Welcome Back!

We are all looking forward to children beginning to return to the MSGH campus Monday, June 22 to participate in our summer programs.

Based on regulations from the State, the CDC, OEC and our Health District, we have made adjustments to our routines and protocols to mitigate the risks for students, faculty, and our community. Our approach is a multi-layer preventive defense, but please know that even as we do our best to mitigate risks of transmission on school grounds, there is no such thing as eliminating the risk entirely.

To keep the health risk low, MSGH has put together protocols that are outlined below. Please help us by discussing these protocol changes with your child, as is age appropriate, prior to attending the Summer Program.

Reopening Schedule:

- Toddler and Primary Programs
  - Begin on June 22 until August 14
  - 8a.m.-4p.m. daily
  - Pick-up at 12p.m. and 4p.m. daily
- Elementary Program
  - Begin on June 22 until July 10
  - 8a.m.-4p.m. daily
  - Bus departs from MSGH Campus at 8a.m. and arrives back on campus at 4p.m.

Locations and Lead Teachers

- Toddler Program, West Hartford Campus
  - Ms. Kathy and Ms. Monika
- Primary Program, West Hartford Campus
  - Ms. Leslie and Ms. Ana
- Elementary Program, Millstream Farm, New Hartford
  - Ms. Sarah and Señora Rivera

Parent Contact/Communication

Each teacher has a school email address for parent communications and will respond to emails within 24 hours.

- kathyr@msgh.org
- monikac@msgh.org
- lesliew@msgh.org
- anayancya@msgh.org
- sarahc@msgh.org
- nancyr@msgh.org

Time-sensitive contact with teachers can be facilitated by calling the main office at 860.236.4565 and/or emailing information@msgh.org.
Daily Routines:
Students will spend their days in stable groups of no more than 10 children with 2 consistent adults. This is to lower the risk of virus transmission and to aid with contact tracing should there be a case of COVID-19.

- There will be minimum movement between groups.
- Each group will have their own drop-off point, pick-up point and designated outdoor play space.
- It is recommended that the same adult from your family does daily drop-off/pick-up, if possible.

Health-Screening of Your Child Prior to Morning Arrival:
Parents are encouraged to be on the alert for all signs of illness in your children and it is very important to keep them home if they are sick.

Each morning, before drop-off, please complete (one for each of your children) MSGH’s quick health screening questionnaire found [here](#).

Morning Drop-Off Procedures:
MSGH has specifically designated three drop-off and pick-up spots (one for each program) along with procedures to manage the flow of children entering the building. We ask parents to stay in your cars during the drop-off procedures, which are as follows:

- Begins at 8:00 a.m. and ends promptly at 8:15 a.m. We ask that you make every effort to arrive during this window of time.
- Toddler children will be dropped off in the circle and will enter through the main entrance with their teacher.
- Primary children will be dropped off at the left-hand-side parking spots (there will be cones to designate the space). Children, accompanied by their teacher, will enter through the side-door.
- Elementary children will be dropped off at the lower parking area (just below the circle). The bus will be parked there and cones will designate the spaces. Children will be accompanied to the bus by their teacher.
- If you arrive after 8:15 a.m., please, park your car, and call the call the main office. Bring your child to the front door where you will be met by a staff member who works directly with your child. Adults are asked to wear a mask.

Health Screening at School
As you stay parked, your child’s teacher will come to your car. She will ask if you have completed the health screening questionnaire, and, if not, will ask you to complete it. If for some reason this is not possible, she will ask you the questions from the questionnaire. She will then take your child’s temperature with a no-touch thermometer.

*Children with temperatures at 100 or above will not be permitted to leave their cars or enter programming.*
Afternoon Pick-Up Procedures:

- Toddler children should be picked up in the circle for either the 12 p.m. or 4 p.m. dismissal. Please do not get out of your car until you see your child and his/her teacher approaching your car.
- Primary children will be picked up at the side parking spots for both the 12 p.m. and 4 p.m. dismissal times. Please do not get out of your car until you see your child and his/her teacher approaching your car.
- Elementary children will be picked up at the lower parking area (just below the circle). Please remain in your car.
- We ask that adults, who need to exit their car, wear a mask and maintain a six-foot distance from others.
- Once your child has been dismissed to you, there is no play on the campus grounds.
- If you have more than one child to pick-up, please complete the pick-up procedures for one child and then drive to the next.

Visitors:
At this time, every effort is being made to limit visitors to the building. For this reason, we encourage parents not to plan to enter the building. If it becomes necessary to do so, please call ahead, and plan to wear a mask and maintain a six foot distance from others.

