



Pandemic Policies and Procedures

General Guidelines

All policies and procedures have been put in place for the health and safety of our families and staff. We require that our families follow our guidelines so that we may remain open and healthy. We are basing our guidelines off of the Center for Disease Control(CDC) recommendations. Our Staff has been trained on new COVID-19 procedures and safety protocols. Staff will also strive to remain current on any changes to current safety protocols.

Masks

According to the CDC and ForHealth.org, research shows universal mask wearing significantly reduces the risk of COVID-19 transmission. Because transmission can happen even when one is physically distant from others, masks are required for everyone on All-Star property – students, staff, and parents.

I have read & agree to the following (Initials)_____

Temperature

All Staff/students will be subject to temperature check prior entering the facility or program. Anyone with a temperature of 100° F, will not be permitted to enter/participate, if any staff/student has taken a fever reducing medication up to 24 hours prior to temperature check, they will not be allowed onsite. Everyone must sanitize/wash hands thoroughly before entering. It is the parents responsibility to give us notice if their student shows any ill symptoms before coming to our school.

I have read & agree to the following (Initials)_____

Hours of Operation: 8:00 a.m to 5:00 p.m. (Closed 12:00-1:00 p.m.)

Session 1

8-8:20 a.m. Drop Off

11:45-a.m.12 :00 p.m. Pick Up

12-1pm **CLOSED**

Have an hour in between sessions

- To allow staff to sanitize and disinfect each station and any possible surface touched*
- To ensure session 1 students are picked up before the arrival of session 2 students*

Session 2

1-1:20 p.m. Drop Off

4:45-5:00 p.m. Pick up

***If PM session students have completed their distance learning we are in discussions to offer Zoom classes for Chinese, Spanish, Art and Computers.**

I have read & agree to the following (Initials)_____

Registration: Program Rate is \$350 for two week session (\$35/day)

Once approved to enter the program, All-Star will send a password to register online. With the password you will be given access to register through Parent Portal at All-StarAcademy.com. Registrations are for two week time periods. The deadline to register is the Sunday prior to the two week period desired. Late registrations will not be permitted; your spot will be released to the families in the waiting list.

I have read & agree to the following (Initials)_____

Drop Off/ Pick Up

Arrival and departure can be a higher-risk time due to the potentially large number of people in close contact in school entrances, exits. To prevent the potential spread, we ask that parents arrive on time for pick-up and drop off. Parents and spectators will not be allowed in the facility, therefore, facility doors will be locked to limit the exposure to staff and students. Parents need to remain in the vehicle and a staff member will assist the child in and out of the facility. Please contact staff by phone or email. Parents must provide an id and description of the car to whoever picks up their child from our care, otherwise we will not release.

I have read & agree to the following (Initials)_____

AM & PM Groups

Children will be enrolled in either 8-12pm or 1-5pm sessions. Session times will be decided on a first come first serve basis. Waiting list will apply if we fill up both sessions. Campers can only be assigned to one session and must be picked up on time and will be charged a \$20 late fee. If the parent has been late **more than 3x All-Star will terminate the student from the program with a refund of remaining days to the parent.**

I have read & agree to the following (Initials)_____

Student Limit: 15 max per session. Not until deemed safe, will spaces become available and families on the waiting list will have priority.

Staffing: There will be a low staff to student ratio: 3 employees max at a time and retain the same employees for the entire week. 1:7 or 1:8 ratio with a max of 15 students at this time.

Sick Policy & Credit

It is a must to notify All-Star staff if your child or anyone that came in contact with has been exposed to or diagnosed with COVID-19. Due to CDC guidelines every person that came in contact with said child will need to quarantine for 14 days as well. Along with students, these policies apply to our staff as well. Parents must be on the alert for signs of illness in their children and must keep their child home when they are ill. Staff will take temperatures and record them of students upon arrival. Anyone with a temperature of 100 or above will not be admitted into the facility and sent home immediately if a temperature develops during the day.

Any children with any of the following conditions must be excluded until the symptoms/conditions have been resolved and the child has been symptom free for 7 days without the use of medication.

Children with symptoms or illness must have a doctor note to return to school.

