



Granada Day School

Important Things to Remember Preschool & Kindergarten

Arrival and Dismissal Times

Older Toddlers-PreK 3.....	8:45 a.m. - 1:00 p.m.
VPK Only.....	8:45 a.m. - 11:45 a.m.
VPK Wrap Around.....	8:45 a.m. - 2:00 p.m.
Kindergarten.....	8:45 a.m. - 2:45 p.m.

Students can be dropped off as early as 8:15 a.m.

Arrival and Dismissal Location

There will be 2 designated locations for arrival and dismissal based on your child’s age group.

Older Toddlers.....	Bird Road/Carport
PreK 2.....	Bird Road/Playground Gate
PreK 3.....	Bird Road/Carport
VPK Only.....	Bird Road/Playground Gate
VPK Wrap Around	Bird Road/Carport
Kindergarten	Bird Road/Playground Gate

At this time, 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.

After School Care

Children pre-registered for the After School Care program will stay in the same classroom with the same teacher until 4:00 p.m. There are no ASC services available

for the VPK Only classroom. Children not picked up by 4:15 p.m. will incur a \$1/per minute late fee billed to the child's account.

Attendance Policy

Parents and guardians must use the Procure app to sign 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 registration form.

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 the office with any questions, or make an appointment to see the Registrar, or School Director if necessary. Children's daily reports with activities will be available on the Procure app, and you may message your teacher there or to their school email. Any general school questions may be sent to info@granadadayschool.com or call us at (305) 444-2028, Monday-Friday 8:00 a.m. -4:00 p.m.

Discipline Policy

In compliance with DCF regulation, GDS has created and implemented a discipline and expulsion policy which is detailed in your child's registration form, and is posted inside the classroom. For a copy of these forms, please contact the Registrar, Mrs. Gaby Laris at gaby@granadadayschool.com

Dress Code

Infants and Young Toddlers are not required to use a uniform, however for children in the Older Toddlers through Kindergarten, uniforms must be purchased from All Uniform Wear located at 8456 SW 8 Street, Miami, FL 33144. Children should wear T-shirts or

polos with school logos (various colors) and navy blue or khaki bottoms (any brand). Shoes should be comfortable shoes for outdoors.

Drop Off & Pick Up Procedures

Please note that drop off and pickup of all children will be in your designated location as detailed on page 1. Your child's assistant teacher or GDS staff member will escort your child directly to the classroom. Children arriving after 9:00 a.m. must check in by calling the GDS Main Office. A teacher will meet you at your drop off location. 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 Procare 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.

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.

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 Procare 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 kept in isolation 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 when necessary.

Lunch and Snacks

Daily lunch must be provided by all parents in a lunchbox. 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. Microwaves are not allowed in the classrooms per DCF regulation. **Our school is a peanut free facility. Please refrain from sending any food or snack item which contains peanuts or peanut butter.**

Personal Belongings

Please make sure backpacks 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 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.

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 staff at info@granadadayschool.com

School Supplies

School supplies are not required since those are provided to the students from a parent's annual fees with the exception of the free VPK Only class. For children enrolled in the free VPK Only class, parents must provide all necessary supplies and materials.

Sick Policy

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 RECOMMENDATIONS AND REQUIREMENTS	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

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CORONAVIRUS DISEASE 2019 (COVID-19)

International Travel RECOMMENDATIONS AND REQUIREMENTS	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	✓	✓



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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 school 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](#)

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