



# **SUMMIT SCHOOL**

**Summit School  
Summer Camp  
Family Handbook**

**Summer 2021**

Dear Families,

We are thrilled to be able to open our Summit Summer Program with the utmost care and consideration for the children, families, staff and general community's health and safety. We are providing you with key information below about updated policies and procedures so that you can be fully aware of our plans this summer and in order to make the summer a joyful, safe and healthy one.

The policies in this handbook are designed to provide with all of the extra fun, festivities and engagement that we love to offer at Summit Summer Camp. In order to keep our programs of a high quality, we will continue to follow the latest CDC recommended guidelines for health and safety.

Please feel free to reach out for any clarifications or questions—we can't wait to spend the summer with your children!

Warmly,

David Moreno

Summer Camp Coordinator

[David.Moreno@summitschoolaz.org](mailto:David.Moreno@summitschoolaz.org)

480.403.9507

## What to Expect this Summer

*\* All procedures are based on the latest guidance, recommendations and policies from the AZDHS and CDC.*

### **Classroom and group sizes**

Arizona Department of Health Services, the American Academy of Pediatrics and the CDC have provided guidance which we will incorporate on campus in an effort to limit exposure to COVID-19.

#### **Class sizes, spacing and staffing:**

- Class sizes will be limited to 16 children for preschool and pre-K students, and 20 for elementary students
- With the preschool and pre-K groups, we will combine 2 classrooms to create a larger space for each group. This provide extra space for safe movement and physical distancing.
- Groups will rotate common spaces (Imaginarium, Maker Space, Build it Room, playground, MPR) to provide for movement and recommended space for safe play.
- Physical distancing (3 feet) for children and adults within the classroom and outdoors will be followed as feasible. Furniture will be moved to enable children to sit and work 3 feet apart from each other. Children will sit 3 feet apart during whole group and mealtimes.
- During nap time in preschool, we will keep each cot 3 feet apart and will have children resting with a “head to feet” alignment.

#### **Toys and other classroom materials:**

- Toys that cannot be cleaned and sanitized will be removed from the classroom. These include fabric toys, stuffed animals, hats and scarves.
- We will follow strict sanitizing procedures at the end of each day and take extra precaution with any materials that may have come into contact with children’s saliva, mucus or any other bodily fluid.
- Sharing of toys/manipulatives/ technology will be avoided when possible. A container labeled “used” will be placed in each class to facilitate separation of clean and played with toys. Used materials will be cleaned and disinfected before re-use.

#### **Mask policy:**

- All staff will wear masks.
- It is required that children 3 years and older wear face coverings. We will do our best to help them keep it on. Please provide the mask for your child as well as a back-up mask to keep in their backpack.
- Children with any breathing issues should not be wearing a mask. If your child has a medical condition that identifies breathing issues, please have their physician provide documentation with appropriate guidance.
- Children will not nap with masks.

## **HYGEINE POLICY**

Our hand washing policies follow the strict guidelines and rules proposed by the CDC, AZDHS and NAEYC. We will continue to follow those guidelines with increased frequency of washing. We will pay special attention to situations and times that may need even more frequent handwashing.

### **Hand Hygiene:**

- All staff and children will practice healthy hand hygiene.
- Soap and water for 20 seconds at each washing is recommended. An alternate use of a 60% alcohol-based hand foam or gel is also acceptable if soap and water are not readily available.
- Children will be encouraged to wash or sanitize more frequently, especially after blowing their nose, coughing or sneezing, and before and after eating.

### **Surfaces:**

- All classrooms, bathrooms, and areas to be used by preschool have been thoroughly cleaned and sanitized
- Classrooms will be cleaned and disinfected frequently during the day. Doorknobs, light switches, classroom sink handles, countertops, toilets, desks chairs and cubbies will be wiped down to ensure your child's safety. This is in addition to our janitorial services.
- Cleaning products are EPA- approved for use against the virus that causes Covid-19.
- Cleaning materials are kept secure and out of reach of children

## HEALTH SCREENING & WELLNESS POLICY

- Please take a temperature check at home prior to bringing your child/ren to school.
- Keep your child/ren home if they are showing any signs of symptoms or sickness
- Any child with a temperature of 100.4 or above will be sent home for a minimum of 24 hours and must return only after they are fever free for 24 hours without the aid of fever reducing medication.
- If your child has a temperature of 100.4 or above in addition to an excessive runny nose, cough, or sneeze, we will ask you to pick up your child and keep them home for 72 hours. In some cases, a note from your child's doctor will be required for your child to return.
- If your child has any excessive symptom (cough, sneezing, runny nose) or the presence of 3 or more symptoms we ask that you pick them up and keep them home until symptom free

### Upon Arrival:

- Staff temperatures will be taken upon arrival and as needed.
- Children's temperatures will be taken while in the car upon arrival and as appropriate throughout the day.

## DROP-OFF/PICK-UP PROCEDURES

We are setting up the following procedures in order to limit the risk of exposure to and minimize the spread of COVID-19. Families, including guardians, siblings, parents, and caretakers will not be allowed in the building to minimize contact and gathering. The building will only be open to school staff and essential building staff.

