



## **Young Achievers Christian Academy/Young Achievers Foundation 2020 Program Pandemic Guidelines and Procedures**

**Due to the developments regarding COVID-19, Young Achievers Christian Academy and Young Achievers Foundation of Oklahoma City takes the well-being and safety of our staff, students, parents and community members as our top priority. As we closely monitor the evolving impact, we are implementing ongoing measures to ensure the health and safety of our staff, while also maintaining the highest level of service to our school and summer program. We will take extra precautions and procedures from here on out. Below you will see our STEP by STEP procedures that will be taken daily during the COVID-19 Pandemic.**

Young Achievers Christian Academy (YACA) and Young Achievers Foundation's (YAF) Education Department will be responsible for the safety and management of students, staff and summer campers. Taking the time to plan will ensure us that we are providing a controlled environment that will reduce the possible spread of the Covid-19 virus. The results of these Step by Step planning are that:

- YACA and YAF staff have the confidence, knowledge, resources, and support to perform assigned duties during these times.
- YACA and YAF students, campers and families are informed, cooperative, and in agreement to receive services during these times.
- Support is provided by the Young Achievers Christian Academy and Young Achievers Foundation's Administrative Director-Founder and the Young Achievers Christian Academy and Young Achievers Foundation Board Members to deliver services, maintain cleanliness, safety, and security of facilities.

### **Drop Off Guidelines**

1. All students and summer camp attendees will be dropped off in the designated drop-off locations provided by YACA and YAF.
2. Parent(s), Student (s) and Camper(s) will be greeted by a masked YACA and YAF staff.
3. Before entering the building, the student's or camper's temperature will be taken and logged. If the student or camper's temperature is 100 degrees Fahrenheit or above, the camper will not be permitted to stay. Students and Campers will be provided with a daily wristband to indicate temperatures have been checked.
  - a. If temperature is above allowed school or camp temperature, student will remain at home for two days. Student or Camper may only return after

maintaining a normal temperature for 24 hours and will be checked upon return to the YACA or YAF.

4. Parent will initial by students or camper's name and temperature, indicating approval to attend regular school term or summer camp.
5. Students or Campers will not bring anything from home into facilities.

#### **Student Pickup**

1. Parents will park at the east entrance of the school (Stonewall) during the school semester session; summer pickup will be at the north entrance of the building.
2. Parents will wait in designated area for student to come to the check-out point.
3. Wristbands will be removed.
4. Students will take all papers home each day during the school semester sessions.

#### **Early Pickup**

1. School and Camp Administrators will require parents to call the office 30 minutes ahead of time for all early pickups, as well as, calling once you are in front of the school building. Students or Campers will be escorted to the designated door entrance and exit for you to pick up.
2. In case of emergency, parents need to call ahead and staff will have student waiting and available as soon as possible.
3. Students during the school semester sessions will be escorted out of the east entrance

#### **Transportation**

Young Achievers Christian Academy and Young Achievers Foundation will not provide transportation of any kind during the COVID-19 Pandemic. All students and campers will remain stationary on the premises of YACA and YAF during hours of operation.

#### **Entering Building and Classroom**

Each classroom will have one (1) assigned teacher, fifteen (15) students per grades PK3, PK4, Kindergarten and twelve (12) per grades First through Eighth or combined classes. The teacher will maintain the order, safety, security and cleanliness of their students or campers, classroom, and assigned bathroom.

1. After approval to enter the building, each student or camper will be given a mask and instructed to wear mask for the entire day.
  - a. Upon the first day, those students or campers that parents will require masks should wear daily. It is solely the responsibility of the parent to keep masks clean and or provide a clean mask every three (3) days.
  - b. Students or Campers in grades PK3, PK4, Kindergarten, First and Second Grade will not be required to wear facial masks.

