

Killingly Childcare Program

Parent Information for Opening August 31, 2020

Welcome back!

We have several new procedures to follow, so please read through these and follow them.

We take the health and wellbeing of our students and staff seriously.

*Masks will be required, with mask breaks. *

We ask for your patience and understanding as we all try to work through the new process!

Hours of operation will be 6:30am to 8:30am & 3:30pm to 5:30pm.

KIS is school dismissal till 5:30pm

Morning drop off will be scheduled between 6:30am and 8:00am.

Pick up times will be scheduled between 3:50pm and 5:30pm.

****Our KMS/KIS Site this year will only be able to accommodate your child on the two days they are in school due to hybrid schedule****

Due to low enrollments, and in order to continue to offer programs, we will bus KIS students to KMS for the after-school program. Separate Cohorts will be utilized.

Enrollment Procedures:

- Online you will find an electronic version of the enrollment packet. You can find it at KillinglySchools.org then go to Departments, then go to Killingly Childcare Program. Click on the Electronic Enrollment Packet tab. Complete and it will send to KCP staff.
- **All information must be completed!** If your packet is incomplete, it will not be accepted. We have several new requirements, and **we must be able to contact you or your designated emergency contact within one hour if your child develops a fever or becomes ill.** We need every line and every page completed. Current enrollees and working parents are 1st priority.
- **If you have a balance due, you will be required to get your account current prior to enrollment in the program.**
- **2-week deposits will be collected the first day of attendance, along with medications and other required materials. Remember the 2-week deposit gets applied to last 2 weeks of school year.**

New procedures for drop off and pick up are as follows:

- You will have an assigned time for drop off and pick up. We are required to stagger check in and pick up times. Please be prompt. We cannot allow students to commingle outside their small cohort and we will not be able to have students standing and waiting. IF you are late, notify us in advance so we don't have your child waiting.
- Our **morning program** (for KCS and KMS) will be held at **KCS**. Parents, you will drop off at the side cafeteria door entrance with an **assigned drop off time**. The traffic flow that is needed for drop off and pick up for the program is posted. Note: you need to pull up along the curb and stay in your car.

- In the morning, once your car is parked, a staff member will then come to your car to ask you a Covid-19 questionnaire. Once the questionnaire is completed, your child will then be permitted to enter the program for the morning.

- DO NOT BRING YOUR CHILD IF THEY HAVE A FEVER OR HAVE HAD A FEVER WITHOUT FEVER REDUCING MEDICATION IN THE LAST 24 HOURS, HAVE BEEN IN CONTACT WITH A POSITIVE OR PROBABLE POSITIVE CASE, OR IF THEY SHOW ANY SIGNS OF COVID19.

- In the **afternoon** at **KCS**, you come at your assigned pick up time (after 3:50pm due to buses) and pull up along the curb near the cafeteria side door entrance. The traffic flow that is needed for drop off and pick up for the program is posted. Stay in your car and a staff member will call for your child and have your child come to car.

- In the **afternoon** at **KMS**, you come at your assigned pick up time (after 3:45pm due to buses) and pull up along the side door entrance of the cafeteria. Stay in your car and a staff member will call for your child and have your child come to car.

Supplies for KCP Students

In order to limit the spread of Covid19, each student will be assigned to a cohort of up to 10 students. The students will also need to have their own supplies. Please bring them in the Sterlite container labeled.

Parents, it will be required for you to provide the following supplies for your child to keep at the program. These supplies will only be used by your child.

One (1) six-quart Sterlite container with lid (Sold at Dollar Store, Target, Walmart for \$.99)
Please label the container and lid with your child's name. These will be stored at the program.

One pack of 24 crayons

One pack of 8-12 washable markers

One pack of colored pencils

One set of children's scissors

Two glue sticks

Five #2 pencils

One mini pencil sharpener

One small hand sanitizer

Yoga mat (labeled)

Headphones