

# Salem United Methodist Church

## School Age Care Program

### Policies & Procedures

The following policies and procedures are for the safety of your children and our staff and for the orderly conduct of our program. Many of these have been adapted from Greenville County Schools, SCDHEC and the CDC. Please read through these and discuss with your child what applies to them, then initial the line at each point and sign & date the bottom.

- \_\_\_\_\_ • Children will be dropped off & picked up curbside, carline style. A diagram will be provided to you.
- \_\_\_\_\_ • Drop-off time is no earlier than 7:45 am. Please stay in your car & someone will come out to you.
- \_\_\_\_\_ • We will do temperature checks upon arrival for children and staff. Anyone who registers a temperature of over 100.4 will have to return home and asked not to come back until they have been fever-free for 24 hrs without medication.
- \_\_\_\_\_ • You must be able to answer “No” to the following Screening Questions when you drop off your child:
  1. Has your child had a fever of 100.4+ in the past 72 hours?
  2. Is your child experiencing any of the following: cough, fever, difficulty breathing, sore throat, loss of taste or smell, vomiting, diarrhea?
  3. Has your child had contact with a person known to be infected with COVID-19 within the previous 14 days?
- \_\_\_\_\_ • If at any time your child or anyone in your immediate family tests positive for COVID-19 please contact the office @ 864-269-1191.
- \_\_\_\_\_ • Your child must have a mask and wear it until they are at their table. They must also wear their mask when they are moving around the room or not able to stay 6 ft from others. We will help them know when this is.
- \_\_\_\_\_ • Your child needs to bring all school supplies needed to complete their elearning assignments including their school provided laptop and headphones. They may also bring anything they can use quietly at their table to entertain themselves after they have finished their assignments.
- \_\_\_\_\_ • Only Greenville County School assigned Laptops will be allowed to use our wifi connection.
- \_\_\_\_\_ • Please have your child bring their breakfast (if needed), snack & lunch.
- \_\_\_\_\_ • Pick-up time is 3:30 pm. Again we will bring your child out to you in the car line.
- \_\_\_\_\_ • If your child will be dropped off later or picked up earlier than usual, please call or email us to let us know.

We are very excited to be working with you & your child. If you have any questions please call the office @ 864-269-1191 or email [pastoreric.salemumc@gmail.com](mailto:pastoreric.salemumc@gmail.com).

Please Print

Child(ren) Name: \_\_\_\_\_

Parents (Guardian) Name: \_\_\_\_\_

Signature

Date