltop and one child tests positive or has a direct exposure, you must keep the other sibling's home for the duration of the quarantine period or until the child tests negative.

### COVID GUIDELINES ADDENDUM

With the change in guidelines, we want to provide our families with the most up to date protocols recommended by the California Department of Public Health (CDPH). Regarding Covid testing, children returning to school, and the health department, there are certain requirements which we must adhere to. Rules do tend to change often, so this is up to date as of January 26<sup>th</sup>, 2024.

If your child tests positive for Covid-19, it is a 5-day isolation period at home. We have no way of knowing the results unless you tell us, so we appreciate your honesty and cooperation in this situation as well, helping us to keep our friends and staff here safe.

We would also like to address school tuition at this time. The sick credit is **a one time**, half price sick week, per our parent handbook, normally it is for 5 consecutive days however, we have been splitting the five days up for families, when needed. If your sick credit is used for covid related reasons, you will not receive an additional sick credit for additional illness related absences. It is one sick credit per year. Additionally, the credit is reflective of your child's schedule. Meaning, if your child attends full time, you will receive 5 credit days. However, if

your child attend's part time, you will receive a credit for the number of days per week your child is enrolled for.

Upon completion of the document, please return the signed portion to your child's teacher or you're welcome to send a digital version to the Hilltop Preschool e-mail.

Thank you,

Hilltop Preschool Administration

**Hilltop Preschool Covid – 19 Policies 2024**

**Receipt of Notification**

I, \_\_\_\_\_ the parent/legal guardian of (child(ren)'s name(s))  
\_\_\_\_\_ have read and understand the Hilltop Preschool Covid-19 Policies document and agree to abide by the rules stated within.

X \_\_\_\_\_

Date \_\_\_\_\_

X \_\_\_\_\_

Date \_\_\_\_\_