



Granada Day School

## **Important Things to Remember (Child Care Center)**

### **Arrival and Dismissal Time**

School hours are from 8:00 a.m. to 4:00 p.m. for Infants and Young Toddlers enrolled in the Child Care Center. Morning drop off will begin as early as 7:45 a.m. on the University Drive side of the campus close to the church. Parents arriving after 9:00 a.m. for drop off must check in by calling the GDS Main Office. Your child's teacher will greet you outside the arrival area. Dismissal will begin at 3:45 p.m. All children must be picked up no later than 4:15 p.m. Any late pick ups after 4:15 p.m. will incur a \$1/per minute late fee, and will be invoiced to the billing account. *At this time, please be aware that only GDS staff and children are permitted inside the school building, classrooms and playground. The GDS Main Office is the single point of entry for parents and visitors. Gate entrance will not be active. Please see "Drop Off and Pick Up Procedures" for instructions on how to drop your child off.*

### **Attendance Policy**

Parents and guardians must use the Procure app to sign in and sign out on a daily basis, and to message us if child is going to be absent. In case of a child's absence without prior notice from parents, the GDS staff will contact the parents/guardians to verify the absence. In the case that parents/guardians cannot be reached, GDS staff will contact the emergency contacts in the order they are listed on the enrollment form. New enrollments will receive an email link to register on the Procure app.

### **Cleaning Procedures**

Cleaning procedures that are already in practice will be intensified per CDC guidelines. Classrooms, bathrooms, and playground equipment will be disinfected before, during and after school hours using EPA approved disinfectants. A designated sanitation team will be on-site during the day to perform these additional routine cleaning procedures. All cleaning materials will be kept out of children's reach at all times. To learn more

about the cleaning procedures used at GDS, please visit,  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

## **Communication**

In order to minimize crowds inside the school office, and to promote social distancing, please call or email the office with any questions. Children's daily reports with activities will be available on the Procure app, and you may message your classroom there. **Any general school questions may be sent to [info@granadadayschool.com](mailto:info@granadadayschool.com)**

## **Discipline Policy**

In compliance with DCF regulation, GDS ensures that age appropriate, constructive disciplinary practices are used for children in our care:

1. Children shall not be subjected to discipline which is severe, humiliating or frightening.
2. Discipline shall not be associated with food, rest, or bathroom procedures.
3. Children will not be denied active play as a consequence of misbehavior.
4. Spanking, or any other form of physical punishment is prohibited.

Inappropriate or difficult behavior will be handled in the following manner:

1. Objective evaluation of the behavior.
2. Restructuring the child's environment to remove sources of conflict or uncooperative behavior.
3. Positive interaction offering options and/or diversion, as well as setting limits.
4. Removing the child from group activity to solitary area (under direct supervision) for a short period of time, calling it "Quiet Area".
5. Parents will be contacted if behavior is not corrected.
6. Plan a conference with the parents, and approach the problem on a united front.
7. Teachers and parents are resources for each other in evaluating and planning strategies for handling difficult behavior.
8. Fostering attitudes of caring and dedication to the child's progress toward self-discipline.
9. Parents and child counseling with the Director if the problem persists.

## **Dress Code**

Always pack extra clothing in your child's bag, in case they need to be changed throughout the day. Extra clothing includes onesies, pants, socks, extra bibs for Infants and Young Toddlers. Infants and Young Toddlers are not required to wear a GDS uniform.

## **Drop Off & Pick Up Procedures/Location**

Please note that drop off and pickup of all children will be curbside-style in the University Drive. At this time, only GDS staff and children will be permitted in the school building. Your child's teacher or GDS staff member will escort your child directly to the classroom. Upon arrival, your child's temperature will be taken by a contact free thermometer. Any child with a temperature reading over 100.4 degrees Fahrenheit or visible signs of illness will not be permitted to stay. Drop off and pick up will be coordinated by GDS staff with the use of radios and cell phones. Please make sure to sign in and out via the Procure app.

## **Emergency Information**

Please make sure the office has your most current information such as phone number, email and address. It is very important that we are notified of any changes so that we may contact you in case of an emergency.

## **Expulsion Policy**

From time to time, certain situations may occur and create circumstances when we have to ask that a child be removed from our program either on a short time or permanent basis. We will do everything possible to work with the family of the child in order to prevent this policy from being enforced.