- o Symptoms of Covid-19
- o Fever
- o Herpes Gingivostomatitis, thrush, mouth sores, or ulcers
- o Conjunctivitis

- o Children with specific infections such as but not limited to: Pertussis, Whooping Cough, Strep Throat, head lice and scabies, Coxsackie disease, Hand, Foot and Mouth disease, Chicken Pox, impetigo, mumps, measles, Rubella, Hepatitis A
- o Influenza
- o Discolored eye, ear, or nose discharge
- o Evidence of severe illness: lethargy, unusual sleepiness, irritability, prolonged crying, inconsolability, obvious discomfort, and labored, difficult or rapid breathing, extreme or uncontrollable coughing, wheezing, poor appetite

- **Credit will be issued if your child's absence is due to illness but will need to charge a 10% of tuition for credit card and registration fees.**

I have read & agree to the following (Initials)_____

Social Distancing

Staff/Students are required to follow social distancing guidelines. Students will have limited to zero contact with other groups. **We have a zero tolerance policy.** If a student is unable or unwilling to follow the 6ft CDC guidelines and mask requirements, we will call the parents to pick up their student to be sent home immediately. We will issue a warning, but if the student continues to go against the rules after 3 warnings, for the safety of all, we have no other option but to expel the student from the program.

****Physical distance helps reduce the risk of infection by large droplets transmitted between individuals (for example, from sneezing or coughing), and is particularly effective when combined with wearing a mask.***

- o *Do work Outdoors*
 - *a blocked off area in our parking lot, desks spaced out at a 6ft minimum (unless weather, please refer to Pandemic Procedures and Policies)*
- o *Do work Indoors*
 - *Each student will be placed at a sanitized desk spaced out at a 6ft minimum with shields and supervision they need to complete their work and tasks.*

I have read & agree to the following (Initials)_____

Transitions

Will stagger times for pickup and arrival of the two groups. Cannot be more than 10 min early to drop off or 10 min late to pick up. If a parent/guardian is more than 3x early or late this will result in their child's termination in the program.

I have read & agree to the following (Initials)_____

Special Needs: CANNOT ACCEPT AT THIS TIME

Unfortunately we do not have the trained staff or manpower to assist any students with any special needs, learning disabilities or in need of any special therapies at the moment.

I have read & agree to the following (Initials)_____

Students Supplies

To minimize cross contamination among students, students will **NEED** to bring their own device, headphones, school supplies (pencil, paper, scissors, colored pencils, chargers, etc.)

Students need to bring their own water bottle and snack. All-Star will not provide in order to limit any cross contamination and limit time not when the mask is not worn.

I have read & agree to the following (Initials)_____

Cleaning

Staff will frequently sanitize supplies/facilities throughout the day. There will be frequent hand-washing and an adequate amount of sanitation stations.

Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched (doorknobs, light switches, classroom sink handles, countertops, desks, and chairs.) Deep cleaning and sanitizing to happen at the close of business each day by a professional cleaning crew.

Four Step Cleaning and disinfecting procedure:

- Clean with soap and water*
- Rinse*
- Disinfect with disinfectant*
- Rinse and air dry*

I have read & agree to the following (Initials)_____

Afterschool & Events

We will also not resume onsite enrichment classes, optional classes, events or programs until further notice. Based on the CDC guidelines to reduce contact and potential spread, we will not be accepting any onsite tours. However, we may accommodate Virtual Tours by appointment at this time.



Policies- Procedure Liability & Application Form

Thank you for taking the time to read over All-Star Academy's pandemic policies & procedures. By signing to the agreement below, you are stating that you have read and agreed to all of the policies and procedures listed above. With this signature you are also signifying that All-Star is not liable or responsible for all/any risk of harm that may occur due to the coronavirus epidemic. Parents and guardians will take sole responsibility and liability for any accidents, injuries and illness.

Child's Name: _____ Date _____

Guardian Signature: _____ Date _____

Guardian Signature: _____ Date _____

Onsite Socially Distanced Program Application

Guardians Name(s) _____ Zip Code _____

Occupation Status _____

(Essential Worker, Working from Home, Unemployed)

Childs Name _____ Childs DOB _____

Childs School _____ Grade _____ Childs Online School Hours _____

First Choice of Session Time: Session One 8-12pm or Session Two 1-5pm

Just a kind reminder per our policy, children will be enrolled in either 8-12pm or 1-5pm sessions. Session times will be decided on a first come first serve basis. Waiting list will apply if we fill up both sessions. Campers may only be assigned to one session.

My desired Session Time for my student is _____

I have read, signed and understand the policies & procedures before I may submit this application.

Guardian Signature _____

Please allow us time to review before we respond with your status. If approved to enter the program, All-Star will send a password to register online. If you are a new student, we will need to arrange a time for a zoom meeting interview. Please do not hesitate to contact us admin@all-staracademy.com if you have any questions or concerns.