



Granada Day School

Important Things to Remember A-Z 2020-21 School Year

Arrival and Dismissal Time

Infants/Younger Toddlers.....	8:00 a.m. - 4:00 p.m.
Older Toddlers-PreK 3.....	8:45 a.m. - 1:00 p.m.
VPK Only.....	8:45 - 11:45 a.m.
VPK Wrap Around.....	8:45 - 2:00 p.m.
Kindergarten.....	8:45-2:45 p.m.

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.

Arrival and Dismissal Location

There will be 3 designated locations for arrival and dismissal based on your child's classroom.

Please email info@granadadayschool.com to obtain your specific location or for other general questions.

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 are responsible to use the Procure Connect 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 Director of the School if necessary. Children's daily reports with activities will be available on the Procure Connect 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 8-4pm

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, are required to purchase uniforms from All Uniform Wear located at 8456 SW 8 Street, Miami, FL 33134. Please contact them at (305) 266-1262 to make an appointment. Children should wear T-shirts or polo with school logo (various colors) and navy blue or khaki bottoms (any brand). Shoes should be

comfortable shoes for outdoors. All children should bring an extra pair of shoes (can be Crocs, or easy slip on kind, sneakers to have indoors).

Drop Off & Pick Up Procedures

Please note that drop off and pickup of all children will be curbside-style under the carport on the Bird Road parking lot, near the playground gate, as well as the Nursery carport on University Drive next to the church. Please keep in mind only GDS staff and children will be permitted in the school building. 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 at the GDS Main Office. 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 Connect 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

According to Miami-Dade County's "New Normal" guidelines, and per CDC guidance for schools, children over the age of 2 years old are required to wear a face covering, 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.

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 Connect 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 domestically or internationally within the past 2 weeks?*
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.

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. For infants and younger toddlers, please make sure to provide milk/formula and snacks/lunch. Breastmilk will be handled carefully and placed in a refrigerator. Bottle warmers are available in the infant classrooms.

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 pair of shoes, and nap/diapering supplies (if applicable).

Ratios and Social Distancing

Due to COVID-19, our classrooms have been limited to groups of 10 or less in order to adhere to social distancing regulations. Infants and younger toddlers are limited to 8 children with 2 teachers. 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

Sick Policy

A child should NOT attend school if he or she:

- Has any mucus (clear or of any color) coming from the nose or throat.
- Has been vomiting or has diarrhea before coming to school.
- Has a temperature elevation of 100.4 degrees or above. A child should be free of temperature elevation for at least 72 hours without the use of fever reducing medication prior to returning to school.

A child exhibiting any of these symptoms during school hours will be isolated and will stay with a GDS staff member. Parents will be notified by phone to come pick up his/her child. We require a written doctor's note for any child who is recovering from a contagious illness specifying that the child is able to return to school. No child will be able to return until a doctor's note has been submitted in person or faxed/emailed. 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. 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.

When Someone Gets Sick

GDS staff or children should not come to school if they are sick. 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. It is the responsibility of the parent to notify the

GDS Main Office immediately if this happens. Per CDC guidance, in the event that a person is sick, the following strategies will be implemented:

- Advise staff and families of sick students of home isolation criteria
- Isolate and transport those who are sick
- Clean and disinfect
- Notify health officials and close contacts
- Plan and prepare for school dismissal or closure if needed

Other Resources

For complete information on Miami-Dade County's New Normal guidelines pertaining to child care facilities, schools etc. please refer to pages 102-114 by visiting:

<https://www.miamidade.gov/information/library/new-normal.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's [health communication resources](#)
- CDC information on [stigma and COVID-19](#)
- 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](#)
- [Stigma prevention and facts about COVID-19](#)