**COVID-19 Policies for KATC Weekday Preschool**

**\*Other medical policies can be found in the Parent Handbook on page 5 & 6**

**Illness Exclusions**

*Children will not be admitted into care if they have any of the following symptoms:*

• Cough  
• Shortness of breath or difficulty breathing  
• Chills  
• Muscle Pain  
• Headache  
• Sore Throat  
• Loss of taste or smell  
• Diarrhea  
• Feeling feverish or a temperature greater than or equal to 100.0 degrees

When children are ill, they must not return to the facility until they are symptom-free without medication for 48 hours (exclusion with a COVID positive: please see COVID 19 guidelines below)

**Pandemic Tuition**

Should KATC Weekday Preschool need to close for Pandemic reasons, tuition will be adjusted. The amount of the adjustment will depend upon the length of the closure. For example, a closure of two weeks will result in a 50% reduction in one month’s tuition. Parents may give a two-week notice to withdraw from the program. Tuition will be charged for the two week notice period.

If a closure extends beyond four weeks, teachers and parents will be notified by the KATC office with a plan going forward.

Reminder: The Registration/Activity Fee is non-refundable.

**If a Staff or Student Tests Positive for COVID-19**

In the case of a student or staff member testing positive, the student or staff member will need to quarantine for 5 days or until they have been fever free for 24 hours and symptoms have improved.

Any siblings and/or staff that is related to that student will not be required to quarantine unless they have symptoms.

**Disclosure Statement for Families and Employees**

Understand that outside of care, in order to control your child’s exposure in the community, you should comply with any and all state, county or local stay-at-home orders.

If it becomes aware of any person with whom your child or you have had contact exhibits any of the symptoms listed above and they have tested positive with COVID-19, understand that it is your responsibility to keep an eye on your child and test if they present any symptoms to prevent the spread of the virus.

**Hygiene Stations**

Everyone is required upon arrival to use hand sanitizer located at the doors of our facility. All staff members and students will be required to sanitize their hands upon entering and exiting the building and in their classroom. All children and teachers will have a regular routine of hand washing with soap and water throughout the day, especially after bathroom breaks, recess, before snacks and lunch. Temperature checks will be done at drop off but will also be conducted throughout the day as deemed necessary.

**Employee Illness Exclusion**

Employees will not be allowed to work if they have any of the following symptoms:

• Cough  
• Shortness of breath or difficulty breathing  
• Chills  
• Muscle Pain  
• Headache  
• Sore Throat  
• Loss of taste or smell  
• Diarrhea  
• Feeling feverish or a temperature greater than or equal to 100.0 degrees

When employees are ill, they may not return to the facility until they are symptom-free without medication for 48 hours, (exclusion with a COVID positive test see COVID-19 Guidelines above.)

**Individual Items**

All students will be allowed to bring the following personal items daily. Please label each item 

* Backpack containing the following items:
* Lunchbox
* Drink Cup
* Full change of clothes
* Nap Mat for kids (toddlers, 2’s, and 3’s)
* One small blanket or one small stuffed animal
* Class Folder (provided by KATC Weekday Preschool)
* Diapers/wipes/bottles if applicable

**Additional Safety Guidelines**

Each class will have lunch in their own classroom.  
All common play areas will be adequately sanitized/disinfected as needed.

**Personal Protection Equipment**

Masks may be worn by children if the individual family desires. They are not required at KATC Weekday Preschool.