



## **FAQ for DPS Learning Centers**

Please refer to Community Education and Family Engagement *Before and Afterschool Parent Handbook* for more information regarding our programs.

Before opening our Learning Centers, Community Education staff received extensive training on Center for Disease Control (CDC) health and safety practices regarding COVID-19 as well as NCDHHS and NC Division of Child Development Early Education guidelines for licensed programs. In addition, our programs will follow Durham Public Schools guidelines, procedures, and protocols for responding to COVID-19.

### **COVID-19 Response F.A.Q.**

#### *Health Practices*

#### **What precautions and modifications are being made due to COVID-19?**

- Group sizes have been reduced to a maximum of 10 students.
- There will be minimal interaction between groups.
- Each student will be assigned to a group for the duration of the program.
- Social distancing will be practiced at all times.
- All students and staff will be screened daily before entering the building.
- Students and staff will wash hands frequently throughout the day.
- Spaces will be disinfected and sanitized daily and any shared equipment will be sanitized after each use.
- Programs will not participate in field trips, large group gatherings or on-site performances. Programs will incorporate virtual field trips, parents and family meetings, and special performances when possible.
- Classroom windows will be opened when possible to allow fresh air to circulate.

#### **Who will be required to wear masks?**

- All students and staff will be required to wear a mask.

#### **What will daily screening look like?**

- Students and staff will be asked daily health screening questions.
  - ❖ Have you (child) had contact with anyone that you know has been diagnosed with COVID-19?
  - ❖ Have you (child) had a positive-COVID test for active virus in the past 10 days?
  - ❖ Does your child have any of these symptoms? • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent onset of loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea
- Students and staff will have their temperatures taken on a daily basis. Anyone with a temperature over 100.4 will not be admitted to the program.
- Students and staff will wash hands or use hand sanitizer before entering the program.

**If your child is negative for COVID-19 but has symptoms or has a fever, they will not be permitted to return for ten day unless they have a doctor's note.**

## **What happens if someone at the Learning Center tests positive for COVID-19?**

District administrators and the local health department will be notified and DPS policies and procedures regarding COVID-19 positive cases and symptoms for students and staff will be followed.

Community Education will work with district administrators to follow the recommendations established by the *NC Guidebook for Reopening Schools* as outlined below.

- If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
- If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they (or a family member if younger child) can answer YES to the following three questions:
  1. Has it been at least 10 days since the child first had symptoms?
  2. Has it been at least 3 days since the child had a fever (without using fever reducing medicine)?
  3. Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?
- Notify local health authorities of confirmed COVID-19 cases among children and staff (as required by NCGS § [130A-136](#)).
- Ensure that if a person with COVID-19 was in the building while infectious, district administrators will coordinate with [local health officials](#) to notify staff and families immediately while maintaining confidentiality in accordance with FERPA, NCGS 130A-143, and all other state and federal laws.
- If a student/employee has been diagnosed with COVID-19 but does not have symptoms, they must remain out of the program until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- If a student/employee that has been diagnosed with COVID-19 or has been presumed positive by a medical professional due to symptoms, they are not required to have documentation of a negative test in order to return to the program.
- If a student/employee has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of the program for 14 days since the last date of exposure unless they test positive. In which case, exclusion criteria above would apply. They must complete the full 14 days of quarantine, even if they test negative.

## **What happens if my child gets sick while attending the program?**

If your child has a temperature of 100.4 or greater, or appears to have symptoms, the child will not be permitted to remain in the program and a parent/guardian will be contacted to pick up the child.

If your child demonstrates COVID-like symptoms (fever or chills, cough, shortness of breath or difficulty breathing, new loss of taste or smell, sore throat, congestion or runny nose, gastrointestinal issues, nausea, vomiting or diarrhea) during the program they will be moved to an isolated location and the family will be notified for immediate pickup.

**If your child is negative for COVID-19 but has symptoms or has a fever, they will not be permitted to return for ten day unless they have a doctor's note.**

Students who develop symptoms or show visible signs of illness during program hours:

- The student displaying symptoms and any family members enrolled in the program will be sent home immediately.
- Once a family member has been called, the parent or emergency contact must pick up the child within 60 minutes.

### **What will cleaning procedures be like?**

- Spaces will be sanitized daily and any shared equipment will be sanitized between each use.