2. Each student or camper will be assigned a classroom and desk. This classroom and desk will be assigned to the student or camper for the entire duration of the school term or summer sessions.
  - a. Desk will be clean and sanitized in between class periods (i.e. before and after lunch, returning from outside or gym, and at the end of the day), and in the event that a camper cough/sneezes, spills something, or has an accident.
  - b. Staff will demonstrate to student or campers how to clean desks before leaving classroom at the end of the day.
3. After receiving assigned classroom and desk; students or campers will receive a plastic container with their school or camp essentials.
  - a. Please see school supply list for student's grade for the school terms that of August through May. Summer Supplies will be provided by YAF
4. After the first day, campers will pick up and put back plastic containers to their designated area.
6. Teachers will sanitize the plastic container and contents at the end of the day.
  - a. A water and bleach solution will be sprayed on container and contents except for books or activity books, in which those will be kept in plastic Ziploc bag, student desk, or plastic tote.
7. Young Achievers Christian Academy and Young Achievers Foundation staff will use cleaning products (i.e. bleach, Lysol Spray, Lysol Wipes) to disinfect tables, chairs and any surfaced items in the classroom and kitchen area. Janitorial provided by YACA and YAF will maintain floors, restrooms and railings.

### **Summer Breakfast/Lunch/ Procedures**

The Oklahoma Summer Food Service Program (SFSP) provides nutritious meals to children who would normally receive free or reduced price meals when school is in session. SFSP helps children to maintain a nutritious diet and helps their families to stretch their food dollars during the summer months. ([Summer Food Service Program for Oklahoma | Benefits.gov](https://www.ok.gov/okdhs/summer-food-service-program))

1. Campers will be provided breakfast and lunch by the Giving Back Summer Food Program.
2. Campers will eat breakfast and lunch in their assigned classrooms under the supervision of their assigned classroom teacher.
3. All guidelines and procedures given by the Oklahoma Summer Food Services Program will be followed accordingly.
4. Camper's temperature will be taken and logged during this time. If the camper's temperature is 100 degrees Fahrenheit or above, the camper will be isolated and monitored, and parent will be called for immediate pick-up.

### School Year Lunch Procedures

Students that will eat from the YACA cafeteria will be served hot meals that will be prepped in meal prep containers. These meals will be delivered to each classroom by the YACA Kitchen Staff only. Students and Campers will not have use to microwaves to use as a heating device to warm any food.

### Restroom Procedures

1. Each classroom will be assigned a designate restroom time.
2. Assigned restrooms will be checked and maintained hourly by a YACA or YAF Custodial Staff.

### Physical Activities

1. Classroom teacher will provide exercise time for students outdoors when weather permits.
2. Exercise time will last 45 minutes.
  - a. 15 minutes of guided instruction
  - b. 20 minutes of game play
  - c. 5-minute cool down
  - d. 5-minute water break (bottled water)
3. Students or Campers will be assigned an area or block that will be their exercise/play area.
  - a. Games to be played: wall ball, jump rope challenge, animal flow movements, etc. (nothing that will require touching of objects by two people).

### Extracurricular Activities/Programs

Young Achievers Christian Academy has decided to remove all extracurricular activities and student programs from the school calendar beginning August 2020, for the First Semester of School our guidelines are lifted by the CDC for schools to ensure the safety of students, campers and staff. These activities include but not limited to: Band, Dance and PE. **The Administration will inform parents of any before school and after school programs.**

### Water Fountains

Water Fountains **will not** be in use during the COVID-19 Pandemic. We are asking parents to help with our efforts in keeping the campus safe while meeting the needs of each student or camper by making a monthly donation of one case of water.

### Travel/Large Events

Young Achievers Christian Academy and Young Achievers Foundation cannot control the parental choice for families and travel. Therefore, until there is more information on the

control of COVID-19, we are requiring the following to ensure that we are providing the best possible environment for all students, campers and staff:

1. Notify the school of any travel plans outside the state of Oklahoma.
  - a. Students and Families will be required to self-quarantine themselves for fourteen (14) days before returning back to school.
2. Please be mindful of large events that you will host or plan to attend, weddings, parties, funerals, family gatherings and etc. the safety of all is our utmost concern.

#### **Closing for COVID Plan**

In case of school/summer programming disruption because of COVID-19 case.

1. YACA or YAF Staff will notify Administrator/Director.
2. Parents will be notified of the closing of a class, school or camp until the mandated 14 day quarantine.
3. School or Camp staff will be tested at their own expense.
4. Students or Campers will be tested at their own expense.
5. Building will be deep cleaned by professional cleaners.

**\*\*\* This process will become the New Normal and will be continued until there is a way to combat the Coronavirus. \*\*\***