When a child is having a problem in the classroom:

- Staff will try to redirect the child from negative behavior.
- Staff will reassess the classroom environment, develop appropriate activities, and supervision.
- Staff will always use positive methods and language while disciplining according to school policy. Appropriate behavior will be praised.
- Staff will consistently apply consequences for rules observing school policy.
- Child will be given verbal warnings and time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality. A conference will be scheduled to discuss how to promote positive behaviors.
- Parents/guardians will be notified verbally and in writing.

- Parents/guardians will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff, and parent/guardian will have a conference to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation will be given.

For a complete list of parental or child's actions which can lead to an expulsion from the school, please request a copy of the Expulsion Policy from our Registrar, Gaby Laris by emailing [gaby@granadadayschool.com](mailto:gaby@granadadayschool.com).

## **Face Coverings**

Students in PreK 3 and older are required to wear a face covering indoors, but are not required to be worn during strenuous activity such as playground or outdoor activities. Mask use is not required during meal times and nap time since social distancing will be exercised. Children **ages 2 and younger** are not required to wear face coverings. GDS staff members are required to wear face coverings at all times. Parents and guardians are required to wear a face covering when entering the GDS Main Office, or when dropping off and picking up a child. If a child arrives without a mask, one will be provided by the Main Office.

## **Food Allergies**

GDS is a peanut free school. Please refrain from sending any food items that contain peanut butter, or peanuts. Read labels carefully, as sometimes certain foods can contain traces of it. If you are sending any food item to be shared with the classroom, please send a request to [info@granadadayschool.com](mailto:info@granadadayschool.com)

## **Health Screenings**

All GDS staff, including teachers will go through a series of daily health screenings upon arrival. For children entering GDS, parents will be answering those questions directly on their Procure app as they sign in. Any staff member or child that appears to have symptoms of COVID-19 which include cough, shortness of breath, fever and fatigue or other symptoms of illness, or injury will be asked to stay home. If symptoms develop during the school day, a child will be kept in the Waiting Room near the Playground Gate (on the Bird Road side of the school) with a GDS staff member until a parent or guardian picks them up. Please understand these procedures are in place for the health and safety of everyone.

*Daily health pre-screening questions for parents:*

- 1. Has your child had a fever of 100.4 degrees F or greater? Have they experienced cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc. in the past 2 weeks?*
- 2. Has anyone in your immediate family had a fever of 100.4 degrees F or greater, or experienced cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc. in the past 2 weeks?*
- 3. Has your child or anyone in your immediate family travelled to any country included in the Level 2-4 travel health notice per the CDC?*
- 4. Has your child or anyone in your immediate family been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19?*

*If any of the above questions are answered “YES”, please inform the GDS Main Office and provide written clearance from a primary care physician indicating that the child can participate in school prior to readmission into the program or follow quarantine protocols if necessary.*

## **Lunch and Snacks**

Meals and milk/formula must be provided by the parents or guardians. Please make sure to pack any hot food items inside a Thermos container. Any cold food items should be placed with an ice pack inside a closed lunchbox. All utensils, thermos or snack containers and bottles should be labeled with your child’s name. If any item is not labeled, please be advised that your child’s teacher will label the item(s) in the classroom. Microwaves are not permitted in the school per DCF regulation. However, bottle warmers are available inside the classrooms.

**Our school is a peanut free facility. Please refrain from sending any food or snack item which contains peanuts or peanut butter.**

## **Naptime**

Children in the Infants and Younger Toddlers take naps during the school day. Please provide a (labeled) fitted crib sheet, and light blanket for your child every Monday. On Fridays, the bedding will go home to be washed. Bedding is kept in individual bags to avoid cross contamination with other children’s bedding. Cribs and cots are disinfected by the staff.

## **Personal Belongings**

Please make sure backpacks, diaper bags and lunch boxes are labeled with your child’s first and last name. Per DCF policy, items not labeled will be labeled by the staff or teacher.

Due to COVID-19, no personal belongings such as toys, stuffed animals, blankets (for purposes other than naptime) or electronic devices are not allowed on campus. Please provide only the necessary items for your child such as lunch, extra clothing and pair of shoes, and nap/diapering supplies (if applicable).

## **Ratios and Social Distancing**

Miami-Dade County has lifted the classroom capacity restrictions, and have now reverted back to the DCF ratios. Modified classroom layout, enhanced outdoor activities and smaller group activities will promote social distancing between the children. Children will not be permitted to mix with children of other classrooms. GDS staff will stay with the same group of children throughout the day. In order to help prevent the spread of COVID-19, only GDS staff and children are permitted in the school building at this time. The ratio for Infants and Younger Toddlers is 1 teacher per 4 students.