### **What will drop off and pick-up be like?**

- To minimize potential exposure, we ask families not to walk your child into the site when you arrive. Instead, please wait for staff at the check-in station and they will walk your child into the program. Staggered arrival strategies will be implemented to promote social distancing and to conduct health screenings. At drop off, we will ask parents and students the daily health screening questions and student temperatures will be taken before they are allowed into the program. Parents/guardians will not be allowed into the building.
- During pick-up times, parents will be asked to wait until a staff member gets your child (ren). Children are to be signed out each day prior to leaving the program by an adult listed on the child's application form. Please have a picture identification card available the first few days of the program until we get to know you. Any unknown person will be asked to show identification prior to signing out a child. Per state guidance and as stated in the *Childcare Strong NC Public Health Toolkit*, families are asked to designate the same parent or individual to drop off and pick up the child every day if possible.

### Half-Day Students:

- All (AM) students must be picked up before 12:00 p.m. before incurring a late fee.
- All (PM) students must not arrive on campus before 1:00 p.m. and must be picked up by 6:00pm before incurring a late fee.

### **Will transportation be provided?**

Families who desire bus transportation should register at the following website [www.dpsnc.net/afterschool](http://www.dpsnc.net/afterschool). Students will be transported from their assigned school each day. Students receiving bus transportation will be dismissed from the program at 4:00 p.m. each day.

### **What will the daily schedule include?**

The DPS Learning Centers will give Durham families and students another option for accessing the remote learning that DPS is providing under our Plan C reopening.

The Learning Centers are an expanded, day-long version of our before-and-after school program. Students attending the learning centers will receive high quality child supervision from 7 a.m. to 6 p.m. Monday through Friday. Students will also be expected to access and attend their Plan C remote educational services while at the Learning Center.

The Learning Centers will charge fees on a sliding income scale, just like the before-and-after school programs we have always operated. Because of the sliding fee scale, the Learning Centers will offer day-long support and supervision to many of our students at an affordable fee that is far below market rates. Students who are homeless or in foster care will not be charged.

### **The program staff cannot guarantee that students will finish all of their online assignments and/or homework during program hours.**

In order to have all students prepared and ready for the beginning of their online instructional day and to minimize interruptions to learning; all students should arrive by 8:00am each day if they are attending during the instructional morning time.

When online school/ remote learning is completed, students will have time for homework or structured, age-appropriate enrichment activities. Students will receive breakfast, lunch, and an afternoon snack each day. All meals including snack will be served in their classroom.

Program staff have planned activities, games and special projects that are fun and engaging while promoting social distancing for a safe and healthy environment. Program expectations and guidance such as practicing social distancing, proper handwashing, etc. will be reviewed each day with participants.

There will be “Safe Zones” set up inside and outside for participants who need to take a break from wearing their face covering for a short time.

- Safe Zones will be spread out 6 feet or more typically when outside.
- While in the Safe Zone participants can properly remove their face covering from their nose and mouth for a few minutes.
- Participants will be required to properly put their face covering on when leaving the Safe Zone or at the end of the activity.

**What does my child need to bring each day?**

The following items must be sent with your child each day in a backpack. Clearly mark your child’s name on all belongings.

Clean mask

DPS issued laptop & charger

Headphones for laptop

All login information that your child will need to access their online instruction

School supplies as needed to complete assignments

**What do I do if my child has medication that must be taken during program hours?**

Managers are authorized to administer medication prescribed by a physician. This can only be done if the parent/guardian has completed and signed the Durham Public Schools Medication Form that must have a physician’s signature and date.

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child’s parent or health care professional.

**How will I receive communication regarding the program?**

Programs will provide updates to families about program activities through newsletters/updates, flyers and emails. If you need to contact the manager for any reason, please call the afterschool office number listed below or send the managers an email.

<b>Learning Centers</b>	<b>Morning Managers/email</b>	<b>Afternoon managers/email</b>
Eno Valley (919) 287-5675	Gwendolyn_Flaglerman@dpsnc.net Shantel_Riser@dpsnc.net	<a href="mailto:Rasheeda_Jones@dpsnc.net">Rasheeda_Jones@dpsnc.net</a> Stacy_Price@dpsnc.net
WG Person (919) 287-5689	Brenda_Murphy@dpsnc.net Dominique_Taylor@dpsnc.net	Joy_Campbell@dpsnc.net Marchelle_Clark@dpsnc.net
Southwest (919) 287-5694	Phrelanka_Woods@dpsnc.net Alicia_Albright@dpsnc.net	Sonialetici_Hodges@dpsnc.net Roxie_Moore@dpsnc.net

