

Drop Off:

1. Please social distance at all times. All parents need to be masked from the car prior to arriving at the building. NO EXCEPTIONS
2. Students in the Bobcat and Jayhawk classrooms will wear masks at all times (***PreK classrooms will begin wearing masks beginning October 1).***
3. Please enter at the right hand side of the sidewalk (it is marked).
4. Please do not create congestion at the front door. We have marked spaces at our entrance where families should stand as they wait for entry. Give yourself enough time to wait in line for checks.
5. Every family must sanitize hands at the front door sanitizing station upon entry and then the front desk for a wellness check for all children entering. Any temp of 100.4 or higher will require a child to be sent home for no less than 3 program days. Child must be fever free without medicine for 48 hours prior to a return.
6. Children should be next to or hand held by parents at all times. Please stay to the right in all hallways
7. Proceed to child's classroom. Drop off will take place at the door of each classroom. Parents will not be permitted inside the classrooms or cubby rooms. You will give child's materials to teacher. Children may have a blanket and one small pillow/stuffy that fits easily in their cubby. Any material too large for the cubby will be sent home. Please prepare your child for this change as it will help with the transition when we return. There may be times where you may have to give your child to the teacher while they are crying and we are sympathetic to that, but we want to create quick routines for drop off so we don't cause congestion at the door while other families wait to drop off. If you normally say goodbye to your child at a classroom window, you will want to prepare your child that you will have to change that. Windows will be closed and locked.
8. If you are dropping off later in the morning, your child may be on the playground. You should not use the classroom to access any playground. You should only use the main hallway doors to access all playgrounds. You can exit those doors where you may wait at the designated spot for a teacher/staff to take your child. If you are a preschool/PreK/school age family, your child may be in the green space on the west side of the building. The exit to use for that area is at the end of the hallway toward the back garden. You can proceed to the designated area where a teacher/staff will take your child.
9. After drop off, parents should exit the building immediately via the right side of the hallway. Please do your best to distance as you exit down the right side of the sidewalk.

Program Day:

1. Staff will sanitize the rooms regularly throughout the day, and the building will be cleaned and sanitized each evening
2. Students in the Bobcat and Jayhawk classrooms will wear masks at all times (***PreK classrooms will begin wearing masks beginning October 1).***
3. There will be no tooth brushing in the classrooms until COVID 19 is no longer a problem.
4. Staff will do well checks every day upon entry into the building
5. Below are [symptoms](#) that will require a child to be sent home (as per recommendations from health officials). Children will need to be symptom free for 48 hours before return. These are fluid and can change as medical information changes.
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing

- d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
6. Food service will be done at the door with no staff entering rooms
 7. Only one classroom at a time on playgrounds or moving in hallways at a time.

Pick Up:

1. Please social distance at all times. All parents need to be masked from the car prior to arriving at the building. NO EXCEPTIONS
2. Please enter at the right hand side of the sidewalk (it is marked).
3. Please do not create congestion at the front door. We have marked spaces at our entrance where families should stand as they wait for entry.
4. Every family must sanitize hands at the front door sanitizing station upon entry
5. Proceed to child's classroom. Pick up will take place at the door of each classroom. Parents will not be permitted inside the classrooms
6. During pickup, your child may be on the playground. You should not use the classroom to access any playground. You should only use the main hallway doors to access all playgrounds. Jayhawk families must use the hallway door down the Preschool Hallway to access playground. You can exit those doors where you may wait at the designated spot for a teacher/staff to retrieve your child. If you are a preschool/PreK/school age family, your child may be in the green space on the west side of the building. The exit to use for that area is at the end of the hallway toward the back garden. You can proceed to the designated area where a teacher/staff will retrieve your child.
7. Please do not enter classrooms or cubby rooms at pickup. Staff will have child's belongings outside with them as necessary.
8. Children should be next to or hand held by parents at all times. Please stay to the right in all hallways and please do not hit the handicap button at the front doors.
9. After pickup, proceed immediately to the exit at the front of the building.
10. **HILLTOP WILL CLOSE AT 5:30PM. THERE IS NO LATE ROOM. Children should be picked up and out of the facility by 5:30pm. Late fees will be assessed as follows:**
 - a. **First Late: \$25 plus \$2/minute per child**
 - b. **Second Late: \$50 plus \$2/minute per child**
 - c. **Third Late: Immediate termination**