



**Thank you so much for choosing Hanlin Summer Camp this year, this is a very special year! Because of Covid-19, we will no longer be running our same program as before, we have made proper modifications to provide a fun and safe environment for our students and our staff.**

**Hanlin will follow the CDC, San Mateo County Public Health, and Community Care Licensing guidelines for the center. As well as for the classrooms, including physical distancing, activity time, use of materials and equipment, health and safety, and cleaning procedures.**

#### **Check in &Out**

- Each Student will need bring 3 extra face masks in their bag packs.**
- Hanlin will provide morning and afternoon face masks to our students and teacher staff.**
- 8:30-9:30 Drop off at the back of 690 Parking lot, parents will staying in the van, one teacher will be taking child inside of the school.**
- Each student will checked-in and temperature and wellness checks are conducted. Fever is defined as 100F and above. We will check 3 times a day for teachers and staff's temperature and make the record chart.**
- 4:30-6:00pm students will be ready for the pick up, we will have a dedicate teacher help the student walk out to the parents car (Parents need to stay inside of the car).**

## **Meal& Snack**

- We will not provide any food during camp.
- Students will bring 2-3 snacks with a daily lunch.
- Students will be instructed to wash their hands upon arrival to their classroom, multiple times through out the day, including prior to snack and lunch, and prior to pick up.

## **Class Time**

- We will provide teaching material for each student, each student will have their own pencil bag/reading bag.
- Assigned desks will be placed 3ft apart to provide proper distancing in the classroom.
- Teacher will ensure that 3ft distancing is practiced throughout the day.
- Students should continue to bring a backpack with a change of clothes and an extra pair of shoes in case of an accident, as well as a light jacket or sweater. Backpacks will remain at school for the duration of the week and will be sent home with your child on Friday. Any projects and work for the week will also be sent home on Fridays. Backpacks should return to school with your child on Monday.

**Each Session two weeks, we will have 1 teachers with 8-10 students, the teachers and the students will be the same for at least 2 weeks.**

- Children cannot change from one group to another or attend more than one childcare program, summer camp or other educational program.
- 12 students will have their own collection of games, learning materials, toys, and will not share with each other.
- Teachers will be cleaning and sanitizing all common use areas multiple times daily. Bathrooms will be cleaned mid-day as usual. A deep cleaning of the entire campus will be conducted by our janitorial service at the end of the day when students and staff have gone home.

## **Sick Policy**

**Hanlin will expect a parent to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day. These symptoms include, but are not limited to inability to participate in routine activities, needing more care than staff can provide, fever (100.4 or higher with forehead thermometer), fever with behavior changes, difficulty breathing, uncontrolled coughing, diarrhea, vomiting, open sores, rashes, signs of infection, runny nose with colored mucus, or any other sign of communicable illness.**

**Hanlin will conduct daily check of children and staff throughout the day. This will include temperature taking, visual look over, and asking health questions.**