### Drop Off/Pick Up

- We will be doing **Drive Through** drop off and pick up. Staff will be outside in the drop off/pick up area in front of the Imaginarium and the front office from 7:55-8:15. Cones will be set up indicating where to drop your child/ren off.
- When signing your child in, please note that your signature also verifies that each parent/guardian acknowledges that they, their child or immediate family members have not had contact/been exposed to someone with a positive test for COVID 19 in the last 24 hours, and that their child has been fever/symptom free.
- Staff will greet your child and perform a Hands-Free temperature check and guide your child to class.
- Please remain in your vehicle at all times.
- If you come to school later for drop off, please call the office 480.403.9500 and a staff member will come to your car to escort your child to their camp
- Reminder that we ask guardians, parents, siblings and caregivers not to enter the school's campus to limit exposure and risk.
- Please have a **pen** in your car for sign in/sign out.

## WHAT TO BRING:

We will be limiting what children can bring from home.

- **Pizza lunch on Wednesdays will be provided and daily snacks will be limited to prepackages/single serve foods. Please send a snack with your child if you feel that they might be particular about snack foods served as well as a lunch.**
- **Please send a water bottle for your child-it will be refilled as needed.**
- Lunch containers and water bottles need to be taken home and washed daily.
- Sheets for cots will be washed daily at Summit, there is no need to provide this for your child
- Only a personal backpack for school materials will be allowed until further notice. A nap time comfort item can be brought with the student's sheet, but will only be available at nap time.

## STAFF:

- All staff will wear a mask while they are with any children at Summit.
- No staff shall work at Summit if showing any symptoms of illness.
- All staff will take their temperature daily upon arrival at our facility and as needed.

## WAIVER

We are asking families and staff to sign a waiver stating that they are at the school of their own free will and understand the potential risk involved with being on the school campus.

Please sign and return to the school before your child begins camp at Summit. **Feel free to sign the waiver that is attached to the Camp Registration Packet as it is the same.**

## HEALTH RISK ACKNOWLEDGEMENT WAIVER & RELEASE

Given the severity of the COVID-19 pandemic, and in anticipation of my child's return to the care of Summit School, a child care provider ("**Facility**"), I hereby make the following waiver, release and other representations and covenants set forth herein, on behalf of my child, and in favor of this Facility.

### Acceptance of Risk; Release; Indemnification.

The safety and security of the children in its care remains a top priority of Facility. I understand that there is a risk associated with my child's return to care at Facility, including but not limited to, increased social contact and interaction with Facility employees and other children. To help reduce the spread of COVID-19 and to protect Facility employees and other children, Facility encourages all children and parents to adhere to all safety and health guidelines for the prevention of COVID-19, including those

issued by the Arizona Department of Health Services and the Centers for Disease Control and Prevention. All persons should engage in frequent hand washing using soap and water for at least twenty seconds (or, if soap is not available, use an alcohol-based hand sanitizer), sanitize surfaces and objects frequently used. Staff will wear personal protective equipment such as face masks and gloves, and follow any and all other preventive measures recommended by applicable authorities.

Notwithstanding the foregoing, I understand that the above guidelines do not completely eliminate my child's risk of exposure to COVID-19 and, should my child experience any COVID-19 related symptoms (such as fever, cough, body aches, or shortness of breath), I am advised to keep my child home, not to bring my child to the Facility, and follow the advice of my healthcare provider, clinic, or hospital. In such cases, I will immediately alert the Facility of such symptoms.

Regardless of any steps taken by Facility to reduce the risks associated with the COVID-19 pandemic, I am fully aware that there are a number of risks associated with my child's care at Facility during the COVID-19 pandemic, including without limitation, being exposed to and contracting COVID-19 from other individuals, surfaces and/or airborne particles. I understand that my child's contracting of COVID-19 could result in serious medical symptoms requiring medical treatment in a hospital or even death. On behalf of myself and my child, and our heirs, successors, and assigns, I knowingly and freely, assume all such risks, both known and unknown, relating to my child's care at Facility arising from or relating to COVID-19, including all illnesses, injuries, damages or death arising therefrom, and I hereby forever release, waive, relinquish, and discharge Facility, along with Facility's shareholders, officers, directors, members, managers, officials, partners, trustees, agents, contractors, employees, affiliates, or other representatives, and their successors and assigns (collectively, the "Facility Representatives"), from any and all claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, "Damages") arising from or relating to COVID-19 as a result of my child's care at Facility, and including but not limited to claims based on the alleged negligence of any Facility Representative or

any other person. I further promise not to sue Facility or any Facility Representative for any illness, injury, death or other Damages arising out of or related to COVID-19 and agree to indemnify and hold them harmless from any and all Damages resulting therefrom as a result of my child's care at Facility.

If any provision of this Waiver and Release of Liability is declared invalid, the remaining provisions remain enforceable. I may seek advice from legal counsel before signing this Waiver and Release of Liability. By signing this Waiver and Release of Liability, I acknowledge that either I have sought the advice of legal counsel or wish to waive the opportunity to seek the advice of counsel before signing.

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Print Name of Parent/Guardian

