



Dear LMSV Families,

Welcome to the Extended School Services Program, (ESS). The ESS program will be open daily, beginning August 10th, 2020, from 7:00 a.m. to 6:00 p.m. The ESS team has been working hard on developing a program that is fun and engaging while maintaining the health and safety of our students as our number one priority. This fall our program will look different, but different doesn't mean that it won't be engaging or enjoyable for your student(s).

I know many of you want to know what your child will be doing while at ESS this during the day and what safety precautions will be in place. Here are is an overview of some information to provide as much clarity as possible:

- Children will be placed into small groups of 12 to 14 students by grade levels.
- Parents may not enter the student classrooms. Drop off and pick up will take place outside.
- All children and ESS team members will be screened for COVID-19 symptoms upon arrival. Should a child be exhibiting any symptoms, they will not be able to stay for care. This will include, but is not limited to:
 - A temperature screening and visual inspection of the child(ren), which could include: flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - A brief questionnaire regarding any symptoms. Do you or any members of your household have any of the following symptoms?
 - Fever (100°F or greater) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Congestion or runny nose
 - Repeated shaking with chills
 - Muscle pain or body aches
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Rash
 - Nausea or vomiting
 - Diarrhea
 - Fatigue
- Should a child become ill while at ESS, an authorized person will be contacted to pick-up the child(ren) immediately. The child will be separated from the group. Please make sure that all contact information is current.
- Staff and students will wear masks. Children can bring their own face mask from home or ESS will provide one for them. Personal cloth face coverings should be washed daily.
- Staff and children will be practicing proper hand washing, hand sanitization, and physical distancing. A link to helpful videos for parents and children is located [HERE](#).
- The LMSV Child Nutrition department will continue to serve breakfast and lunch at all sites FREE of charge (no breakfast at FLH or NOR). ESS will be providing children an afternoon snack daily.
- We ask that you limit the number of personal belongings your child brings to ESS. A water bottle and their district issued learning device should be brought to ESS daily.
- All restrooms, toys, equipment, electronics, tables, etc. will be sanitized throughout the day. Additional custodial support will be provided in order to disinfect classrooms and restrooms each evening.

Drop-off Procedure

- Parents/Authorized pick-up persons will not be permitted past the check-in table at any time.
- Please remain in your vehicle until it is your turn at the check-in table.
- Once screened at drop-off, parents will sign their child in on the iPad and a staff member will direct them to the hand hygiene station before going to their designated classroom.
- It is highly recommended that the same authorized person drop-off daily.
- **A face mask is required when dropping off your child(ren).**

Pick-up Procedure

- Students will be signed out by an authorized pick-up at the intake area.
- A staff member will call your child to meet you at the intake area.
- Parent will sign the child out on the iPad. To ensure safety, please present your ID when signing your child out each day.
- It is highly recommended that the same authorized person pick-up daily.
- **A face mask is required when picking up your child(ren).**

As a friendly reminder, due to current health and social distancing guidelines, pick-up and drop-off times may be lengthier than usual. Please plan accordingly.

ESS Distance Learning Policies (effective 8/27/20)

Students will have scheduled times throughout the day to work independently on their distance learning. All students should bring their district issued device to ESS each day.

- Children will receive their own personal supplies (crayons, pencils, scissors, paper, glue, etc.) for their daily personal use.
- The distance learning portion of the day in ESS is not a one-on-one tutoring service, but rather a quiet time for students to focus on and work toward assignment completion.
- ESS staff will assist students with questions, spot-check their answers, and help guide students while they work independently. The responsibility of reviewing and correcting work belongs to the parent/guardian. ESS does not guarantee "homework" completion.
- If a student is caught up on all of their distance learning assignments, he/she will be provided with academic enrichment activities or will have the option to read a book of their choice for the duration of the distance learning period.

Fees

The fees for the ESS full day program are as follows:

- ❖ One child - \$150 per week
- ❖ Two children - \$135 per week, per child
- ❖ Three (or more) children - \$125 per week, per child

We anticipate that as we implement these new procedures, we may find ways to change and streamline the process as we go. We appreciate your patience and understanding as we work through these new procedures together, in service of the health and safety of your children. Thank you for your support and your patience.

We look forward to seeing you soon,

The ESS Team
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