

Hybrid School Year 2020/2021 KTC Parent Letter – Full Day Child Care at District Office

Dear KTC Parents/Guardians:

Johnston Schools will start the school year with a hybrid model. The school district has divided all students into purple/gold groups. Some students are 100% online. KTC will provide full day care at the District Office on the days students are NOT attending school. Capacity is limited at the District Office site.

If you are in need of full day KTC care on the days your child does NOT attend school, please read this letter closely. Our routines and operations will be extremely different from previous years due to increased safety measures related to COVID-19.

In addition to this Parent Letter, please review the COVID-19 Isolation Guidelines in the following link. [CCNC Isolation Guidelines document.](#)

Site Information:

- Hybrid School Year **Full Day KTC** will be offered at the District Office. The District Office is located at 6510 NW 62nd Ave. Entrance is on the west side of the building at Door #11. **Full Day KTC** care is for those in **Grades DK-5**.
- **KTC full day hours of operation will be:**
6:30 AM – 6:00 PM

Registration:

- **Registration for hybrid school year Full Day KTC is open on Eleyo. You will register according to your group: purple, gold, or full day all week.**
- **Registration must be completed by 4:00 pm by Wednesday, August 26 in order to attend the first week of hybrid school year KTC (starting August 31).**
- **Consistent schedule contracts will be the only contracts offered for full days.**
- This contract will be for the remainder of the hybrid school year.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Gold Full Day \$37	Gold Full Day \$37	Gold Full Day \$37	Purple Full Day \$37	Purple Full Day \$37
Week 2	Gold Full Day \$37	Gold Full Day \$37	Purple Full Day \$37	Purple Full Day \$37	Purple Full Day \$37
100% Online	\$37	\$37	\$37	\$37	\$37

You will be invoiced on Eleyo for each two week period. Payment will be made for **two weeks** at a time.

FULL DAYS: \$185 (every day your child is not attending in-person learning – 5 days)
\$370 (if your child is participating in 100% virtual learning – 10 days)

- There are no flexible schedules during this hybrid time. No drop-ins will be allowed at any time.
- There are no multiple child discounts.
- Families with two households will need to share one account on Eleyo, if attending full days. Otherwise both parties will pay for the same times. Please contact the KTC office if you have questions, 252-8490.
- If you need to start KTC after the week of Aug. 31st, you will need to register on Eleyo by 4:00 PM on Wednesday the week prior to attending. Students will be approved only if there is space available.
- Because we are only offering consistent schedule contracts, your contract will begin on the Monday following the day you register, as long as you register prior to the 4pm/Wednesday deadline.
- A student's contract may be withdrawn for the rest of the hybrid school year if needed. You will need to notify the KTC main office, (515) 252-8490, the Wed. prior to your last two week attendance period. No readmission to Hybrid KTC school year will be allowed after withdrawal.
- There is a \$30 KTC registration fee per child that will be processed once the hybrid school year contract is approved on Eleyo. The KTC registration fee applies for the entire 2020-2021 KTC school year.
- **If your child is attending before/after care during their school day and full day care on days they do not attend school, you will have to register two contracts. You will be charged only one registration fee.**

Hybrid School Year 2020 will operate under all current Kids Connections policies and procedures. Please see the [School Year 2019-2020 KTC Parent handbook](#) for more information.

Daily Safe Site Protocol:

- All drop off and pick up will take place outdoors, standing 6' apart. Prepare for the weather. If weather is bad, wait in your vehicle until we are ready for you.
- **Parents will not be allowed into the building.** Staff will sign the student in/out for the authorized drop off/pick up person. Identification may be requested for anyone picking up a student.
- Students will have daily temperature screenings upon drop-off every day as well as answering screening questions. If the child's temperature is 100.4 or above and answers yes to any of the questions, your child will not be able to enter the KTC site.

Screening:

- A screening process has been created for all staff and students who enter the KTC site. Each student and staff will be screened each day as they arrive.
- Screening criteria:
 - Do you have a new cough or sore throat that you cannot attribute to another health condition?
 - Do you have shortness of breath that you cannot attribute to another health condition?
 - Have you recently lost your sense of taste or smell?
 - Do you live with someone who has symptoms of COVID-19 or has tested positive for COVID-19?
- **If 'YES' to any of the above questions, we will not check temperature and student or staff will NOT be allowed to enter the KTC site**
- If 'NO' to all questions, temperature will be checked
- **Any student or staff with a temperature of 100.4 or higher for any reason will NOT be allowed to enter the KTC site**

- Screening information will be recorded and privacy protected. Screening information is being collected for potential contact tracing.
- Please be prepared for screening, drop off, and pickup process to take longer than usual. Please plan your schedule accordingly.
- Every effort will be made to maintain consistent groups and consistent staff throughout the week.
- KTC staff will continue to practice social distancing within the student groups and all student groups will be kept separate.
- Proper hand washing hygiene will be practiced throughout the day.
- **All staff and students will wear face coverings.**
- **All students will be expected to bring a sack lunch each day. Student lunches will NOT be refrigerated.**
- **All students will be expected to bring a backpack each day. The only items that should be in the backpack are a lunch, water bottle and their district issued ipad.** Drinking fountains will not be available for use. No other items from home will be allowed into the school.
- Breakfast and snack are provided daily.

Response to Positive COVID Cases:

- If a staff member, KTC participant, or member of their direct family (family they live with) has symptoms of COVID-19 or has tested positive for COVID-19:
 - All parents at the affected KTC site will be notified on the same day that we become aware of positive test or symptoms
 - **All staff and participants of the group that the person with a positive COVID test/symptoms came in direct contact with (group participants + assigned staff) will be asked to self-isolate for 14 days.**
 - Refunds will NOT be issued for the current week participants are asked to self-isolate.
 - Participants will not be responsible for paying future weeks of KTC that they are unable to attend due to 14-day self-isolation resulting from a positive COVID test or symptoms.
- Parents must agree to notify KTC if a participant, or member of their direct family has symptoms of COVID-19 or has tested positive for COVID-19.
- The determination to close a site will be made on a case-by-case basis in consultation with DHS and the Iowa Department of Public Health.

The Center for Disease Control, along with Iowa DHS services, has created a list of resources and protocols for child care providers and families; [CDC information](#) and [DHS information](#). We encourage all parents/guardians to review these resources as necessary.

You will receive communication throughout the hybrid season regarding any new information that may become available. We appreciate your cooperation and compliance with these changes.