Carrington (919) 287-5699	<a href="mailto:Ashlei_Walton@dpsnc.net">Ashlei Walton@dpsnc.net</a> Donielle_McLaughlin@dpsnc.net	<a href="mailto:Terry_Applewhite@dpsnc.net">Terry Applewhite@dpsnc.net</a> Lisa_Brooks@dpsnc.net
Githens (919) 287-5701	<a href="mailto:Crystal_Douglas@dpsnc.net">Crystal Douglas@dpsnc.net</a> Patricia_Caputo@dpsnc.net	<a href="mailto:Deldra_Moore@dpsnc.net">Deldra Moore@dpsnc.net</a> Andre_Nance@dpsnc.net
Shepard: (919) 287-5705	<a href="mailto:Carma_Fuller@dpsnc.net">Carma Fuller@dpsnc.net</a> Katrina_Zimmerman@dpsnc.net	<a href="mailto:Samuel_Perkins@dpsnc.net">Samuel Perkins@dpsnc.net</a> Bridgette_James@dpsnc.net

### What are the registration deadlines?

#### Weeks and Enrollment Deadlines:

Week 1 (August 24-28): **Tuesday, August 18**

Week 2 (August 31- Sept. 4): **Friday, August 21**

Week 3 (Sept. 8-11): **Friday, August 28**

Week 4 (Sept. 14-18): **Friday, September 4**

Week 5 (Sept. 21-25): **Friday, September 11**

Week 6 (Sept. 28- Oct. 2): **Friday, September 18**

Week 7 (Oct. 5-9): **Friday, September 25**

\*Operations are subject to change based on district and health decisions. Additional weeks may be added depending on school district guidance.

**WAITLIST:** Program seats are limited and are always a challenge. Enrollments are determined by a number of factors including hiring qualified staff, grade level of students, school space and other NC licensing requirements. COVID-19 will also play a major part in our ability to serve students this year. If you are placed on a “waitlist”, we will contact you as soon as a space becomes available. You would not be required to pay anything except the \$35 registration fee to remain on the waitlist. This registration fee is fully refundable should you decide to withdraw from the waitlist.

### How will withdrawal and refunds be handled?

- Refunds or credits will be issued with a one week (7 days) written notice before the next week is scheduled to begin.
- Refunds or credits will be prorated if students fail their daily health screening.
- Refunds or credits will be prorated if students are required to be quarantined or isolated due to them or someone they live with is positive for COVID-19 (A doctor’s note will be required).
- Refunds or credits will be prorated if the Learning Center must be closed due to COVID-19 protocols.

### When is my payment due?

Payments are due two weeks prior to the first day. A 3% convenience fee will be charged to customers using a credit card for payment. Parent #1 listed on your registration form will receive an invoice by email each Monday prior to the start of the following week. If an account is not paid in full by the established deadline, the child will not be eligible to attend the program.

Elementary programs K-5 are licensed and therefore eligible for daycare vouchers from the Department of Social Services. Sliding scale fees are also available to assist families.

**Notification of the Risk Relating to Coronavirus/COVID-19 in the attendance or use of Learning Centers  
located at Durham Public Schools**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Durham Public Schools (“DPS”) has put in place preventative measures in accordance with federal, state, local, and CDC guidelines and orders to reduce the spread of COVID-19. Our district has implemented safety precautions in all of our buildings; however, it is important for parents and students to understand that school districts can only mitigate the risk of COVID-19. No district, organization, or business can offer 100% protection against exposure to a global pandemic. DPS cannot guarantee that you or your child(ren) will not become infected with COVID-19. Attending and being present at the Learning Centers could increase your risk and your child(ren)’s risk of contracting COVID-19. I acknowledge the contagious nature of COVID-19 and the risk that I and my child(ren) may be exposed to or infected by COVID-19 by attending the Learning Centers located at DPS sites and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I further agree for myself and my child(ren) to adhere to CDC guidelines and the Durham and NC Department of Health and Human Services guidelines for safety measures regarding COVID-19.

**I HAVE READ AND FULLY UNDERSTAND THE ABOVE.**

Name of child(ren): \_\_\_\_\_

Name of parent/guardian(printed): \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

Date signed: \_\_\_\_\_