



UDT's Best Practices are policies and/or procedures to safeguard the health and safety of our children, families, and staff.

Best Practices:

1. Hours of Operation: 8:30am-5:00pm
Drop off no earlier than 8:30am.
Pick up no later than 5:00pm.
2. We require that all parents/adults wear a mask during drop off and pick up time. There are extra face coverings/masks in the office, if you forget to bring one let us know and we are happy to provide one for you.
3. Drop off should be done in a way to prevent crowds of more than 2 parents.
Families are required to pick up at their classroom exterior door. Our preferred pick up time is between the hours of 4:30pm-5:00pm. If you see children using the outside play area, while you arrive to pick up your little one; take the following steps:
 - DO NOT enter the play area!
 - Get the teachers attention!
 - Call the school and we can escort your child out!
 - Let your child's teacher know in the morning and we can have their items ready to go!
 - We cannot accommodate late pick-ups or offer a grace period.
 - The Late fee is \$5.00/minute late.
4. We encourage parents to drop off between the hours of 8:30am-9:00am. And highly discourage parents from entering classrooms. For the first week please give yourself enough time to say goodbye. Please seek guidance from your child's teacher to ensure drop offs are smooth and efficient.
5. To maintain cohorts even when outdoors, each classroom has a 30-minute rotating schedule twice per day. Classrooms can go on neighborhood walks to allow for longer outdoor time.
6. No supplementary classes taught by outer agencies will be conducted until further notice. Due to COVID, all out of school field trips and in-school visits from outer organizations are rescheduled for a later date.
7. We ask that parents remind children of UDT's Handwashing policy and practice good hygiene before coming to school. Each morning we ask that you remind your child to wash their hands or have them use hand sanitizer before entering their classroom. You can ask your child's teacher for hand sanitizer if needed.

8. Teachers will have 15 minutes prior and 15 minutes at the end of the day to sanitize and disinfect their classroom. A cleaning company is schedule to deep clean the school twice per week.
9. Preschool classrooms that have a shared bathroom will only allow one child to use the bathroom at a time. They will communicate with their next-door teacher to ensure children are not gathering in stalls.
10. Children’s temperature will be taken if necessary. We will be monitoring for symptoms of cough, shortness of breath and fever. If your child has a temperature of 100+, they will need to be picked up immediately.
11. Per ELD guidelines, please be prepared to answer the following questions each morning.
Does your child have a fever of 100 or above?
Have you administered fever-reducing medication in the last 24hours?
Does your child have any COVID symptoms?
12. If your child has been exposed to a confirmed or presumptive COVID-19 case, they should be tested for COVID-19. If the test comes back positive, they cannot return to school for at least 14 days and 72 hours after fever has resolved. If the test comes back negative, they can return 72 hours after the fever has resolved, and other symptoms must be improving.
13. When a child is sent home due to a temperature over 100+ they will be able to return to school once they have been free from all symptoms for 72 hours (3 days) and 24 hours have passed from the last dose of fever-reducing medication. CDC recommends you call your pediatrician to get further advice.
14. When a child is sent home due to vomiting or diarrhea, he/she will not be able to return to school until 72 hours have passed since that last occurrence. CDC recommends you call your pediatrician to get further advice.
15. We ask that parents who travel for work, are considered high risk, have flu-like symptoms or are essential workers, request pick up outside the gate. We will do our best to accommodate your pick-up time. If you have flu like symptoms, we highly advise having someone else drop off and pick up your child for 10 days. Please wear gloves and mask if you are feeling ill but must pick up your child.
16. Families are agreeing to take full financial responsibility for the care and treatment costs if their child is diagnosed with COVID-19/Coronavirus while enrolled at UDT.

Parents Signature _____

Date _____

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Date _____