

COVID-19 policies and procedures

Hope Creative School will follow the guidelines set forth by the Department of Children and Families and by the CDC in regards to COVID-19. Please refer to these guidelines by visiting:

www.myflfamilies.com

and

www.cdc.gov

- Only Staff and Students are allowed in the school for drop off and pick up
- Parents are required to schedule a meeting at least 24 hours in advance and will be required to go through a health screening before entering the school
- Masks are mandatory for ages 3 and up. Ages 3 and up will need provide their own mask. If a mask is not provided Hope Creative School will provide one at an additional cost
- Drop off procedures for the children will be at front entrance of school and checked in with Brightwheel app. Temperatures will be checked as well as a visual health screening. Children will be sent home if illness is detected. DO NOT SEND a sick child to school!
- Drop off times will be from 8:45 a.m. – 9:05a.m. Late admissions will need to be prearranged 24 hours in advance. Late drop offs may not be admitted to the school
- Pick up of children will be located at the front entrance of the school and checked out with Brightwheel app. Please make sure you have listed everyone on the Brightwheel app that is authorized to drop off or pick up your child. Please make sure everyone authorized to drop off and pick up have the new Brightwheel app on their phone. That is the ONLY way they will be able to pick up or drop off.
- Pick up times are 11:50a.m. – 12:05p.m. OR 3:15p.m. – 3:30p.m. . Late pick ups will incur a late pick up charge! You may make arrangements at least 24 hours in advance if you have an appointment and will need a later drop off or earlier pick up time. However, because most of the staff will be in a classroom and may not be available to admit late students, it is highly suggested you make arrangement several days in advance.
- Most everything will be done and/or communicated through our NEW Brightwheel App. You will need to fill out all forms online and sign up for the app. A link to all of our forms will be provided through Brightwheel. We are doing our best to make everything contactless and hands free.
- Anyone who will be dropping off or picking up will need the app on their phone/device. A QR scan code will be available to sign your child in and out. You will need to scan the code AND sign in or out on your device with the Brightwheel app
- In Brightwheel app you will be able to access Guide Star Forms where you will fill out all of the necessary forms that are normally filled out at orientation
- Please bring infants and one year olds in stroller.

- Parents are expected to provide lunch, sippy cup, mats, blanket, pillow, diapers, wipes, extra clothes, etc. if the school has to provide any personal items there also be a charge.
- Payments are due the fifteenth of each month, in FULL. No cash will be accepted. Please use your brightwheel app to make payments. If you set up ACH AUTOMATIC recurring payments from your bank account we will credit the charge on your next statement. A 2.9% fee will be charged if you use your credit or debit card. You may also mail a check to the school. If payment is not received by the fifteenth of each month, you may incur a late fee and/or your child may not be admitted to school.
- We will not be offering a face to face orientation. We will be uploading information through the Brightwheel app, sending links to fill out all necessary paperwork, and communications by email and text.
- New hours for HCS. Part time preschool 9-12 or 9-3:30, 5 days a week. Preschool 3 days a week may be available at a later date depending on enrollment. We will continue to keep you updated.
- Please read the DCF and CDC guidelines. We will follow their policies and procedures and create or own to fit our program

The following are links we are using to create a more hands free environment:

1. Guide Star Forms (all necessary forms for beginning school with the exception of immunization and health forms)

https://fs30.formsite.com/Guidestar01/HopeSchoolWinterHaven/form_login.html

2. Brightwheel.com (main communication tool for HCS including safe sign in and sign out)

3. www.myflfamilies.com (guidelines we follow for COVID procedures)

https://content.govdelivery.com/attachments/FLDCF/2020/08/12/file_attachments/1516602/Child%20Care%20Provider%20Guidance%208-11-2020.pdf

4. <http://cdc.gov> (guidelines we follow for COVID procedures)

Changes and/or Additional policies and procedures may follow. Please continue to mo