

## **ANDREWS ACADEMY SUMMER DROP OFF AND PICK UP PROCEDURES**

It is our goal to always provide a quality program and safe place for your children at Andrews Academy Summer Camp. With the guidance of CDC, new health and safety guidelines will be implemented beginning with our drop off and pick up procedures.

Please allow additional time for drop off and pick up of campers. To expedite the process, each family will be given a name sign (on the first day) to put on the dashboard of the passenger side. Please display your name sign at arrival and dismissal.

### **Prior to Arrival**

#### **Assess your child at home**

- Be aware of any signs of illness in your child
- Take your child's temperature
- Keep your child home if they are not feeling well and/or have a fever

### **Upon Arrival**

***Andrews Academy opens at 7:30 a.m.***

Please enter the circle driveway in front of the school and pull up to the most forward space. We ask that you stay in your car and a staff member will come to the passenger side to do a health screening for your child. All children must pass the health screening to be admitted into the building.

A staff member will conduct a visual assessment of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness.

The parent/guardian will be asked the following questions. Does your child or any family members have:

- A fever over 100.4 degrees Fahrenheit (38.0C) or above
- Cough
- Sore throat
- Difficulty breathing or shortness of breath
- Any muscle or body aches
- Any other indications of illness
- New loss of taste or smell
- Any known COVID-19 exposure to a person who has a test confirmed diagnosis of COVID-19 in the previous 14 days?
- Has anyone traveled within the last 14 days in a state or country identified as a hotspot for COVID-19?

The child's temperature will then be taken and recorded, by a staff member, with a no-touch forehead thermometer. Once the child has successfully completed their health check, they will be directed to go to the hand sanitizing station and then enter the building. Staff members will then escort your child to their classroom or designated area.

\* \* Children showing any signs of illness or fever, or if the parent answers "yes" to any of the above questions, will not be admitted into the school. Your child may return to camp once they are symptom-free for a minimum of 72 hours without the use of fever reducing medications (Tylenol or Advil) before returning, or as deemed necessary based upon CDC recommendations.

## **Late Arrival**

Pull up alongside the curb, stay in your vehicle and call the office (314-878-1883) upon your arrival. A staff member will come to your vehicle for the health assessment.

## **Dismissal**

If you need to pick your child up prior to 3:30 p.m., pull up alongside the curb, stay in your vehicle and call the office (314-878-1883) upon your arrival. Your child will be escorted to your car. If possible, please inform the office of any early dismissal in advance.

For regular dismissal at 3:30 p.m., please enter the circle driveway and pull up to the most forward space. There will be staff members directing you where to park. Your name sign should be on display in the front passenger side. Please stay in your car. Staff members will call for your child to be dismissed and they will be escorted to your car.

***Andrews Academy closes at 5:30 p.m. Late fees will apply.***

## **CDC Discourages Parents/Guardians/Visitors from Entering the Building**

If circumstances require you to enter the building, you will need to go through a health screening prior to entering. Please call the office at 314-878-1883 upon your arrival and you will be directed on the procedure to follow. Please note for the health and safety of all of the children, no one is allowed to enter the building without completing a health screening and all adults must wear a mask in the building.