Personal Protective Equipment:

- Adults will wear masks or cloth face coverings.
- Young children are not required to do so.
- Older children may choose to wear masks or cloth face coverings.

Hand/Respiratory Hygiene:

- Regular and frequent hand washing (for 20 seconds with soap and water) by both children and adults will be incorporated into daily routines.
- For Elementary-aged children, when hand washing facilities are not available (for example, on the bus), adult supervised use of hand sanitizer will be allowed.
- All adults will practice good respiratory hygiene by coughing and sneezing with tissues (disposed of immediately) or into the corner of the elbow. The same will be carefully modeled for and expected of children, as is age appropriate.

Daily Procedures:

- Food
  - Food preparation activities or self-service snack will not be included in the classroom routines.
  - Please have your child bring snack(s) and lunch, daily.
  - Elementary children should also bring their own reusable water bottle.
  - Lunch will be eaten in the classroom.

- Outside Play
  - Children will wash their hands before and after outside play.
Classrooms will have their own designated outside play space.

- **Nap**
  - Children who nap will sleep in their classrooms.
  - Children will sleep head to toe and at least six feet apart.

**Cleaning:**
Protocols for intensified cleaning and disinfecting will be implemented. Frequently touch surfaces (e.g. table tops, door handles, faucet handles) will be cleaned and disinfected by staff throughout the day. Routines to clean indoor and outdoor materials after use by the children will be established. When appropriate, children will have their own supplies e.g. art supplies, scissors, aprons. Products that meet EPA disinfection criteria and are safest for children will be used.

Janitorial staff has received extra training in CDC cleaning guidelines and protocols. Deep cleaning procedures will carefully follow all CDC recommendations at the West Hartford Campus, daily, and at the New Hartford Campus, twice weekly.

**Illness:**
- If your child presents with symptoms of illness during the day, he/she will be brought to a designated place, away from the other children, to wait with a familiar adult.
- You will be called to come and pick up your child, which we encourage you to do as quickly as possible, ideally within 30 minutes.

Whether you report your child’s illness before coming to school or your child becomes ill during the day at school, here are the important next steps.

**Important next steps:**
1. You will be asked the following questions:
   - Has your child had any known exposures to covid-19?
   - Is anyone else at home showing symptoms of illness?
2. You will be instructed to contact your child’s doctor.
3. MSGH will be in touch with the local health department. We will be working in close collaboration with our nurse consultant, Lisa Fichandler, and the health department on decisions regarding exclusion.
4. You will be required to provide a note from your child’s doctor before he/she can return to the program.

**Summer Program Paperwork**
The following is a list of items that your child needs to have on file in the Main office.

**Emergency Form** - This form contains information that enables us to contact you in the event of an emergency, as well as providing a list of people who are authorized to transport your child. If you need to update the information that you already have on file with us, please contact the Main Office at (860) 236 4565.
Updated Health Assessment Record - Record should be dated after 6/12/19, if one is not already on file.

Allergy Information - Please notify the school if your child has any allergies, dietary restrictions, etc.

Summer Program Packing List

The following is a list of items that your child will need to bring to the Summer Program on a daily basis:

- **Backpack**: Ensure that your child’s backpack is large enough to accommodate all your child’s belongings.

- **Water Bottle**: Primary children who can manage a water bottle can bring one in. Elementary children should bring a reusable water bottle.

- **Lunch/Snack**: All food items should be peanut/nut free as we have children with nut allergies. Please provide your child with both snacks and a lunch. Please have snacks and lunch clearly labelled. Please use an icepack for food that requires refrigeration.

- **Water Attire**: On warm days, the children will enjoy the opportunity to play in the sprinkler. Your child should bring a swimsuit, towel and water shoes to school on a daily basis.

- **Sunscreen**: Please apply sunscreen to your child before school and we will happily reapply it if necessary. A container of sunscreen, labelled with your child’s name, may be left at school for reapplication.
  - Elementary children need Bug Repellant, labelled with your child’s name.

- **Extra clothes**: Please provide your child with a complete set of extra clothes to be used in the event of an accident/spill etc.

- **Outdoor attire**: As the children will be spending a great deal of time outdoors, please provide a sunhat.
  - Elementary children need a pair of closed-toed shoes for outdoor adventures and a pair of boots for Barn Chores. Please check nightly for ticks as your child will be on the farm and or/in the woods daily.

- **Nap items**: If your child naps, please feel free to bring an item that your child may enjoy in order to feel comfortable.

**Reminder:**
Ensure that your child’s personal belongings are clearly labelled with his/her name.