

FAQ: Frequently Asked Questions Regarding the School Day

Q: What time should I bring my child?

A: We are ready to welcome our students at school anytime between 8:50-9:10 for morning classes and 12:25-12:40 for afternoon classes.

Q: Where do I enter the building?

A: This year students and the adult accompanying them (please limit to one adult) will enter the church through the large archway entrance on Miami Avenue (the doors closest to the Parish Hall). It is crucial that your student stay with you for the drop-off process. Please also remember that *everyone* entering the building is directed to use the hand sanitizer (stations are located immediately upon entering the building) and proceed directly to the temperature and health check station, including any siblings. *(Other adults are welcome to wait outside, and we ask that you still follow physical distancing of 6' apart, especially as other children are coming into the building).*

Q: Will a health assessment be conducted each time we enter to drop-off or pick-up?

A: Yes. Following our health & safety guidelines, students and adults will stop at the health check station which will be to your right when you enter the church door (by the elevator/top of stairs). A STNS staff member will be at the center to check the temperature of both the adult and the student (with a non-contact thermometer). They will also be assessed for any of the following COVID-19 related symptoms/concerns:

- A temperature >100°F *(by ODJFS Guidelines)*
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Close contact risk with someone who has tested positive for COVID-19 within the past 14 days or the household is currently directed to self-isolate from exposure to someone else who has been diagnosed for COVID-19.
- Sore throat
- Congestion or runny nose
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

Q: Where do I drop off my student once my health assessment is complete?

A: After your temperature and health check, please walk with your student directly into the Parish Hall. Inside, a STNS staff member will greet you, and will show you where your class is meeting. Each class will have their own zone, marked by orange cones. The teachers will be there to greet you.

Q: Where do I go after dropping off my child?

A: COVID guidelines require that we ask you to drop off your child and then exit the building promptly. After drop-off, we ask that you exit out the hallway door by the kitchen (This will be marked, and a greeter will show you the way). Parents are welcome to visit outside (again, please practice physical distancing). Please feel free to call the school office at any point during the day, and they will be more than happy to give you an update on your child.

Q: Can we still come into the office?

A: Yes, we simply ask that you wait until drop-off is finished. As the school session begins, if you would like to speak in-person with the school office, we ask that you still first step outside while drop-off continues. After 9:30 (morning) or 1:00 (afternoon), you can still reach the office in-person by entering the same doors and coming to the school office on Level 2. *Remember that we will need to check your temperature once more.* For your convenience, there will also be a labeled basket as you enter if you just need to drop off a form. As always, you are welcome to reach out to the school office by calling (513) 831-6908, sending an email to us at stns@stthomasepiscopal.org or send a request via "Class Dojo." *Thank you for your understanding and patience!*

Q: What do I do if there is a change in plan regarding who is picking up my child on a particular day?

A: Thanks to the app "Class Dojo," you now only need to send a message/text your teacher to let her know that someone different will be picking up your child and who that will be.

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Q: What do I do if I am running late to school?

A: If you arrive after 9:10 (mornings) or 12:40 (afternoon), please bring your student down to the Nursery School office on the second floor for entrance to class. The Nursery School staff will conduct the temperature & health check and then escort the child to class.

Q: What shall I do if my child is ill?

A: Please text your child's teacher that they are ill and will be home that day. *This is extremely important so your child's class is not waiting in the Parish Hall for your child to arrive.* We are asking all parents to err on the side of caution if there is any question that a child is ill or getting ill. Keeping ill children at home is what will help us remain open. *Remember, "If in doubt, play it safe and check it out... sit the day out."*

Q: What happens if my child feels ill while at school?

A: Should a child become ill while at school, he/she will be quarantined in a designated room only to be used for that purpose with a STNS staff member while he/she waits for their emergency contact person to arrive. The room will be cleaned & disinfected immediately afterward.
Please make sure the emergency contacts listed are willing and able to pick up an ill child in as timely of manner as possible.

Q: Where do I go to pick up my child?

A: Just like at drop-off, enter the church through the doors closest to the Parish Hall at the large archway entrance on Miami Avenue (one adult please). Once again, everyone is directed to use the hand sanitizer (stations are located immediately upon entering the building), as well as proceed directly to the temperature and health check station. After the health check, please come into the Parish Hall where your child will be waiting for you in the same location as where you dropped him/her off; exit with your child through the same hallway door next to the kitchen.

Q: What time does the school day end?

A: Children may be picked up from the morning session anytime between 11:25 and 11:40; for the afternoon session, anytime between 2:55-3:10. Pick-up time for **Discovery Friday** is between 12:25-12:40.

Q: Where do I drop off & pick up my child if they are participating in the *Extended Day Program*?

A: Please drop off your afternoon student between 11:25-11:35 in the Parish Hall, following the drop off procedures listed above. There will be a special zone marked for the children in Extended Day, and a STNS staff member will be there to greet you. Morning students will be taken to the Extended Day zone in the Parish Hall by their classroom teacher. Morning students in the **Extended Day** may be picked-up between 12:25-12:40 in the Parish Hall, following the procedures for picking up students listed above. Morning students in **Extended Day** who are staying until 1:00 may be picked-up at that time from the Parish Hall, following the procedures listed above.

Q: How will we know of any changes?

A: Please expect that we will communicate regularly with you in regards to updates, health notifications and class information directly via the app "Class Dojo," as well as email. As mentioned above, we provide the classroom teacher's number to each family so you can notify teachers directly by text as to a change in pick-up or if your child needs to stay home or you are running late. This has been the fastest and most reliable way to reach everyone. General information will still be sent home as well as information in the parish newsletter, *TIDINGS* and the website. Updates, information and forms needed will still be available through our website <http://www.stthomasnurseryschool.com>

Q: Would STNS need to suspend classes?

A: With all of our safety & health protocols and due to the ages of children we serve, STNS can remain open during the COVID public health emergency up through Level 3 (red) of the Ohio Public Health Advisory System. This may be different than your local school district. STNS would be required to suspend classes if Hamilton county is designated to be at Level 4 (purple) or we receive a direct health order. Otherwise we are prepared to remain open as scheduled.
We will communicate directly with you if this or any other health directive affects the school, church or simply a classroom. If we experience a sustained closure directive of over two-weeks, modifications to the school calendar or other accommodations will be made to ensure the integrity of the school year.

Thank you! We look forward to fun, safe and healthy year together!