



Family Handbook Addendum: COVID-19 Adaptations

Adjusted School Hours

8:00am to 4:00pm

Check-In

Families will check their child in each morning on the sidewalk adjacent to Hillside. All adults must wear a mask upon entering the check-in line and practice social distancing while waiting to check in. As you approach the handwashing station, families will sign their child in digitally using the Brightwheel app and the posted QR code. Families will assist their child in handwashing at the outdoor sink. The child and any family member(s) present will have their temperatures taken by a staff member and will log the child's temperature in Brightwheel. A staff member, likely your child's teacher, will then walk with your child to class. Please note that if a staff member is not present at the handwashing station upon your arrival, you may message on Brightwheel and a staff member will be out shortly to assist you with check-in. We ask that family members do not walk their child to class or walk past the handwashing station.

Check-Out

When you arrive to check your child out, we ask that you wear a mask prior to entering the check-out line and practicing social distancing as you wait for your child. If you arrive at school and a staff member is not present by the handwashing station, please message us on Brightwheel to let us know you have arrived and a staff member will be out shortly to assist you. Your child will either wash their hands in the classroom before walking out to meet you or will wash their hands at the outside handwashing sink. Before leaving with your child, please check them out by scanning the posted QR code with your Brightwheel app.

Brightwheel

Hillside has adopted Brightwheel, a digital app-based method for documenting daily activities, school-home communication, and contactless check-in and check-out. We ask that all caregivers download this app, as it is a critical component to our daily communication and required processes. If families are unable to download Brightwheel for any reason, please let Suzanne or Sarah know and we will make accommodations

for your family. Upon downloading Brightwheel, please enter important health information, allergies, a photo, and people you authorize to pick your child up from school and serve as emergency contacts. Each day, you will check your child in using the app and enter information about your child's morning thus far. Teachers will then continue to update Brightwheel with information from the day. The messaging feature on Brightwheel is used as a method of direct communication between families and teachers/administration and we ask that it is used with discretion, as it may not be possible for teachers to respond immediately. If an urgent need arises, we will call via phone.

Snacks and Lunch From Home

Out of an abundance of caution, we are no longer providing and preparing morning and afternoon snack. We ask that families provide an AM and PM snack from home, labeled as each so teachers know what food to serve for each snack time and lunch. We ask that snacks are relatively simple, as we are trying to reduce the amount of cross-contamination that is a risk with messier snacks. We ask that all food items are brought in a lunch box with an ice pack. Please note that we are unable to heat food at school and recommend a thermos for warm food.

Illness Policy

In addition to recording staff members' and children's temperatures each morning, we will take children's temperatures throughout the day and monitoring for any potential symptoms. If we notice any unusual symptoms, we will contact families to discuss our observations. If we feel as though a child is exhibiting symptoms that indicate potential illness, we will ask you to pick your child up out of precaution. If children have a temperature of 100.4 or higher, we will ask you to pick your child up, removing them from their classroom and safely isolating them in the office until a caregiver is able to pick them up. School administration will work with families to determine when the child will be able to return to school based on each specific situation.

Supplies

We ask that all supplies are labeled with your child's first name and last initial.

- Infants:
 - Diapers
 - Wipes
 - Diaper cream
 - Bulb syringe
 - Sun hat
 - Bottles with covered nipples and each component labeled and labeled the date the bottle was prepared or the date the milk was expressed, the contents of the bottle (i.e. breastmilk, formula), and ounces
 - *At least 3 extra outfits per day, sealed in a ziplock bag*

- Two sippy cups or water bottle with covered mouthpieces, as needed
 - Food, as needed (see above)
 - Walking shoes as children begin walking
- Toddlers:
 - Diapers/pull-ups
 - Wipes
 - Diaper cream
 - Sun hat
 - Closed toed shoes that secure to children's feet that are safe for active, outdoor play
 - Two metal, insulated water bottles with covered mouth pieces
 - *At least* 3 extra complete outfits per day, sealed in a ziplock bag
 - Extra underwear, especially as children potty train
 - AM snack, lunch, PM snack in a lunch box with an ice pack (see above)
 - Blanket for home for rest time
 - Shoes or slippers to keep at school to wear in the classroom
- Primary:
 - Diapers/pull-ups (as needed)
 - Wipes
 - Diaper cream
 - Sun hat
 - Closed toed shoes that secure to children's feet that are safe for active, outdoor play
 - Two metal, insulated water bottles with covered mouth pieces
 - *At least* 3 extra complete outfits per day, sealed in a ziplock bag
 - AM snack, lunch, PM snack in a lunch box with an ice pack (see above)
 - Blanket for home for rest time
 - Shoes or slippers to keep at school to wear in the classroom