

# Addendum to Policies and Registration 2021-22

This is an addendum to the 2021-22 policies and contract signed between The Cornell School and \_\_\_\_\_

Due to Covid -19, CDC and ECC mandates, The Cornell School is making the following changes to its original policies and contract in order to safely resume operation.

School hours for 2021-22 will be 8am - 3pm to allow for enhanced cleaning and sanitation and to minimize staff rotation with the children per Early Learning Division (ELD) requirements. The school cannot accept children before this time. All children must be off premise by 3pm.

## Covid 19 Health and Safety Policy

- Children showing any upper respiratory issues or discomfort such as persistent cough, cold, runny nose, fever will not be allowed in the school for safety of staff and other children.
- Children will be expected to wash hands frequently or use hand sanitizer per guidelines from Oregon ELD.
- Due to the fluid nature of Covid 19, The Cornell School reserves the right to implement new or additional health and safety guidelines in accordance with state and federal agencies with little or no notice. Significant changes in policies will be communicated to parents via email. Client agrees to adhere to new guidelines.
- The client must notify the school within 24 hours if their child or any member of the direct family is diagnosed with Covid 19 or their child is exposed to anyone with Covid 19.
- If the school becomes aware that a child or staff member has been exposed to Covid 19, all parents will be notified immediately and the school will follow Early Learning Division Guidelines for closure and cleaning before resuming operation.
- ELD has clear guidelines on what to do if children or staff or family members of children or staff are diagnosed with Covid 19. In the event of a reported case of Covid 19 at TCS, the school will be closed for 48 - 72 hours before resuming operation (guidelines are subject to change). Tuition will not be prorated for short closures related to Covid 19, however, in the event The Cornell School cannot remain open for a calendar month(s), tuition will not be charged for that month(s). The registration fee for 2021-2022 shall remain nonrefundable per the original contract.
- **Parents will not be allowed into the classrooms.** In case of an emergency in which a parent needs to come into the classroom, the parent shall wear a mask and adhere to directions from the staff.
- All pick up and drop off will be done at the front door or side door of the school (weather permitting). Parents should follow the 6 feet social distancing guidelines for drop-off and pick-up and while interacting with other parents and staff. Staff and parents must wear masks at pickup and drop off.

- Sign in and out forms will be maintained by staff with the names of drop off and pick up person for contact tracing
- Class size is restricted to 10 children and this group shall remain under the supervision of the same teacher for the duration of the day, except at staff lunch and other breaks.
- Teachers will wear masks especially when working with children in close proximity such as table top activities, conflict resolution and serving food.
- Per ELD requirements, children under the age of 5 years are asked not to wear masks.
- 5 year olds must wear masks both indoors and outdoors. They can take mask breaks and have their masks off during lunch and rest time. They are not required to wear a mask if they are playing by themselves and are 6 feet apart. Parents will provide a labeled pouch or Ziploc bag with their child's name for safe storage of masks during mask breaks. Children will wash hands before putting on and after taking off their masks. Masks must be washed at the end of the day or children can wear a different mask each day. Please refer to the ELD website for details and rationale for these policies.
- The Cornell school will accept a mask exempt letter from any health professional (doctor, therapist, physical therapist, counselor) stating that the child has a condition that prevents him/her from wearing a mask. The condition/s do not need to be specified for privacy laws. Otherwise, all children age 5 must wear a mask when in school.
- All enrichment programs (sports, theater, etc) will be on hold to minimize exposure and contact. We will work to integrate as much enrichment into the core curriculum as possible without introducing new teachers to the classroom.
- The staff will disinfect all surfaces, toys, door knobs and bathrooms daily and classroom will be treated with ozone
- To safeguard staff, face-to-face communication and meetings with teachers will be very limited. As needed, we will communicate via email, phone calls, or zoom calls to address any concerns.
- Parents are encouraged to check the Early Learning Division website for the latest Covid 19 health and safety guidelines.

### **Signatures of the Parties to the Contract**

By signing this contract addendum, clients indicate that they have read The Cornell School's policies and agree to follow them. The Cornell School reserves the right to make changes to the policies. Client further agrees to follow any changes or additions that The Cornell School makes to policies in the future.

The person signing this contract is responsible for paying all fees due under this contract, even if the parents are divorced and have joint custody of the child.

A failure to enforce one or more terms of this contract does not waive the school's right to enforce any other terms of this contract.

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Parent or legal guardian's signature

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Date of signature

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Parent or legal guardian's signature

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Date of signature

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Director's signature

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Date of signature

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Director's signature

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