## **Reminders and Information**

All communication, calendars and newsletters will be shared via email in PDF format. Any questions or inquiries can be directed to our GDS Main Office at [info@granadadayschool.com](mailto:info@granadadayschool.com)

## **Sick (and Other Health) Policies**

A child should NOT attend school if he or she has:

- Runny nose (regardless of color or consistency of nasal discharge)
- Diarrhea and/or vomiting 2 or more times within a 24 hour period
- Fever of 100.4 degrees or above.
- Persistent cough
- Difficult or rapid breathing
- Stiff neck
- Conjunctivitis
- Exposed, open skin lesions
- Rash (including molluscum contagiosum) until doctor has determined that the rash is not a communicable disease
- Any other unusual sign or symptom of illness
- Head lice or nits (must show proof of 1st treatment in order to return)

In order to return to school (no matter the severity of the illness), a parent must obtain a "Return to School" note from the doctor stating they have been cleared to return to school. For the health and safety of the staff and other children, the returning child cannot be present on campus until the medical note has been received by the GDS Main Office. If a child suffers from seasonal allergies, please provide a doctor's note

stating such. No medication may be administered to a child by any member of the school staff at any time. If medication is administered by the parent, the child must be signed out, taken off property, and signed back in if returning to the classroom. A child should be free of fever for at least 48 hours without the use of fever reducing medication prior to returning to school.

## Travel (Domestic and International)

Any GDS staff or student who is not vaccinated and has travelled domestically and internationally at any time during the school year must quarantine per CDC guidelines. As of June 2021, the guidelines for both domestic and international travel are as follows:

**CORONAVIRUS DISEASE 2019 (COVID-19)**

Domestic Travel <small>RECOMMENDATIONS AND REQUIREMENTS</small>	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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**CORONAVIRUS DISEASE 2019 (COVID-19)**

International Travel <small>RECOMMENDATIONS AND REQUIREMENTS</small>	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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## **When Someone Gets Sick or Requires Medical Attention**

GDS staff or children should not come to school if they are sick. A child exhibiting any sign or symptom of illness during school hours will be placed in a "Waiting Area" with direct supervision by GDS staff. Parents will be notified by phone to come pick up his/her child. In the event that a parent cannot be reached, the school will contact those on the Emergency Contact list in the enrollment form. If a child develops a fever exceeding 100.4 degrees Fahrenheit and a parent has not arrived within 30 minutes, or for any other medical emergency, the school will call 911 in order for paramedics to observe the child.

If a child experiences a medical emergency that requires immediate medical attention such as a seizure or serious injury, paramedics will transport the child to the nearest children's hospital. A GDS staff member or teacher will accompany and stay with the child until a parent or guardian has arrived at the hospital.

In addition, any GDS staff member or child experiencing symptoms related to COVID-19, have been exposed to someone with symptoms or confirmed case of COVID-19, or test positive for COVID-19 should not attend school. If a parent, child or anyone in the immediate household has been tested for COVID-19, and is waiting for test results, please refrain from sending the child to camp until those test results have been received. It is the responsibility of the parent to notify the GDS Main Office immediately if these situations arise. Per CDC guidance, in the event that a person is sick and has exposed others to COVID-19, the following strategies will be implemented:

- The school administration will notify staff and classroom's families of positive case via a Medical Alert email.
- School administration will contact the Department of Health to report the positive case.
- Upon a positive case, the classroom will close and begin a quarantine period. You will be notified on how long this quarantine period will last.
- Classroom will be sanitized and disinfected.

## **Other Resources**

For complete information on Miami-Dade County's New Normal guidelines pertaining to child care facilities, schools etc. please refer to:

<https://www.miamidade.gov/information/library/safety-guidelines.pdf>

To learn more about the CDC guidelines for child care programs and schools, visit:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

To help understand COVID-19 and steps you can take to protect yourself and your families please see the available resources provided by the CDC:

- CDC information on [COVID-19 and children](#)
- CDC offers several free handwashing resources that include [health promotion materials](#), information on [proper handwashing technique](#), and tips for families to help children develop good handwashing habits.
- Other health and education professional organizations may also have helpful resources you can use or share, such as the [American Academy of Pediatrics](#)
- CDC's information on [helping children cope with emergencies](#)

*Updated: August 13, 2021*