



*"Bilingual, Academic, Social, and
Emotional Learning Approach*

Children's Academy Antigua

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CAA Return to School 2020-21 – COVID-19 Guidelines and Protocols

Children's Academy Antigua will continue to follow the recommendations of the Antigua and Barbuda Ministry of Education and the Ministry of Health in order to make the best decisions to keep our school and community safe. The health and safety of our students, staff and family will always be our priority.

The following will be some of the new guidelines and protocols* that will be required and implemented as part of the effort to mitigate and reduce the potential for transmissions of COVID-19.

GENERAL GUIDELINES

- Staff and parents of students must inform the Principal/Owner about any illness.
- Teachers who are well, but know they have been exposed to COVID-19 MUST notify the Principal/Owner
- Teachers and students absent from work/school due to suspected COVID-19, MUST NOT return unless 14 day quarantine AND/OR cleared by a Medical Practitioner.
- Teachers and students with COVID-19 SYMPTOMS, including cough, runny nose, jaundice, diarrhea, vomiting, should not be permitted on the compound.
- Sick students will be held in an isolation room/sickbay until their parents arrive. Parents will be called immediately to collect their child as soon as possible.
- All adults (parents and teachers) on the school compound are required to wear a face mask in compliance with the regulations. The face mask must cover your nose and mouth. Children in school will be required to wear a clean face covering every day for drop-off, pick-ups and in moments when social distancing is not possible.
- General visitors to the school are discouraged. All visitors who do not have urgent concerns are encouraged to call or email the school.
- No visitors will be allowed to visit any location in the school when children are present in the school.
- Until further notice, all field trips are suspended until authorized by the Ministry of Health and Ministry of Education.
- Custodian and Staff must properly clean and disinfect desks, chairs, stools, work stations, tools, equipment, classrooms, equipment on the playground, toys, doorknobs, light switches, cots, diaper changing tables, and facilities prior to re-opening and use by staff and students.

- All work space and classrooms will be properly ventilated and all doors and windows will be kept open whenever possible.
- Hand washing station will be placed at the entrance of the school.
- Staff and students must wash their hands using liquid soap and running water, for at least 20 seconds, especially upon arrival at the school and more so after using the bathroom, blowing their nose/coughing/sneezing, and before eating.
- It is recommended that parents give their child/ children a sample sized bottle with 70% Alcohol based sanitizing solution for personal use.
- Students will be expected to have been on island for at least 14 days before they physically return to school to start the 2020-21 academic year. Students arriving less than 14 days of the beginning of their first day of school are to miss the start of term until they complete their 14 days quarantine since the first day they arrived in the island.
- Parents are expected to keep social distancing (only 1 parent/guardian is allowed to drop off or pick off) while picking up or dropping off children. Do not get closer to others less than 6 feet distance and wait until your turn to drop off or pick up your child.
- Have your own pen to sign in and out your child daily.
- Parents/relatives will not be allowed to enter the school reception. Students will be welcomed and dismissed in the gallery of the school.
- Parents will wash the hands and face of their child just before entering the school. Shoes will be placed outside (in the gallery) or in the child's cubby.
- The temperature of every child entering an early childhood center will be checked and recorded before entering. Anyone whose temperature is above 37 °C or 99 °F should not be allowed entry into the school.
- Parents should provide a personal pouch containing small packets of hand tissue, hand sanitizer, asthma pumps and other possible recommended self-care items for their child.
- Parents should provide sufficient water, fruits and healthy snacks and lunch for their child day at school.
- Parents, please cooperate, respect and be patient with teachers/ management and staff as safety measures are implemented.

– **ON ARRIVAL AND PICK-UP AT SCHOOL**

- Parents, please get your child to school earlier to keep your turn in line and allow time for temperatures check and the basic health assessment could be done before your child is admitted to the school.
- Parents must adhere to physical distancing while picking up and dropping off their child. Parents must be wearing their facemask.
- Teachers will carefully observe the student upon arrival and during the class time to identify signs of illness.
- When parents observe their child or children looking unwell do not bring them to school instead take them to the Doctor.
- The wearing of a clean face-mask will be strictly enforced for all adult and students entering the school.

- Enforce of the hand hygiene protocol at the point of entry (i.e. staff and students must wash their hands on entry to the school)
- Temperature will be taken at the entry point and assess for other signs and symptoms of COVID-19.
- We will limit the number of persons entering the compound. Only one (1) parent/guardian is allowed to drop off or pick up the student.
- We will keep a register of daily attendance and notes of any illness of a student or staff.
- Footwear must be removed upon entering the school.

– **DURING SCHOOL**

- Children will be restricted to an individual small classes.
- Once placed in a class, children and the Teacher will stay within that class.
- Downtime and mealtime will be conducted in the specified groups. The class will not be mixed.
- Group work assignments will be avoided to students to ensure compliance with the social distancing policy.
- We will ensure that students do not congregate while at school.
- We will ensure regular cleaning and disinfection of desks, chairs and the general classroom, must be done before and after use
- We will limit or prevent the mixing of classes while waiting to be collected.
- We will restrict/limit the switching of groups or teachers. The same teacher will be utilized for the duration of their instructional sessions.
- We will prohibit the sharing of resources such as crayons, artwork etc.
- Outdoor play will be done and supervised in small class groups and outdoor equipment will be disinfected after each group has used it.
- We will ensure that the physical distancing protocols are observed in the classroom, at meal time and any other time when the children have to gather.
- Teachers will reinforce good hygienic practices throughout the day. Teachers will remind students of the COVID- 19 protocols by having short demonstrations in class.
- Teachers will focus on good health behavior, such as covering coughs and sneezes with the elbow and washing hands frequently.
- Teachers will wear facemask and face shield during activities that involves teachers to be within 3 feet from a child for an extended period of time, for example, when feeding or changing diapers.
- All soft toys will be removed from the school.
- No toys from home are allowed in the school.
- During nap time all mats should be placed a minimum of 3 feet apart. Children will be placed to sleep alternately head to toe using social distancing.

** Protocols and guidelines are subject to change to adjust to the development of the pandemic and in the best interest of our school community.*

COMPLETE, SIGN AND RETURN THIS PAGE TO CHILDREN'S ACADEMY

With my signature I certify that I have received, read, understood and accepted the new Guidelines and Protocols 2020-2021 for my child entering, staying and leaving the Children's Academy, as a preventive measure for the spread of COVID-19. Likewise, I declare that I am aware that my child's attendance at the School implies a risk of infection, so I hold harmless Children's Academy of any legal responsibility related to symptoms or consequences in the health of my son/daughter or my family.

Child Name

Parent/Guardian Name

Parent Signature

Date (month/day/year)

CAA Management (Name/ Title/ Signature)