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| **1.1 Standard Operating Procedure- Arrival and departure of children**  |

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| **Purpose:** To assure appropriate measures are taken in preventing the spread of illness.

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| **Steps to be completed** | **Person Responsible** |
| Step 1: Parents bring children to the program will be met at the main door. Staff will sign them in | All staff |
| Step 2: Students that are dropped off by bus will enter the school at the staff entrance and be escorted by designated staff member | Staff |
| Step 3: Before leaving the foyer the child’s temperature will be taken, if > 100 they will not be allowed to enter the school. Parents are encouraged to monitor their child’s temperature at home. | Staff/Parents |
| Step 4: Staff that will be checking the child’s temperature will also be assessing for any illness with parents | Staff |
| Step 5: Once cleared the child’s classroom staff will escort the child to their classroom and back packs will be placed in their cubbies. | Staff |
| Step 6: Students will be sent to the bathroom to wash their hands. | Staff |
| Step 7: No toys are allowed from home due to possible contaminate | Staff-responsible for enforcing rule |
| Step 8: When parents come to pick their child up, staff will bring them down the main foyer | Staff |
| Step 9: The children riding the bus will be escorted to the staff entrance and placed on the bus by designated classroom staff | Staff |
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| Additional Notes: |

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