

Hillsborough Parents,

We hope this letter finds everyone healthy and staying safe. Please read the new procedures below that we have put into place for the safety of your children and our staff.

Hillsborough's New Procedures as of 5/18/2020

*** PARENTS WILL NOT BE ALLOWED IN THE CLASSROOMS OR FRONT OFFICE AREA**

*** PARENTS MUST WEAR A MASK WHILE DROPPING OFF AND PICKING UP (EVEN IN YOUR CAR)**

Drop-off Procedures:

- Staff will get your child from your car - have everything ready to go since you will just be driving through
- At drop-off staff will bring the clipboard to your car to sign your child in, please have your own pen ready
- Wellness check – temperatures will be taken (100.4 or higher is not allowed at school)
- Please hand tuition checks / important papers to the staff member **DO NOT** put these in your child's backpack
- Bring your child's lunch - **NO HOT LUNCH** will be available, snacks will still be provided by the school

Pick-up Procedures:

- Half Day (noon pick-up) and Full Day (3:30 pick-up) Children will be brought out front
- If you pick-up at any other time please call the school so we can have your child ready to be brought out front
- At pick-up bring your own pen to sign out, clipboards will be at the table in front of the school

Cleaning Procedures: (Hospital Grade Disinfectant / Clorox Wipes / Lysol Spray / Hand Sanitizer / Soap & Water)

- School is professionally sanitized every night
- Throughout the day staff will clean the classroom areas and toys being used
- Staff will clean bathrooms after each group uses it
- No drinking fountains will be used (remember to bring your child's water bottle each day)
- Hand sanitizers have been added to many areas of the school

Classroom and Outside Environment:

- All staff will wear masks (if you want your child to wear one please label it when sent to school)
- Staff will try to social distance children by setting up centers
- Windows/Doors will be open throughout the school day for extra ventilation in the rooms
- Outside times will be extended, weather permitting
- Cots will be 6 feet apart when napping
- Temperature re-check before and after nap time
- Ratios for preschool will be 12 to 1
- Ratios for infants and toddlers will continue to be 4 to 1
- When leaving the classroom to go outside the room will be sprayed with Lysol
- When leaving the outside to go inside the play equipment will be sprayed with Lysol

If you have any questions or concerns please call the front office @ 714-998-6031.

Stay safe and see you soon!
Hillsborough Front Office